

DARLA M MESSINA



~~BRIDGE~~

Break



JOHN
LOGAN
COLLEGE

Do NOT Remove

JOHN A. LOGAN COLLEGE

1981-83 COLLEGE CALENDAR

FALL, 1981

Fall Faculty Meetings	August 24-25-26
Instruction Begins	August 27
Holiday—Labor Day	September 7
Midterm	October 23
Faculty Development Workshop (No Classes)	October 30
Thanksgiving Recess	November 25-27
Final Exams	December 17-23
Holiday—Christmas Day	December 25
Holiday—New Year's Day	January 1

SPRING, 1982

Instruction Begins	January 18
Holiday—John A. Logan's Birthday	February 9
Midterm	March 11
Faculty Development Workshop (No Classes)	March 12
Spring Vacation	March 15-19
Holiday—Good Friday	April 9
Final Exams	May 13-19
Spring Intersession	May 24-June 11
Holiday—Memorial Day	May 31

SUMMER, 1982

Instruction Begins	June 14
Holiday—Independence Day	July 5
Midterm	July 9
Final Exams	August 6-7

FALL, 1982

Fall Faculty Meetings	August 23-24-25
Instruction Begins	August 26
Holiday—Labor Day	September 6
Midterm	October 21
Faculty Development Workshop (No Classes)	October 22
Thanksgiving Recess	November 24-26
Final Exams	December 16-22
Holiday—Christmas	December 24
Holiday—New Year's	December 31

SPRING, 1983

Instruction Begins	January 17
Holiday—John A. Logan's Birthday	February 9
Midterm	March 10
Faculty Development Workshop (No Classes)	March 11
Spring Vacation	March 14-18
Holiday—Good Friday	April 1
Final Exams	May 12-18
Spring Intersession	May 23-June 10
Holiday—Memorial Day	May 30

SUMMER, 1983

Instruction Begins	June 13
Holiday—Independence Day	July 4
Midterm	July 8
Final Exams	August 5-6

REGISTRATION

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

*Let of West
Tutor - Appor
per credit for*

John A. Logan College
Cartersville, IL
618 985-3741

549-7335
937-3438
348-8612

CONTENT

THE BOARD

THE COLLEGE

LEARNING RESOURCES

ADMISSIONS

TUITION AND FEES

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

STUDENT SERVICES

FINANCIAL AIDS

STUDENT ACTIVITIES

CURRICULUM

ARTS & SCIENCES PROGRAMS

OCCUPATIONAL PROGRAMS

CONTINUING EDUCATION

COURSE DESCRIPTIONS

ARTS & SCIENCES COURSES

OCCUPATIONAL COURSES

FACULTY

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

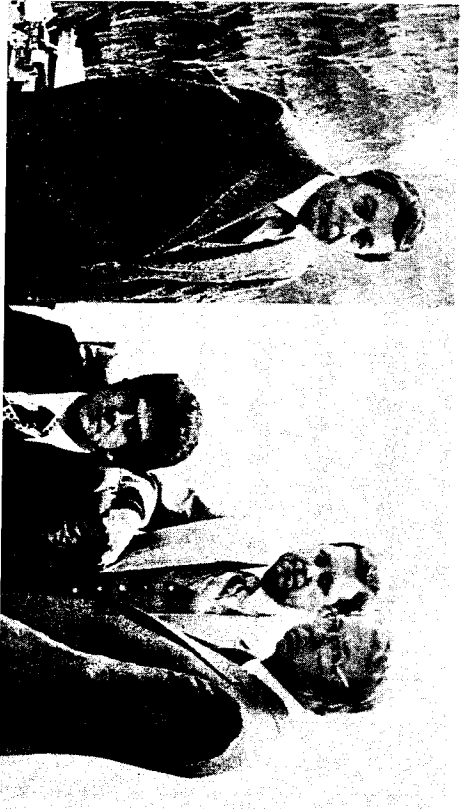
The information in this *College Bulletin* states present policies, which are sub-



**ROBERT E.
TARVIN**
PRESIDENT

OFFICERS OF THE COLLEGE

(Left to Right) Harold R. O'Neill, Dean of Instructional Services; Robert E. Tarvin, President; Jack D. Hill, Dean of Institutional and Community Services; and Jim Bales, Dean of Business Services.



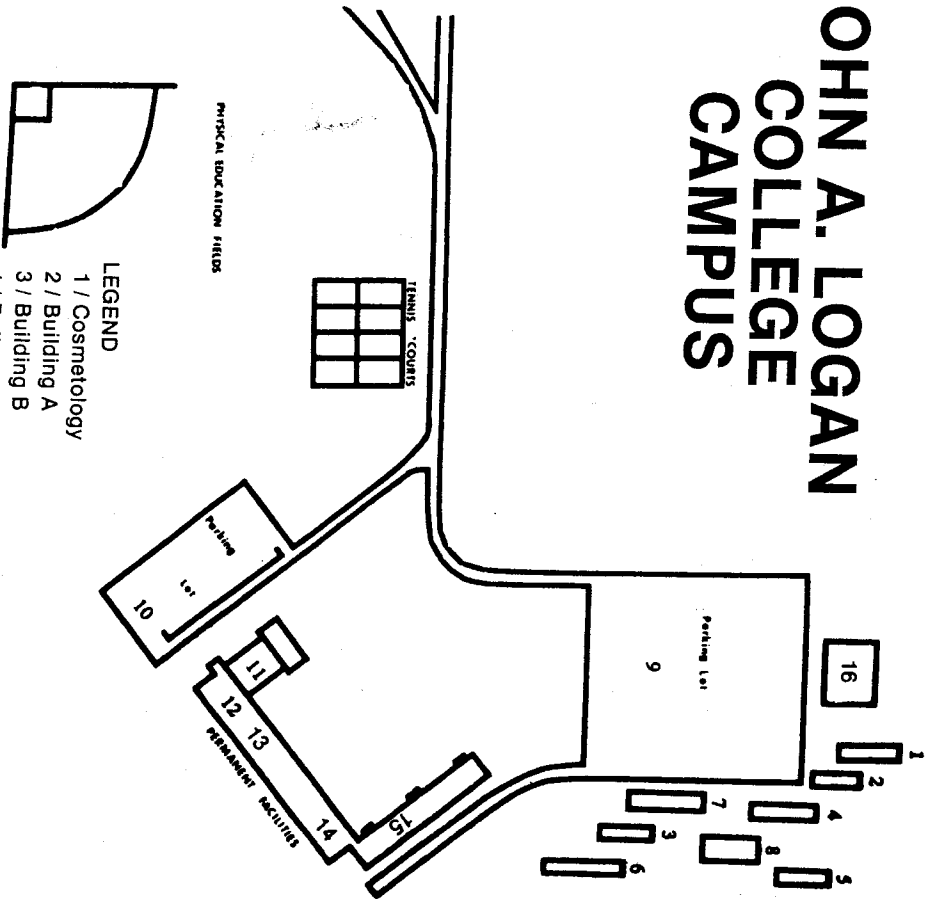
**BOARD
OF
TRUSTEES**



Back Row (left to right) Jim Redden, June Kunkel, W. Campbell Brown, Lacey, Cindy South, Donald L. Brewer.

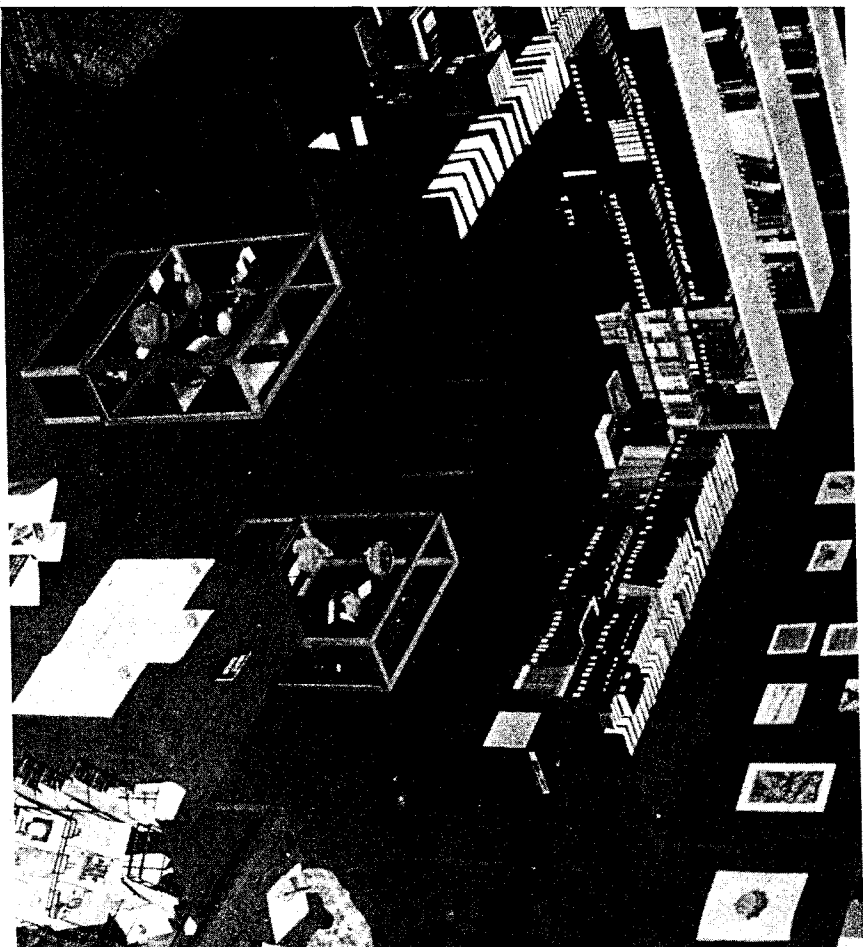
Seated (left to right) Clifford Batteau (Vice-Chairman) and Don Nolen (Cha

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 Instructional Services
- 8 / President and Institutional & Community Services
- 9 / Parking Lot B
- 10 / Parking Lot A
- 11 / Physical Education Center
- 12 / Student Center
- 13 / Student Services (Second Floor)
- 14 / Learning Resources Center
- 15 / Classrooms and Laboratories
- 16 / 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 date 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 work by dedicated citizens in formulating plans, organizing a steering committee, conducting a feasibility study, and finally, petitioning for authority to conduct a 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.

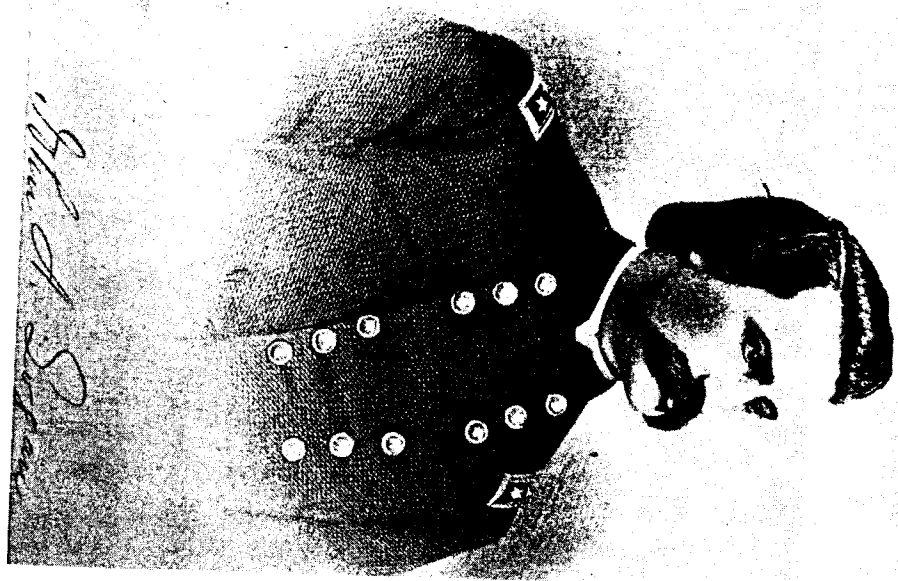
In 1968, Nathan A. Ivey was selected by the Trustees as the institution's first president, and the College was named for General John A. Logan.

Classes were held for the first time in September 1968, with 268 full-time equivalent students enrolled. The first student body consisted of freshmen 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 1 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 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 1968. Newly constructed interim facilities. The permanent facilities were occupied in 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 partly 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 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.

STATEMENT OF PHILOSOPHY, MISSION, AND GOALS

PHILOSOPHY

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual and social enlightenment of the individual, that high quality educational opportunities are the right of the citizens to whom the College belongs, and that education is vital to the area's economic growth. Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open admission concept with life long learning opportunities. Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low cost traditional educational opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

MISSION

Introduction

John A. Logan College is an open-admission, comprehensive public community college designed to provide inexpensive, quality educational opportunities and services of many types to its citizens. The College serves most of Jackson and Williamson counties and portions of Franklin, Perry, and Randolph counties. The College is controlled by the citizens of the district.

The Mission

1. To provide a comprehensive community college program as mandated by Illinois law. This program includes liberal arts and sciences and general education, adult education, and occupational (semi-technical or technical) education leading directly to employment.
2. To provide open access and equal opportunity, within the limitations of our resources, to all citizens in the district.
3. To secure and manage human and material resources in a responsible manner.
4. To provide programs and services that contribute to the economic development of the district and its citizens and enhance the quality of life.
5. To provide an accessible environment that is conducive to learning and...

VII. To serve with honesty and dignity, striving to become a symbol of unity and identity within the district, and to foster appreciation and pride among the citizens because of their unique heritage.

VIII. To provide community-oriented public service activities, cultural activities, workshops and seminars, and exhibitions that foster awareness of the talents of individuals and create appreciation for the historical and cultural heritage and beauty of southern Illinois.

VIII. To provide educational leadership in the College District and cooperate with other institutions in that endeavor.

GOALS

Mission I (Comprehensive System)

1. To provide a high quality liberal arts and sciences and general education program that fulfills the first two years of a baccalaureate degree.
2. To insure articulation of baccalaureate courses and programs with degree granting universities and colleges, particularly those to which Logan students most frequently transfer.
3. To provide occupational programs that provide students with adequate entry, job-maintenance and retraining skills, and job placement congruent with the needs of employers in the district.
4. To provide comprehensive adult education courses, programs, and services that meet the needs and desires of adults by offering skills and concepts enhancing personal pursuits, and increasing their awareness and appreciation in a variety of areas.
5. To provide a program of student development that is fully integrated with the educational program and provides all students with the opportunity for experience personal, social, and economic growth.

Mission II (Open Access and Equal Opportunity)

6. To maintain an open-door admission policy that allows reasonable access to College programs and services.
7. To provide entry-level counseling and advisement services and to assist student enrollment in programs appropriate to their interests, abilities, and resources.
8. To provide assistance in obtaining financial aid, career planning, and personal counseling that assists students and other citizens in gaining access to education and opportunity for success.

Mission III (Human and Material Resources)

9. To provide the programs and physical facilities which are conducive to learning and...

10. To provide and manage financial resources to insure the quality, quantity, and stability of staff, programs, and facilities.
11. To provide an ongoing planning effort that reassures staff, students, and citizens that the College will continue to provide facilities and staff to serve the district's needs.

Mission IV (Economic Development and Quality of Life)

12. To be a stable employer and purchaser of goods and services.
13. To provide programs and services that enhance the opportunity of citizens to obtain marketable skills.
14. To provide programs and services that support employers and employees, enhancing employment opportunities in the district through retraining programs, workshops, and other lifelong learning opportunities.

Mission V (Accessible, Conductive, Learning Environment)

15. To provide accessible facilities and programs to all citizens, including those with special needs.
16. To provide an aesthetically pleasing and practically convenient physical environment that meets the diverse needs of the district and houses the College's programs efficiently.

Mission VI (Identity and Unity)

17. To provide athletic programs, national and international cultural programs, recreational and leisure time activities, and public service activities which assist citizens and students to identify with the College and to develop worthwhile leisure life styles.

18. To serve with honesty and integrity at all times, vigilantly protecting the dignity of the institution and serving as a public example to be emulated.

Mission VII (Community Oriented Cultural Activities)

19. To foster creativity and pride among the citizens of the district by providing cultural and historical programs, displays, and activities that examine, honor, and exhibit the unique heritage of southern Illinois.

20. To serve as a showcase and a marketplace for the abundant talents and crafts that exist within the district.

Mission VIII (Educational Leadership)

21. To serve as a resource to other educational institutions in the area, sharing facilities, professional expertise, and educational aids and services which are available through the learning resources.

22. To serve as an example of educational excellence and to be a model educational leader, providing a wide range of exemplary programs from developmental skills to accelerated and experimental opportunities.
23. To cooperate with district high schools by enrolling seniors in college courses at the high school's request and to recruit adults, new and re-entry, promoting opportunities for mid-life career changes.

24. To provide low cost workshops to public school teachers and to make college facilities available for regional educational meetings and conferences.
25. To attempt to maintain existing cooperative agreements, and expand these agreements as necessary, with other educational institutions, government agencies, and consortia in an effort to continue to provide high cost programs to Logan students and area citizens at reasonable costs.

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 in 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 in 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. Students may request materials through interlibrary loan if the materials needed are not available in the L.R.C. The library at John A. Logan College is an active, participating member of the ILLINET library network and the Southern Illinois Learning Resources Cooperative. 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 supervises the scheduling, distribution and use of audio-visual equipment and instructional materials used in classrooms. Production of TV programs is available. Scheduling and distribution of programs over the campus closed-circuit television system is handled in distribution control. Rental of all instructional films and preview or purchase of all instructional media is requested through Media Services. Media Production provides staff to work with faculty and students in the local production of instructional media aimed at making instruction more effective. Media Production assists in the design and production of instructional graphics, publications, 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. Audio tape duplication is available here.

Tutoring and Counseling Program

The Tutoring and Counseling Program is located in Room 228, directly across from the Learning Lab. This program is designed to help students who have potential to finish a two-year degree or vocational program, but for some reason did not do well enough in high school to succeed in college. It provides students the opportunity to get the help they need in order to develop skills in adult education, GED preparation, reading, writing, math and science. Tutoring is available on a one-to-one or small-group basis for almost any class in which a student may be enrolled. Academic, personal or career counseling is also available. Professional staff and peer counselor/tutors work with students free of charge. Students are only required to make a commitment 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.

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 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 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 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 Director for Student Services.

(See section on satisfactory academic standing)

SCHEDULE OF TUITION AND FEES

Tuition

IN-DISTRICT STUDENTS—\$12.00 per semester hour.

OUT-OF-DISTRICT—An out-of-district student may qualify for tuition on the 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 portion and the tuition charged the student. Out-of-district students who do not meet this requirement must pay the per capita cost, less state apportionment.

Fees

APPLICATION FOR ADMISSION—No fee required.

STUDENT SERVICES FEE—No fee required.

LABORATORY FEES

AAM 176 Agricultural/Automotive Mechanics Laboratory	\$17.50	COS 112 Cosmetology Laboratory	25.00
AAM 177 Agricultural/Automotive Mechanics Laboratory	17.50	COS 113 Cosmetology Laboratory	20.00
AAM 276 Agricultural/Automotive Mechanics Laboratory	17.50	COS 114 Cosmetology Laboratory	25.00
AAM 277 Agricultural/Automotive Mechanics Laboratory	17.50	CPS 176 Introduction to Computers	5.00
ACC 218 Tax Accounting	5.00	CPS 201 Digital Computer Programming	5.00
ADN 201 Nursing IV	10.00	DIE 187 Diesel Laboratory	17.50
ART 101 Fundamentals of Art (two-dimensional)	2.50	DNA 101 Dental Materials	10.00
ART 102 Fundamentals of Art (three-dimensional)	2.50	DNA 102 Pre-clinical Orientation	10.00
ART 180 Beginning Drawing	2.50	DNA 104 Radiology	10.00
ART 210 Art for Children	2.50	DNA 105 Radiology	15.00
ART 230 Introduction to Weaving	2.50	DNA 106 Dental Health Procedures	5.00
ART 240 Beginning Sculpture	2.50	DNA 107 Dental Assisting Procedures	15.00
ART 250 Introduction to Ceramics	2.50	DNA 109 Dental Office Procedures	5.00
ART 255 Life Drawing	2.50	DRT 181 Technical Drafting	10.50
ART 260 Beginning Painting	2.50	DRT 182 Technical Drafting	10.50
BIO 101 Biological Science	2.50	DRT 183 Detail and Assembly	7.00
BIO 105 Anatomy and Physiology	2.50	DRT 184 Architectural Drafting	7.00
BIO 110 General Botany	2.50	DRT 281 Advanced Technical Drawing	10.50
BIO 115 Invertebrate Zoology	2.50	DRT 282 Tool Design	10.50
BIO 120 Vertebrate Zoology	2.50	DRT 283 Advanced Technical Drawing	10.50
BIO 275 Common Plants of Southern Illinois	2.50	DRT 285 Descriptive Geometry	7.00
BUS 127 Calculating Machines	3.50	DRT 294 Advanced Architectural Drafting	7.00
BUS 128 Duplicating Machines	3.50	EGR 101 Engineering Graphics	2.50
CCT 163 Library and Audio Visual Methods	3.50	HMM 153 Principles of Food Preparation	7.00
CHM 101 General Inorganic Chemistry	5.00	HMM 164 Advanced Food Preparation	7.00
CHM 102 Qualitative and Quantitative Analysis	5.00	HMM 212 Food and Beverage Laboratory	7.00
CHM 201 Organic Chemistry	5.00		
CHM 202 Organic Chemistry	5.00		
COS 111 Cosmology Laboratory			

LABORATORY FEES (continued)

HMM 271 Food and Beverage Controls	3.50	SHN 125 Shorthand	5.00
IND 211 Fundamentals of Electricity	3.50	SHN 125A Shorthand (Modified Instruction)	2.50
IND 212 Intermediate Electricity	3.50	SHN 125B Shorthand (Modified Instruction)	2.50
IND 121 Manufacturing Processes	15.00	SHN 125C Shorthand (Modified Instruction)	2.50
IND 122 Manufacturing Processes	15.00	SHN 232 Shorthand	5.00
LIT 275 Art of the Cinema	10.00	SHN 233 Shorthand	5.00
MAC 101-133 (Modules) Machine Processes	7.50 ea.	TYP 116 Typewriting	5.00
MUS 101 Choral Ensemble	2.50	TYP 117 Typewriting	5.00
MUS 102 Chamber Ensemble	2.50	TYP 122 Business Letter Typewriting	2.50
MUS 103 Symphonic Band	2.50	TYP 123 Statistical Typewriting	2.50
MUS 104 Stage Band	2.50	TYP 230 Production Typewriting	5.00
MUS 106 Beginning Class Piano I	2.50	TYP 231 Typewriting	10.00
MUS 107 Class Piano II	2.50	TYP 116A Beginning Typewriting Basic Skills	5.00
MUS 115 Music for Children	2.50	TYP 116B Beginning Typewriting Communications and Reports	5.00
MUS 123 Music Ensemble	2.50	Typewriting	5.00
NAD 101 Nursing Assistant	5.00	Typewriting	5.00
PED 104 Beginning Golf (Men)	7.50	Typewriting	5.00
PED 121 Beginning Racketball	12.50	Typewriting	5.00
PED 124 Beginning Golf (Women)	7.50	Typewriting	5.00
PED 134 Handball (Women)	12.50	Typewriting	5.00
PED 141 Bowling (Co-Ed)	7.50	Typewriting	5.00
PED 142 Advanced Golf (Co-Ed)	7.50	Typewriting	5.00
PED 145 Golf (Co-Ed)	7.50	Typewriting	5.00
PED 154 Methods of Teaching Golf (Mens Majors)	7.50	Typewriting	5.00
PED 194 Intermediate Racketball	12.50	Typewriting	5.00
PED 195 Advanced Racketball	12.50	Typewriting	5.00
PHY 151 Technical Physics	2.50	Typewriting	5.00
PHY 155 Physics	2.50	Typewriting	5.00
PHY 156 Physics	2.50	Typewriting	5.00
PNE 101 Principles and Practices of Nursing	10.00	Typewriting	5.00
SHN 124 Shorthand	5.00	Typewriting	5.00
SHN 124A Shorthand (Modified Instruction)	2.50	Typewriting	5.00
SHN 124B Shorthand (Modified Instruction)	2.50	Typewriting	5.00
SHN 124C Shorthand	2.50	Typewriting	5.00

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, FEES AND LIBRARY CHARGES — 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. In addition, semester grades and permanent transcripts will be withheld for students with unpaid obligations.

TUITION AND FEE DEFERMENTS — Any student who is qualified for benefits from a college financial aids program shall be eligible for a deferment of tuition and fees by the Coordinator of Financial Aids or the Associate Dean of Student Services. The programs covered in this area shall be the John A. Logan College Foundation Scholarships, the Illinois Guaranteed Loan Program, G.I. Bill, the Illinois State Veterans Scholarship, the Illinois Scholarship Program, the Illinois National Guard Scholarship, Department of Public Aid, the Pell Grant (BEOG), or Social Security Benefits. The Associate Dean of Student Services at his discretion may defer fees for students not covered by Veterans benefits or other financial aids programs at the College. This deferment shall not exceed the tenth (10th) instructional day.

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 point average for that semester will receive recognition by being placed on 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 classed as being in "satisfactory academic progress" each full-time part-time student is required to:

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

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

*Students on "academic warning" will continue to be eligible for Pell Grant

Probation

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

	Hours Attempted	Grade-Point Average for Probationary ¹ Students (Students are in Unsatisfactory Academic Progress Standing)
Freshman	12-16	Below 2.00
	17-30	Below 2.25
Sophomore	31-45	Below 2.50
	46 or more	Below 2.90

Specific Requirements for Students on "Academic Warning" or "Probation"

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

1. Schedule an appointment with his/her academic adviser (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 Tutoring and Counseling program.
4. Achieve a satisfactory grade-point average for work taken during subsequent semesters.
5. Go back to the adviser 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 Disciplinary Hearing Committee.

¹Students on "probation" are ineligible for Pell Grants and other financial aid.

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 grade earned in the latter program count towards his/her certificate or degree at John Logan 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 intention to transfer programs.

Schedule Changes and Withdrawals

Full-time students must originate schedule changes with their academic adviser. Part-time students may change schedules in the Office of Admissions 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 on the fifth day of each semester with the exception of open-entry, open-ended 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 twelfth week must be passing in order to receive a "WF" grade. 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 graduation purposes. Students must see an adviser or counselor to officially withdraw from a class.

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

Credit Hour

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	Average 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 twelfth week of the semester. No grade points/no credit.	
WP	Authorized withdrawal after the twelfth week of the semester with a passing mark. No grade points/no credit allowed.	
WE	Authorized withdrawal after the twelfth 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.	
PR	Denotes proficiency.	
R	Denotes repeat course.	
P	Pass (credit, but no grade points)	
F	Fall (no credit, no grade points)	

Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a "D," "E," "AB," or "E" grade for a given course. The student has the option of petitioning the appropriate department for permission to repeat the course.

In instances where a student repeats a given course, the grade previously received in that course 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 grade point average. In cases where a "W," "WP," or "INC" is received as a result of a student repeating a course, the previous grade in that course will be deleted 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, introductory 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 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 Student Services (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 selected 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. After the exams to the appropriate Associate Dean who

The fee for one (1) proficiency examination is \$20.00, for two (2) examinations at one time—\$30.00; for three (3) to five (5) examinations at one time—\$40.00. The fee for taking more than five (5) examinations at one time is \$50.00.

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 shown, and will count in the student's grade point average.
 - b. If a student receives a grade of "C," or "D," 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	Introduction to Pre-School Children 160
Anthropology 111	Manufacturing Processes 121
Art 111	Manufacturing Processes 122
Biology (Genetics) 225	Music (Fund.) 110
Business Accounting 220	Music (Theory) 121
Business Mathematics 111	Music (Theory) 122
Cosmetology 101	Music (Theory) 221
Cosmetology 111	Nutrition 100
Cosmetology 102	Principles & Practices of Child Care 161
Cosmetology 112	Principles & Practices of Nursing 101
English 111	Spanish 101
French 101	Spanish 102
French 102	Shorthand 124
Geography 112	Shorthand 125
German 101	Typing 116
German 102	Typing 117
Health 110	

Attendance

A. Students are expected to attend all scheduled class periods for the courses in which they are enrolled.

vised college trip or function. (See item "E," below). There are no excused absences or a minimum number of class "cuts." All absences must be made up in a manner acceptable to the instructor.

- B. A student who is absent from a class for three consecutive meetings or who is excessively absent as defined by the instructor, without prior approval, may be required by the instructor to meet with the appropriate associate dean before being readmitted to the class. Students who claim illness as a cause for excessive absences may be required to present a physician's statement before being readmitted to class.
- C. Faculty members may establish special attendance rules for their individual classes subject to the approval of the appropriate associate dean.
- D. The Associate Dean for Student Services should be notified when extensiveness absences due to illness, hospitalization, or death in the family are necessary.
- E. Students will be allowed to make up work for classes missed while on a scheduled, supervised college trip or function; however, instructors must be notified in person by the student prior to the absence. Procedures for implementing this policy are as follows:
 1. The student will notify the instructor in person not later than one class meeting prior to the absence.
 2. The student should request from the instructor work that can be made up prior to the absence.
 3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done not later than the end of the semester.
 4. If the work is not completed, due to absences while participating in these extra-curricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.

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. Complete 20 semester hours of credit in residence with an overall grade point average of 3.0.
2. Successfully complete American Government 131.
3. Satisfactorily complete all specific degree requirements.
4. Make application for graduation and pay the required graduation fee.

Degree Requirements

1. The Associate of 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.

Certificate Requirements

The Certificate of Achievement will be granted to those students who successfully complete a Board-approved certificate program with a 3.0 overall G.P.A. For courses which are graded with "S" or "NC" grading symbols, an "S" will be considered equivalent to a 3.0 average.

Waiver of Academic Requirements

1. Institutional Responsibility
In order to maintain the integrity of the College's academic programs, special criteria for admission to certain courses and curricula must be set, minimum requirements for retention of student status must be defined, and requirements for completion of curricula and awarding of degrees must be set. For such standards to be meaningful they must be realistic and adherence to them is presumed. However, in recognition of the fact that there may be extenuating circumstances or compensating factors in a particular case, appeals for waivers of specific graduation requirements may be made through a student's adviser to the Dean of Instruction. All waivers of required courses in lieu of specific program requirements for substituting certain courses in lieu of specific program requirements must be approved by the Dean of Instruction. The Dean's written approval for a waiver must be filed with the Admission's Office prior to the student's formal graduation check.

2. Student Responsibility

So that academic requirements may be protected and applied in an effective and reasonable manner, each student has the obligation to request an exception to the requirements only if the circumstances are extremely unusual and compelling. Likewise, the student is obligated to follow the appeal procedures specified and not seek to circumvent them.



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:

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

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 Accident Insurance

Student accident insurance is available on a voluntary basis to all students. Information concerning this insurance is available in the Student Services Office.

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.

Career Planning and Placement Service

John A. Logan College, in cooperation with Job Service, provides a Career Planning and Placement Service that is available to assist all students, graduates and alumni in securing employment in positions directly related to their various areas of academic preparation.

Students entering their last semester of classes prior to graduation can further utilize the Placement Service by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills.

For new and undecided students, career planning and job market information is available to aid in the selection of a career that is best suited for the individual.

The Placement Service will also assist students in finding part-time employment while enrolled at John A. Logan College. Those wishing part-time employment should register with the Placement Office as soon as possible after admission procedures have been completed. The Placement Office is located in Room 148 of the Phase I Building.

John A. Logan Placement Service and Job Service are ready to serve and assist all John A. Logan College students, graduates, and alumni in meeting their needs for employment.

STUDENT FINANCIAL ASSISTANCE

The objective of John A. Logan College in maintaining a student financial aid program is to assist in the removal of financial barriers to postsecondary education. To accomplish this goal the College endeavors to provide financial assist-

College is available in the form of grants, loans, part-time employment, and scholarships. Information concerning assistance may be obtained from the John A. Logan College Financial Aid Office which is located on the second floor of the Phase I Building.

To be fully eligible for most financial assistance programs at John A. Logan College, a student must:

- a. Be enrolled or accepted for enrollment at John A. Logan College and maintain "satisfactory academic progress" as defined by John A. Logan College (see page 17).
- b. Be a full-time student (12 hours or more each semester).
- c. File for a monetary award from the Illinois State Scholarship Commission.
- d. File for a Pell Grant (formerly known as the BEOG) using the 1981-82 BEOG application for the 1981-82 school year. For the 1982-83 school year, the 1982-83 Pell Grant Program Application should be used.
- e. Complete a John A. Logan College Application for Financial Assistance and a John A. Logan College Student Employment Request Form only if the student is interested in applying for part-time employment.
- f. Complete a John A. Logan College Foundation Scholarship Application.
- g. Demonstrate financial need.
- h. To determine their need factor, students must complete, with their parents, if applicable, a Pell Grant Application (see item d above) and mail the completed application to the processing agency indicated on the application. Application results will be returned to the student within six weeks and the student should submit the results of the application to the John A. Logan College Financial Aids Office. Students who are interested in obtaining part-time employment must complete an Application for Financial Assistance and a Student Employment Request Form (see item e above) which can be obtained from the John A. Logan College Placement Office.

Financial need is generally considered to be the difference between one year's educational expenses (tuition, books, board, transportation, etc.) and the student's resources for the same period. Student resources include aid from parents, guardian, relatives, personal savings, vacation earnings, and other forms of assistance. Financial need must be documented each year.

A realistic effort is made to combine scholarships, grants, loans, and student employment in meeting the student's need for financial assistance. However, the student is charged with the responsibility of applying for the financial assistance programs offered by and through John A. Logan College on a timely basis prior to the beginning of each academic year.

- i. Transfer students: If you transfer from another school to John A. Logan College, your financial aid does not automatically transfer with you. You must take the action necessary to continue receiving aid at John A. Logan College. As soon as possible, check with the JALC Financial Aid Office to find out what steps you must take. If you are receiving Federal Student aid, you must have your old school send a financial aid transcript to the JALC Financial Aid Office. Otherwise, you will not be able to receive at John A. Logan College your aid from the U.S. Department of Education programs.

If you have a Pell Grant (BEOG), you must get a duplicate copy of your Student Eligibility Report (SER) to submit to the JALC Financial Aid Office. If you have an ISSC Monetary Award, you must have your award authorized for John A. Logan College. If you have an Illinois Guaranteed Loan, check with your lender to be sure you can continue your loan at John A. Logan College.

John A. Logan College does not participate in the SEOG or the NDSL programs, a factor which prohibits their transfer.

Financial Assistance Provided By John A. Logan College

John A. Logan College Foundation Scholarship Program.

The scholarships listed below are representative of scholarships that usually are presented each year through the John A. Logan College Foundation:

Captain Bernard Sohn Memorial
Margaret and Albert Bleyer Memorial
Southwestern Illinois Electric Co-op
Marion Rotary Club
DuQuoin Rotary Club
DuQuoin National Bank
First National Bank of Ava
Arch Mineral Corporation
Oren M. Odum Memorial
Carterville BPW Club
Murphysboro BPW Club
Johnston City BPW Club
Raleigh Crawford Pre-Engineering
Egyptian Contractors Association
Murphysboro Shrine Club
Marchildon, Rice, and Heal
Music Scholarship
LuAnn Piper Scholarship
Wm. J. Bima Memorial
Mary J. Greenlee Memorial
American Magnetics Corporation
Don Gentry Agency
Angelo Sala Memorial
Frankfort Community Junior Women's Club
Foundation Board Scholarships
Sam Mitchell Scholarship

Some of these scholarships are for the amount of full tuition, while others are for lesser amounts.

All are awarded by action of the College Scholarship Committee.

Information and application forms are available from high school counselors.

John A. Logan College Student Senate Emergency Loan Program

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 \$50 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.

John A. Logan College Part-Time Student Employment Program

John A. Logan College has a limited number of part-time institutional student-work positions available each year. Several positions are available which are not based on financial need; however, the college prefers to provide student employment to those students who demonstrate financial need. All applicants for student employment must have filed the appropriate Pell Grant Program Application Form. Information and application forms are available from the John A. Logan College Placement Office.

Financial Assistance Provided by the State of Illinois

The Illinois State Monetary Award (Grant) program provides gift money for payment of tuition to eligible students who are Illinois residents. All students who plan to enroll for six (6) or more semester hours each semester and who need financial assistance should make application. Awards are made for the academic year. Information and application forms are available from high school counselors or the John A. Logan Financial Aid Office.

The Illinois National Guard Scholarship Program provides tuition cost and certain fees to any individual who has been a member of the Illinois National Guard for a year and holds the rank of Captain or below. The scholarship is not limited to the individual's financial resources and is valid as long as the individual remains in the National Guard. This scholarship is limited to the equivalent of four years of full-time enrollment. Information and application forms are available from any Illinois National Guard Armory or the John A. Logan College Financial Aid Office.

The Illinois Guaranteed Loan Program provides long-term educational loan money to students who are Illinois residents. Eligible financially dependent students may borrow up to \$2,500 per academic level (freshman, sophomore, etc.) Eligible financially independent students may borrow up to \$3,000 per academic level (freshman, sophomore, etc.) Students enrolled for six (6) or more semester hours, but less than twelve (12) hours, are eligible for one-half of the maximum award. The dependency or independence status of a borrower will be determined by the Illinois Guaranteed Loan Program. The interest rate on all loans is nine (9) percent. Detailed information and application forms are available at banks, sav-

Federal Financial Assistance

The Pell Grant Program (formerly known as the Basic Educational Opportunity Grant Program) provides gift money for college-related expenses to students demonstrating financial need. The program is open to all students who are enrolled for six (6) or more semester hours and who have not earned a bachelor's degree. To apply for the 1981-82 school year, an applicant should file the 1981-82 Basic Grant Application Form. To apply for the 1982-83 school year, an applicant should file the 1982-83 Pell Grant Program Application Form. Application forms may be obtained from high school counselors or the John A. Logan College Financial Aid Office. Upon receipt of a Basic Grant Award Notification, called a Student Eligibility Report (SER), recipients must submit the notification to the John A. Logan College Financial Aid Office.

The College Work-Study Program is intended to stimulate and promote the part-time employment of students who are in need of earnings from employment to pursue courses of study. To qualify for this program an applicant must demonstrate financial need by filing an application for the Pell grant Program (formerly known as the Basic Educational Opportunity Grant Program). Applicants must also file a John A. Logan College Application for Financial Assistance and a Student Employment Request Form which can be obtained from the John A. Logan College Placement Office.

Other Educational Assistance for Eligible Students

The Office of Admissions and the Financial Aid Office will assist eligible students in obtaining assistance through the Department of Public Aid, Department of Vocational Rehabilitation, Social Security Administration, and other federal, state and local agencies. General information pertaining to educational benefits provided by various agencies as well as answers to procedural questions can best be obtained by contacting the appropriate agency.

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 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 load 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.

STUDENT ACTIVITIES

John A. Logan College considers organized 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 and baseball in the men's division, tennis and golf in the co-educational division, and volleyball, basketball and softball in the women's division. 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:

- To encourage self-participation, transforming the students from passive spectators into active performers.
- To offer a variety of activities balanced between adolescent and adult sports; to meet present interests and future needs.

- To provide incentive to a much larger number of those most in need of competitive experience, on an equal basis with fellow students.
- To develop desirable social relations and attitudes through intramural participation by upholding high standards of sportsmanship, fair dealing with all individuals and groups, and opportunities for leadership and cooperation.

Student Organizations

ART CLUB—The purpose of the Art Club is to maintain and enhance the student's 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.

AUTOMOTIVE ASSOCIATION—This group functions to improve the image of student and professional auto mechanics by continued support of the WIASE Mechanic Certification program of energy conservation and environment protection in automotive service areas. The organization also strives to assist with the updating and re-education of automotive instructors and technicians in new techniques and to support John A. Logan College and its academic and technological training programs.

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.

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.

BROTHERS AND SISTERS IN CHRIST (BASIC)—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.

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.

COLLEGE CHOIR—The College Choir will perform for Honors programs, graduation ceremonies, and various other programs both for students and other groups throughout the district.

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.

DENTAL ASSISTING CLUB—This professional organization is involved in specific activities pertaining to the dental profession such as attending dental conventions and observations at Dental Schools and/or offices. The organization

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.

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.

LOGAN SINGERS—This is the most elite performing group selected by audition only. The group performs approximately twenty times a year for community and college-related functions.

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.

MUSIC CLUB—The Music Club provides all students interested in music opportunities for travel to hear outside performances and is a fund-raising group for the entire music program.

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.

PHILOSOPHY CLUB—The purpose of the Philosophy Club is to provide a more informal structure for the discussion and consideration of philosophical ideas and concepts than the classroom will allow. The organization attempts to show that philosophy is not to be feared; but that, rather, it is something to be cultivated and relished.

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.

POLITICAL SCIENCE CLUB—This student organization exists to provide ample opportunities for involvement in the practical applications of the concepts and principles of political science. This will be accomplished by involvement in such activities as sponsorship of campus political speakers, working in political campaigns, sponsoring voter's registration drives, and travel to Springfield, IL, and Washington, D.C.

POM PON 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.

SOCIAL SCIENCE CLUB—The purpose of this group is to learn about social service agencies in this area, to have speakers from these agencies and to take field trips to mental hospitals, prisons, etc.

STUDENT NEWSPAPER—The student publication at John A. Logan College consists of a biweekly newspaper, **THE VOLUNTEER**. The publication is written by and for the students with the assistance of a faculty advisor.

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.

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.

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.



ARTS & SCIENCES

ARTS AND SCIENCES DIVISION

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: Arts and Sciences, Occupational-Oriented Education, and Continuing Education and Community Services.

PROGRAMS OF STUDY AND DEGREE REQUIREMENTS

The programs of study for the Division of Arts and Sciences are designed primarily to provide high quality arts and sciences programs leading to the Associate in Arts and Associate in Science degrees as appropriate; to provide two-year majors programs for those students desiring to transfer to a senior college or university to earn baccalaureate degrees; to insure articulation of arts and sciences courses with baccalaureate degree granting colleges and universities, particularly those to which John A. Logan students most frequently transfer; to provide a general Liberal Arts program for those who wish the opportunity to experience personal, social, and economic growth; and to offer a general education program designed to provide educational experiences for the student not desiring transfer completion, but rather desiring self-improvement in personal interest areas of study. Each program of study has its own specific requirements. Unless students are careful in their selection of subjects during the first two years, they may unnecessarily lose valuable time. The office of the Associate Dean of Student Services and faculty advisors will assist the student in making a proper selection of courses, but it is the student's responsibility to learn what is required for his/her educational goals. The student is responsible for obtaining full knowledge of the information provided in this *College Bulletin* concerning regulations and requirements of the College and his/her program of study.

With the approval of the Associate Dean of Arts and Sciences, Associate Degree course programs may be adjusted to conform with the course requirements of a college or university to which a student plans to transfer. Such a student should be familiar with the transfer rules of the institution concerned, including any special rules for the student's proposed curriculum at that institution. Students planning to transfer to an Illinois institution will find information on that institution in the office of the Dean of Institutional and Community Services. An advisor will help the student develop an individual course plan.

LIST OF POSSIBLE ARTS AND SCIENCES MAJORS

Accounting & Business Administration	Black American Studies
Administration of Justice	Botany
Agriculture	Business Education
Anthropology	Chemistry
Art & Art Education	Child & Family
Biology	Cinema & Photography

LIST OF POSSIBLE ARTS AND SCIENCE MAJORS (continued)

Classical Studies	Philosophy
Clothing & Textiles	Physical Education
Computer Science	Physics
Design	*Political Science
Early Childhood Education	Pre-Dentistry
Economics	Pre-Engineering
Elementary & Special Education	Pre-Law
Energy Technology	Pre-Medical Technology
Engineering	Pre-Nursing
English	Pre-Optometry
Family Economics & Management	Pre-Pharmacy
Food & Nutrition	Pre-Professional
Foreign Languages	Pre-Veterinary Medicine
Forestry	Psychology
Geography	Radio & Television
Geology	Recreation
Health Education	Religious Education
History	Secondary Education
Home Economics	Social Studies
Industrial Technology	Social Welfare
Interior Design	Sociology
Journalism	Speech
Latin American Studies	Speech Pathology & Audiology
Mathematics	Theater
Music	Zoology
Occupational Education	

GENERAL STUDIES REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS IN ARTS AND SCIENCES

Candidates for either the Associate in Arts or the Associate in Science degree are required to meet the general studies distribution requirements listed below. Each of the category requirements may be satisfied by any course of the subject matter areas. Unless otherwise noted only one course in any one discipline may be counted toward satisfying the general studies requirements.

Communications.....	6
ENG 101 English Composition	3
SPE 115 Speech	3
Health (Waived for veterans—no credit awarded).....	3

Handwritten signature and date: 8/1/83

Humanities (Complete One)12

ART 111 Art Appreciation	3	ART 111 Art Appreciation	3
MUS 105 Music Appreciation	3	PHL 111, 121, or 131 Philosophy	3
ENG 102 English Composition	3	ENG 102 English Composition	3
Humanities Elective	3	Humanities Elective	3
	<u>12</u>		<u>12</u>

MUS 105 Music Appreciation	3	ART 111, PHL 111, 121, 131, or MUS 105	3
PHL 111, 121, or 131 Philosophy	3	ENG 102 English Composition	3
ENG 102 English Composition	3	Humanities Elective	3
Humanities Elective	3		
	<u>12</u>		<u>12</u>

Mathematics5-6

MAT 110, or 111, or 131	5 or
MAT 101 and MAT 120	6 or
MAT 101 and MAT 208	6

Science12

BIO 101 Biological Science	3
PHS 105 Physics In the Environment	3
Science Elective	6
	<u>12</u>

Social Science (Complete One)13

History (Select any two)		ANT 111 Anthropology	3
HIS 101, 102, 105, 201, 202	6	GEO 112 Regional Geography	3
PSY 132 General Psychology	3	PSY 132 General Psychology	3
PSC 131 American Government	4	PSC 131 American Government	4
	<u>13</u>		<u>13</u>

History (Select any one)		PSC 131 American Government	4
HIS 101, 102, 105, 201, 202	3	SOC 133 Principles of Sociology	3
PSC 131 American Government	4	PSY 132 General Psychology	3
PSY 132 General Psychology	3	Social Science Elective	3
Social Science Elective	3		
	<u>13</u>		<u>13</u>

ORI 100 Career Life Planning	1
------------------------------	---

Required Courses52-53

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."

CURRICULUM GUIDES FOR MAJOR PROGRAMS OF STUDY

AGRICULTURE

	FIRST YEAR	SECOND YEAR	
<i>Fall Semester</i>	Credits	Credits	
AGR 100 Introductory Animal Science**	4	AGR 102 Introductory Crop Science**	3
ENG 101 English Composition	3	or	
BIO 101 Biological Science	3	AGR 103 Introductory Horticulture**	3
MAT 110 Intermediate Algebra	5	PSY 132 General Psychology	3
Elective	1-2*	CHM 101 Chemical Principles	5
ORI 100 Career Life Planning	1	Humanities Elective	3
	<u>17-18</u>		<u>14</u>

* Agricultural education majors are recommended to enroll in physical education for 1-2 elective hours.

**These courses are taught on the SIU campus.

	Spring Semester	Credits
AGR 101 Introductory Agricultural Economics**	3	4
ENG 102 English Composition	3	3
PHS 105 Physics In the Environment	3	3
HTH 110 Health Education	3	4-5
Social Studies Elective	3	3
Humanities Elective	3	17-18
	<u>18</u>	

**These courses taught on the SIU campus.

ART MAJOR

	FIRST YEAR	SECOND YEAR	
<i>Fall Semester</i>	Credits	Credits	
ART 180 Beginning Drawing	3	ART 250 Ceramics	3
ART 101 Fundamentals of Art	4	ART 240 Beginning Sculpture	3
ART 220 Art History	3	MAT 101 Math Appreciation	3
ENG 101 English Composition	3	HIS 102 Western Civilization (or Social Science Elective)	3
BIO 101 Biological Science	3	SPE 115 Speech	3
ORI 100 Career Life Planning	1	PSY 132 General Psychology	3
	<u>17</u>		<u>18</u>

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
ART 255 Life Drawing	3	ART 280 Beginning Painting	3		
ART 102 Fundamentals of Art	4	ART 230 Introduction to Weaving	3		
ART 221 Art History	3	PHS 105 Physics in the Environment	3		
ENG 102 English Composition or		HTH 110 Health Education	3		
ENG 103 Creative Writing	3	Mathematics Elective	3		
PSC 131 American Government	4	Science Elective	3		
	<u>17</u>		<u>18</u>		

ART EDUCATION

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
ART 101 Fundamentals of Art	4	MAT 101 Math Appreciation	3		
ART 220 Art History	3	HIS 201 or 202			
ART 180 Beginning Drawing or		United States History	3		
ART 240 Beginning Sculpture or		SPE 115 Speech	3		
ART 250 Ceramics	3	PSY 132 General Psychology	3		
ENG 101 English Composition	3	PSC 131 American Government	4		
BIO 101 Biological Science	3	EDC 210 Introduction to Public			
Physical Education Elective	1	School Education	1		
ORI 100 Career Life Planning	1				
	<u>18</u>		<u>17</u>		

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
ART 102 Fundamentals of Art	4	ART 260 Beginning Painting or	3		
ART 221 Art History	3	ART 255 Life Drawing or			
ART 255 Life Drawing or		ART 230 Introduction to Weaving	3		
ART 260 Beginning Painting or		MAT 208 Mathematics for Elementary	3		
ART 230 Introduction to Weaving	3	Teachers	3		
ENG 102 English Composition or		HTH 110 Health Education	3		
ENG 103 Creative Writing	3	Science Elective	3		
PHS 105 Physics in the Environment	3	Literature Elective	3		
Physical Education Elective	1				
	<u>17</u>		<u>15</u>		

NOTE: It is recommended that art and art education majors have ART 111, ART 101, and ART 180 during their first semester at Logan College.

BIOLOGICAL SCIENCE

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
ENG 101 English Composition	3	CHM 101 Chemical Principles	5		
BIO 101 Biological Science	3	BIO 110 General Botany	3		
SPE 115 Speech	3	PSY 132 General Psychology	3		
ORI 100 Career Life Planning	1	Humanities Elective	3		
Foreign Language*	4	Social Science Elective	3		
	<u>14</u>		<u>17</u>		

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
ENG 102 English Composition	3	CHM 102 Chemical Principles with	5		
MAT 111 College Algebra &		Qualitative Analysis	3		
Trigonometry	5	HTH 110 Health Education	3		
BIO 105 Anatomy & Physiology	3	BIO 115 Invertebrate Zoology or			
Foreign Language*	4	BIO 120 Vertebrate Zoology	3		
	<u>15</u>	PSC 131 American Government	4		
			<u>15</u>		

*SIU College of Science does not require it in high school student had 3 years in one language with no grade lower than "C" or can earn 8 hrs. in one language by proficiency exam: substitute 6 hrs. of Humanities. Majors in the College of Education should substitute EDC 201, EDC 202, HIS 201, and Physical Education. It is strongly recommended that students be proficient in typing.

BUSINESS ADMINISTRATION AND ACCOUNTING

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
ENG 101 English Composition	3	SPE 115 Speech	3		
BIO 101 Biological Science	3	ACC 201 Financial Accounting	3		
HTH 110 Health Education	3	ECO 201 Principles of Economics	4		
PSY 132 General Psychology	3	BUS 121 Business Statistics	3		
Humanities Elective	3	MAT 131 Calculus I	5		
ORI 100 Career Life Planning	1				
	<u>16</u>		<u>18</u>		

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
ENG 102 English Composition	3	ACC 202 Financial Accounting	3		
MAT 116 Finite Mathematics for		ECO 202 Principles of Economics	4		
Business & Management	5	Humanities Elective	3		
PSC 131 American Government	4	Science Elective	3		
PHS 105 Physics in the Environment	3	Elective	3		
Humanities Elective	3				
	<u>18</u>		<u>16</u>		

BUSINESS TEACHER EDUCATION

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
ENG 101 English Composition	3	MAT 110 Intermediate Algebra	5		
PSY 132 General Psychology	3	ECO 201 Principles of Economics	3		
HTH 110 Health Education	3	EDC 201 Introduction to Public			
ORI 100 Career Life Planning	1	School Education	1		
Physical Education Elective	1	Humanities Elective	3		
Business Electives*	6	Science Elective	3		
	<u>17</u>	Business Elective*	3		
			<u>18</u>		

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
ENG 102 English Composition	3	-EDC 202 Human Growth, Development & Learning	2		
-BIO 101 Biological Science	3	-BUS 235 Business Correspondence	3		
-BUS 110 Introduction to Business	3	-SPE 115 Speech	3		
-Physical Education Elective	1	-PSC 131 American Government	4		
-Business Electives*	6	Humanities Elective	3		
		Science Elective	3		
				16	18

*Business Electives selected after conference with advisor

CHEMISTRY

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
ENG 101 English Composition	3	CHM 201 Organic Chemistry	5		
MAT 111 College Algebra & Trigonometry	5	MAT 201 Calculus II	5		
CHM 101 Chemical Principles	5	PHY 155 Physics	5		
BIO 101 Biological Science	3	FRE 101 Elementary French	4		
ORI 100 Career Life Planning	1				
	17			19	
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>		
CHM 102 Chemical Principles with Qualitative Analysis	5	CHM 202 Organic Chemistry	5		
MAT 131 Calculus I	5	PHY 156 Physics	5		
PSC 131 American Government	4	HTH 110 Health Education	3		
SPE 115 Speech	3	FRE 102 Elementary French	4		
	17			17	

COMPUTER SCIENCE

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
MAT 131 Calculus I	5	PHY 155 Physics	5		
ENG 101 English Composition	3	MAT 202 Calculus III & Differential Equations	5		
CPS 176 Introduction to Computers & Applications	3	CPS 201 Digital Computer Programming	3		
PSC 131 American Government	4	Social Science Elective	3		
ORI 100 Career Life Planning	1				
	16			16	

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
MAT 201 Calculus II*	5	PHY 156 Physics	5		
ENG 102 English Composition	3	MAT 221 Introduction to Linear Algebra	3		
IND 199 Independent Study	2	IND 199 Independent Study	2		
Computer Science	3	Computer Science	2		
PSY 132 General Psychology	3	PHL 121 Introduction to Logic	3		
HTH 110 Health Education	3	Humanities Elective	3		
	16			16	

*Options—See your Advisor.

HISTORY MAJOR

FIRST YEAR		SECOND YEAR		<i>Credits</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>		
Science Elective*	3	HIS 101 Western Civilization	3		
PSY 132 General Psychology	3	IDH 150 Life in the Western World	6		
HIS 201 United States History	3	PSC 131 American Government	4		
ENG 101 English Composition	3	Science Elective	3		
MAT 101 Math Appreciation or MAT 110 Intermediate Algebra	3-5				
ORI 100 Career Life Planning	1				
	16-18			16	

*BIO 101—Biological Science is suggested as science elective.

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
Science Elective*	3	HIS 102 Western Civilization	3		
ENG 102 English Composition	3	ART 111 ART Appreciation or	3		
HTH 110 Health Education	3	PHL 111 Ethics & Moral Problems or	3		
SPE 115 Speech	3	PHL 121 Introduction to Logic or	3		
MAT 120 Elementary Statistics or Elective	3	PHL 131 Introduction to Philosophy or	3		
HIS 202 United States History	3	MUS 105 Music Appreciation	3		
		Science Elective	3		
		Humanities Elective	3		
		Elective	3		
				18	15

*PHS 105—Physics in the Environment is suggested as science elective.

SPECIAL EDUCATION

FIRST YEAR		SECOND YEAR	
	Credits		Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
Science Elective*	3	Science Elective	3
PSC 131 American Government	4	EDC 203 School & Society	2
PSY 132 General Psychology	3	PSY 262 Child Psychology	3
ENG 101 English Composition	3	MUS 110 Music Fundamentals	2
EDC 201 Introduction to Public School Education	1	HIS 201 or HIS 202	
HTH 110 Health Education	3	United States History	3
ORI 101 Career Life Planning	1	MAT 208 Mathematics for Elementary Teachers I	3
	18		16

* BIO 101—Biological Science is suggested as science elective.

<i>Spring Semester</i>		<i>Spring Semester</i>	
	Credits		Credits
Science Elective*	3	ART 111 Art Appreciation	3
ENG 102 English Composition	3	MAT 209 Mathematics for Elementary Teachers II	3
SPE 115 Speech	3	Literature Elective	3
MUS 105 Music Appreciation	3	Physical Education Elective	1
ART 210 Art for Children	3	Social Science Elective	3
EDC 202 Human Growth, Development, & Learning	2	Science Elective	3
Physical Education Elective	1		
	18		16

* PHS 105—Physics in the Environment is suggested as science elective.

ELEMENTARY EDUCATION

FIRST YEAR		SECOND YEAR	
	Credits		Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
Science Elective*	3	MUS 110 Music Fundamentals	2
EDC 201 Introduction to Public School Education	1	HIS 201 or 202	
PSC 131 American Government	4	United States History	3
ENG 101 English Composition	3	Literature Elective	3
MAT 208 Mathematics for Elementary Teachers I	3	Science Elective	3
PSY 132 General Psychology	3	Physical Education Elective	1
ORI 100 Career Life Planning	1	Humanities Elective	3
	18		15

* BIO 101—Biological Science is suggested as science elective.

<i>Spring Semester</i>		<i>Spring Semester</i>	
	Credits		Credits
Science Elective*	3	ART 111 Art Appreciation	3
ENG 102 English Composition	3	EDC 203 School & Society	2
HTH 110 Health Education	3	Science Elective	3
SPE 115 Speech	3	Physical Education Elective	1
EDC 202 Human Growth, Development & Learning	2	Social Science Elective	6
MAT 209 Mathematics for Elementary Teachers II	3	Elective	3
	17		18

PHY 105—Physics in the Environment is suggested as science elective.

SECONDARY EDUCATION

FIRST YEAR		SECOND YEAR	
	Credits		Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
ENG 101 English Composition	3	EDC 203 School & Society	2
HTH 110 Health Education	3	SPE 115 Speech	3
EDC 201 Introduction to Public School Education***	1	PSY 132 General Psychology	3
BIO 101 Biological Science	3	MAT 120 Elementary Statistics	3
PSC 131 American Government	4	Humanities Elective	3
HIS 201 United States History	3	Science Elective	3
ORI 100 Career Life Planning	1		
	18		17

<i>Spring Semester</i>		<i>Spring Semester</i>	
	Credits		Credits
ENG 102 English Composition	3	English Elective	3
EDC 202 Human Growth, Development & Learning	2	Social Science Elective	3
PHS 105 Physics in the Environment	3	Humanities Elective	3
ART 111 Art Appreciation or MUS 105 Music Appreciation	3	Science Elective	3
MAT 101 Math Appreciation or MAT 110 Intermediate Algebra	3-5		
	14-16		13

* Student should select as many electives as possible in his/her 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.

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
MAT 131 Calculus I	5	MAT 202 Calculus III & Differential Equations	5
PHY 155 Physics	5	PHL 121 Introduction to Logic	3
CPS 176 Introduction to Computers & Applications	3	PSY 132 Psychology	3
ENG 101 English Composition	3	CHM 101 Chemical Principles	5
ORI 100 Career Life Planning	1		
	<u>17</u>		<u>16</u>

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
MAT 201 Calculus II	5	PHS 201 Mechanics	5
PHY 156 Physics	5	CHM 102 Chemical Principles with Qualitative Analysis	5
CPS 201 Digital Computer Programming	3	GEO 215 Survival of Man: Environmental Studies	3
PSC 131 American Government	4	IND 199 Independent Study	3
	<u>17</u>	a. Computer Science	16
		b. Physics	
		c. Chemistry	
		d. Math	
		TOTAL	66

MATHEMATICS

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
MAT 131 Calculus I	5	MAT 202 Calculus III & Differential Equations	5
PSC 131 American Government	4	PHY 155 Physics	5
BIO 101 Biological Science	3	ENG 101 English Composition & Applications or Social Science Elective	3
CPS 176 Introduction to Computers	3		
Foreign Language**	3-4		
ORI 100 Career Life Planning	1		
	<u>16-17</u>		<u>16</u>

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
MAT 201 Calculus II	5	MAT 221 Introduction to Linear Algebra	3
SPE 115 Speech	3	PHY 156 Physics	5
Biology Elective or Computer Science Elective	3	ENG 102 English Composition	3
Foreign Language	4	HTH 110 Health Education	3
	<u>15</u>	Social Science Elective	3
			<u>17</u>

*For the students who have had 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 MAT 131—Calculus I.

For the students who have had two years of algebra in high school, the suggested starting point in the mathematics sequence is MAT 111—College Algebra & Trigonometry. It will be necessary for these students to catch up as rapidly as possible.

If the students have had only one year of high school algebra, it will be necessary for them to start their mathematics sequence with MAT 110—Intermediate Algebra and catch up by attending summer sessions.

**This in one year of FRE 101-102—French. If the student's background is such that they can enter the second year course FRE 201-202 directly from high school, they are encouraged to do so.

MUSIC

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
MUS 101 Choral Ensemble* and/or MUS 102 Chamber Ensemble* and/or MUS 123 Music Ensemble*	2	MUS 101 Choral Ensemble* and/or MUS 102 Chamber Ensemble* and/or MUS 123 Music Ensemble*	2
MUS 110 Fundamentals of Music	2	MUS 221 Theory of Music	3
ENG 101 English Composition	3	MUS 22A Aural Skills	1
MAT 101 Math Appreciation or Foreign Language	3-4	MUS 211 or MUS 212 or MUS 213 Applied Music	1
MUS 121 Theory of Music	3	SPE 115 Speech	3
MUS 12A Aural Skills	1	HTH 110 Health Education	3
MUS 111 or MUS 112 or MUS 113 Applied Music	1	BIO 101 Biological Science	3
Science Elective	3		
ORI 100 Career Life Planning	1		
	<u>19-20</u>		<u>16</u>

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
MUS 101 Choral Ensemble* and/or MUS 102 Chamber Ensemble* and/or MUS 123 Music Ensemble*	2	MUS 101 Choral Ensemble* and/or MUS 102 Chamber Ensemble* and/or MUS 123 Music Ensemble*	2
MUS 122 Theory of Music	3	MUS 222 Theory of Music	3
MUS 111 or MUS 112 or MUS 113 Applied Music	1	MUS 22B Aural Skills	1
MUS 12B Aural Skills	1	PSC 131 American Government	4
MUS 210 Survey of Music	2	PSY 132 General Psychology	3
ENG 102 English Composition	3	EDC 201 Introduction to Public School Education	1
Mathematics Elective or Foreign Language	3-4	Physical Science Elective	3
	<u>15-16</u>		<u>17</u>

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

PHYSICAL EDUCATION

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
ENG 101 English Composition	3	HIS 201 or HIS 202	
BIO 101 Biological Science	3	United States History or	
HTH 110 Health Education or		PSC 131 American Government	3-4
HTH 115 Foundations of Health &		MAT 101 Math Appreciation	3
Physical Fitness	3	SPE 115 Speech	3
PED 152-190		PED 152-190	3
Physical Education		Physical Education	
Majors Activity	2	Majors Activity	3
PED 102-151		PED 102-151	
Physical Education		Physical Education	
Service Class	1	Service Class	1
Humanities Elective	3	Physical Science Elective	3
ORI 100 Career Life Planning	1		
	16		16-17

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
ENG 102 English Composition	3	PED 152-190	
BIO 105 Biological Science	3	Physical Education	
PSY 132 General Psychology	3	Majors Activity	3
PED 152-190		PED 102-151	
Physical Education		Physical Education	
Major Activity	3	Service Class	1
EDC 201 Introduction to Public		Physical Science Elective	3
School Education	1	Social Science Elective	3
Humanities Elective	3	Mathematics Elective	3
	16	Humanities Elective	3
			16

PHYSICS

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
PHY 155 Physics	5	MAT 201 Calculus II	5
ENG 101 English Composition	3	CHM 101 Chemical Principles	5
CPS 176 Introduction to Computers	3	PSY 132 General Psychology	3
& Applications*	3	Social Science Elective	3
HTH 110 Health Education	3		
ORI 100 Career Life Planning	1		
	15		16

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
PHY 156 Physics	5	MAT 202 Calculus III &	
ENG 102 English Composition	3	Differential Equations	5
MAT 131 Calculus I	5	PHY 201 Mechanics	5
PSC 131 American Government	4	PHY 210 Mechanics & Electricity	4
		& Magnetism	4
		Philosophy Elective	3
			17

*Options—See your advisor.

PRE-ENGINEERING*

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
PHY 155 Physics	5	CHM 101 Chemical Principles	5
CPS 176 Introduction to Computers	5	MAT 201 Calculus II	5
& Applications	3	PHY 210 Mechanics & Electricity	4
EGR 101 Engineering Graphics	4	& Magnetism*	4
ENG 101 English Composition	3	Social Science Elective	3
ORI 100 Career Life Planning	1	Humanities Elective	3
	16		20

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
PHY 156 Physics	5	CHM 102 Chemical Principles with	
MAT 131 Calculus I	5	Qualitative Analysis	5
ENG 102 English Composition	3	MAT 202 Calculus III &	5
PSC 131 American Government	4	Differential Equations	5
		PHY 201 Mechanics	5
			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.

PRE-PHARMACY

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
CHM 101 Chemical Principles	5	CHM 201 Organic Chemistry	5
MAT 111 Math Appreciation	5	PHY 155 Physics	5
BIO 101 Biological Science	3	BIO 120 Vertebrate Zoology	3
ENG 101 English Composition	3	ART 111 Art Appreciation or	
ORI 100 Career Life Planning	1	MUS 105 Music Appreciation	3
		SOC 133 Principles of Sociology	3
			19

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
CHM 102 Chemical Principles with Qualitative Analysis	5	CHM 202 Organic Chemistry	5
MAT 120 Elementary Statistics	3	PHY 156 Physics	5
BIO 115 Invertebrate Zoology	3	SPE 115 Speech	3
PSY 132 General Psychology	3	HIS 101 Western Civilization or PHL 131 Introduction to Philosophy	3
PSC 131 American Government	4	Literature Elective	3
	<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.

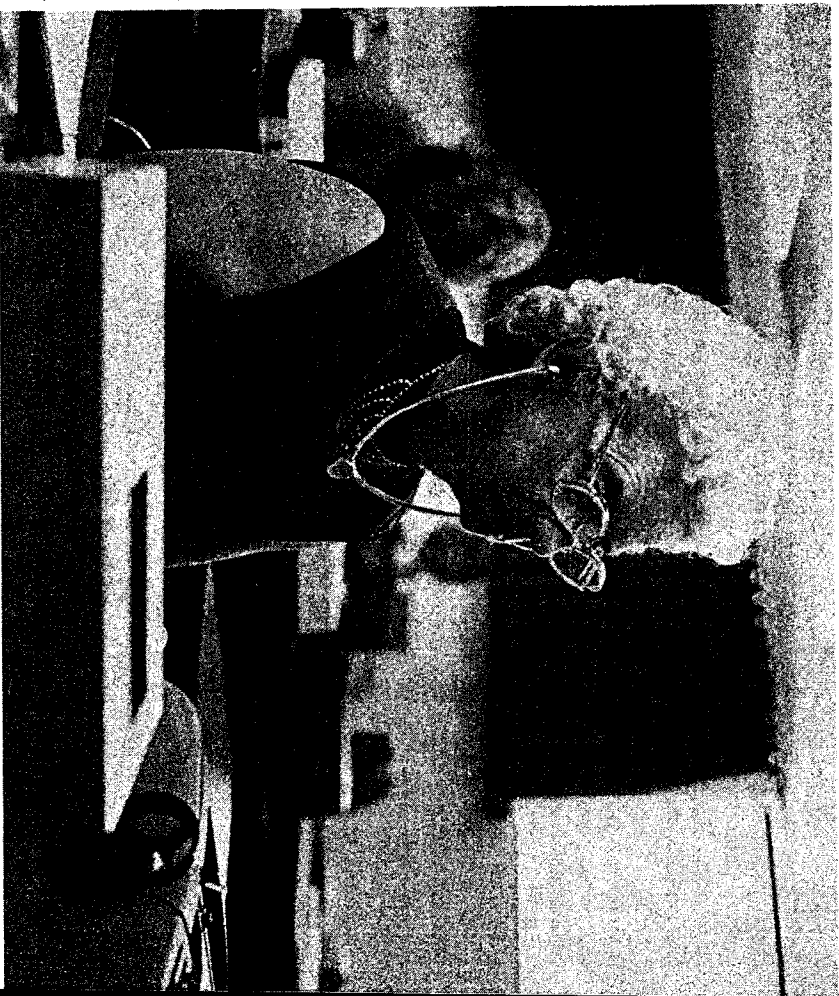
DEVELOPMENTAL COURSES

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 students receive the specialized help they need, but they will be able to earn credit while doing so. At any time during the year they can, with supervision, enroll in one of the following modules and earn one 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: ENG 52—Developmental Writing Skills (a,b) and ENG 153—Developmental Reading Skills (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 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 fre-

progress. The curricula of the Occupation-Oriented Education Division do not lead to the baccalaureate degree. The following equivalencies may be substituted for these program requirements:

<i>Program Requirements</i>	<i>Credits</i>	<i>Equivalency Substitutions</i>	<i>Credits</i>
ENG 111	3	ENG 101	3
ENG 112	3	SPE 115	3
PSY 128	2	PSY 132	3
SOC 263	3	SOC 133	3
MAT 105-106	3 + 3	MAT 111	5

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	<i>Credits</i>	SECOND YEAR	<i>Credits</i>
<i>Fall Semester</i>		<i>Fall Semester</i>	
ACC 101 Fundamentals of Accounting	4	ACC 215 Intermediate Accounting	4
Business Elective	3	ACC 217 Cost Accounting	3
BUS 138 Business Seminar	1		—
	8		7
<i>Spring Semester</i>		<i>Spring Semester</i>	
ACC 102 Fundamentals of Accounting	4	ACC 216 Intermediate Accounting	4
ACC 221 Payroll Accounting	2	ACC 218 Tax Accounting	3
Business Elective	3		—
	9		7

Recommended Electives:

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

ACCOUNTING Degree Program

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

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

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
ENG 111 Communications	3	ACC 215 Intermediate Accounting	4
ACC 101 Fundamentals of Accounting	4	ACC 217 Cost Accounting	3
BUS 127 Calculating Machines	4	BUS 221 Business Law	4
BUS 111 Business Mathematics	4	BUS 223 Introduction to Business Finance	1
BUS 110 Introduction to Business	3	BUS 214 Introduction to Data Processing	1
BUS 138 Business Seminar	1	Elective	3
	<hr/> 16		<hr/> 16

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
ENG 112 Communications	3	ACC 216 Intermediate Accounting	4
ACC 102 Fundamentals of Accounting	4	MGT 236 Records Management	1
BUS 235 Business Correspondence	4	ACC 218 Tax Accounting	3
PSC 131 American Government	4	MGT 115 Office Management	1
ACC 221 Payroll Accounting	2	ECO 101 Business Economics	3
	<hr/> 16	PSY 128 Human Relations	2
		Elective	3

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
ENG 111 Communications	3	ENG 112 Communications	3
WEL 181 Introduction to Oxy-Acetylene Welding	1	PSY 128 Human Relations	2
WEL 182 Introduction to Arc Welding	1	AAM 173 Brakes & Suspensions	2
AAM 170 Fundamentals of Internal Combustion Engines	1	AAM 174 Diesel Engines	1
AAM 274 Small Gas Engines	1	AAM 273 Chassis Electrical	2
AAM 272 Emission Controls & Testing	2	AAM 177 Agricultural/Automotive Mechanics Laboratory	5
AAM 172 Fuels, Lubrication, and Carburetion	1		
AAM 176 Agricultural/Automotive Mechanics Laboratory	5		
IND 138 Industrial Seminar	1		
	<hr/> 16		<hr/> 15

AGRICULTURAL MECHANICS Degree Program

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

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
ENG 111 Communications	3	IND 211 Fundamentals of Elec	3
MAT 105 Technical Mathematics	3	AAM 270 Drive Trains	3
IND 121 Manufacturing Processes	2	AAM 274 Small Gas Engines	2
AAM 170 Fundamentals of Internal Combustion Engines	1	WEL 181 Introduction to Oxy-Acetylene Welding	1
AAM 172 Fuel, Lubrication, and Carburetion	1	WEL 182 Introduction to Arc Welding	1
AAM 171 Engine Electrical	2	AAM 272 Emissions Controls	2
AAM 176 Agricultural/Automotive Mechanics Laboratory	5	AAM 276 Agricultural/Automotive Mechanics Laboratory	5
IND 138 Industrial Seminar	1		
	<hr/> 18		<hr/> 14

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
ENG 112 Communications	3	PSC 131 American Government	3
AAM 175 Heating and Air Conditioning	1	ACC 220 Business Accounting	4
PSY 128 Human Relations	2	AAM 271 Drive Trains	1
AAM 173 Brakes and Suspensions	2	AAM 273 Chassis Electrical	2
AAM 174 Diesel Engines	1	AAM 275 Service Management	2
AAM 177 Agricultural/Automotive Mechanics Laboratory	5	AAM 277 Agricultural/Automotive Mechanics Laboratory	5
	<hr/> 14		<hr/> 14

ASSOCIATE DEGREE NURSING (Cooperative Program)*

ACCREDITED BY THE NATIONAL LEAGUE FOR NURSING

The Associate Degree Nurse Program is offered through the Southern Illinois legiate Common Market. The program was developed as an open curriculum model and designed to provide career mobility for persons who have completed practical nurse program or its equivalent. Students will be given an opportunity to validate past experience through a comprehensive testing program. Individualized modular instruction is the basis for the nursing curriculum.

Conty'scale Plus Newbanis

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 Test Pool Examination for registered nursing.

Full Semester	Credits	Spring Semester	Credits
ENG 111 Communications	3	SOC 263 Marriage & Family	3
ADN 201 Introduction to Conceptual Framework	3	ADN 219 Cardiovascular Nursing Interventions	3
ADN 217 Orthopedic-Dermatological Nursing Interventions	3	ADN 211 Respiratory Nursing Interventions	2
ADN 204 Neurological-Sensory Nursing Interventions	2	ADN 214 Maternal-Neonate Nursing Interventions	2
ADN 208 Metabolic-Endocrine Nursing Interventions	2	ADN 215 Pediatric Nursing Interventions	3
ADN 216 Gastrointestinal-Genital-Urinary Nursing Interventions	3	ADN 218 Psychiatric Nursing Interventions	3
ALH 138 Allied Health Seminar	1	HMM 243 Supervisory Techniques	2
	20		18

Summer Semester

Course	Credits
PSC 131 American Government	4
ADN 209 Community Health Nursing	2
ADN 212 Nursing Today & Tomorrow	2
	8

* 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.

Transfer students will be required to complete Human Relations 128 or General Psychology 132 and Anatomy-Physiology 105 if these courses were not completed in a Practical Nursing Program.

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 in an independent business. With additional work experience or education, the student could progress to the level of journeyman mechanic.

Full Semester	Credits	Spring Semester	Credits
IND 211 Fundamentals of Electricity	4	ENG 112 Communications	
AAM 170 Fundamentals of Internal Combustion Engines	1	PSY 128 Human Relations	
AAM 171 Engine Electrical	2	AAM 173 Brakes and Suspensions	
AAM 172 Fuels, Lubrication and Carburetion	1	AAM 273 Chassis Electrical	
IND 121 Manufacturing Processes	2	AAM 175 Heating and Air Conditioning	
AAM 176 Agricultural/Automotive Mechanics Laboratory	5	AAM 177 Agricultural/Automotive Mechanics Laboratory	
IND 138 Industrial Seminar	1		
	16		

AUTOMOTIVE TECHNOLOGY

Industry today is dependent upon transportation for movement of raw material and finished products. The automotive industry is becoming a larger factor in the 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 function 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 technician factory representatives, or teacher education.

FIRST YEAR

SECOND YEAR

Full Semester	Credits	Full Semester	Credits
ENG 111 Communications	3	IND 211 Fundamentals of Electricity	
MAT 106 Technical Mathematics	3	WEL 181 Introduction to Oxy-Acetylene Welding	
IND 121 Manufacturing Processes	2	WEL 182 Introduction to Arc Welding	
AAM 170 Fundamentals of Internal Combustion Engines	1	AAM 272 Emissions Controls and Testing	
AAM 171 Engine Electrical	2	AAM 270 Drive Trains	
AAM 172 Fuels, Lubrication and Carburetion	1	AAM 274 Small Gas Engines	
AAM 176 Agricultural/Automotive Mechanics Laboratory	5	AAM 276 Agricultural/Automotive Mechanics Laboratory	
IND 138 Industrial Seminar	1		
	18		

Spring Semester

Credits

Spring Semester

Credits

MAT 106 Technical Mathematics	3	PSC 131 American Government	
ENG 112 Communications	3	PSY 128 Human Relations	
PHY 151 Technical Physics	3	AAM 273 Chassis Electrical	
AAM 173 Brakes and Suspensions	2	AAM 271 Drive Trains	
AAM 174 Diesel Engines	1	AAM 275 Service Management	
AAM 175 Heating and Air Conditioning	1	AAM 277 Agricultural/Automotive Mechanics Laboratory	
AAM 177 Agricultural/Automotive Mechanics Laboratory	5		
	18		

BOOKKEEPER-CLERICAL

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

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

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

<i>Fall Semester</i>		<i>Spring Semester</i>	
	<i>Credits</i>		<i>Credits</i>
ACC 101 Fundamentals of Accounting	4	ACC 102 Fundamentals of Accounting	4
ENG 111 Communications	3	PSY 128 Human Relations	2
BUS 127 Calculating Machines	2	TYP 117 Typewriting	3
BUS 111 Business Mathematics	3	ACC 221 Payroll Accounting	2
TYP 116 Typewriting	3	MGT 236 Records Management	1
BUS 136 Business Seminar	1	MGT 115 Office Management	1
		Business Elective	2-3
	16		15-16

Recommended Electives:

- BUS 235 Business Correspondence
- BUS 110 Introduction to Business
- BUS 128 Duplicating Machines

BUSINESS DATA PROCESSING

Students who successfully complete this program will have the skills and knowledge necessary for performing normal office managerial responsibilities. Graduates will be able to implement modern business practices into the small business and industrial environment. They will be skilled in: (1) analyzing business problems, (2) aiding in the selection of data and/or word processing equipment necessary to solve the problems, (3) programming the equipment, and (4) operating the equipment. Students completing the two-year curriculum will earn an Associate in Applied Science Degree.

FIRST YEAR

SECOND YEAR

<i>Fall Semester</i>		<i>Fall Semester</i>		<i>Credits</i>	
	<i>Credits</i>		<i>Credits</i>		<i>Credits</i>
DDR 101 Introduction to Business	3	DDR 201 COBOL I	4		
Data Processing	3	DDR 103 Business Systems Analysis and Design	3		
DDR 102 Fundamentals of Business	3	DPT 206 Basic Business Statistics	3		
Data Programming—BASIC	3	ACC 102 Fundamentals of Accounting	4		
BUS 110 Introduction to Business	3	ACC 102 Fundamentals of Accounting	4		
ENG 112 Communications	3	ENG 112 Communications	3		
BUS 111 Business Mathematics	3	ENG 112 Communications	3		

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
	<i>Credits</i>		<i>Credits</i>		<i>Credits</i>
DDR 104 Computer Related Applications	3	DDR 203 Advanced Systems Design	3		
DPR 105 Advanced BASIC	3	DDR 202 COBOL II	4		
PSY 128 Human Relations	2	DDR 204 Practicum	4		
ACC 101 Fundamentals of Accounting	4	Business Elective	3		
PSC 131 Political Science 131	4				
	16				

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

<i>Fall Semester</i>		<i>Fall Semester</i>		<i>Credits</i>	
	<i>Credits</i>		<i>Credits</i>		<i>Credits</i>
CCT 160 Introduction to Pre-School Children	3	CCT 163 Library and Audio Visual Methods	3		
CCT 161 Principles and Practices of Child Care	4	PSY 265 Education of Exceptional Children	4		
MUS 115 Music for Children	3	CCT 264 Methods of Teaching Special Children	3		
ENG 111 Communications	3	PNE 100 Nutrition	3		
PSY 132 General Psychology	3	CCT 267 Child Care Laboratory	2		
CCT 272 Reading Skills	2				
PBS 138 Public Service Seminar	1				
	19				

<i>Spring Semester</i>		<i>Spring Semester</i>		<i>Credits</i>	
	<i>Credits</i>		<i>Credits</i>		<i>Credits</i>
CCT 162 Introduction to School Age Children	3	PSC 131 American Government	3		
CCT 265 Recreation and Crafts for Children	3	SOC 263 Marriage and Family	3		
ART 210 Art for Children	3	CCT 266 Pre-School Administration	3		
ENG 112 Communications	3	CCT 268 Child Care Laboratory	3		
PSY 262 Child Psychology	3				
LIT 264 Literature for Children	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 position and civil service positions. Successful completion of the program leads to Certificate of Achievement.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
MGT 236 Records Management	1	TYP 117 Typewriting	3
TYP 116 Typewriting	3	BUS 128 Duplicating Machines	3
ENG 111 Communications	3	ACC 220 Business Accounting	3
BUS 111 Business Mathematics	3	BUS 237 Office Procedures	3
BUS 127 Calculating Machines	2	BUS 235 Business Correspondence	3
BUS 110 Introduction to Business	3	PSY 128 Human Relations	2
BUS 138 Business Seminar	1		
	<u>16</u>		<u>17</u>

COAL MINING TECHNOLOGY

The Coal Mining Technology two-year Associate in Applied Science Degree curriculum supplies background information about the geologic formation of coal and history of mining, and it trains you in all aspects of modern technical mining. In addition to becoming a well-trained mining technician who will be working in one of the most vital industries in the United States, you will be well paid for your contribution to your country's satisfaction of its crucial energy needs. Wages in the coal mining industry range from \$18,000 to well over \$30,000 per year.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>First Semester</i>	<i>Credits</i>	<i>Third Semester</i>	<i>Credits</i>
CML 112 Introduction to Coal Mining	4	CML 292 Coal Mine Ventilation	3
CML 142 Mine Atmosphere and Detection Instruments	4	CML 282 Mining Law	4
CML 152 Roof & Rib and Personal Safety	4	CML 212 Mine Hydraulics I	4
MTH 105 Technical Mathematics	3	CML 252 Mine Electrical Maintenance II	4
Social Science Elective	3	Humanities Elective	3
	<u>18</u>		<u>18</u>
<i>Second Semester</i>		<i>Fourth Semester</i>	
CML 162 Problems of Operating Underground Mines	3	CML 222 Mine Hydraulics II	4
CML 172 First Aid and Mine Rescue	4	CML 242 Mine Machinery Repair I	4
CML 232 Mine Electrical Maintenance I	4	WEL 181 Introduction to Oxy-Acetylene Welding	1
CML 182 Mining Equipment & Operations	4	WEL 182 Introduction to Arc Welding	1
Communications Elective	3	CML 132 Mine Conveyor Belt Maintenance	2
	<u>18</u>	Mining Elective	4
			<u>16</u>

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 licensure by the Illinois State Board of Cosmetology, qualifies the graduate immediate employment, and the graduate will be awarded a Certificate Achievement from John A. Logan College.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
COS 101 Cosmetology Theory	5	COS 102 Cosmetology Theory	5
COS 111 Cosmetology Laboratory	10	COS 112 Cosmetology Laboratory	10
PSC 131 American Government	4	ENG 112 Communications	4
PBS 138 Public Service Seminar	1		
	<u>20</u>		<u>20</u>
<i>Summer Semester</i>		<i>Credits</i>	
COS 103 Cosmetology Theory	3		
COS 113 Cosmetology Laboratory	8		
PSY 128 Human Relations	2		
	<u>13</u>		

COSMETOLOGY Degree Program

The cosmetology program is designed to give students thorough training in 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 licensure by the Illinois State Board of Cosmetology, qualifies the graduate immediate employment and awards the graduate an Associate in Applied Science degree.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
COS 101 Cosmetology Theory	5	COS 102 Cosmetology Theory	5
COS 111 Cosmetology Laboratory	10	COS 112 Cosmetology Laboratory	10
PSC 131 American Government	4	ENG 112 Communications	4
PBS 138 Public Service Seminar	1		
	<u>20</u>		<u>20</u>
<i>Summer Semester</i>		<i>Fall Semester</i>	
COS 103 Cosmetology Theory	3	COS 104 Cosmetology Seminar	3
COS 113 Cosmetology Laboratory	8	COS 114 Cosmetology Laboratory	8
PSY 128 Human Relations	2	BUS 130 Salesmanship	2
	<u>13</u>	ACC 220 Business Accounting	3

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 the student to successfully complete the three-semester program and be eligible to take the State of Illinois, Certification Examination. The graduate will be awarded a Certificate of Achievement from John A. Logan College.

Fall Semester		Spring Semester	
	Credits		Credits
DNA 100 Dental Science	3	DNA 101 Dental Science	2
DNA 102 Dental Assisting Procedures	4	DNA 103 Dental Assisting Procedures	3
DNA 104 Radiology	3	DNA 105 Radiology II	2
DNA 107 Dental Materials	3	DNA 108 Dental Materials	2
DNA 110 Dental Terminology, Ethics & Law	2	DNA 109 Dental Office Procedures	2
TYP 116A Typing	1	DNA 111 Dental Assisting Internship	3
ALH 138 Allied Health Seminar	1	ENG 112 Communications	3
	<u>17</u>		<u>17</u>

Summer Semester

	Credits
DNA 106 Preventive Dental Health Education	2
DNA 112 Dental Assisting Internship	3
PSY 128 Human Relations	2
	<u>7</u>

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.

Fall Semester		Spring Semester	
	Credits		Credits
AAM 170 Fundamentals of Internal Combustion Engines	1	ENG 112 Communications	3
AAM 171 Engine Electrical	2	PSY 128 Human Relations	2
AAM 172 Fuels, Lubrication and Carburetion	1	AAM 174 Diesel Engines	1
IND 121 Manufacturing Processes	2	WEL 181 Introduction to Oxy-Acetylene Welding	1
AAM 176 Agricultural/Automotive Mechanics Laboratory	5	WEL 182 Introduction to Arc Welding	1
ENG 111 Communications	3	DIE 180 Diesel Fuel Induction Systems	2
MAT 105 Technical Math	3	DIE 181 Diesel Engine Maintenance & Diagnosis	2
IND 138 Industrial Seminar	1	DIE 187 Diesel Laboratory	5
	<u>18</u>		<u>18</u>

DRAFTING

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

Fall Semester		Spring Semester	
	Credits		Credits
MAT 105 Technical Mathematics	3	ENG 112 Communications	3
DRT 181 Technical Drafting	6	DRT 285 Descriptive Geometry	3
IND 101 Materials	3	DRT 182 Technical Drafting	3
DRT 184 Architectural Drafting	3	IND 121 Manufacturing Processes	3
IND 138 Industrial Seminar	1	DRT 294 Architectural Drafting	3
	<u>16</u>		<u>16</u>

DRAFTING TECHNOLOGY

This curriculum is designed specifically to prepare men and women for positions in the field of industrial drafting and engineering drafting. All practical experience in layout and detailing is in accordance with standard practices recommended by the U. S. Department of Defense, American Society of Auto Engineers, and other recognized standardizing agencies. The graduate program will be qualified as a Junior draftsman, detailer, Junior tool design engineering draftsman.

FIRST YEAR SECOND YEAR

Fall Semester		Fall Semester	
	Credits		Credits
DRT 181 Technical Drafting	6	DRT 184 Architectural Drafting	3
ENG 111 Communications	3	PSC 131 American Government	3
IND 121 Manufacturing Processes	2	DRT 281 Advanced Technical Drawing	3
MAT 105 Technical Mathematics	3	IND 101 Materials	2
IND 201 Metallurgy	2	DRT 183 Detail & Assembly	1
IND 138 Industrial Seminar	1		<u>17</u>
	<u>17</u>		

Spring Semester		Spring Semester	
	Credits		Credits
DRT 182 Technical Drafting	6	DRT 294 Architectural Drafting	3
DRT 285 Descriptive Geometry	3	PHY 151 Technical Physics	3
ENG 112 Communications	3	DRT 283 Advanced Technical Drawing	3
IND 122 Manufacturing Processes	2	DRT 282 Tool Design	3
MAT 106 Technical Mathematics	3	PSY 128 Human Relations	3
	<u>17</u>		<u>17</u>

EMERGENCY MEDICAL TECHNICIAN Certificate Program

This program is designed to train certified EMT's to a skill level over and above the minimal competency levels established by the State of Illinois.

<i>Fall Semester</i>		<i>Credits</i>	
EMT 111 Emergency Medical Technician	6	EMT 117 Emergency Evasive Driving Experience	2
BUS 215 Introduction to Medical Terminology & Medical Administration	2	EMT 118 Cooperative Work Experience	2
EMT 115 Emergency Medical Technician II	2	EMT 119 Cooperative Work Experience	1
EMT 113 Emergency Rescue Technician	3	ALH 138 Allied Health Seminar	1
EMT 116 Vertical Rigging & Rescue Technician	3		
Recommended Elective:			
EMT 112 Emergency Medical Technician	2		
		<u>21</u>	

EXECUTIVE SECRETARY

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

<i>Fall Semester</i>		<i>Credits</i>	
KTYP 116 Typewriting	3	TYP 230 Production Typewriting	3
ASHN 124 Shorthand	3	* SHN 232 Shorthand	3
BUS 110 Introduction to Business	3	PSC 131 American Government	4
YPSY 128 Human Relations	2	BUS 235 Business Correspondence	3
* ENG 111 Communications	3	BUS 215 Introduction to Medical Terminology & Medical Administration	2
* MGT 236 Records Management	1		
* MGT 115 Office Management	1		
* BUS 138 Business Seminar	1		
		<u>17</u>	

<i>Fall Semester</i>		<i>Credits</i>	
BUS 247 Legal Secretarial Practice	3		
		<u>15-16</u>	

<i>Spring Semester</i>		<i>Credits</i>	
KTYP 117 Typewriting	3	ACC 220 Business Accounting	3
ASHN 125 Shorthand	3	BUS 221 Business Law	4
* BUS 128 Duplicating Machines	3	* SHN 233 Shorthand	3
* ENG 112 Communications	3	BUS 237 Office Procedures	3
* BUS 127 Calculating Machines	2	BUS 240 Executive Secretary—Work Experience	2
* BUS 111 Business Mathematics	3	TYP 231 Memory Typewriting	1
		<u>16</u>	

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>Fall Semester</i>		<i>Credits</i>	
FST 101 Introduction to Fire Protection	2	FST 202 Chemistry of Hazardous Materials	3
FST 102 Introduction to Fire Prevention	3	FST 203 Fire Hydraulics	3
FST 103 Building Construction & Materials	3	FST 204 Fire Fighting Tactics and Strategy	3
FST 107 Techniques of Fire Fighting	2		
PBS 138 Public Service Seminar	1		
		<u>11</u>	

<i>Spring Semester</i>		<i>Credits</i>	
FST 108 Advanced Techniques of Fire Fighting	2	FST 205 Industrial Safety and Security	3
FST 105 Fire Protection Systems	3	FST 207 Industrial and Electrical Fire Hazards	3
FST 106 Fire Apparatus & Equipment	2	FST 208 Fire Administration	3
FST 109 Advanced First Aid & Emergency Care	3		
		<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>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
FST 214 Fire Service Instructor, Basic	3	FST 215 Fire Service Instructor, Advanced	3
PBS 138 Public Service Seminar	1		4
	4		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>
ENG 111 Communications	3	PSC 131 American Government	4
MAT 105 Technical Mathematics	3	FST 202 Chemistry of Hazardous Materials	3
FST 101 Introduction to Fire Protection	2	FST 203 Fire Hydraulics	3
FST 102 Introduction to Fire Prevention	3	FST 204 Fire Fighting Tactics & Strategy	3
FST 103 Building Construction & Materials	3	FST 206 Fire Investigation	3
FST 107 Techniques of Fire Fighting	2		
PBS 138 Public Service Seminar	1		
	17		16

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
ENG 112 Communications	3	PSY 128 Human Relations	3
MAT 106 Technical Mathematics	3	FST 205 Industrial Safety & Security	3
FST 108 Advanced Techniques of Fire Fighting	2	FST 207 Industrial & Electrical Fire Hazards	3
FST 105 Fire Protection Systems	3	FST 208 Fire Administration	3
FST 106 Fire Apparatus & Equipment	2	FST 209 Regulating Agencies, Fire & Safety	3
FST 109 Advanced First Aid & Emergency Care	3		16

HUMAN SERVICES

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

Students completing the two-year curriculum are awarded the Associate 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>
ENG 111 Communications	3	HTH 110 Health	3
PSY 132 General Psychology	3	LEF 103 Introduction to Crime Control	3
HUS 101 Introduction to Human Services	3	LEF 105 Criminal Behavior	3
SOC 133 Introduction to Sociology	3	ANT 111 Anthropology	3
PBS 138 Public Service Seminar	1		
Elective	3	HUS 221 Human Services Pract	3
	16		

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
ENG 112 Communications	3	LEF 115 Interpersonal Relation	3
PSC 131 American Government	4	SOC 263 Marriage & Family	3
PSY 262 Child Psychology	3	HUS 222 Human Services Pract	3
HUS 102 Principles & Practices in Human Services	3	LEF 209 Criminal Law Elective	3
PNE 100 Nutrition	3		16

Recommended Electives:

- MAT 101 Math Appreciation
- MAT 120 Elementary Statistics
- TYP 116 Typewriting
- CCT 265 Recreation & Crafts for Children

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.

FIRST YEAR	Credits	SECOND YEAR	Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
FST 101 Introduction to Fire Protection	2	FST 202 Chemistry of Hazardous Materials	3
FST 102 Introduction to Fire Prevention	3	FST 203 Fire Hydraulics	3
FST 103 Building Construction & Materials	3	FST 204 Fire Fighting Tactics & Strategy	3
FST 107 Techniques of Fire Fighting	2	FST 206 Fire Investigation	3
PBS 138 Public Service Seminar	1		
	<u>11</u>		<u>12</u>

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>Fall Semester</i>	Credits	<i>Spring Semester</i>	Credits
PSC 131 American Government	4	ENG 112 Communications	3
ENG 111 Communications	3	PSY 132 General Psychology	3
SOC 133 Introduction to Sociology	3	LEF 115 Interpersonal Relations	3
LEF 103 Introduction to Crime Control	3	LEF 205 Survey of Crime Detection Methods	3
LEF 105 Criminal Behavior	3	LEF 209 Criminal Law	3
PBS 138 Public Service Seminar	1		
	<u>17</u>		<u>15</u>

Recommended Elective:
LEF 210 Introduction to Forensic Investigation

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	Credits	SECOND YEAR	Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
TYP 116 Typewriting	3	TYP 230 Production Typewriting	3
SHN 124 Shorthand	3	SHN 232 Shorthand	3
BUS 111 Business Mathematics	3	BUS 247 Legal Secretarial Practice	3
PSY 128 Human Relations	2	BUS 235 Business Correspondence	3
ENG 111 Communications	3	PSC 131 American Government	4
MGT 236 Records Management	1	TYP 231 Memory Typewriting	1
MGT 115 Office Management	1		
BUS 138 Business Seminar	1		
	<u>17</u>		<u>17</u>

<i>Spring Semester</i>	Credits	<i>Spring Semester</i>	Credits
BUS 221 Business Law	4	BUS 237 Office Procedures	3
TYP 117 Typewriting	3	ACC 220 Business Accounting	3
SHN 125 Shorthand	3	SHN 233 Shorthand	3
BUS 128 Duplicating Machines	3	BUS 248 Legal Secretarial Practice	3
ENG 112 Communications	3	BUS 241 Legal Secretary—Work Experience	2
BUS 127 Calculating Machines	2	BUS 249 Medical Terminology and Transcription	2
	<u>18</u>		<u>16</u>

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>	Credits	<i>Spring Semester</i>	Credits
MAT 105 Technical Math	3	WEL 181 Introduction to Oxy-Acetylene Welding	3
DRT 192 Blueprint Reading	3	WEL 182 Introduction to Arc Welding	3
MAC 101-111 Machine Processes (Modules 1-11)	11	MAT 106 Technical Math	1
IND 138 Industrial Seminar	1	ENG 112 Communications	1
	<u>18</u>	MAC 112-122 Machine Processes (Modules 12-22)	1

<i>Summer Semester</i>		<i>Credits</i>
PSY 128 Human Relations		2
MAC 122-130 Machine Processes		8
(Modules 22-30)		<hr/> 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			
<i>Fall Semester</i>			
ENG 111 Communications	<i>Credits</i>	<i>Fall Semester</i>	
BUS 111 Business Mathematics	3	BUS 110 Introduction to Business	<i>Credits</i>
MKT 113 Principles of Marketing	3	ACC 220 Business Accounting	3
BUS 130 Salesmanship	3	BUS 235 Business Correspondence	3
BUS 221 Business Law	4	BUS 131 Salesmanship	3
BUS 138 Business Seminar	1	Electives	6
	<hr/> 17		<hr/> 18
<i>Spring Semester</i>			
ENG 112 Communications	<i>Credits</i>	<i>Spring Semester</i>	
MGT 112 Principles of Management	3	MGT 225 Coordinated Marketing Mid-	<i>Credits</i>
MKT 224 Advertising	3	Management Training	3
MKT 228 Merchandising Principles	3	MGT 226 Coordinated Marketing Mid-	3
PSY 128 Human Relations	3	Management Training	3
PSC 131 American Government	2	BUS 239 Business Seminar	1
	<hr/> 18	Business Elective	3
			<hr/> 10

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>	
MGT 236 Records Management	1	TYP 117 Typewriting		
TYP 116 Typewriting	3	BUS 128 Duplicating Machines		
ENG 111 Communications	3	BUS 237 Office Procedures		
BUS 127 Calculating Machines	2	BUS 235 Business Correspondence		
PSY 128 Human Relations	2	BUS 249 Medical Terminology &		
ACC 220 Business Accounting	3	Transcription		
BUS 215 Introduction to Medical				
Terminology and Medical				
Administration	2			
BUS 138 Business Seminar	<hr/> 1			
	17			

NURSING ASSISTANT

This course is designed for students interested in becoming nursing assistant. The students will receive training that will enable them to work in hospitals, term care facilities or health departments.

The course has been approved by the Illinois Department of Public Health. It fulfills the requirements of the Nursing Home Care Reform Act of 1979. Upon successful completion of the course, each student will be certified by the IDPH to receive an official certificate with the State of Illinois Seal.

<i>Semester</i>	<i>Credits</i>
NAD 101 Nursing Assistant	5
	<hr/> 5

PRACTICAL NURSING

The Practical Nursing Program is designed to provide individuals with the knowledge and skills to function as a safe and effective member of the care team in the role of the practical nurse. Classroom theory, laboratory practice, and clinical experience are included in this three-semester certificate program approved by the Illinois Department of Registration and Education.

Upon successful completion of the program, the graduate may apply to the State Licensing Examination for Practical Nurses.

<i>First Semester</i>		<i>Credits</i>	<i>Second Semester</i>	
PNE 101 Principles & Practices of Nursing	10	PNE 171 Pharmacology in Nursing		
PNE 161 Pharmacology in Nursing	2	PNE 181 Maternal & Newborn Nursing		
BIO 105 Anatomy & Physiology	3	PNE 191 Nursing the Child		
PNE 100 Nutrition	3	PNE 201 Nursing the Adult with Physical Conditions		
ALH 138 Allied Health Seminar	<hr/> 1	PSY 128 Human Relations		
	19			

Summer Semester Credits

PNE 203 Nursing the Adult with Physical Conditions	5
PNE 202 Nursing the Adult with Mental Conditions	1
ENG 112 Communications	3
	<hr/> 9

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.

<i>Fall Semester Credits</i>	<i>Spring Semester Credits</i>
ENG 111 Communications	ENG 112 Communications
BUS 111 Business Mathematics	MGT 112 Principles of Management
MKT 113 Principles of Marketing	MKT 224 Advertising
BUS 130 Salesmanship	MKT 228 Merchandising Principles
BUS 138 Business Seminar	ACC 220 Business Accounting
Elective	PSY 128 Human Relations
	<hr/> 2
	16
	<hr/> 17

Summer Semester Credits

MGT 225 Coordinated Marketing Mid-Management Training	3
BUS 239 Business Seminar	1
	<hr/> 4

STENOGRAPHER

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

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

<i>Fall Semester Credits</i>	<i>Spring Semester Credits</i>
TYP 116 Typewriting	TYP 117 Typewriting
SHN 124 Shorthand	SHN 125 Shorthand
ENG 111 Communications	BUS 128 Duplicating Machines
BUS 127 Calculating Machines	MGT 236 Records Management
BUS 111 Business Mathematics	ACC 220 Business Accounting
BUS 235 Business Correspondence	BUS 237 Office Procedures
BUS 138 Business Seminar	
	<hr/> 3
	3
	<hr/> 3

TEACHER AIDE

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

FIRST YEAR

<i>Fall Semester Credits</i>	<i>Spring Semester Credits</i>
CCT 160 Introduction to Pre-School Children	PSY 265 Education of Exceptional Children
CCT 161 Principles and Practices of Child Care	CCT 264 Methods of Teaching Special Children
MUS 115 Music for Children	PNE 100 Nutrition
ENG 111 Communications	CCT 267 Teacher Aide Laboratory
PSY 132 General Psychology	
CCT 272 Reading Skills	
PBS 138 Public Service Seminar	
	<hr/> 1
	1
	<hr/> 2

SECOND YEAR

<i>Spring Semester Credits</i>	<i>Spring Semester Credits</i>
CCT 162 Introduction to School Age Children	PSC 131 American Government
CCT 265 Recreation and Crafts for Children	SOC 263 Marriage and Family
ART 210 Art for Children	CCT 266 Pre-School Administration
ENG 112 Communications	CCT 268 Teacher Aide Laboratory
PSY 262 Child Psychology	
LIT 264 Literature for Children	
	<hr/> 3
	3
	<hr/> 18

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 more specialized training for heavy equipment welding as used in industry dividuals completing the program will be awarded a Certificate of Achievement.

<i>Fall Semester Credits</i>	<i>Spring Semester Credits</i>
WEL 188 Welding Laboratory	WEL 189 Welding Laboratory
WEL 189 Welding Laboratory	WEL 190 Welding Laboratory
WEL 190 Welding Laboratory	WEL 191 Welding Laboratory
WEL 191 Welding Laboratory	IND 138 Industrial Seminar
IND 138 Industrial Seminar	
	<hr/> 1
	1
	<hr/> 1

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>
IND 201 Metallurgy	2	PSY 128 Human Relations	2
MAT 105 Technical Mathematics	3	ENG 112 Communications	3
DRT 192 Blueprint Reading	3	IND 121 Manufacturing Processes	2
WEL 101-110 Industrial Welding (Modules 1-10)	10	WEL 111-120 Industrial Welding (Modules 11-20)	10
IND 138 Industrial Seminar	1		
	<u>19</u>		<u>17</u>

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 school 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 Carter
208 West Union
Marion, IL 62959

Mr. William Jasecko
DuQuoin State Bank
DuQuoin, IL 62832

Mr. Bud Cross
College of Engineering &
Technology, 311A
Southern Illinois University
Carbondale, IL 62901

Mr. Dayton McReaken
Zeigler Coal Company
Johnston City, IL 62951

Mrs. Helen Geer
V. A. Medical Center
Marion, IL 62959

Mr. Clem A. Marchildon
Certified Public Accountant
114 South Emma
West Frankfort, IL 62896

Mr. Clyde Heaton
Division Manager
CIPS Company
1800 West Main
Marion, IL 62959

Mr. Gary Wade
Brewster's Motors
901 N. Park Avenue
Herrin, IL 62948

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 Institutional and Community Services at John A. Logan College, District No. 530.

Aviation Maintenance	Degree/Certificate
Aviation Pilot Training	Degree/Certificate
Data Processing Technology	Degree
Electronics Technology	Degree
Engineering Technology	Degree/Certificate
Horticulture	Certificate
Chemical Technology	Certificate
Electronics	Certificate
Machine Computer Operator	Degree
Medical Lab Technician	Degree
Medical Record Technician	Certificate
Operating Room Technician	Certificate
Secretarial (Machine Course)	Degree

**PROGRAMS AVAILABLE AT ILLINOIS EASTERN COMMUNITY COLLEGES
(OLNEY, WABASH, AND LINCOLN TRAIL) THROUGH A COOPERATIVE
AGREEMENT 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 Institutional and Community Services at John A. Logan College, District No. 530.

Library Media Technology	Degree
Medical Secretary	Degree/Certificate
Auto Body Technology	Degree
Cabinet Making	Degree
Data Processing—Programming	Degree
Data Processing—Keypunch	Certificate
Petroleum Technology	Degree
Air Conditioning/Refrigeration	Degree/Certificate
Environmental Control Technology	Degree
Conservation & Outdoor Recreation	Degree
Coal Mining Technology	Degree/Certificate
Agricultural Technology	Degree
Electronics Technology	Degree
Telecommunications Technology	Degree/Certificate
Radio-Television Broadcasting	Degree
Masonry	Certificate
Gerontology	Certificate
Emergency Preparedness	Certificate

**PROGRAMS AVAILABLE AT REND LAKE COMMUNITY COLLEGE
THROUGH A COOPERATIVE AGREEMENT WITH
JOHN A. LOGAN COLLEGE**

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

Students interested in enrolling in one of the programs offered at Rend Lake Community College should contact the Office of the Dean of Institutional & Community Services at John A. Logan College, District No. 530.

Agricultural Business	Degree/Certificate
Agricultural Mechanics	Degree/Certificate
Agricultural Production	Degree/Certificate
Interior Design	Degree
Operating Room Technology	Certificate
Architectural Technology	Danraa

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

- Breadmaking
- Cake Decorating
- Candy Making
- Discipline Without Punishment
- Drapery Making
- Family Resources and Management
- Furniture Refinishing

- Investments
- Knitting
- Microwave Cooking
- Parent Effectiveness Training (PET)
- Parenthood (Introduction to)

- Plumbing for Homemakers (Basic) Problems and Solutions

- Furniture Reupholstery

- Home Planning and Design
- How to Parent
- Income Tax Preparation (Personal)
- Interior Decorating

- Remodelling Your Kitchen

- Sewing
- Sewing With Knits
- Tailoring
- Weaving

VOCATIONAL SKILLS

- Advanced Firearms Training for Security Guards
- Alcoholism Counseling
- Arc Welding
- Bank Data Processing
- Bank Operation
- Bees Culture
- Blueprint Reading
- Bookkeeping
- Business Filing (Introduction)
- Business English (Introduction)
- Business Law (Introduction)
- Business Management I
- Business Management II
- Coronary Care Nursing I
- Coronary Care Nursing II
- Cosmetology (Basic Brush-Up)
- Critical Care Nursing
- Data Processing
- Drafting
- Emergency Medical Technician
- Fire Science Training
- Fundamentals of Electricity
- General Metals I
- General Metals II
- Industrial Psychology (Basic)
- Installment Credit
- Introduction to Solar Energy
- Labor Relations
- Law and Banking
- LPN Team Leading
- Machine Shop
- Management Communications
- Mechanics Refresher Course
- Medical Terminology (Basic)
- Medications I
- Medications II
- Money and Banking
- New Trends in Cosmetology
- Office Machines (Introduction)
- Oxy-Acetylene Welding
- Principles of Insurance and Liability
- Claims Adjusting
- Principles of Insurance and Property Loss Adjusting
- Receptionist Procedure (Introduction)
- Real Estate Practices
- Real Estate Principles (Adv.)
- Real Estate Refresher
- Real Estate Sales and Marketing
- Real Estate Services
- Real Estate Transactions
- Restorative Nursing
- Shorthand
- Shorthand Speed Building
- Solar Energy (Introduction)
- Techniques of Supervision
- The Art of Waitressing
- The Female Executive
- Training for Security Guards
- Typewriting
- Vertical Rigging and Rescue
- Visual Communication in Advertising
- Waste Water Treatment
- Waterworks Operation
- Welding (Introduction)

PERSONAL DEVELOPMENT

Aviation Ground School	Natural Foods Cookery II
Comparative Religions	Photography (Beg.)
Conversational French	Photography (Inter.)
Creative Photography	Photography (Adv.)
Creative Writing	Public Speaking
Driver Education	Quilting and Marketing (Fundamentals of)
Historic and Scenic Southern Illinois	Speed Reading
Horse Care Management	Supplemental Income
Insurance (Fundamentals of)	Tax Preparation for Small Business
Meteorology	The American Movie
Metrics (Introduction)	Use of Media in Instruction
Microcomputer Programming in Basic	Whatever Happened to the Human Race?
Microwave Cooking	

IMPROVING FAMILY CIRCUMSTANCES

Appliance Repair (Small Appliances)	Home Canning, Freezing, & Preserving
Cabinet Making	Home Energy Saving
Engine Tune-Up (Beg.)	Home Maintenance and Repair
Engine Tune-Up (Adv.)	Natural Foods Cookery
Floral Design	Outboard Motor Mechanics
Fundamentals of Electrical Wiring I	Small Gasoline Engine Repair and Maintenance
Wiring II	Techniques of Professional Woodworking
Furniture Making	Woodworking

HEALTH, SAFETY AND ENVIRONMENTAL STUDIES

Alcohol and Drug Abuse	Personal Defense for Men and Women (Inter.)
Ballroom Dancing (Beg.)	Personal Defense for Men and Women (Adv.)
Bowling (Beg.)	Physical Fitness for Men and Women (Beg.)
Cardiopulmonary Resuscitation	Physical Fitness for Women
Diet and Exercise for New Mothers	Rhythmic Exercise
Diet and Exercise for Good Health	Social and Square Dancing
Environmental Education	Standard First Aid and Personal Safety
First Aid	Tennis
Human Sexuality	Women's Self Defense I
Isometrics Physical Fitness (Basic)	Women's Self Defense II
Isometrics Physical Fitness (Advanced)	Women's Self Defense III
Interpersonal Relationship	Yoga
Jogging for Men and Women (Beg.)	
Motorcycle Maintenance and Repair	
Personal Defense for Men and Women (Beg.)	

DEVELOPMENT AND PREPARATORY STUDIES/SKILLS

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

INTELLECTUAL AND CULTURAL STUDIES/SKILLS

Antiques Identification and Marketing	Geneology and Family Genetics
Art (Introduction)	Introduction to Crafts
Candle Making	Music Appreciation
Ceramics I (Basic)	Oil Painting I
Ceramics II (Basic)	Oil Painting II
Ceramics (Advanced)	Oil Painting III
China Painting	Plano (Beg.)
Creative Genre Painting	Plano (Inter.)
Drawing I	Relief Painting
Drawing II	Rug Making
Drawing III	Stained Glass
Elements of Drawing and Painting	Survey of Artistic Expression
Folk Guitar	Tole Painting
Fundamentals of Class Voice	Watercolor (Beg.)
Fundamentals of Pastel Painting	

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 each 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	Golf
Alternatives for Women	Gymnastics Judging
Amateur Radio	History of Civil War
Astrology	Home Decoration
Ballroom Dancing (Inter.)	Horseshoeing
Basic Clothing and Textiles	Illinois Game Fishing
Basics of Boxing	Inexpensive Handmade Gifts
Belly Dancing (Beg.)	International Folk Dance
Belly Dancing (Inter.)	Italian Cooking
Bird Dog Training	Karate (Advanced)
Bird Watching	Leather Work (Beg.)
Black Powder Weapons	Log Sculpture
Breadmaking (Inter.)	Macrame
Cake Decorating (Adv.)	Magic and Showmanship
Casting Your Horoscope	Mating and Framing of Artwork
Chess	Metal Detector Operation
Christmas Cookies and Breads	Methods of Successful Coaching
Clock Repairing	Needlepoint (Beg.)
Community Band	Novice Dog Obedience
Community Jazz Ensemble	Off the Loom Weaving
Community Recreation	Organic Gardening
Conversational German	Oriental Cooking
Co-recreational Volleyball	Physical Conditioning Through Isometrics
Country and Western Dancing	Poodle Grooming
Creative Stitchery	Quilting, Patchwork, Applique and Tapunto Fiber Art
Crochet (Beg.)	Sew It For Your Home
Death and Dying	Social and Square Dancing (Adv.)
Decoupage	Square Dancing
Disco Dance	Stock and Market Analysis
Dog Obedience	Successful Plant Growing
Fundamentals of CB Radio	Taxidermy
General Crafts	Illustration Classes

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
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

ADULT RE-ENTRY PROGRAMS

Programs and services designed to assist community adults who are considering changing or developing careers, expanding their self-awareness and/or increasing their knowledge in a particular subject area. Vocational and educational advisement and counseling is available free of charge. Short-term, low cost programs and workshops on a wide variety of topics are offered throughout the year. Information and referral services are provided to any adult interested in any of the educational opportunities at John A. Logan College.

WORKSHOPS, CONFERENCES AND SEMINARS

Short-term, intensive learning experiences on specific topics in the areas of Business & Industry, Medical & Safety, Sports & Recreation, and Hobby & General Interest. Workshops, Conferences and Seminars are custom designed to meet the needs of specific groups. We have the staff, facilities, materials and expertise to design and offer training programs to meet the educational needs of our community.

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, 549-7335, 937-3438, or 348-8612. Enrollment can also be completed by attending the first meeting of the class. All enrollment is on a "first-come-first-served" basis.

ARTS & SCIENCES



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, design and graphic arts. Media included are college, 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 arts 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** **3 hours**

Prerequisites: None
 3 hours weekly (3-0)

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 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** **3 hours**

Prerequisites: None
 6 hours weekly (0-6)

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 material as wood, plaster and clay.

Art 250 **INTRODUCTION TO CERAMICS** **3 hours**

Prerequisites: None
 3 hours weekly (0-6)

Clay is one of man's oldest materials. Familiarizing the students with its particular properties and the fundamental methods for forming it (basic handbuilt 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 pigment. Varied approaches and methods are included in learning the functions a

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 students are considering a language as an elective or feel they might possibly need it, they are advised to begin their study in their first semester of the freshman year. Unless this is done, they will be unable to complete the two year sequence at the college by graduation time.

FRE 101 ELEMENTARY FRENCH 4 hours

Prerequisites: None
4 hours weekly (4-0)

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

FRE 102 ELEMENTARY 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.

FRE 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.

FRE 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

GER 101 ELEMENTARY GERMAN 4 hours

Prerequisites: None
4 hours weekly (4-0)

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

GER 102 ELEMENTARY GERMAN 4 hours

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

GER 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.

GER 202 INTERMEDIATE GERMAN 4 hours

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

Spanish

SPN 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.

SPN 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.

SPN 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.

SPN 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

JRN 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.

JRN 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.

JRN 215 INTRODUCTION TO MASS MEDIA 3 hours

Prerequisites: None

3 hours weekly (3-0)

An introduction to the mass media and how lives are affected by it. The course will deal with the various types of media, their development, and ways in which the consumer can be more perceptive and discriminating.

Music

MUS 101 CHORAL ENSEMBLE 1 hour

Prerequisites: None

3 hours weekly (0-3)

John A. Logan 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.

MUS 102 CHAMBER ENSEMBLE 1 hour

Prerequisites: Consent of Instructor

3 hours weekly (0-3)

Open to a limited number of students. Designed to give students experience with choral music specifically written for small groups. Will give public performances during the term; membership through instructor consultation. May be re-

MUS 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.

MUS 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 consultation. May be repeated not to exceed 4 credit hours.

MUS 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.

MUS 106 BEGINNING CLASS PIANO I 1 hour

Prerequisites: 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.

MUS 107 CLASS PIANO II 1 hour

Prerequisites: 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.

MUS 110 MUSIC FUNDAMENTALS 2 hours

Prerequisites: None
2 hours weekly (2-0)

A course for the student who desired a knowledge of the basic concepts of rhythm, notation, music reading, scales, chords, etc. Designed for those with lit-
tle 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.

MUS 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 depart-
ment 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.

MUS 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.

MUS 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. Students must also
enroll concurrently in MUS 12A and 12B.

MUS 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.

MUS 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 ex-
perience and to develop skills in concentrated areas of music. Students may
receive the opportunity to participate in musicals such as Li'l Abner, The Fan-
tastics, Showboat, Oklahoma, Charlie Brown, The Wizard of Oz, Little Mary Sun-
shine, Paint Your Wagon, Annie Get Your Gun, and Man of LaMacha.

MUS 210 SURVEY OF MUSIC LITERATURE 2 hours

Prerequisites: 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.

MUS 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 instruc-
tor approved by the college and assigned by the music department or credit can-
not be given.

MUS 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 tech-
niques. Study of small and large forms. Student must also enroll concurrently in
Music 22A and 22B.

MUS 22A-22B AURAL SKILLS 1 hour

Prerequisites: Music 121-122
2 hours weekly (0-2)
Advanced listening techniques. Emphasis on rhythmic, melodic, and har-
monic dictation. Must be taken concurrently with Music 221-222.

- * Applied Music Sections
- | | | | |
|-----------|----------------|----------------|----------------|
| A. Voice | F. Cello | K. Bassoon | P. Trombone |
| B. Piano | G. String Bass | L. Saxophone | Q. Tuba |
| C. Organ | H. Flute | M. Percussion | R. Baritone |
| D. Violin | I. Oboe | N. French Horn | S. Harpsichord |
| E. Viola | J. Clarinet | O. Trumpet | T. Guitar |

Philosophy

PHL 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.

PHL 121 INTRODUCTION TO LOGIC 3 hours

Prerequisites: None
3 hours weekly (3-0)
Examination of the 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.

PHL 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

SPE 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 centralized areas of speech.

SPE 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.

SPE 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.

SPE 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.

SPE 118 FUNDAMENTALS OF ACTING 3 hours

Prerequisites: 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.

SPE 121 ADVANCED PUBLIC SPEAKING 3 hours

Prerequisites: None
3 hours weekly (3-0)
Designed to prepare students for audience analysis in various types of speaking situations.

SPE 122 DISCUSSION AND CONFERENCE 3 hours

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

DEPARTMENT OF ENGLISH/LITERATURE

English

ENG 052 (a,b)

DEVELOPMENTAL
WRITING SKILLS

2 hours

Prerequisites: None
2 hours weekly (2-0)

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

- a. Sentence and Paragraph Patterns
- b. Theme Patterns

ENG 153 (a,b,c,d,e,f)

DEVELOPMENTAL
READING SKILLS

3 hours

Prerequisites: None
3 hours weekly (3-0)

Intended for those students who have need for reinforcement and additional training in reading skills. Comprehension, study skills, reading speed and vocabulary are emphasized. A student may enroll in the course or any of its six parts. This course 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 Comprehensive 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 papers, 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 for planning an appropriate program for the individual student.

ENG 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.

ENG 102

ENGLISH COMPOSITION

3 hours

Prerequisite: 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.

ENG 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 incultate 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.

ENG 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.

ENG 112

COMMUNICATIONS

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Literature

LIT 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.

LIT 122 MODERN FICTION 3 hours

Prerequisites: None
3 hours weekly (3-0)

The reading and study of representative short stories and novels. Examinations of structure in relation to meaning with particular stress on contemporary fiction.

LIT 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.

LIT 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.

LIT 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.

LIT 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.

LIT 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.

LIT 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.

LIT 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 picture will include not only a history of the motion picture industry, but also consider the techniques of motion picture production.

LIT 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.

LIT 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.

LIT 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.

DEPARTMENT OF LIFE SCIENCE Biological Science

BIO 101 BIOLOGICAL SCIENCE 3 hours

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

BIO 105 ANATOMY AND PHYSIOLOGY 3 hours

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

BIO 110 GENERAL BOTANY 3 hours

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

BIO 115 INVERTEBRATE ZOOLOGY 3 hours

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

BIO 120 VERTEBRATE ZOOLOGY 3 hours

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

BIO 225 GENETICS 3 hours

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

BIO 240 PLANT & ANIMAL ECOLOGY 3 hours

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

BIO 245 CONSERVATION OF
NATURAL RESOURCES 3 hours

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

BIO 275 COMMON PLANTS OF
SOUTHERN ILLINOIS 3 hours

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

Health

HTH 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.

HTH 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.

HTH 116

**FIRST AID
FOR THE CLASSROOM TEACHER**

2 hours

Prerequisites: None
2 hours weekly (2-0)

First Aid for the Classroom Teacher shall be taught as a combination lecture/laboratory educational experience. This course would cover the general first aid procedures most often needed in the elementary and secondary classrooms. The area of C.P.R. will not be covered in this course due to a time deficit. This area can be picked up at a later date by those students wishing to do so.

HTH 117

**DRUG ABUSE
& ALCOHOL EDUCATION**

2 hours

Prerequisites: None
2 hours weekly (2-0)

Drug Abuse & Alcohol Education is an indepth concentrated course of study concerning the problem and impact within which we live. Drug Abuse & Alcohol Education shall be taught as a lecture/discussion course. This problem identification and solution seeking approach will encourage student participation and contribution throughout the course offering.

**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.

	<i>Credit</i>
PED 102 (Men)	BEGINNING SWIMMING 1 hour
PED 103 (Men)	INTERMEDIATE SWIMMING 1 hour
PED 104 (Men)	BEGINNING GOLF 1 hour
PED 105 (Men)	TENNIS 1 hour
PED 106 (Men)	BADMINTON 1 hour
PED 107 (Men)	GYMNASTICS 1 hour
PED 108 (Men)	WRESTLING 1 hour
PED 109 (Men)	PERSONAL DEFENSE 1 hour
PED 110 (Men)	WEIGHT TRAINING 1 hour
PED 111 (Men)	TRACK & FIELD 1 hour
PED 112 (Men)	TOUCH FOOTBALL 1 hour
PED 113 (Men)	SOCCER 1 hour
PED 114 (Men)	SOFTBALL 1 hour
PED 115 (Men)	VOLLEYBALL 1 hour
PED 116 (Men)	BASKETBALL 1 hour
PED 117 (CO-ED)	INDIVIDUAL PHYSICAL EDUCATION 1 hour
PED 118 (CO-ED)	INDIVIDUAL PHYSICAL EDUCATION 1 hour

PED 119 (CO-ED)	INDIVIDUAL PHYSICAL EDUCATION 1 hour
PED 120 (CO-ED)	INDIVIDUAL PHYSICAL EDUCATION 1 hour
PED 121 (CO-ED)	RACKETBALL 1 hour
PED 122 (Women)	BEGINNING SWIMMING 1 hour
PED 123 (Women)	INTERMEDIATE SWIMMING 1 hour
PED 124 (Women)	BEGINNING GOLF 1 hour
PED 125 (Women)	TENNIS 1 hour
PED 126 (Women)	BADMINTON 1 hour
PED 127 (Women)	GYMNASTICS 1 hour
PED 128 (Women)	SOFTBALL 1 hour
PED 129 (Women)	VOLLEYBALL 1 hour
PED 130 (Women)	BASKETBALL 1 hour
PED 131 (Women)	MODERN DANCE 1 hour
PED 132 (Women)	FOLK DANCE 1 hour
PED 133 (CO-ED)	TRACK & FIELD 1 hour
PED 134 (CO-ED)	HANDBALL 1 hour
PED 135 (CO-ED)	INTRODUCTION TO PHYSICAL EDUCATION 2 hours
PED 136 (CO-ED)	LIFE-SAVING 1 hour
PED 137 (CO-ED)	CAMP/CRAFT AND SURVIVAL 2 hours
PED 138 (CO-ED)	SAILING AND CANOEING 2 hours
PED 139 (CO-ED)	WATER SKIING 1 hour
PED 140 (CO-ED)	ADVANCED TENNIS 1 hour
PED 141 (CO-ED)	BOWLING 1 hour
PED 142 (CO-ED)	ADVANCED GOLF 1 hour
PED 143 (CO-ED)	SOCIAL & SQUARE DANCE 1 hour
PED 144 (CO-ED)	ARCHERY 1 hour
PED 145 (CO-ED)	GOLF 1 hour
PED 146 (CO-ED)	FOLK DANCE 1 hour
PED 147 (CO-ED)	BADMINTON 1 hour
PED 148 (CO-ED)	VOLLEYBALL 1 hour
PED 149 (CO-ED)	TENNIS 1 hour
PED 150 (CO-ED)	ADVANCED SWIMMING 1 hour
PED 151 (CO-ED)	ADVANCED VOLLEYBALL 1 hour
PED 154 (CO-ED)	INTERMEDIATE RACQUETBALL 1 hour
PED 155 (CO-ED)	ADVANCED RACQUETBALL 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.

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

DEPARTMENT OF PHYSICAL SCIENCE

Chemistry

CHM 101 CHEMICAL PRINCIPLES 5 hours

Prerequisites: Two years of high school algebra, Math 110, or concurrent enrollment in Math 110
7 hours weekly (3-4)

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.

CHM 102 CHEMICAL PRINCIPLES WITH QUALITATIVE ANALYSIS 5 hours

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

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.

CHM 201 ORGANIC CHEMISTRY 5 hours

Prerequisites: Chemistry 101 and 102 or consent of instructor
7 hours weekly (3-4)

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

CHM 202 ORGANIC CHEMISTRY 5 hours

Prerequisites: Organic Chemistry 201
9 hours weekly (3-6)
This course continues the discussions of the 201 topics, then moves into the study of everyday applications, such as textiles, sugars, dyes, medicinal, and others.

Computer Science

CPS 176 INTRODUCTION TO COMPUTERS AND APPLICATIONS 3 hours

Prerequisites: Math 110 or 2 years of H.S. Algebra
3 hours weekly (3-0)
This course provides an initial exposure to computers and programming fostering competence in BASIC computer language via hands-on experience.

CPS 201 DIGITAL COMPUTER PROGRAMMING 3 hours

Prerequisites: CPS 176 or consent of instructor
3 hours weekly (3-0)
A course designed to familiarize students with the powerful programming language APL. All peripherals available will be used.

Engineering

EGR 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.

PHS 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.

PHS 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 by physics majors, pre-engineering students, math majors, and others requiring a calculus physics.

Mathematics

MAT 051 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; measures; ratio and proportion, averages, medians, squares and square roots. (May be taken concurrently with Math 52). Individualized instruction.

MAT 052 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 positions; 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.

MAT 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 of 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 119)

MAT 102 INTRODUCTORY METRICS 1 hour

Prerequisites: 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.

MAT 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.

MAT 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.

*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 with an "A" average by successful completion of appropriate parts of

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.

MAT 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.

MAT 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.

MAT 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.

MAT 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.

MAT 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.

MAT 201 **CALCULUS II** **5 hours**

Prerequisites: Math 131 and either Math 111 or 1/2 year of high school trigonometry.
5 hours weekly (5-0)

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

MAT 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 analytical geometry; partial differentiation; multiple integrals. Also, solution techniques differential equations with emphasis on second order equations, application physical sciences, numerical methods.

MAT 208 **MATHEMATICS FOR ELEMENTARY TEACHERS I** **3 hours**

Prerequisites: One year of 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.

MAT 209 **MATHEMATICS FOR ELEMENTARY TEACHERS II** **3 hours**

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

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

MAT 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, determinants, eigenvalues, quadratic forms.

Physical Science

PHS 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.

PHS 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.

PHS 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.

PHS 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.

PHS 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

PHY 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.

PHY 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.

PHY 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 relatively together with selected topics in electricity, magnetism and modern physics; the final course of the non-calculus college physics sequence.

PHY 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.

PHY 210 MECHANICS AND ELECTRICITY AND MAGNETISM 4 hours

Prerequisites: Physics 155, 156 and Math 131 or concurrent enrollment 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

ANT 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."

ANT 216 CULTURAL ANTHROPOLOGY 3 hours

Prerequisites: None
3 hours weekly (3-0)

This course provides a basic introduction to the concept of culture through surveys of world cultures, relevant theories, and principles of cultural behavior.

History

HIS 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.

HIS 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 Absolution in the seventeenth century, the course ends with a study of present-day problems in relationships to World War II. This course concentrates upon revolutions, industrialization, imperialism, political ideologies, and world wars as they relate to our world today.

HIS 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.

HIS 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.

HIS 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.

HIS 205 ILLINOIS HISTORY 3 hours

Prerequisites: None
3 hours weekly (3-0)

ment. 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.

HIS 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 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 is desiring a social science elective.

HIS 212 HISTORY OF WOMEN IN AMERICA 3 hours

Prerequisites: 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 123 for details about more history courses)

Geography

GEO 112 REGIONAL GEOGRAPHY 3 hours

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

GEO 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

PSC 131 AMERICAN GOVERNMENT 4 hours

Prerequisites: None
4 hours weekly (4-0)

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 Constitution of the United States. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

PSC 140 **CURRENT EVENTS** **1-4 hours**

Prerequisites: PSC 131

An in-depth examination of, survey of, and participation in a specific contemporary social/political issue. Students will acquaint themselves with the specifics of an issue through reading and classroom discussion. Students will then become involved in the actual process that attempts to respond to or resolve the issue being studied.

PSC 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.

PSC 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

PSY 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.

PSY 129 **HUMAN PSYCHOLOGY** **3 hours**

Prerequisites: 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 situations. This course will attempt to relate as specifically as possible to the occupational oriented students who need it.

PSY 132 **GENERAL PSYCHOLOGY** (Variable)

Prerequisites: None
3 hours weekly (3-0)

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

PSY 261 **INTRODUCTION TO GROUP PROCESSES**

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 dynamics and sociometry.

PSY 262 **CHILD PSYCHOLOGY**

Prerequisites: Psy 132
3 hours weekly (3-0)

Stresses the child as an individual in his development, delinquent behavior, relationships among various aspects of development—biological, cognitive, socially social—and emphasizing the psychological factors influencing development.

PSY 265 **EDUCATION OF EXCEPTIONAL CHILDREN**

Prerequisites: None
2 hours weekly (2-0)

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

PSY 285 **PSYCHOLOGY OF PERSONALITY AND ADJUSTMENT**

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

Designed for the student with more than a superficial interest in this course is an examination of the major problems of adjustment, the factors that lead to stress, and the coping techniques we employ in our daily lives. Emphasis is placed upon the importance of applying psychological principles and theories in everyday life. The major theories of personality will be discussed and applied.

SSC 055 **INTRODUCTORY SOCIAL SCIENCE**

Prerequisites: None
3 hours weekly (3-0)

A course designed for those who have deficiencies in social science

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

Sociology

SOC 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.

SOC 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.

SOC 264 SOCIAL PROBLEMS 3 hours

Prerequisites: None
 3 hours weekly (3-0)
 This is a general introductory course in social problems that will examine the social origins, scope and possible cures for major social problems. These problems will be approached from several sociological perspectives. Students will have an opportunity to research a topic of special interest.

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

EDC 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 candidates and opportunities for exploration

201 activities. Ten hours clinical experience is granted for visitations, intern written critiques, and resource persons.

EDC 202 HUMAN GROWTH, DEVELOPMENT AND LEARNING 2

Prerequisites: Education 201 or concurrent enrollment in 201.
 2 hours weekly (2-0)
 A course designed for prospective teachers covering three general instruction—classroom management, cognitive learning and effective instruction. Fifteen hours clinical experience is granted for video tapes, student intern school visitations, and resource persons.

EDC 203 SCHOOL AND SOCIETY 2

Prerequisites: Education 201 or concurrent enrollment in 201
 2 hours weekly (2-0)
 This course covers the goals and purposes of American education relationship to American society. Prospective teachers will develop a standing of the organizational structure and functioning of the American system and will explore the contemporary goals, ideas, issues, and pre American schools. Selected educational philosophies will be covered. F clinical experience is granted for a special project (school district anal

Interdisciplinary Studies

IDH 150 LIFE IN THE WESTERN WORLD

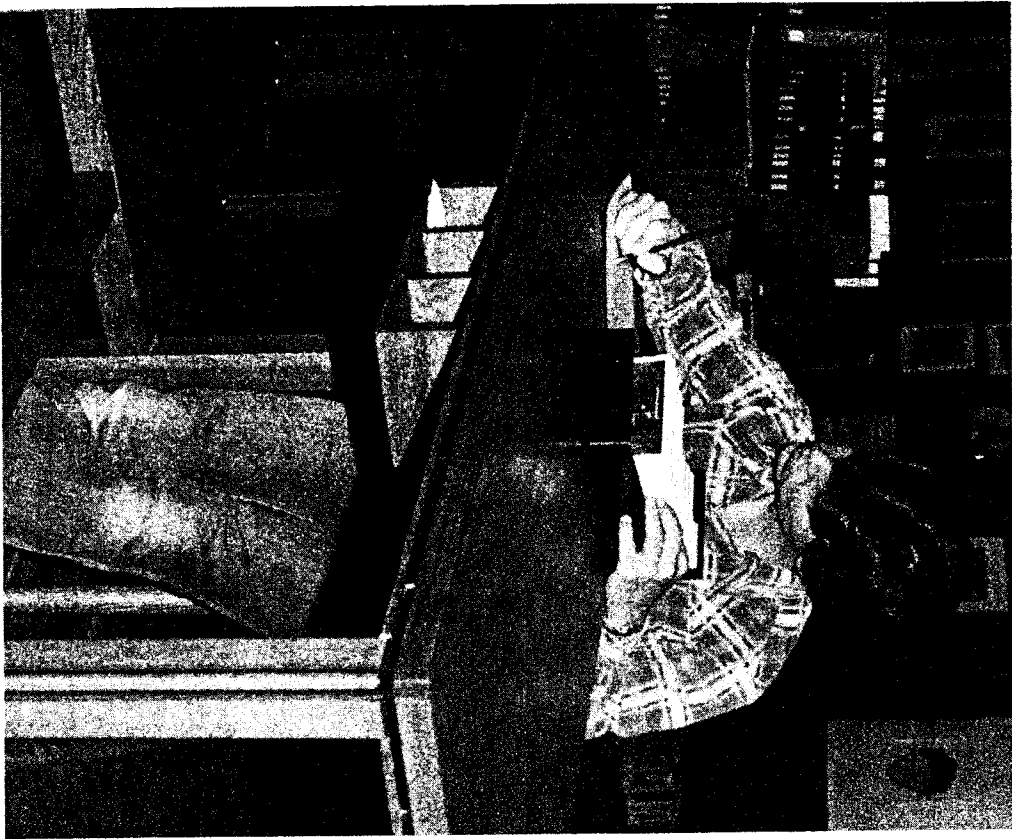
Prerequisites: None
 6 hours weekly (6-0)
 A one-semester transfer course with six hours of credit, 3 hours credit and 3 hours credit in humanities. This course is a study of how we has perceived himself and what his aspirations have been in different time and in different countries. The medium for this understanding is primarily the art and architecture, literature, and music of the time. To be understanding of each era, details of clothing and daily habits will be i

IDH 152 DEATH & DYING

Prerequisites: None
 3 hours weekly (3-0)
 This course presents an interdisciplinary analysis of death and dying to be covered include definitions of death; cultural, social, and psychological aspects of these topics; children and death; dying patients and their euthanasia; suicide; right to die; and other related matters. The course is accepted as a university-wide elective.

ORI 100 CAREER LIFE PLANNING

Prerequisites: None
 1 hour weekly (1-0)
 Focuses on the pr



OCCUPATIONAL

COURSES

DEPARTMENT OF BUSINESS

Accounting

ACC 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.

ACC 102 FUNDAMENTALS OF ACCOUNTING 4 hours

Prerequisite: ACC 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, corporations; 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.

BUS 138 BUSINESS SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class will consist of lecture by the instructor and from representatives in business and industry as well as class discussion and individual research.

ACC 201 FINANCIAL ACCOUNTING 3 hours

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

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

ACC 202 FINANCIAL ACCOUNTING 3

Prerequisite: ACT 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; long-term liabilities, and investments; manufacturing accounting, including cost accounting, budgeting, and managerial decisions; and the flow of flow of cash.

ACC 215 INTERMEDIATE ACCOUNTING 4

Prerequisites: Acc 102
4 hours weekly (4-0)

A review of the fundamental principles—the financial statements; accounting process; an extensive study of the working capital items balance sheet including the following: cash and temporary investments, receivables, inventories, and current liabilities.

ACC 216 INTERMEDIATE ACCOUNTING 4

Prerequisites: ACC 215
4 hours weekly (4-0)

An extensive study of the non-current items of the balance sheet, including the following: land, buildings, & equipment; intangible assets; long-term investments; accounting for bonds; study of the balance sheet presentation of corporate capital, including both paid-in capital and retained earnings. Also included is the study of accounting changes, correction of errors, preparation of statements from incomplete records, and the statement of changes in financial position.

ACC 217 COST ACCOUNTING 3

Prerequisites: ACC 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 in the construction of a cost system; distribution of the cost elements—material, labor, and factory overhead; and job order, process, and standard cost accounting.

ACC 218 TAX ACCOUNTING 3

Prerequisite: ACC 102
3 hours weekly (3-0)

An introduction to the federal income tax structure as related to 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 income and deduction items; basic tax responsibilities of small business reporting requirements involved for a sole proprietorship, partnership, and corporation; and the preparation of an individual Illinois income tax return.

ACC 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.

ACC 221 PAYROLL ACCOUNTING 2 hours

Prerequisites: ACC 101 or 220
2 hours weekly (2-0)
A comprehensive study of the records in business to meet the requirements of the various Federal and State laws, such as: the Federal Insurance Contributions Act, the Federal Unemployment 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.

Economics

ECO 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.

BUS 138 BUSINESS SEMINAR 1 hour

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

ECO 201 PRINCIPLES OF ECONOMICS

Prerequisites: None
3 hours weekly (3-0)
This is an introductory course in economics, emphasizing macro theory and policy. The following major topics will be included: the economics; the economizing problem; pure capitalism and the circular flow and demand analysis; American capitalism as related to business, and the Government; National income accounting, business employment theory, and fiscal policy; money and banking, monetary and economic stability; American economic growth; problems and policy

ECO 202 PRINCIPLES OF ECONOMICS

Prerequisites: ECO 201
3 hours weekly (3-0)
This introductory course in economics will emphasize microeconomic and contemporary problems. The following topics will be included in the market structures of American capitalism; elasticity of demand and supply and output determination; resource allocation; current domestic price monopoly problem, the farm problem, urban economics, inequality of labor unions and collective bargaining, the war industry, and the balance controversy; international economics and the world economy

General Business

BUS 110 INTRODUCTION TO BUSINESS

Prerequisites: None
3 hours weekly (3-0)
This overview course focuses upon the principles of capitalist structures of the sole proprietorship, and corporation, method of financing and investing in a business, some basic principles of marketing channels of distribution, wholesaling, retailing and the classification by types of ownership.

BUS 111 BUSINESS MATHEMATICS

Prerequisites: None
3 hours weekly (3-0)
A basic course in fundamental processes of business mathematics; discounts, pricing, interest, payroll, taxes, profit, and loss

BUS 121 BUSINESS STATISTICS

Prerequisites: Algebra 110 or equivalent and MAT 116
3 hours weekly (3-0)
An introductory course emphasizing the statistical analysis of business economic data and how it aids in controlling operations and in making decisions. Included in the course are methods of collection, presentation and interpretation of economic data. The following topics are covered: aver-

BUS 127 CALCULATING MACHINES 2 hours

Prerequisites: None
3 hours weekly (1-2)
Instruction and practice is given in the use of ten-key, full-key adding and printing machines, 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.

BUS 128 DUPLICATING MACHINES 3 hours

Prerequisites: TYP 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.

BUS 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, pre-approach, approach, presentation, handling objectives, proper closings, persuasion and follow-up.

BUS 131 SALESMANSHIP 3 hours

Prerequisites: BUS 130
3 hours weekly (3-0)
A continuation of Salesmanship 130, this course will consist of a review of the entire sales presentation, with emphasis on the closing and the handling of objectives. Instruction on how to conduct a sales meeting will also be given. Video taped sales talks will be presented by each student.

BUS 138 BUSINESS SEMINAR 1 hour

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

BUS 214 INTRODUCTION TO DATA PROCESSING

Prerequisites: None
1 hour weekly (1-0)
An introductory course in data processing with the emphasis upon 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.

BUS 215 INTRODUCTION TO MEDICAL TERMINOLOGY & MEDICAL ADMINISTRATION

Prerequisites: None
3 hours weekly (1-2)
This course will stress the learning and use of medical roots, prefixes needed in medical transcription. In addition areas of medical management will be presented. These areas will cover a brief history of medicine, medical ethics, medical law, and medical records management.

BUS 221 BUSINESS LAW

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

BUS 223 INTRODUCTION TO BUSINESS FINANCE

Prerequisites: None
1 hour weekly (1-0)
An introductory course designed especially for the person who plans to be 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 capital markets in which a businessman will seek funds for business operations.

BUS 235 BUSINESS CORRESPONDENCE

Prerequisites: TYP 116 or equivalent
3 hours weekly (3-0)
A brief review of grammar, punctuation, and letter forms. Attention is given to the various types of business correspondence, including orders and favors and requests, sales, credits and collections, goodwill, and memorandums. Instruction is given in the proper methods of dictating business correspondence, and dictating practice is given.

BUS 237 OFFICE PROCEDURES 3 hours

Prerequisites: TYP 116 or equivalent
3 hours weekly (3-0)
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.

BUS 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.

BUS 240 EXECUTIVE SECRETARY—WORK EXPERIENCE 2 hours

Prerequisites: Consent of Assoc. Dean of Voc. Tech.
10 hours weekly (0-10)
On the job executive 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.

BUS 241 LEGAL SECRETARY—WORK EXPERIENCE 2 hours

Prerequisites: Consent of Assoc. Dean of Voc. Tech.
10 hours weekly (0-10)
On the job legal 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.

BUS 242 EXECUTIVE/LEGAL—WORK EXPERIENCE 4 HOURS

Prerequisites: Consent of Assoc. Dean of Voc. Tech.
20 hours weekly (0-20)
On the job executive/legal 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.

BUS 247 LEGAL SECRETARIAL PRACTICE 3 hours

Prerequisites: TYP 117 or SHN 125 or Consent of instructor
4 hours weekly (2-2)
A specialized course of skill development in taking and transcribing dictation, preparing legal forms, learning legal office procedures. Includes siting of legal shortcuts, court procedures, and related legal information.

BUS 248 LEGAL SECRETARIAL PRACTICE 3 hours

Prerequisites: BUS 247
4 hours weekly (2-2)
A continuation of BUS 247

BUS 249 MEDICAL TERMINOLOGY AND TRANSCRIPTION 2 hours

Prerequisites: TYP 116 and BUS 215 or consent of instructor.
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 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 medical transcription.

BUS 251 INSURANCE 3 hours

Prerequisites: None
3 hours weekly (3-0)
A course designed to provide a basic understanding of both personal 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.

BUS 252 REAL ESTATE 3 hours

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

BUS 253 PRINCIPLES OF BANKING 3 hours

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

Data Processing

- DPR 101 INTRODUCTION TO BUSINESS DATA PROCESSING 3 hours**
 Prerequisites: None
 3 hours weekly (3-0)
 Stresses information essential to a basic understanding of data processing concepts and computer operations. Basic machine functions such as CPU's, CRT's and printers will be taught.
- DPR 102 FUNDAMENTALS OF BUSINESS DATA PROGRAMMING—BASIC 3 hours**
 Prerequisites: None
 4 hours weekly (2-2)
 A study of one of the most widely used languages—Beginners All/Systems Interchange Code (BASIC)—and its application to business management and problem solving.
- DPR 103 BUSINESS SYSTEMS ANALYSIS AND DESIGN 3 hours**
 Prerequisites: DPR 101
 3 hours weekly (3-0)
 Designed to assist students in developing the ability to study business problems and design automated solutions.
- DPR 104 COMPUTER RELATED APPLICATIONS 3 hours**
 Prerequisites: DPR 102
 3 hours weekly (3-0)
 Reviews packaged programs available for microprocessor solutions of common business problems, e.g. inventory control, accounts payable and accounts receivable.
- DPR 105 ADVANCED BASIC 3 hours**
 Prerequisites: DPR 102
 5 hours weekly (1-4)
 Deals with file construction, sorting and report generation techniques. Will use applications from DPR 104 course for modifications—BASIC.
- BUS 138 BUSINESS SEMINAR 1 hour**
 Prerequisites: None
 1 hour weekly (1-0)
 An orientation to the jobs available in the field. The class will consist of lecture by the instructor and from representatives in business and industry as well as class discussion and individual research.
-
- DPR 201 COBOL I 4 hours**
 Prerequisites: DPR 105
 6 hours weekly (2-4)
 Introduction to a higher level language, one that is most widely used for business applications.
- DPR 202 COBOL II 4 hours**
 Prerequisites: DPR 201
 6 hours weekly (2-4)
 Deals with file construction, exiting for subroutines, sorting and data base interchanges.
- DPR 203 ADVANCED SYSTEMS DESIGN 3 hour**
 Prerequisites: DPR 105
 3 hours weekly (3-0)
 Teaches the design of an integrated business information system. Reviews database software systems and the design of tree-structure organization of information.
- DPR 204 DATA PROCESSING PRACTICUM 4 hour**
 Prerequisite: DPR 206
 20 hours weekly (0-20)
 Practical work experience. Gives students an opportunity to apply understanding, skills and knowledges to real-life work situations.
- DPR 205 WORD PROCESSING 3 hour**
 Prerequisites: DPR 105
 6 hours weekly (0-6)
 Stresses the application of word processing office procedures. Teaches the integration of data processing techniques into general office use.
- DPR 206 BASIC BUSINESS STATISTICS 3 hour**
 Prerequisites: None
 3 hours weekly (3-0)
 Common and simple business statistics (non-algebraic). Will use tools of BASIC language for statistical applications, e.g. square roots, compound interest, declining balances.

Typewriting

TYP 116

TYPEWRITING

3 hours

Prerequisites: None
5 hours weekly (1-4)

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

TYP 116A

**BEGINNING TYPEWRITING
BASIC SKILLS**

1 hour

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.

TYP 116B

**BEGINNING TYPEWRITING
COMMUNICATIONS & REPORTS**

1 hour

Prerequisites: Typewriting 116A
2 hours weekly (0-2)

Topics covered include personal letters, simple business letters, tables, reports, and outlines.

TYP 116C

**BEGINNING TYPEWRITING
BUSINESS LETTERS**

1 hour

Prerequisites: TYP 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.

TYP 117

TYPEWRITING

3 hours

Prerequisites: TYP 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.

TYP 117A

**ADVANCED TYPEWRITING
TECHNICAL REPORTS**

1 hour

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

TYP 117B

**ADVANCED TYPEWRITING
GENERAL OFFICE TYPING**

1 hour

Prerequisites: TYP 117A
2 hours weekly (0-2)

Topics covered include typing in general office, typing in an accounting office, typing in an executive office, and basic and production skills.

TYP 117C

**ADVANCED TYPEWRITING
PROFESSIONAL OFFICE TYPING**

1 hour

Prerequisites: 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.

TYP 122

BUSINESS LETTER TYPEWRITING

1 hour

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 mallable letters. A typing speed of 40 wpm is recommended.

TYP 123

STATISTICAL TYPEWRITING

1 hour

Prerequisites: Ability to type 40 wpm
2 hours weekly (0-2)

A short, intensive course in typing tabulation problems. Included are mult column tables, column headings, judgement placement, tables with special problems, business letters with tables, and accounting reports. A typing speed of 4 wpm is recommended. Skill in typing figures is emphasized.

BUS 138

BUSINESS SEMINAR

1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class will consist of lecture by the instructor and from representatives in business and industry as well as class discussion and individual research.

TYP 230

PRODUCTION TYPEWRITING

3 hour

Prerequisites: TYP 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, statistics, 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.

Typ 231 MEMORY TYPEWRITING 1 hour

Prerequisites: Typ 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 ALLIED HEALTH

Allied Health

ALH 138 ALLIED HEALTH SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields, as well as class discussion, projects and individual research.

Associate Degree Nursing

ADN 201 INTRODUCTION TO CONCEPTUAL FRAMEWORK 3 hours

Prerequisites: Acceptance into the Associate Degree Nursing Program
3 hours weekly (1-2)

Using the individualized modular approach to education, this course introduces the student to the concepts which are the foundation of the nursing curriculum. Emphasis is placed on the exploration and study of basic human needs and the components of the nursing process. Learning opportunities include both theory content and selected clinical experiences.

ADN 204 NEUROLOGICAL-SENSORY NURSING INTERVENTIONS 2 hours

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

This course is designed to further the student's knowledge of neurological and sensory function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon the development of neurological assessment skills and the use of the nursing process for care of patients with major neurological and sensory dysfunction. Learning opportunities include both theory content and selected clinical experiences.

ADN 208 METABOLIC-ENDOCRINE NURSING INTERVENTIONS 2 hour

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

This course is designed to further the student's knowledge in metabolic endocrine function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon application of the nursing process in caring for patients experiencing metabolic-endocrine dysfunction. Learning opportunities include both theory content and selected clinical experience

ADN 209 COMMUNITY HEALTH NURSING 2 hour

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

This course is designed to introduce the student to concepts in community health nursing. The student will learn that the health and well-being of citizens 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 clinic agencies and settings with special emphasis on community resources for special health problems, communicable diseases, problems accompanying disaster and special problems of senior citizens.

ADN 211 RESPIRATORY NURSING INTERVENTIONS 2 HOUR

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

This course is designed to provide the student with further study of pulmonary function and principles of pathophysiology pertaining to common respiratory problems. Emphasis will be placed on the application of the nursing process in caring for patients experiencing respiratory restriction or obstruction. Learning opportunities include both theory content and selected clinical experiences.

ADN 212 NURSING TODAY AND TOMORROW 2 hour

Prerequisites: ADN 201 and Consent of instructor
3 hours weekly (1-2)

Leadership in nursing, transition into the new graduate role, and current issues in nursing are the integral components of the terminal course of this program. The student will be given an opportunity to apply their knowledge and nursing skills in a practical experience.

ADN 214 MATERNAL-NEONATE NURSING INTERVENTIONS 2 hour

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

This course is designed to provide the student with great depth and broad perspectives of the antepartal, intrapartal, postpartal neonatal periods. A basic understanding of normal reproductive function and birth process will be necessary in order to study the nursing care of pathophysiological conditions. Emphasis is placed upon the family involvement and cultural needs of the child bearing

ADN 215 PEDIATRIC NURSING INTERVENTIONS 3 hours

Prerequisites: ADN 201
5 hours weekly (1-4)

This course is designed to provide the student with specific aspects of growth and development. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional, and social needs of the pediatric patient. Emphasis will be placed upon health promotion, family involvement, and cultural needs of the hospitalized child and/or adolescent. Learning opportunities include both theory content and selected clinical experience.

ADN 216 GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS 3 hours

Prerequisites: ADN 201
5 hours weekly (1-4)

This course is designed to provide the student with further study and depth into gastrointestinal and genital-urinary function and into their associated pathophysiological processes. Emphasis will be placed upon assessing, analyzing, planning, implementing and evaluating nursing care for patients with common gastrointestinal and genital-urinary disorders. Learning opportunities include both theory content and selected clinical experiences.

ADN 217 ORTHOPEDIC-DERMATOLOGICAL NURSING INTERVENTIONS 3 hours

Prerequisites: ADN 201
5 hours weekly (1-4)

This course is designed to further the student's knowledge of skeletal, muscular and skin function and those disorders commonly encountered in nursing practice. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for those patients experiencing disorders associated with joints, bones, muscles, and skin. Learning opportunities include both theory content and selected clinical experiences.

ADN 218 PSYCHIATRIC NURSING INTERVENTIONS 3 hours

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

This course is designed to provide the student with further exploration and study into the concepts of mental health and mental illness. Emphasis will be placed upon developing skills in therapeutic communication techniques, principles of psychiatric nursing, interpersonal relationships, and identifying psychosocial needs of the emotionally ill patient. Learning opportunities include both theory content and selected clinical experiences.

ADN 219 CARDIOVASCULAR NURSING INTERVENTIONS 3 hours

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

This course is designed to provide the student with further study and depth into cardiovascular function and common pathophysiological processes. Emphasis will be placed upon the application of the nursing process, health maintenance, and disease prevention. Learning opportunities include both theory content and selected clinical experiences.

Child Care Teacher Aide PUBLIC SERVICE SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions will include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

CCT 160 INTRODUCTION TO PRESCHOOL 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.

CCT 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 preschool children's accidents, in case an emergency situation arises.

CCT 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 discipline school age children and general characteristics of the child as he matures.

CCT 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 media library and methods of organizing books, pamphlets and periodicals for effective use.

CCT 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.

CCT 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.

CCT 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.

CCT 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.

CCT 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.

CCT 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.

CCT 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, common reading problems. Familiarization with typical reading series books used by elementary schools will also be emphasized.

Cosmetology

COS 101 COSMETOLOGY THEORY 5 hours

Prerequisites: None
5 hours weekly (5-0)

Study and practice of professional ethics, personal hygiene and groom visual poise and personality development, cythology and bacteriology, sterilization, sanitation, shampooing and rinses, scalp and hair treatment, trichology hair shaping, fingerwaving, hairstyling, chemistry of heat and cold permanent waving, chemical hair relaxing theory of massage, facial make-up, hair color and art theory.

COS 111 COSMETOLOGY LABORATORY 10 hours

Prerequisites: None
30 hours weekly (0-30)

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

COS 102 COSMETOLOGY THEORY 5 hours

Prerequisites: COS 101 and 550 clock hours
5 hours weekly (5-0)

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

COS 112 COSMETOLOGY LABORATORY 10 hours

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

COS 103 COSMETOLOGY THEORY 3 hours

Prerequisites: COS 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.

COS 113 COSMETOLOGY LABORATORY 8 hours

Prerequisites: COS 112 and concurrent enrollment in COS 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.

COS 104 COSMETOLOGY SEMINAR 1 hour

Prerequisites: COS 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 Hair-dressers Association.

COS 114 COSMETOLOGY LABORATORY 1

Prerequisites: Cosmetology 113 and concurrent enrollment in Cosmetology 112
30 hours weekly (0-30)
Completion of the Associate in Applied Science Degree Program. Certificate for the quarter will be a simulation of actual salon operation. Sit review in preparation for the State Board Examinations.

PBS 138 PUBLIC SERVICE SEMINAR

Prerequisites: None
1 hour weekly (1-0)
An orientation to the jobs available in the field. The class session lectures by the instructor and from representatives in related fields. class discussion, projects and individual research.

Dental Assisting

DNA 100 DENTAL SCIENCE

Prerequisites: None
3 hours weekly (3-0)
As an introduction to the biosciences, this course encompasses anatomy and physiology, histology, embryology and microbiology with on how these subjects relate to the oral cavity. This course also anatomy and physiology of the head and neck in detail.

DNA 101 DENTAL SCIENCE

Prerequisites: DNA 100
2 hours weekly (2-0)
This course is a continuation of Dental Science 100. The study of oral pathology, pharmacology with emphasis on the design of the deciduous permanent dentitions.

DNA 102 DENTAL ASSISTING PROCEDURES

Prerequisites: None
6 hours weekly (2-4)
This course is designed to prepare the student for the second clinical experience. The student will become familiar with the uses and dental instruments and equipment. Training in four-handed chairside observation and participation in dental procedures will be taught.

DNA 103 DENTAL ASSISTING PROCEDURES

Prerequisites: DNA 102
5 hours weekly (1-4)
This course is a continuation of Dental Assisting Procedures 102. It further study and information concerning the recognized dental specific emergencies and CPR will be included.

DNA 104 RADIOLOGY I 3 hours

Prerequisites: None
4 hours weekly (2-2)

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

DNA 105 RADIOLOGY II 2 hours

Prerequisites: Dental Assisting 104
3 hours weekly (1-2)

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

DNA 106 PREVENTIVE DENTAL HEALTH EDUCATION 2 hours

Prerequisites: None
2 hours weekly (2-0)

This course provides the student with the techniques to teach individuals, groups, and communities the prevention of oral diseases. It will include motivational psychology, audiovisual devices, and sources of educational materials that the student needs for delivering dental health instructions.

DNA 107 DENTAL MATERIALS 3 hours

Prerequisites: None
4 hours weekly (2-2)

This course is designed to acquaint the dental assisting student to products she may be expected to use in the modern dental office. Identification, manipulation, application, and storage of dental materials will be taught. Safety procedures will also be covered.

DNA 108 DENTAL MATERIALS 2 hours

Prerequisites: DNA 107
4 hours weekly (0-4)

This course is designed to further acquaint the dental assisting student to the products she may be expected to use in the modern dental office. The student will be expected to demonstrate a high degree of ability and accuracy in completing assigned projects.

DNA 109 DENTAL OFFICE PROCEDURES 2 hours

Prerequisites: 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 inter-personal 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.

DNA 110 DENTAL TERMINOLOGY, ETHICS AND LAW

Prerequisites: None
2 hours weekly (2-0)

This course will stress the learning and use of medical roots, prefix suffixes needed to guide the student toward the mastery of dental terminology, the student will study the history, code of ethics, and legal abilities associated with the dental profession.

DNA 111 DENTAL ASSISTING INTERNSHIP

Prerequisites: DNA 102
11 hours weekly (1-10)

This experience includes assignments to one or more training stations application of all that the students have learned. The student will receive advanced instruction in the total concept of patient care in the practice of dentistry and selected dental specialties.

DNA 112 DENTAL ASSISTING INTERNSHIP

Prerequisites: DNA 111
11 hours weekly (1-10)

This experience includes assignments to one or more training stations application of all that the students have learned. The student will receive advanced instruction in the total concept of patient care in the practice of dentistry and selected dental specialties.

ALH 138 PUBLIC SERVICE SEMINAR

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class session lectures by the instructor and from representatives in related fields, class discussion, projects and individual research.

Emergency Medical Technician

EMT 115 EMERGENCY MEDICAL TECHNICIAN II

Prerequisites: EMT 112 and EMT 114
3 hours weekly (1-2)

This course teaches the students advanced concepts, legal implications, and the basic fundamentals of hazardous materials.

EMT 116 VERTICAL RIGGING AND RESCUE 3 hours

Prerequisites: None
5 hours weekly (1-4)

This course is designed to instruct qualified emergency medical technicians in the safe rigging of and participation in vertical rescue and to apply approved emergency medical procedures appropriate to vertical rescue.

EMT 117 EMERGENCY EVASIVE DRIVING 2 hours

Prerequisites: None
3 hours weekly (1-2)

This course provides training in techniques of emergency evasive driving. Students are taught advanced defensive driving skills.

EMT 118 COOPERATIVE WORK EXPERIENCE 1 hour

Prerequisites: Consent and EMT 111
5 hours weekly (0-5)

An opportunity for students to apply knowledge and skill in a real life setting under the supervision of certified EMT. Students will be placed with cooperating EMT ambulance service employers for this practical experience.

EMT 119 COOPERATIVE WORK EXPERIENCE 1 hour

Prerequisites: Consent and EMT 111
5 hours weekly (0-5)

A continuation of the first cooperative work experience course. This course will utilize training stations provided by cooperation hospitals.

ALH 138 ALLIED HEALTH SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields, as well as class discussion, projects and individual research.

Fire Technology

FST 101 INTRODUCTION TO FIRE PROTECTION 2 hours

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.

FST 102 INTRODUCTION TO FIRE PREVENTION

Prerequisites: None
3 hours weekly (3-0)

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

FST 103 BUILDING CONSTRUCTION AND MATERIALS

Prerequisites: None
3 hours weekly (3-0)

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

FST 105 FIRE PROTECTION SYSTEMS

Prerequisites: None
3 hours weekly (3-0)

A study of water supply systems and standards, basic protective automatic extinguishing systems, and automatic signaling and detection.

FST 106 FIRE APPARATUS AND EQUIPMENT

Prerequisites: None
2 hours weekly (2-0)

Basic design, operating characteristics, and maintenance of motor apparatus. Emphasis will be given to the areas of water supply, familiarization, small tools and equipment, hose, and fire streams.

FST 107 TECHNIQUES OF FIRE FIGHTING

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 breathing equipment, ground ladders, and forcible entry. Class has 48 contact hours.

FST 108 ADVANCED TECHNIQUES OF FIRE FIGHTING

Prerequisites: Fire Science Technology 107
3 hours weekly (1-2)

Continuation of FST 107 with emphasis in the area of ventilating, salvage and overhaul, and fire suppression. Class has 48 contact hours.

**FST 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.

**PBS 138 PUBLIC SERVICE
SEMINAR 1 hour**

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

**FST 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).

FST 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.

**FST 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.

FST 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.

FST 206 FIRE INVESTIGATION

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

**FST 207 INDUSTRIAL AND ELECTRICAL
FIRE HAZARDS**

Prerequisites: None
3 hours weekly (3-0)

Identification and analysis of various types of special fire hazard control. In addition to a review of hazardous materials, this unit will include explosive atmospheres, static charge fires, and electrical power and lightning.

FST 208 FIRE ADMINISTRATION

Prerequisites: None
3 hours weekly (3-0)

A study of the principles of managements and their application in fire department organization. Particular attention will be given to urban organizations, planning and organizational theory, personnel management, training, and physical plant management.

**FST 209 REGULATING AGENCIES,
FIRE AND SAFETY**

Prerequisites: None
3 hours weekly (3-0)

An indepth study of agencies and organizations affecting code such as OSHA and insurance underwriters. Particular emphasis will be upon the relationship of such agencies as they affect commercial and industrial organizations.

**FST 210 CHARACTERISTICS OF AIRCRAFT
AND AIRFIELD FIREFIGHTING
EQUIPMENT**

Prerequisites: None
6 hours weekly (2-4)

This course provides a comprehensive examination of the various types of modern aircraft, together with a study of contemporary piston prop and rocket engines and the hazards and necessary precautions in connection with each, aircraft technical systems—such as fuel, electric, oxygen, and hydraulic systems—of critical or potentially critical importance in the event of emergency, as well as the specialized and conventional equipment used in aircraft and airfield firefighting and rescue operations. Emphasis is placed on the latter, together with applications, technical maintenance procedures.

FST 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.

FST 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 allow after an incident involving aircraft.

FST 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.

FST 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

PNE 100 NUTRITION

Prerequisites: None
3 hours weekly (3-0)

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

BUS 101 CONSUMER EDUCATION

Prerequisites: None
3 hours weekly (3-0)

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

Human Services

HUS 101 INTRODUCTION TO HUMAN SERVICES

Prerequisites: None
3 hours weekly (3-0)

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

HUS 102 PRINCIPLES AND PRACTICES IN HUMAN SERVICES

Prerequisites: Human Services 101
3 hours weekly (3-0)

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

PBS 138 PUBLIC SERVICE SEMINAR

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class will cover the orientation by the instructor and from representatives in business and industry as class discussion and individual research.

HUS 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.

HUS 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

LEF 103 INTRODUCTION TO CRIME CONTROL 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.

LEF 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.

LEF 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.

PBS 138 PUBLIC SERVICE SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class will consist of lecture by the instructor and from representatives in business and industry as well

LEF 205 SURVEY OF CRIME DETECTION METHODS

Prerequisites: None
3 hours weekly (3-0)

This course enables the student to examine the major 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. It also learned the value and techniques of preserving evidence and how of evidence is vital to a successful prosecution.

LEF 209 CRIMINAL LAW

Prerequisites: None
3 hours weekly (3-0)

Enables the student to understand the due process functions of law. Upon completion of this course, the student will be able to use and will have an understanding of the laws of arrest, search and seizure and will have an understanding of recent Supreme Court decisions affecting his daily work.

LEF 210 INTRODUCTION TO FORENSIC INVESTIGATION

Prerequisites: None
3 hours weekly (3-0)

This is an orientation course dealing with the application of scientific methods of criminal investigation of crime scenes. Topics include: polygraph, firearms and tool mark identification, hairs and fitment, drug analysis, serial number restoration, crime scene 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 also use to police officers for ever widening field crime laboratory service.

Nursing Assistant

NAD 101 NURSING ASSISTANT

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

This course is designed to provide employment skills necessary for the nursing assistant to function adequately in a hospital, long-term care health department. The nursing assistant will provide services related to the health and welfare of the resident under direct supervision of the licensed nurse. Some topics to be covered include body mechanics, techniques, basic anatomy and physiology, personal care, vital signs, resuscitation, death, dying and post-mortem care.

Practical Nursing

PNE 101

PRINCIPLES AND PRACTICES OF NURSING

10 hours

Prerequisites: None
18 hours weekly (5-4-9)

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 patterns. Nursing Assistant certificates will be issued to those who successfully complete this course but do not complete the practical nursing program.

ALH 138

PUBLIC SERVICE SEMINAR

1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lecture by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

PNE 161

PHARMACOLOGY IN NURSING

2 hours

Prerequisites: None
3 hours weekly (1-2)

This course includes lectures and supervised administration of drugs. The student will know the various route of administration, methods of 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.

PNE 171

PHARMACOLOGY IN NURSING

2 hours

Prerequisites: PNE 100, PNE 101, BIO 105, and PNE 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.

PNE 181

MATERNAL AND NEWBORN NURSING

5 hours

Prerequisites: PNE 100, PNE 101, BIO 105 and PNE 161
9 hours weekly (3-6)

The purpose of this course is to develop within the practical nurse student appreciation of the meaning of effective prenatal and postnatal care and understanding of the total birth process; to develop skills, through supervised practice, in caring for the mother and newborn while recognizing deviations from normal. Reproductive functions of the human body are emphasized. Leg aspects of nursing are presented at this time.

PNE 191

NURSING THE CHILD

4 hours

Prerequisites: PNE 100, PNE 101, PNE 161, and BIO 105
6 hours weekly (3-3)

The purpose of this course is to broaden the student's understanding of the care of the sick child. Emphasis is placed on the family-centered approach to the nursing care of children with medical and surgical conditions most often affecting children. The student is exposed to the rehabilitative and terminal care of the child and his family while caring for children with acute, chronic, and congenital conditions.

PNE 201

NURSING THE ADULT WITH PHYSICAL CONDITIONS

5 hours

Prerequisites: PNE 100, PNE 101, PNE 161, BIO 105
11 hours weekly (2-9)

Nursing care for persons with medical and surgical health deviations learned and practiced.

PNE 202

NURSING THE ADULT WITH MENTAL CONDITIONS

1 hour

Prerequisites: PNE 100, PNE 101, PNE 161 and BIO 105
1 hour weekly (1-0)

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

PNE 203

NURSING THE ADULT WITH PHYSICAL CONDITIONS

5 hours

Prerequisites: PNE 201
11 hours weekly (2-9)

Nursing care for persons with medical and surgical health deviations learned and practiced. Information is presented on career opportunities, responsibilities, and continuing education.

EMT 111

EMERGENCY MEDICAL TECHNICIAN

6 hours

Prerequisites: None
7 hours weekly (5-2)

Designed for those personnel engaged in emergency care. Such personnel as ambulance attendants, fire and rescue personnel, etc. The course is an 82-hour program.

EMT 112 EMERGENCY MEDICAL TECHNICIAN 2 hours

Prerequisites: EMT 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.

EMT 113 EMERGENCY RESCUE TECHNICIAN 3 hours

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.

ALH 138 ALLIED HEALTH SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

DEPARTMENT OF INDUSTRIAL EDUCATION

Agricultural/Automotive Mechanics

IND 138 INDUSTRIAL SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

AAM 170 FUNDAMENTALS OF INTERNAL
COMBUSTION ENGINES 1

Prerequisites: Consent of Instructor
1 hour weekly (1-0)

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

AAM 171 ENGINE ELECTRICAL 2 1/2

Prerequisites: Consent of Instructor
2 hours weekly (2-0)

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

AAM 172 FUEL, LUBRICATION
AND CARBURETION 1

Prerequisites: Consent of Instructor
1 hour weekly (1-0)

A study of petroleum products and their applications to the fuel lubricants requirements of automobiles. Theory of design, diagnosis and lubrication, fuel systems and carburetion. Theory is supplemented laboratory work in Agricultural/Automotive Mechanics Laboratory 176.

AAM 173 BRAKES AND SUSPENSION 2 1/2

Prerequisites: Consent of Instructor
2 hours weekly (2-0)

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

AAM 174 DIESEL ENGINES 1

Prerequisites: Consent of Instructor
1 hour weekly (1-0)

The principles of 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.

AAM 175 HEATING AND AIR CONDITIONING 1

Prerequisites: Consent of Instructor
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

AAM 176 **AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY** **5 hours**

Prerequisites: Consent of Instructor
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.

AAM 177 **AGRICULTURAL/AUTOMOTIVE MECHANICS/LABORATORY** **5 hours**

Prerequisites: Consent of Instructor
15 hours weekly (0-15)

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

AAM 270 **DRIVE TRAINS** **1 hour**

Prerequisites: Consent of Instructor
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.

AAM 271 **DRIVE TRAINS** **2 hours**

Prerequisites: Consent of Instructor
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.

AAM 272 **EMISSION CONTROLS AND TESTING** **2 hours**

Prerequisites: Consent of Instructor
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 on Hydrocarbon and Carbon Monoxide exhaust emissions. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

AAM 273 **CHASSIS ELECTRICAL** **2**

Prerequisites: Consent of Instructor
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, trouble-shooting are stressed. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

AAM 274 **SMALL GAS ENGINES**

Prerequisites: Consent of Instructor
1 hour weekly (2-0)

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

AAM 275 **SERVICE MANAGEMENT**

Prerequisites: Consent of Instructor
1 hour weekly (1-0)

A study of the principles involved in managing automotive repair shop procedures in maintaining customer service relations. Supplemented with laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

AAM 276 **AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY** **5**

Prerequisites: Consent of Instructor
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.

AAM 277 **AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY** **5**

Prerequisites: Consent of Instructor
15 hours (0-15)

Laboratory practice in shop safety, organization and management stressed in conjunction with work on live engines. Areas of work are automotive transmissions, electrical systems and management practice.

Diesel Mechanics

IND 138 **INDUSTRIAL SEMINAR**

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions are lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

DIE 174 DIESEL ENGINES 1 hour

Prerequisites: Consent of Instructor
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.

DIE 180 DIESEL FUEL INDUCTION SYSTEMS 2 hours

Prerequisites: Consent of Instructor
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.

DIE 181 DIESEL ENGINE MAINTENANCE AND DIAGNOSIS 2 hours

Prerequisites: Consent of Instructor
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.

DIE 187 DIESEL LABORATORY 5 hours

Prerequisites: Consent of Instructor
5 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 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 Processes

IND 101 MATERIALS 3 hours

Prerequisites: None
3 hours weekly (3-0)

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

IND 121 MANUFACTURING PROCESSES 2 hours

Prerequisites: None
4 hours weekly (0-4)

This course is an introductory study of precision measuring instruments, lathes, drills and sheet metal operations. Basic turning, drilling, knurling, tapping, 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.

IND 122 MANUFACTURING PROCESSES 2 hours

Prerequisites: IND 121
4 hours weekly (0-4)

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

IND 138 INDUSTRIAL SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

IND 201 METALLURGY 2 hours

Prerequisites: None
2 hours weekly (2-0)

A study of the fundamental characteristics and properties of metals and alloys, elementary theories of bonding, crystal structure, deformation phenomena and phase relationships in binary alloys. Annealing and heat treatment of alloys with major emphasis on iron-carbon alloys.

IND 211 FUNDAMENTALS OF ELECTRICITY 4 hours

Prerequisites: None
5 hours weekly (3-2)

A basic A.C. and D.C. electricity course for technical students. The study includes the generation, transmission, and utilization of electrical energy by means of direct current and alternating current. New developments in the field are introduced.

IND 212 **INTERMEDIATE ELECTRICITY** **4 hours**

Prerequisites: IND 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.

Drafting Technology

IND 138 **INDUSTRIAL SEMINAR** **1 hour**

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

DRT 181 **TECHNICAL DRAFTING** **6 hours**

Prerequisites: None
9 hours weekly (3-6)

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

DRT 182 **TECHNICAL DRAFTING** **6 hours**

Prerequisites: DRT 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.

DRT 183 **DETAIL AND ASSEMBLY** **2 hours**

Prerequisites: DRT 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.

DRT 184 **ARCHITECTURAL DRAFTING**

Prerequisites: None
5 hours weekly (1-4)

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

DRT 192 **BLUEPRINT READING**

Prerequisites: None
3 hours weekly (3-0)

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

DRT 281 **ADVANCED TECHNICAL DRAWING**

Prerequisites: DRT 182
7 hours weekly (1-6)

Continuation of Technical Drafting 182 with emphasis on welder drawings, electrical drawings, and machine elements. The use of hand catalogs, and other reference materials is emphasized in the design and of various required drawing assignments.

DRT 282 **TOOL DESIGN**

Prerequisites: DRT 281
7 hours weekly (1-6)

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

DRT 283 **ADVANCED TECHNICAL DRAWING**

Prerequisites: DRT 282
7 hours weekly (1-6)

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

DRT 285 **DESCRIPTIVE GEOMETRY**

Prerequisites: DRT 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 the use of descriptive geometry in the design of mechanical parts.

DRT 294 ADV. ARCHITECTURAL DRAFTING 3 hours

Prerequisites: DRT 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

MAC 101 MEASURING TOOLS AND PROCEDURES 1 hour
(Module 1)

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, callipers, combination set, vernier caliper, micrometers, depth gauge, and dial callipers, dial indicators, parallels, and precision squares.

MAC 102 BENCH WORK 1 hour
(Module 2)

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.

MAC 103 DRILL PRESS OPERATION 1 hour
(Module 3)

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.

MAC 104 LATHE OPERATION 1 hour
(Module 4)

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

MAC 105 LATHE OPERATION 1 hour
(Module 5)

Prerequisites: Module 4
2 hours weekly (0-2)

Emphasis on machining in a 3-jaw chuck and draw-in collets, centering, turning, shoulder turning, filing and polishing.

MAC 106 LATHE OPERATION 1 hour
(Module 6)

Prerequisites: Module 5
2 hours weekly (0-2)

Emphasis on machining between centers, grooving, form turning, knurling, cut-off and parting procedures.

MAC 107 VERTICAL MILLING MACHINE OPERATION 1 hour
(Module 7)

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

A study of the types, construction, operation, maintenance, and safety precautions involved in the operation of a vertical milling machine. Emphasis will be placed on milling cutters, holders, and attachments, speeds and feeds, and dialing procedures.

MAC 108 VERTICAL MILLING MACHINE OPERATION 1 hour
(Module 8)

Prerequisites: Module 7
2 hours weekly (0-2)

Emphasis on end milling, fly-cutting, shell end milling, angular milling, and slot cutting.

MAC 109 HORIZONTAL MILLING MACHINE OPERATION 1 hour
(Module 9)

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

A study of the types, construction, operation, maintenance, and safety precautions involved in the operation of a horizontal milling machine. Emphasis will be stressed on cutters and holders, feeds and speeds, and set-up procedures.

MAC 110 HORIZONTAL MILLING MACHINE OPERATION 1 hour
(Module 10)

Prerequisites: Module 9
2 hours weekly (0-2)

Emphasis on plain or slab milling, straddle milling, cutter selection, slot cutting, and cutting depth.

MAC 111 GRINDING OPERATION 1 hour
(Module 11)

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

A study of the types, construction, grinding wheels, work holding devices, and safety precautions involved in the operation of a surface grinder. Emphasis will be placed on grinding with a vise, magnetic chuck, vee blocks, wheel dressing, and slot grinding.

MAC 112 MEASURING TOOLS AND LAYOUT PROCEDURES 1 hour
(Module 12)

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

Emphasis on measurement with telescoping gauges, inside micrometer, small hole gauges, vernier height gauge, vernier bevel protractor, and fillet gauges.

MAC 113 DRILL PRESS OPERATION 1 hour
(Module 13)

Prerequisites: Module 3
2 hours weekly (0-2)

Emphasis on work holding devices, jigs, fixtures, counterboring, counter-sinking, spotfacing, and boring.

MAC 114 LATHE OPERATION 1 hour
(Module 14)

Prerequisites: Module 6
2 hours weekly (0-2)

Emphasis will be placed on taper calculations, types, taper measurement, taper turning using the compound rest, the taper attachment, and offsetting the tailstock.

MAC 115 LATHE OPERATION 1 hour
(Module 15)

Prerequisites: Module 14
2 hours weekly (0-2)

Emphasis on thread terminology, types, fits, classification, lathe threading set-up, and 60° thread cutting and chasing.

MAC 116 LATHE OPERATION 1 hour
(Module 16)

Prerequisites: Module 15
2 hours weekly (0-2)

Emphasis on boring, counterboring, internal relief and groove cutting, and internal threading.

MAC 117 VERTICAL MILLING MACHINE OPERATION 1
(Module 17)

Prerequisites: Module 8
2 hours weekly (0-2)

Emphasis on set-up, location, and indicating procedures for drilling, tapping, and boring of holes.

MAC 118 VERTICAL MILLING MACHINE OPERATION 1
(Module 18)

Prerequisites: Module 17
2 hours weekly (0-2)

Emphasis on rotary table set-up, locating, and indicating procedures for indexing, reaming, tapping, and boring operations in cylindrical stock.

MAC 19 HORIZONTAL MILLING MACHINE OPERATION 1
(Module 19)

Prerequisites: Module 10
2 hours weekly (0-2)

Emphasis on face milling, machining between centers, keyway cutting and groove cutting.

MAC 120 METAL SAWING OPERATION 1
(Module 20)

Prerequisites: None
2 hours weekly (0-2)

A study of the types, construction, and operating techniques involved in band machining. Emphasis will be placed on blade selection, speeds and feed, contour cutting, internal cutting, and abrasive cutting.

MAC 121 GRINDING OPERATION 1
(Module 21)

Prerequisites: Module 11
2 hours weekly (0-2)

Emphasis on form grinding, vee grinding, index centers, and rotary table grinding.

MAC 122 FORGING AND HEAT TREATMENT 1
(Module 22)

Prerequisites: None
2 hours weekly (0-2)

A study of the basic procedures for heat treatment, forge work, and case hardening as related to the machinists.

MAC 123 MEASURING TOOLS AND LAYOUT PROCEDURES 1 hour
(Module 23)

Prerequisites: Module 12
2 hours weekly (0-2)

Emphasis on measurement with a surface gauge blocks, angle gauge blocks, mike hole gauges, thread micrometers, snap gauges, sine bar gauging, and optical measuring techniques.

MAC 124 LATHE OPERATION 1 hour
(Module 24)

Prerequisites: Module 15
2 hours weekly (0-2)

Emphasis on lathe set-ups and cutting of acme, square, pipe, and multiple threads.

MAC 125 LATHE OPERATION 1 hour
(Module 25)

Prerequisite: Module 24
2 hours weekly (0-2)

Emphasis on four jaw chucking operations, faceplate turning, and machining with a steady rest or follow rest.

MAC 126 LATHE OPERATION 1 hour
(Module 26)

Prerequisites: Module 25
2 hours weekly (0-2)

Emphasis on mandrel turning, eccentrics, friction driving, and turret lathe principles.

MAC 127 VERTICAL MILLING MACHINE OPERATION 1 hour
(Module 27)

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.

MAC 128 VERTICAL MILLING MACHINE OPERATION 1 hour
(Module 28)

Prerequisites: Module 27

2 hours weekly (0-2)

Emphasis on milling of flutes, slots, and grooves using the dividing or indexing head.

MAC 129 VERTICAL MILLING MACHINE OPERATION 1 hour
(Module 29)

Prerequisites: Module 28
2 hours weekly (0-2)

Emphasis on gear terminology, types, indexing, and cutting of gears.

MAC 130 HORIZONTAL MILLING MACHINE OPERATION 1 hour
(Module 30)

Prerequisites: Module 19
2 hours weekly (0-2)

Emphasis on milling set-up for milling flutes and grooves using the indexing head.

IND 138 INDUSTRIAL SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields, as well as class discussion projects and individual research.

Welding

WEL 101 OXY-ACETYLENE FUSION WELDING 1 hour
(JALC Module 1)

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 precaution. Joints welded will be the butt joint and outside corner joint in the flat position.

WEL 102 OXY-ACETYLENE FUSION WELDING 1 hour
(JALC Module 2)

Prerequisites: WEL 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.

WEL 103 OXY-ACETYLENE FUSION WELDING 1 hour
(JALC Module 3)

Prerequisites: WEL 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.

WEL 104 BRAZING AND SOLDERING 1 hour
(JALC Module 4)

Prerequisites: WEL 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.

WEL 105 OXY-ACETYLENE CUTTING 1 hour
(Miller Module 3)

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.

WEL 106 ARC WELDING 1 hour
(Miller Module 1)

Prerequisites: None
2 hours weekly (0-2)

A study of process and safe work habits, striking an arc, running beads of weld in several directions, and padding, all in the flat position.

WEL 107 ARC WELDING 1 hour
(Miller Module 2)

Prerequisites: WEL 106
2 hours weekly (0-2)

A study of AWS weld symbols including the fillet weld symbol. Weaves, flat position, and three different patterns are taught.

WEL 108 ARC WELDING 1 hour
(Miller Module 4)

Prerequisites: WEL 107
2 hours weekly (0-2)

A study of metal properties, basic joint designs, weld defects, and distortion control. Study will also include fillet welds in the flat position, using lap joints, and single and multiple pass techniques.

WEL 109 ARC WELDING 1 hour
(Miller Module 5)

Prerequisites: WEL 108
2 hours weekly (0-2)

A study of electrode classification systems, selection, properties, use, and storage. The use of large diameter iron powder electrodes in various fillet weld configurations, including circumferential welds will also be studied.

WEL 110 ARC WELDING 1 hour
(Miller Module 6)

Prerequisites: WEL 109
2 hours weekly (0-2)

A study of AWS weld symbol for groove welds, and definition of flat position. There will be preparation and welding of vee groove butt joints in the flat position with and without backing bar.

WEL 111 ARC WELDING 1 hour
(Miller Module 7)

Prerequisites: WEL 110
2 hours weekly (0-2)

A study of beads of weld and vee groove butt joints with and without backing bar in the horizontal position. Definition of horizontal position will also be included.

WEL 112 ARC WELDING 1 hour
(Miller Module 8)

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

A study of single beads, triangular weave, Christmas tree weave in vertical-up position, and vee groove butt joints, with and without backing bar in the vertical position. Definition of vertical position will be included.

WEL 113 ARC WELDING 1 hour
(Miller Module 9)

Prerequisites: WEL 112
2 hours weekly (0-2)

A study of single beads, multiple pass fillet welds in overhead position vee groove butt joint with backing bar in overhead position. A definition of overhead position will also be included.

WEL 114 M.I.G. WELDING 1 hour
(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 joint in the flat and vertical down position.

WEL 115 M.I.G. WELDING 1 hour
(Westinghouse Lessons 6-8)

Prerequisites: WEL 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.

WEL 116 CORED WIRE WELDING 1 hour
(JALC Module 16)

Prerequisites: WEL 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.

WEL 117 CORED WIRE WELDING 1 hour
(JALC Module 17)

Prerequisites: WEL 106-114 & 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.

WEL 118 T.I.G. WELDING 1 hour
(Westinghouse Lessons 1-5)

Prerequisites: WEL 101-104
2 hours weekly (0-2)

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.

WEL 119 WELD TESTING AND 1 hour
(Miller Module 10) **INSPECTION**

Prerequisites: WEL 106, 108-113
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.

WEL 120 WELD TESTING AND 1 hour
(JALC Module 20) **INSPECTION**

Prerequisites: WEL 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.

IND 138 INDUSTRIAL SEMINAR 1 hour

Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class sessions include lectures by the instructor and from representatives in related fields as well as class discussion, projects and individual research.

WEL 181 INTRODUCTION TO 1 hour
OXY-ACETYLENE WELDING

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.

WEL 182 INTRODUCTION TO 1 hour
ARC WELDING

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.

WEL 183 INTERMEDIATE ARC WELDING 1 hour

Prerequisites: WEL 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.

WEL 188 WELDING LABORATORY 1 hour

Prerequisites: WEL 184-187
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.

WEL 189 WELDING LABORATORY 1 hour

Prerequisites: WEL 184-187
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.

WEL 190 WELDING LABORATORY 1 hour

Prerequisites: WEL 184-187
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee-but 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.

WEL 191 WELDING LABORATORY 1 hour

Prerequisites: WEL 184-187
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on tee-but 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.

FACULTY AND STAFF

OFFICE OF THE PRESIDENT

Robert E. Tarvin
B.A., Eastern Kentucky University
M.A., Eastern Kentucky University
Ed.D., Indiana University

Joseph Ray Hancock Executive Assistant to the
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Robin Pauls Data Processing
B.A., Southern Illinois University

Blanche Carlton Sloan Director of Dev
A.B., Huntingdon College
M.A., University of Oklahoma
Ph.D., Southern Illinois University

Greg Starrick Coordinator of Public In
B.S., Southern Illinois University

Donna Andrew
Mary Ann Hudson Administrative Secretary to the

OFFICE OF THE DEAN OF INSTRUCTIONAL SERVICES

Harold R. O'Neil Dean of Instructional
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Linda Barrette
B.S., East Tennessee State University
M.S., Catholic University of America
Advanced graduate study Southern Illinois University

Carl D. Cottingham Associate Dean of the
Resources
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Thomas Dean Davenport Coordinator of Early School Leavers
B.S., Eastern Illinois University
M.S., Eastern Illinois University

James G. Dugger Associate Dean of Arts & Sciences
 B.A., Anderson College
 M.A., Ball State University
 Ph.D., Iowa State University

Robert H. Irvin Associate Dean of Vocational-Technical Education
 B.S., University of Illinois
 M.S., Indiana State University
 Advanced graduate study University of Illinois

John Little Media Specialist
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Marilyn Blatter Audio-Visual Technician
Judy Day Secretary to the Associate Dean of Arts and Sciences
 Secretary to the Associate Dean

Earline Fairley Learning Lab Technician
Traci Frost Secretary to the Associate Dean of Vocational-Technical Education

Barbara Harris Secretary to the Associate Dean of the Learning Resources Services
Sue Hebel Circulation Clerk

Kathy Richey Graphics/Photography Technician
Barbara Rickert Secretary to the Dean of Instructional Services

TUTORING AND COUNSELING PROGRAM

Valerie L. Epps Director of Tutoring and Counseling Program
 B.S., Southern Illinois University-Carbondale
 M.S., Southern Illinois University-Edwardsville
 Advanced graduate study Southern Illinois University-Edwardsville

Evangeline N. Chugh Basic Skills Specialist
 B.S., University of Puerto Rico
 M.S., University of Puerto Rico
 Advanced graduate study at Pennsylvania State University

Lauvenia Robinson-Hill Basic Skills Specialist/GED/H
 B.S., Southern Illinois University-Carbondale
Robert M. Taylor Basic Skills Specialist
 B.S., Southern Illinois University
 Advanced graduate study at Southern Illinois University
 Language Arts/Read

OFFICE OF THE DEAN OF INSTITUTIONAL AND COMMUNITY SERVICES

Jack D. Hill Dean of Institutional and Community Services
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

Tom Ashman Director of Placement and Help
 B.S., Southern Illinois University
 Basketball Coach (M)

Gary Barton Coordinator of Veterans Affairs
 B.S., Southern Illinois University
 Head Basketball Coach (Women)
 Coordinator of Womens Athletics

Mary Crites Teacher/Counselor for Alternative Education
 B.S., Southeast Missouri State College

Susan Dillinger Tennis Coach
 B.S., Southern Illinois University

Beth Dusch Job Service Representative
 B.S., Southern Illinois University

Gilbert Garlach Assistant Basketball Coach (Men)
 B.S., Southern Illinois University

Kermit Keim Admissions Counselor
 B.A., Southern Illinois University
 M.A., University of Arkansas
 Advanced graduate study Southern Illinois University

Kathryn E. Kost Counselor
 B.A., Eureka College
 M.S., Illinois State University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Kathleen Longueville Activities Coordinator for
Alternative Education
B.S., Southern Illinois University

Susan Malkovich Head Volleyball Coach;
Head Softball Coach;
Assistant Basketball Coach (Women)
B.S., Southern Illinois University

Donald E. Middleton Associate Dean of Student Services
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Bert Newman Job Alert Coordinator/Head
Baseball Coach
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Johan Obis Associate Director for Alternative
Education Program
B.S., Southern Illinois University
M.S., Southern Illinois University

Richard Perry Teacher/Counselor for Alternative
Education
B.S., University of Iowa
M.B.A., University of Iowa

Gary B. Piper Coordinator of Financial Aids
B.A., Northwestern State University
M.S., Northwestern State University
Ph.D., Southern Illinois University

William E. Price Director of the Institute for
Community Services
B.S., Southern Illinois University
M.A., Southern Illinois University
Advanced study DePaul Law School

Carl M. Planinc Associate Dean of Continuing
Education and Community Services
B.S., University of Illinois
M.S., Southern Illinois University
Ph.D., Indiana University

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

John Sala Athletic Director
Instructor in P
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Carlo Simioli Head Golf C
B.A., American International College
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Sue Teegarden Coordinator of Workshops, Sem
Conferences, and Adult Re-entry Prog
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Priscilla Winkler Coordinator of Student Activ
B.S., Southern Illinois University
M.S., Southern Illinois University

Steve Wunderle Assistant to the Associate D
of Continuing Education and Commu
B.S., Eastern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Betty Beasley Admissions and Registr
Assis
Shirley Calhoun Secretary to the Associate Dea
Continuing Education and Commu
Serv

Jane House Secretary to the Associate Dea
Student Serv
Eunice Lantagne Secretary to the Dean of Institutio
and Community Serv

Susan Mize Continuing Education Records C
Martha Norman Secretary to the Athletic Direc
and to Director of Placem

Angela Oeljen Admissions Office Records C
Debbie Richison Admissions Office Receptio
Suzanne Robinson Secretary to the Coordinat
Workshops, Seminars, Conferenc
and Adult Re-Entry Progr

Pam Tow Secretary to the Athletic Director and to Director of Placem
Julia Treece Records and Sectioning Secre

AREA COMMUNITY COORDINATORS—ADULT EDUCATION

Jan Hinde Carbondale, Murphysboro, Gorham
 Frank Samuel Carterville, Herrin
 Thomas Rhodes DuQuoin, Desoto, Elverado
 Aletta (Jean) Saulsbury West Frankfort, Johnson City
 Kathy Taylor Trico
 Landa Stettler Marion, Crab Orchard

OFFICE OF THE DEAN OF BUSINESS SERVICES

Jim Bales Dean of Business Services
 A.A. Independence Community College
 B.S. Kansas State College of Pittsburg
 M.B.A. University of Missouri
 Certified Public Accountant

J. P. Barrington Controller
 B.S. Southern Illinois University
 M.S. Southern Illinois University
 Advanced graduate study Southern Illinois University

Hubert Damron Coordinator of Janitorial
 and Maintenance Services

Art Walters Heating and Air Conditioning Engineer

Doris Altmansberger Secretary to the Dean of
 Business Services

Dennis Capps Building Maintenance

Darcy Dietz Custodian

Linda Drew Accounts Payable Clerk

Connie Hensley General Ledger Bookkeeper

Charles Hodges Lead Custodian

Ernest Kelly Custodian

Robert Kent Custodian

Chris Miller Secretary/Clerk

Brenda Murphy Custodian

Marie Perkins Receptionist

Mike Protsman Custodian

Carla Reestvo Cashier/Clerk—Business Office

Homer Rice Custodian

Charles Rogers Building Maintenance

Bill Rosenberger Grounds Maintenance

James Taylor Grounds Maintenance

TEACHING FACULTY

BUSINESS DEPARTMENT

John A. DeHoff Marketing
 B.S.B.A., University of Kansas
 M.B.A., University of Kansas
 Advanced graduate study, Washington University and
 Southern Illinois University

Carol E. Garrison Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

Sharon Johnson Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University

John L. Kuruc Accounting
 B.S., Eastern Illinois University
 M.S., Eastern Illinois University
 Advanced graduate study Southern Illinois University

Paul E. McInturff Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University
 Advanced graduate study University of Wyoming

Carol A. Mitchell Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

DEPARTMENT OF ENGLISH/LITERATURE

Katherine Derbak English
 B.A., State University of Iowa
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

Jerry D. DeSoto English
 B.A., St. Bernard College
 M.A., Alabama College
 Advanced graduate study Southern Illinois University

C. Denny Freese English/Reading
 B.A., Southern Illinois University
 M. Div., Southern Baptist Theological Seminary
 M.A., Southern Illinois University

Anne L. James English
 B.S., Southern Illinois University
 M.S., Southern Illinois University

David M. Packard English
 B.A., McKendree College
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Barbara A. Randolph English/Reading
 B.A., South Dakota State University
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

DEPARTMENT OF HUMANITIES

John Bruce Fell Art
 B.S., University of Louisville
 M.S., Indiana University
 Advanced graduate study Southern Illinois University

John P. Fitzgerald Philosophy
 B.A., Indiana State University
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

Vera Grosowsky Art
 B.S., Illinois Institute of Technology
 M.F.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

Gary W. Kent Speech
 B.S., Eastern Illinois University
 M.A., Eastern Illinois University

Karen S. Sala Music
 B.M.E., Murray State University
 M.M., North Texas State University
 Advanced graduate study University of Illinois

INDUSTRIAL DEPARTMENT

Bill T. Gayer Industrial Technology
 B.A., Southern Illinois University
 M.S., Southern Illinois University

Robert R. Landes Welding
 Certified in Welding, Southern Illinois University Vocational
 Technical Institute
 B.S., Southern Illinois University

Jon M. Rivers Drafting
 B.S., Ferris State College
 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
 A.S., Olney Central College
 B.S., Southern Illinois University

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

Harold E. Perkins Biology

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

John C. Sala Health & Physical Education,
and Head Golf Coach

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

DEPARTMENT OF PHYSICAL SCIENCE

Kenneth L. Greenlee Chemistry & Mathematics

B.A. Southern Illinois University
M.A., Southern Illinois University
Advanced graduate study Hope College, Knox College,
and Butler University

Ronald D. Hall Mathematics

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

Jesse E. Moore Mathematics

B.S., Western Illinois University
M.S., University of Notre Dame
Advanced graduate study University of Notre Dame, Southern
Illinois University, and Illinois State University

Marion M. Morgan Physics and Mathematics

B.S., Murray State University
M.S., University of Kentucky
Ph.D., University of Kentucky

R. Terry Popp Mathematics
B.S., Southeast Missouri State College
M.S., Southern Illinois University

William N. Rees Mathematics

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

Glenn E. Yates Physics

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

PUBLIC SERVICE AND ALLIED HEALTH DEPARTMENT

Mary Ellen Abell Child Care/Teacher Aide

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

R. Ann Barnstable Nursing
B.S., Southern Illinois University

Karen Betts Nursing
B.S., Southern Illinois University

Beverly Sue Bryan Dental Assisting

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

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

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

B.S., Southern Illinois University

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

Rebecca Reach Nursing

G.S.N., Northern Illinois University
M.S.N., University of Evansville

Karen Jean Thomas Nursing

A.D.N., Lincoln Land Community College
B.A.N., Sangamon State University

DEPARTMENT OF SOCIAL SCIENCE

Don P. Boehne Psychology

B.S., Southeast Missouri State College
M.S., Southern Illinois University

Gary W. Caldwell Psychology

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

Beverly M. Gold History and Political Science

B.A., University of Florida
M.A., Southern Illinois University—History
M.A., Southern Illinois University—Political Science

Karl E. Maple Political Science and Faculty
Advisor to the Student Senate

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

Helen M. Nail History

B.S., University of Illinois
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University
and Columbia University

Roger N. Small Sociology

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

Alphonse M. Stadler Anthropology & Geography

B.S., Indiana State University
M.A., Indiana University
Advanced graduate study Indiana University

INDEX

Academic Advisement 30

Academic Policies 21

Accounting Courses 126

Accounting Curriculum 59

Admission Policy 17

Agricultural/Automotive Mechanics Courses 162

Agricultural Mechanics Curriculum 60

Anthropology Courses 117

Art Courses 92

Art Curriculum 45

Arts and Sciences Curriculum 43

Associate Degree Nursing Courses 142

Associate Degree Nursing Curriculum 61

Automotive Mechanics Curriculum 62

Automotive Technology Curriculum 63

Band 97

Biology Courses 106

Bookkeeper—Clerical Curriculum 64

Business Administration & Accounting Curriculum 47

Campus Map 6

Certificates 28

Chemistry Courses 111

Chemistry Curriculum 48

Child Care Curriculum 65

Child Care/Teacher Aide Courses 145

Choir 37

Clerk/Typist Curriculum 65

Coal Mining Technology Curriculum 66

Community Services 88

Computer Science Courses 111

Computer Science Curriculum 48

Cooperative Agreement—Bellville Area College 81

Aviation Maintenance Technology 81

Aviation Pilot Training 81

Chemical Technology 81

Data Processing Technology 81

Electronics Technology 81

Engineering Technology 81

Horticulture 81

Machine/Computer Operator 81

Cooperative Agreement—Wabash Valley College 81

Oiley Central College & Lincoln Trail College 82

Air Conditioning and Refrigeration 82

Auto Body Technology 82

Cabinet Making 82

Coal Mining Technology 82

Conservation and Outdoor Recreation 82

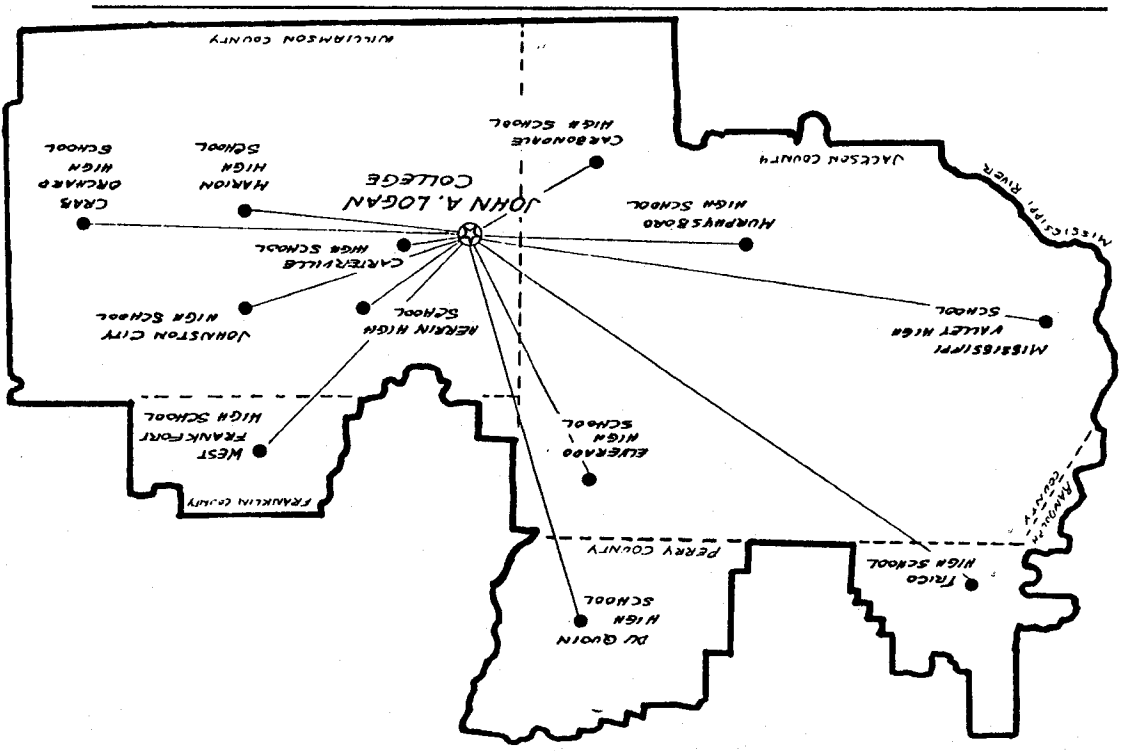
Notes Processing—Kavanaugh 82

Petroleum Technology	82
Radio TV Broadcasting	82
Cosmetology Courses	147
Cosmetology Curriculum	67
Counseling Services	30
Course Repeat Policy	24
Credit Hours	24
Dean's Honor List	21
Dental Assisting Courses	149
Dental Assisting Curriculum	68
Developmental Courses	56
Diesel Mechanical Courses	165
Diesel Mechanics Curriculum	68
Drafting Curriculum	69
Drafting Technology Courses	168
Drafting Technology Curriculum	69
Economics Courses	128
Education Courses	122
Elementary Education & Special Education Curriculum	50
Emergency Medical Technician Courses	151
Emergency Medical Technician Curriculum	70
Employment	34
Energy Technology Curriculum	51
Engineering Courses	112
English Courses	102
Executive Secretary Curriculum	70
Financial Aids	31
Fire Fighter Courses	152
Fire Fighter Curriculum	71
Fire Instructor Courses	156
Fire Instructor Curriculum	72
Fire Technology Courses	152
Fire Technology Curriculum	72
Foreign Language Courses	94
French Courses	94
General Advisory Committee	80
General Business Courses	129
General Studies Courses (Continuing Education Division)	84
Geography Courses	119
German Courses	94
Grading System	24
Graduation Requirements	27
Grants	31
Health Courses	107
Health Services	27
Heavy Equipment Welding Curriculum	79
History Courses	118
Home Economics Courses	157
Housing	31
Human Services Courses	157

Independent Study	122
Industrial Fire and Safety Courses	154
Industrial Fire and Safety Curriculum	74
Industrial Processes Courses	166
Intercollegiate Athletics	36
Interdisciplinary Studies	123
Intramural Program	36
John A. Logan	8
Journalism Courses	96
Law Enforcement Courses	158
Law Enforcement Curriculum	74
Learning Resources Services	14
Legal Secretary Curriculum	75
Literature Courses	104
Loans	34
Machine Processes Courses	170
Machinist Curriculum	75
Management Courses	137
Marketing Courses	136
Marketing Mid-Management Curriculum	76
Mathematics Courses	112
Mathematics Curriculum	52
Medical Transcription Curriculum	76
Music Courses	96
Music Curriculum	52
Nursing Assistant Course	159
Nursing Assistant Curriculum	77
Philosophy Courses	100
Physical Education Classes	108
Physical Education Curriculum	54
Physical Science Courses	115
Physics Courses	116
Physics Curriculum	54
Placement Service	34
Political Science Courses	119
Practical Nursing Courses	160
Practical Nursing Curriculum	77
Pre-Engineering Curriculum	55
Pre-Professional Curricula	56
President's Honor List	21
Professional Education Courses	122
Proficiency Credit Policy	25
Psychology Courses	120
Public Service Courses	88
Retailing Curriculum	78
Schedule Changes & Withdrawals	23
Scholarships	33
Secondary Education Curriculum	51
Shorthand Courses	138
Sociology Courses	122
Spanish Courses	95

Stenographer Curriculum	78
Student Organizations	37
Student Senate	39
Student Services	29
Teacher Aide Curriculum	79
Testing	30
Tuition & Fees	17
Typewriting Courses	140
Veterans' Benefits	35
Welding Courses	175
Welding Curriculum	80
Work-Study Program	35

MAP OF JOHN A. LOGAN COLLEGE DISTRICT



JOHN A. LOGAN COLLEGE DISTRICT

- Carbondale Community High School District 105
- Carterville 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
- Johnston City Community Unit School District 1
- Marion Community Unit School District 2
- Mississippi Valley Community Unit School District 166
- Murphysboro Community Unit School District 186
- Trico Community Unit School District 176
- West Frankfort Community School District 168