

John A. Logan College

1986 / 87 BULLETIN

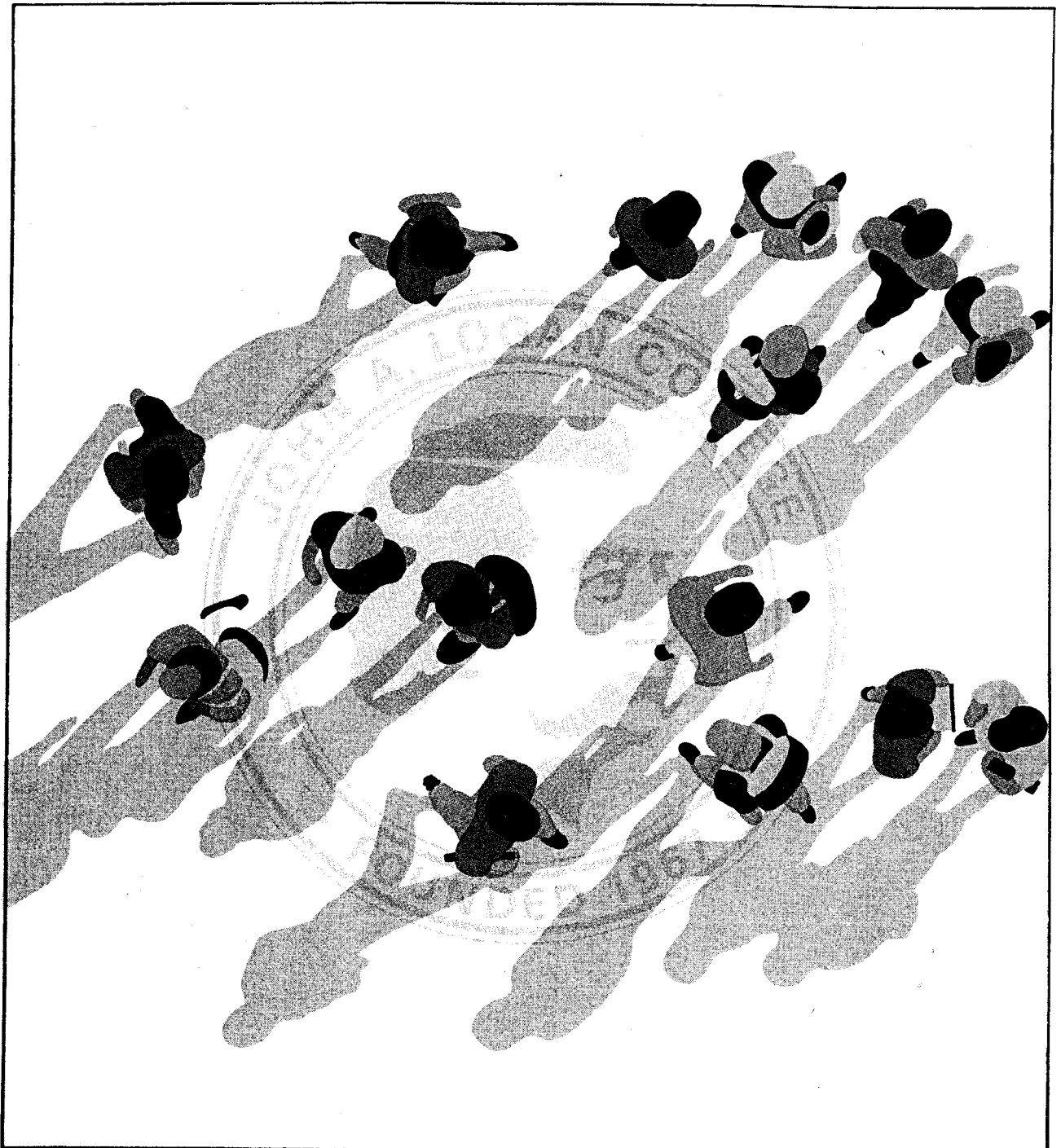


TABLE OF CONTENTS

GENERAL INFORMATION.....	i
Board of Trustees.....	i
Officers of the College.....	i
Accreditations and Affiliations.....	i
College Calendar.....	1
History of John A. Logan College.....	1
Philosophy, Mission, and Goals.....	1
Affirmative Action Statement.....	3
Non-Discrimination: Handicapped.....	3
Status of Accreditation.....	3
Admissions.....	3
Testing and Placement.....	4
Transfer Students.....	4
Tuition and Fees.....	4
Laboratory Fees.....	4
Payment of Tuition, Fees, and Library Charges.....	6
Tuition and Fee Deferments.....	6
Insurance for Nursing Students.....	6
Refunds.....	6
Financial Aid.....	6
General Information.....	6
Verification Policies and Procedures.....	7
Financial Aid Procedures.....	7
Forms of Financial Assistance.....	8
Local.....	8
State.....	8
Federal.....	9
Academic Policies.....	10
Honors.....	10
Satisfactory Progress.....	10
Academic Warning.....	10
Academic Probation.....	10
Academic Suspension.....	10
Appeals Process.....	10
Academic Progress and Financial Aid.....	11
Program Transfers.....	11
Schedule Changes and Withdrawals.....	11
Late Enrollment.....	12
Credit Hours.....	12
Grading.....	12
Course Repeat Policy.....	12
College Level Examination Program Policy.....	12
Proficiency Credit Policy.....	13
Available Proficiency Examinations.....	13
Attendance.....	14
Auditing of Classes.....	14
Requirements for Associate Degree.....	14
Requirements for Certificate of Achievement.....	15
Waiver of Academic Requirements.....	15
Release of Directory Information.....	15
SUPPORTIVE SERVICES.....	16
Learning Resources Center.....	16
Library Services.....	16
Learning Laboratory.....	16
Media Services.....	16
Parking.....	16
Security Police.....	16
Housing.....	16
STUDENT SERVICES.....	17
Counseling Service.....	17
Academic Advisement.....	17
Personal Counseling.....	17
Individual Testing.....	17
Career Development and Academic Support Center.....	17
Placement Service.....	17
STUDENT ACTIVITIES.....	17
Athletic Program.....	17
Cultural Arts Program.....	18
Student Organizations.....	18
Art Club.....	18
Automotive Association.....	18
Biology Club.....	18
Black Affairs Council.....	18
Brothers and Sisters in Christ.....	18
Cheerleading Club.....	18

College Bowl.....	18
Cosmetology Club.....	18
Dental Assisting Club.....	18
Logan Nurses.....	18
Marketing Club.....	18
Phi Beta Lambda.....	18
Philosophy Club.....	18
Phi Theta Kappa.....	18
Political Science Club.....	18
Social Science Club.....	18
Student Newspaper.....	18
Student Senate.....	19
COURSES OF STUDY.....	20
Division of Arts and Sciences (Baccalaureate Programs).....	20
Programs of Study and Degree Requirements.....	20
Possible Arts and Sciences Majors.....	20
General Studies Requirements.....	20
Curriculum Guides for Major Programs of Study.....	21
Agriculture.....	21
Art.....	22
Art Education.....	22
Biological Science.....	22
Business Administration and Accounting.....	23
Business Teacher Education.....	23
Chemistry.....	23
Computer Science.....	24
Education.....	24
Elementary Education.....	24
Secondary Education.....	24
Special Education.....	25
English and Literature.....	25
History.....	26
Journalism.....	26
Mathematics.....	26
Physical Education.....	27
Physics.....	27
Pre-Professional Curricula.....	27
General.....	27
Developmental.....	27
Pre-Engineering.....	28
Pre-Pharmacy.....	28
Writing.....	28
Creative Writing.....	28
Technical Writing.....	28
Division of Occupation-Oriented Education (Vocational and Technical).....	29
Advisory Committee.....	29
Programs of Study and Requirements.....	30
Accounting (2 programs).....	30
Agricultural/Automotive Mechanics.....	30
Automotive Technology.....	31
Banking and Finance.....	31
Bookkeeper-Clerical Studies.....	32
Business Data Processing.....	32
Child Care.....	32
Clerk-Typist Studies.....	33
Coal Mining Technology.....	33
Cosmetology (2 programs).....	33
Criminal Justice.....	34
Dental Assisting Program.....	35
Diesel Mechanics.....	35
Drafting.....	35
General Drafting.....	35
Computer-Aided Design and Drafting.....	35
Emergency Medical Technology.....	36
Engineering Aide Studies.....	36
Executive Secretarial Studies.....	56
Law Enforcement.....	37
Legal Secretarial Studies.....	37
Machining.....	37
Marketing (Mid-Management).....	37
Medical Transcription.....	38
Nursing.....	38
Associate Degree Nursing.....	38
Nursing Assistant Studies.....	39
Practical Nursing.....	39
Retailing.....	39

Stenography.....	39
Teacher Aide Studies.....	40
Welding.....	40
General Welding.....	40
Heavy Equipment Welding.....	40
Cooperative Agreement with Belleville Area College.....	40
Cooperative Agreement with Illinois Eastern Community College.....	41
Cooperative Agreement with Rend Lake Community College.....	41
Division of Continuing Education and Community Services.....	42
Credit Courses and Programs.....	42
General Studies Courses.....	42
Homemaking.....	42
Vocational Skills.....	42
Personal Development.....	42
Family Circumstances.....	43
Health and Environment.....	43
Developmental and Preparatory Skills.....	43
Intellectual and Cultural Studies.....	43
Public Service Courses.....	43
Partial List of Public Service Courses.....	44
Business Service Center.....	44
Public and Community Service Activities.....	44
Adult Re-entry Programs.....	44
Workshops and Conferences.....	44
JTPA-Sponsored Classroom Training.....	44
Early School Leavers Program.....	44
Internship Program.....	45
Dislocated Workers Assistance Program.....	45
General Educational Development (GED) Classes.....	45
Adult Basic Education (ABE) Classes.....	45
Adult Secondary Education.....	45
The Literacy Connection.....	45
COURSE DESCRIPTIONS.....	45
Division of Allied Health and Public Services.....	45
Allied Health.....	45
Associate Degree Nursing.....	45
Child-Care Teacher Aide.....	47
Cosmetology.....	48
Criminal Justice.....	49
Dental Assisting.....	50
Developmentally Disabled Attendant Care.....	52
Emergency Medical Technology.....	52
Home Economics.....	52
Nursing Assistant.....	52
Practical Nursing.....	53
Division of Business and Industry.....	54
Accounting.....	54
Agricultural/Automotive Mechanics.....	55
Data Processing.....	57
Diesel Mechanics.....	58
Drafting.....	58
Economics.....	59
General Business.....	60
Hotel/Motel Management.....	62
Industrial Processes.....	62
Machine Processes.....	63
Management.....	64
Marketing.....	65
Shorthand.....	65
Typewriting.....	66
Welding.....	67
Division of English/Humanities.....	70
Art.....	70
English.....	72
Foreign Languages.....	73
Interdisciplinary Studies.....	74
Journalism.....	74
Literature.....	75
Music.....	76
Philosophy.....	77
Speech.....	77
Division of Life and Social Sciences.....	78
Agriculture.....	78
Anthropology.....	78
Biological Science.....	78
Education.....	79
Geography.....	79
Health.....	80

History.....	80
Physical Education Service Courses.....	81
Physical Education Majors Courses.....	81
Political Science.....	82
Psychology.....	82
Sociology.....	83
Division of Math and Physical Science.....	83
Chemistry.....	83
Computer Science.....	84
Engineering.....	84
Mathematics.....	86
Physical Science.....	87
Physics.....	87
Independent Study.....	87
Military Studies.....	87
Air Force.....	88
Army.....	89
FACULTY AND STAFF.....	89

GENERAL INFORMATION

BOARD OF TRUSTEES

Donald L. Brewer, Chair
Jerry Lacey, Vice-Chair
James "Pete" Truran, Secretary
William Batteau
John Brewster
June Kunkel
Don Nolen
Tracy Hilt, Student Representative

OFFICERS OF THE COLLEGE

Harold R. O'Neil, President
Jim Bales, Vice-President for
Business Services
Joseph Ray Hancock, Vice-President for
Administration
Jack D. Hill, Vice-President for
Instructional Services

ACCREDITATION, AFFILIATIONS, RECOGNITIONS
AND MEMBERSHIPS

American Association of Community
and Junior Colleges
Association of Community College Trustees
Illinois Community College Board
Illinois Community College Trustees
Association
North Central Association of Colleges
and Schools
Veterans Administration for the
Training of Veterans

The information in this College Bulletin states present policies which are subject to change as required and as the institution deems appropriate. The statements contained herein are not to be regarded as an offer to contract.

1986-88 COLLEGE CALENDAR

FALL, 1986

Fall Faculty Meetings, August 18-19
Instruction Begins, August 20
Holiday--Labor Day, September 1
Midterm, October 13
Thanksgiving Recess, November 24-28
Final Exams, December 15-19
Holiday--Christmas, December 25
Fall Semester Ends, December 31

SPRING, 1987

Holiday--New Year's Day, January 1
Instruction Begins, January 12
Holiday--Martin Luther King's Birthday, January 19
Holiday--Lincoln's Birthday, February 12
Midterm, March 9
Spring Vacation, March 16-20
Holiday--Good Friday, April 17
Final Exams, May 11-15
Holiday--Memorial Day, May 25
Spring Semester Ends, May 29

SUMMER, 1987

Instruction Begins, June 8
Holiday--Independence Day, July 4
Midterm, July 6
Final Exams, July 30-31
Summer Semester Ends, August 14

FALL, 1987

Fall Faculty Meetings, August 17-18
Instruction Begins, August 19
Holiday--Labor Day, September 7
Midterm, October 13
Thanksgiving Recess, November 23-27
Final Exams, December 14-18
Holiday--Christmas, December 25
Fall Semester Ends, December 31

SPRING, 1988

Holiday--New Year's Day, January 1
Instruction Begins, January 11
Holiday--Martin Luther King's Birthday, January 18
Holiday--Lincoln's Birthday, February 12
Midterm, March 7
Spring Vacation, March 14-18
Holiday--Good Friday, April 1
Final Exams, May 9-13
Holiday--Memorial Day, May 30
Spring Semester Ends, May 31

HISTORY OF JOHN A. LOGAN COLLEGE

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

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

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

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. The first student body consisted of freshmen only, with classes conducted at several locations in the City of Herrin.

The first academic year was an eventful one. One of the highlights was the acquisition of a permanent site, a beautiful 161-acre tract fronting Highway 13 just west of Carterville. On April 12 of the following year, voters of the district supported a bond referendum to provide nearly \$3 million dollars to help finance the construction of a permanent building of 130,497 square feet.

The College began operation on its new campus in the fall of 1969 in newly constructed interim facilities. The permanent facilities were occupied during the fall of 1973.

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

In 1981 the college passed a \$6 million bond referendum to provide 60,000 square feet of new and renovated facilities, including three new buildings, to replace eight interim buildings on the 161-acre campus. Construction began in December 1982, and the new facilities were occupied by June 1984.

Nathan A. Ivey was the institution's first president, serving from 1968 to 1973. Thomas E. Deem was president from 1973 to 1974. Robert E. Tarvin was president until 1982, and Harold R. O'Neil is the current president.

The College is named for John A. Logan (1826-86), a Civil War general who spent his early years in what is now the community college district before becoming a U.S. senator and vice-presidential candidate (with James G. Blaine) in 1884. Logan is also remembered for his role in establishing May 30 as Memorial Day and as an advocate of public education.

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, high 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

- I. 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.
- II. To provide open access and equal opportunity, within the limitations of our resources, to all citizens in the district.
- III. To secure and manage human and material resources in a responsible manner.
- IV. To provide programs and services that contribute to the economic development of the district and its citizens and enhance the quality of life.
- V. To provide an accessible environment that is conducive to learning and self-improvement.
- VI. 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.
- VII. 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 job-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 to experience personal, social, and economic growth.

Mission II (Open Access and Equal Opportunity)

6. To maintain an open-door admission policy that allows residents 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 needs.
8. To provide assistance in obtaining financial aid, career planning, and personal counseling that assists students and other citizens in gaining equal 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 a positive learning environment.
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, Conducive, 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, personify, 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 Center.
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 and other 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 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, extracurricular participation, counseling, placement services, and athletic programs are available to all students on an equal basis.

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

Requests for further information or complaints should be directed to the Affirmative Action Officer, John A. Logan College, Carterville, Illinois 62918.

NON-DISCRIMINATION: HANDICAPPED

John A. Logan College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, nor the operation of any of its programs and activities, as specified by federal laws and regulations. For further information concerning College compliance with Section 504 of the Rehabilitation Act of 1973, contact the Dean for Student Services.

STATUS OF ACCREDITATION

John A. Logan College is accredited by the North Central Association of Colleges and Schools. 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.

POLICY ON ADMISSIONS

To be eligible for admission, students must have graduated from an accredited high school or have attained the equivalent educational level as determined by the College. Non-graduates may be admitted 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.

Testing/Placement Policy and Standards For Admission To College Transfer Programs

All new baccalaureate students are strongly encouraged to take the ACT examination and are required to complete the Nelson-Denny Reading Test prior to admission to the College. Students enrolled in off-campus classes are exempt from this requirement. Students without ACT scores will be required to enroll in, and successfully complete, developmental classes prior to admission to any college transfer program if their overall high school grade-point averages in English and math fall below the designated minimums.

Students who have completed the ACT and Nelson-Denny Tests will be required to enroll in developmental courses if their scores are below the designated minimums. These minimum scores are as follows:

1. If a student scores below 13 on the math section of the ACT, the student will be required to complete Math 51 and/or Math 52.
2. If the student falls below 13 on the English section of the ACT examination, the student will be required to complete English 52.
3. If the student falls below 10th grade level on the composite scale of the Nelson-Denny Reading Test, the student will be required to complete English 153.

Students who have not completed the ACT examination prior to admission to the College will be judged on the basis of their overall high school grade average in math and English. Any student who has a grade average on all high school work in math and in English below 3.0 on a 5.0 scale, will be required to successfully complete all designated developmental classes prior to admission to any college transfer program. If the applicant completed high school through the GED examination program, standard scores of 55 on the writing and math sections will be the required minimum. All applicants for a transfer program who score below the designated scores or averages will be admitted to the College as general education students and referred directly to the Office of the Director of Career Development for advisement. Students will be given an opportunity to take or retake the ACT's Asset Test and the Nelson-Denny Reading Test to test "out" of one or more of the developmental courses.

Transfer Students

Students transferring to John A. Logan College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College.

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

SCHEDULE OF TUITION AND FEES

Tuition

In-district students pay \$18.00 per semester hour, a rate which is among the lowest in Illinois.

Out-of-district students may qualify for tuition on the same basis as an in-district student if the community college district in which the student resides agrees to pay the per capita cost of such student, less the state apportionment and the tuition charged the student. Out-of-district students who fail to meet this requirement must pay the per capita cost, less state apportionment.

Out-of-state students must pay the prorated per capita cost.

A \$6.00 registration fee is charged each semester for all students, including adult and continuing education students.

Laboratory Fees

AAM 176	- Agricultural/Automotive Mechanics Laboratory	25.00
AAM 177	- Agricultural/Automotive Mechanics Laboratory	25.00
AAM 276	- Agricultural/Automotive Mechanics Laboratory	25.00
AAM 277	- Agricultural/Automotive Mechanics Laboratory	25.00
ACC 218	- Tax Accounting	5.00
ADN 201	- Introduction to Conceptual Framework	15.00
ART 101	- Fundamentals of Art (two-dimensional)	5.00
ART 102	- Fundamentals of Art (three-dimensional)	5.00
ART 160	- Commercial Art	5.00
ART 180	- Beginning Drawing	5.00
ART 210	- Art for Children	2.50
ART 230	- Introduction to Weaving	5.00
ART 240	- Beginning Sculpture	5.00
ART 250	- Introduction to Ceramics	5.00
ART 255	- Life Drawing	7.50
ART 256A	- Drawing	2.00
ART 256B	- Drawing	4.00
ART 256C	- Drawing	6.00
ART 257A	- Pastel	2.00
ART 257B	- Pastel	4.00
ART 257C	- Pastel	6.00
ART 260	- Beginning Painting	5.00
ART 261A	- Oil Painting	2.00
ART 261B	- Oil Painting	4.00
ART 261C	- Oil Painting	6.00
ART 262A	- Watercolor	2.00
ART 262B	- Watercolor	4.00
ART 262C	- Watercolor	6.00
ART 295	- Portfolio	5.00
BIO 101	- Biological Science	7.50
BIO 105	- Anatomy and Physiology	7.50
BIO 110	- General Botany	5.00
BIO 115	- Invertebrate Zoology	5.00
BIO 120	- Vertebrate Zoology	5.00
BIO 125	- Horticulture (Section 2 only)	5.00
BIO 275	- Common Plants of Southern Illinois	2.50
BUS 127	- Calculating Machines	5.00
BUS 128	- Office Machines	5.00
CCT 161	- Principles and Practices of Child Care	10.00
CHM 101	- General Inorganic Chemistry	10.00
CHM 102	- Qualitative and Quantitative Analysis	10.00
CHM 201	- Organic Chemistry	10.00
CHM 202	- Organic Chemistry	10.00

COS 101	- Cosmetology Theory	10.00	MAC 164	- Machine Processes	30.00
COS 111	- Cosmetology Laboratory	25.00	MUS 101	- Choral Ensemble	2.50
COS 112	- Cosmetology Laboratory	25.00	MUS 102	- Chamber Ensemble	2.50
COS 113	- Cosmetology Laboratory	20.00	MUS 103	- Symphonic Band	2.50
COS 114	- Cosmetology Laboratory	25.00	MUS 104	- Stage Band	2.50
CPS 176	- Introduction to Computers	7.50	MUS 106	- Beginning Class Piano I	2.50
CPS 177	- Introduction to Programming Languages	7.50	MUS 107	- Class Piano II	2.50
CPS 203	- Scientific Programming-FORTRAN	7.50	MUS 115	- Music for Children	2.50
CPS 204	- Introduction to PASCAL	7.50	MUS 123	- Music Ensemble	2.50
CPS 205	- Computer Graphics	7.50	NAD 101	- Nursing Assistant Training	10.00
CPS 210	- Computer Programming for Teachers	7.50	ORI 100	- Career Life Planning	2.00
DIE 187	- Diesel Laboratory	25.00	PED 104	- Beginning Golf (Men)	10.00
DNA 100	- Dental Science	10.00	PED 121	- Beginning Racquetball	12.50
DNA 101	- Dental Science	10.00	PED 124	- Beginning Golf (Women)	10.00
DNA 102	- Dental Assisting Procedures	10.00	PED 134	- Handball	12.50
DNA 103	- Dental Assisting Procedures	10.00	PED 141	- Bowling (Co-Ed)	10.00
DNA 104	- Radiology I	20.00	PED 142	- Advanced Golf (Co-Ed)	10.00
DNA 105	- Radiology II	20.00	PED 145	- Golf (Co-Ed)	10.00
DNA 106	- Preventive Dental Health Education	5.00	PED 154	- Methods of Teaching Golf (Majors, Men)	10.00
DNA 107	- Dental Materials	20.00	PED 194	- Intermediate Racquetball	12.50
DNA 108	- Dental Materials	10.00	PED 195	- Advanced Racquetball	12.50
DNA 109	- Dental Office Procedures	5.00	PHY 151	- Technical Physics	5.00
DPR 101	- Introduction to Data Processing	2.50	PHY 155	- Physics	5.00
DPR 102	- Fundamentals of Business Data Programming	5.00	PHY 156	- Physics	5.00
DPR 103	- Business Systems Analysis and Design	2.50	PNE 101	- Principles and Practices of Nursing	10.00
DPR 104	- Computer-Related Applications	2.50	PNE 102	- Nursing Procedures	20.00
DPR 105	- Advanced BASIC	7.50	PNE 103	- Clinical Nursing	10.00
DPR 201	- COBOL I	7.50	PNE 161	- Pharmacology in Nursing	10.00
DPR 202	- COBOL II	7.50	SHN 124	- Shorthand	7.50
DPR 203	- Advanced Systems Design	2.50	SHN 124A	- Shorthand (modified instruction)	2.50
DPR 205	- Word Processing	10.00	SHN 124B	- Shorthand (modified instruction)	2.50
DPR 206	- Basic Business Statistics	2.50	SHN 124C	- Shorthand (modified instruction)	2.50
DRT 181	- Technical Drafting	12.50	SHN 125	- Shorthand	7.50
DRT 182	- Technical Drafting	12.50	SHN 125A	- Shorthand (modified instruction)	2.50
DRT 183	- Detail and Assembly	7.50	SHN 125B	- Shorthand (modified instruction)	2.50
DRT 184	- Architectural Drafting	7.50	SHN 125C	- Shorthand (modified instruction)	2.50
DRT 281	- Advanced Technical Drawing	12.50	SHN 232	- Shorthand	7.50
DRT 282	- Tool Design	12.50	SHN 233	- Shorthand	7.50
DRT 283	- Advanced Technical Drawing	12.50	TYP 116	- Typewriting	15.00
DRT 285	- Descriptive Geometry	7.50	TYP 116A	- Beginning Typewriting Basic Skills	5.00
DRT 294	- Advanced Architectural Drafting	7.50	TYP 116B	- Beginning Typewriting Communications & Reports	5.00
EGR 101	- Engineering Graphics	7.50	TYP 116C	- Beginning Typewriting Business Letters	5.00
EMT 111	- Emergency Medical Technology	15.00	TYP 117	- Typewriting	15.00
ENG 050	- Basic Reading and Writing	10.00	TYP 117A	- Advanced Typewriting Technical Reports	5.00
ENG 052	- Developmental Writing Skills	6.00	TYP 117B	- Advanced Typewriting General Office Typing	5.00
ENG 052A	- Developmental Writing Skills	6.00	TYP 117C	- Advanced Typewriting Professional Office Typing	5.00
ENG 053	- Developmental Writing Skills	6.00	TYP 122	- Business Letter Typewriting	5.00
ENG 053	- A, B, C, D, E, F - Developmental Writing Skills	2.00 ea.	TYP 123	- Statistical Typewriting	5.00
ENG 101	- English Composition (word processing sections only)	7.50	TYP 230	- Production Typewriting	15.00
IND 121	- Manufacturing Processes	15.00	TYP 231	- Typewriting	10.00
IND 122	- Manufacturing Processes	15.00	WEL 150	- Oxy-Acetylene Fusion Welding	15.00
IND 211	- Fundamentals of Electricity	5.00	WEL 151	- Oxy-Acetylene Fusion Welding	30.00
LIT 275	- Art of the Cinema	15.00	WEL 152	- Brazing and Soldering	15.00
MAC 150	- Machine Processes	30.00	WEL 153	- Oxy-Acetylene Cutting	15.00
MAC 151	- Machine Processes	30.00	WEL 154	- Arc Welding	30.00
MAC 152	- Machine Processes	30.00	WEL 155	- Arc Welding	30.00
MAC 153	- Machine Processes	30.00	WEL 156	- Arc Welding	15.00
MAC 154	- Machine Processes	30.00	WEL 157	- Arc Welding	15.00
MAC 155	- Machine Processes	30.00	WEL 158	- Arc Welding	15.00
MAC 156	- Machine Processes	30.00	WEL 159	- Arc Welding	15.00
MAC 157	- Machine Processes	30.00	WEL 160	- M.I.G. Welding	30.00
MAC 158	- Machine Processes	30.00	WEL 161	- Cored Wire Welding	30.00
MAC 159	- Machine Processes	30.00	WEL 162	- T.I.G. Welding	15.00
MAC 160	- Machine Processes	30.00	WEL 163	- Weld Testing and Inspection	30.00
MAC 161	- Machine Processes	30.00			
MAC 162	- Machine Processes	30.00			
MAC 163	- Machine Processes	30.00			

WEL 181 - Introduction to Oxy-Acetylene Welding	15.00
WEL 182 - Introduction to Arc Welding	15.00
WEL 183 - Intermediate Arc Welding	15.00
WEL 188 - Welding Laboratory (heavy equipment welding)	15.00
WEL 189 - Welding Laboratory (heavy equipment welding)	15.00
WEL 190 - Welding Laboratory (heavy equipment welding)	15.00
WEL 191 - Welding Laboratory (heavy equipment welding)	15.00

Payment of Tuition, Fees, and Library Charges

Students must pay all tuition, fees, and library charges 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. The program covered in this area shall be the John A. Logan College Foundation Scholarships, the Illinois Guaranteed Loan Program, The 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 dean of student services at his/her discretion may defer fees for students not covered by veterans benefits or other financial aid programs at the College. This deferment shall not exceed the tenth (10th) instructional day.

Insurance for Nursing Students

Students enrolling in Practical Nursing 101 or Associate Degree Nursing 201 will be required to pay a fee of \$10 at the time of registration 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.

STUDENT FINANCIAL ASSISTANCE

General Information

The objective of John A. Logan College in maintaining a student financial aid program is to assist in the removal of financial barriers to post-secondary education. To accomplish this goal the College endeavors to provide financial assistance which is designed to complement the financial resources of students rather than to finance their education totally. Financial assistance at John A. Logan 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.

Students seeking to become fully eligible for financial assistance programs administered by the College must be aware of and comply appropriately with the following:

1. Be enrolled or accepted for enrollment at John A. Logan College and maintain "satisfactory academic progress" as defined by John A. Logan College.
2. Be a full-time student (carry 12 hours or more each semester).
3. File for a monetary award from the Illinois State Scholarship Commission and for a Pell Grant award.
4. Complete a John A. Logan College Application for Financial Assistance and a John A. Logan College Student Employment Request Form if interested in applying for part-time employment.
5. Complete a John A. Logan College Foundation Scholarship Application.
6. Demonstrate financial need.
7. Complete, with their parents, if applicable, an Application for Federal Student Aid (see item 3 above) and mail the completed application to the processing agency indicated on the application. Application results will be returned to the student within eight 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 4 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 because financial need is the basis for financial aid distribution.

The typical cost categories of attending John A. Logan College are (1) \$3,680 for dependent students living at home, (2) \$6,030 for dependent students maintaining a separate residence, (3) \$7,435 for single independent students, and (4) \$9,192 for married independent students.

The College, relative to the process of packaging financial aid, reserves the right to adjust budgets in order to take into consideration extenuating financial circumstances which students experience from time to time. The adjustment process does not apply to budgets used to determine Pell Grant awards.

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. The priority date is April 1 for students seeking aid during the fall and spring semesters. October 15 is the priority date for spring semester, and March 1 is the date for filing for the summer term. Students who miss priority dates are urged to immediately complete and mail the Application for Federal Student Aid although the date has passed.

8. Be aware that students transferring from another school to John A. Logan College must take appropriate action necessary to receive aid at John A. Logan College. Students receiving federal student aid must have their previous school send a financial aid transcript to the JALC Financial Aid Office in order to receive aid from U. S. Department of Education programs.

Students with a Pell Grant must get a duplicate copy of the Student Aid Report (SAR) to submit to the JALC Financial Aid Office. Students with an ISSC Monetary Award must have the award authorized for John A. Logan College. Students with Illinois Guaranteed Loan should check with their lender to be sure they can continue their 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.

9. Sign a statement of registration with Selective Service or indicate that registration is not required. Compliance is mandatory according to federal and state regulations.

Verification Policies and Procedures

Frequently, the U. S. Department of Education selects Pell Grant applications for review in a process called verification. Applicants selected for verification will be informed of their verification requirements by means of an instructional statement on their Pell Grant Student Aid Report, and a verification worksheet will accompany the report to assist the applicant with the process of verification.

Verification is required to reduce errors in the information reported by applicants on their applications for financial assistance under the Pell Grant, campus-based, Guaranteed Student Loan and Illinois State Monetary Award programs. That information is used to calculate an applicant's student aid index and expected family contribution in order to determine the applicant's financial need for assistance.

In addition to those Pell Grant Student Aid Reports selected for verification by the U. S. Department of Education, the College will require verification of any information on a student aid report or application which appears to be inaccurate.

The College's policies and procedures for verification include, but are not limited to, the following:

1. Applicants selected for verification must submit to the Financial Aid Office appropriate

documentation no later than June 30, 1987, for the 1986-87 award year. No financial assistance will be awarded until appropriate documentation has been submitted and the verification process has been completed. Failure to submit required documentation will render an applicant ineligible to receive financial assistance.

2. Applicants selected for verification will be informed of verification results verbally if the applicant submits the Student Aid Reports, verification worksheet, and required documentation in person. If inaccurate information is detected, all documents will be returned to the applicant immediately for correction and reprocessing. Instances in which the applicant submits the Student Aid Report, worksheet, and documentation by mail will warrant communication either by mail or telephone in order to inform the applicant of verification results.
3. Applicants who are required to correct application information will be required to correct inaccurate items on the Student Aid Report and return the report to the Pell Grant Processing Center, P. O. Box 4126, Iowa City, Iowa 52244. No financial assistance will be processed until an accurate Student Aid Report is verified.
4. Each applicant selected for verification will receive clear and timely explanation concerning the documentation needed to satisfy verification requirements. If the Student Aid Report is submitted by the applicant in person, explanation will be given immediately. If the Student Aid Report is submitted by mail, the applicant will receive explanation concerning verification within ten business days.
5. All applicants are required to submit accurate information when completing the Application for Federal Student Aid, the Guaranteed Student Loan application, and the application for part-time student employment.
6. Applicants who submit fraudulent information to obtain financial assistance will be reported to the U.S. Department of Education Inspector General's Regional Office or to the appropriate state or local law enforcement agency. Applicants suspected of fraud will receive written notification prior to being reported to the appropriate agency.

Fraudulent activities to obtain financial assistance include, but are not limited to, forged or falsified documents such as financial aid forms, transcripts or signatures, false or fictitious names or aliases, addresses, or Social Security numbers (including multiple numbers), stolen or fraudulently endorsed financial aid checks, unreported previous loans or grants, and receipt of concurrent full grants during one year.

Financial Aid Procedures

1. The results of the Application for Federal Student Aid, known as the Student Aid Report (SAR), must be submitted to the Financial Aid Office by all students seeking financial aid through the John A. Logan College Foundation Scholarship Program, the Illinois Guaranteed Loan Program, the Illinois State Monetary

Award Program, the Pell Grant Program and the student employment program.

2. All guaranteed loans, John A. Logan College Foundation Scholarships, Pell grants, and student employment payments administered by the College will be made by check and disbursed by the Business Office.

Loan checks are normally disbursed within the week of arrival from lending institutions. Foundation scholarship checks are normally disbursed at the beginning of each semester. Pell Grant checks are disbursed during the second month of each semester and during the third week of the summer session. Student employment checks are disbursed at the end of every two work weeks.

Tuition awards authorized by the Illinois State Monetary Award Program, the National Guard Scholarship Program, the Veterans Scholarship Program, and other agencies are credited to the recipient's account. Any refund resulting from such awards will be paid by check. Normally, any financial aid award is contingent on the actual receipt of funds or authorization appropriated to John A. Logan College by federal or state agencies.

3. Current or prospective students receiving financial assistance through John A. Logan College have the right to inquire about the following topics: (1) names of accrediting or licensing organizations, (2) academic programs, facilities, and faculty, (3) cost of attendance and refund policy, (4) financial aid availability, (5) financial aid application procedures, (6) financial aid recipient selection criteria, (7) financial need determination, (8) amount of financial need met, (9) payment of financial aid, (10) student worker job responsibilities, (11) loan responsibilities, (12) academic progress determination, and (13) facilities and services for the handicapped.

4. Current or prospective students receiving financial assistance through John A. Logan College have the following responsibilities: (1) be familiar with program requirements, (2) accurately and timely complete and submit financial aid applications, (3) meet all financial aid application deadlines, (4) provide requested financial aid application documentation (5) read and understand all forms requiring student signatures, (6) comply with loan promissory note provisions, (7) notify college of changes in name, address, or attendance status, (8) satisfactorily perform work agreed upon in student worker assignments; and (9) understand College's refund policy.

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:

American Magnetics Corporation
Angelo Sala Memorial
Captain Bernard Sohn Memorial
Carbondale Rotary Club
Carterville BPW Club
Carterville State and Savings Bank
DuQuoin National Bank
Egyptian Contractors Association
First National Bank of Ava
Foundation Board Scholarships
Frankfort Community Junior Women's Club
Herrin BPW Club Scholarship
Johnston City BPW Club
McDonald's of Carbondale
McDonald's of Marion
Marchildon, Rice, and Heal
Margaret and Albert Bleyer Memorial
Marion Rotary Club
Mary J. Greenlee Memorial
Murphysboro BPW Club
Oren M. Odum Memorial
Raleigh Crawford Pre-Engineering
Sam Mitchell Scholarship
Shawnee Amateur Radio Association
Southwestern Illinois Electric Co-op
West Frankfort Kiwanis Club
West Frankfort Rotary Club
Wm. J. Bima Memorial

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 or the John A. Logan College Financial Aid Office.

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 Application for Federal Student Aid. 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 costs and certain fees to any individual who has been a member of the Illinois National Guard for a year and who holds the rank of Captain or below. The scholarship is not related 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, a cooperative effort of the state, private lending institutions, and the federal government, offers low-interest, long-term educational loans to qualified students. To be eligible, a student must be a U.S. citizen or eligible non-citizen, be a resident of Illinois, be making satisfactory academic progress, meet Selective Service registration requirements, and be enrolled on at least a half-time (6 semester hours) basis. Full-time enrollment status begins at 12 semester hours. Full-time or half-time undergraduate students are eligible to borrow up to \$2,500 each academic level (freshman, sophomore, etc.) up to the program maximum of \$12,500. The interest is 7%, 8%, or 9%, depending upon when the loan period begins and whether the student has an outstanding guaranteed loan balance. For periods of instruction which began on or after September 13, 1983, the interest rate is 8%.

Detailed information and application forms are available at banks, savings and loan institutions, or other participating financial agencies. Information may also be obtained from the John A. Logan College Financial Aid Office.

Before loan applications can be processed, applicants must have filed the current year Application for Federal Student Aid and submitted the resulting Student Aid Report (SAR) to the Financial Aid Office.

The Parent Loans for Undergraduate Students Program (PLUS) is a cooperative effort of the state, private lending institutions, and the federal government, which offers long-term educational loans, at a 12% interest rate, to qualified persons. Under the PLUS Program, a parent or legal guardian is eligible to borrow on behalf of undergraduate students.

Detailed information and application forms are available at banks, savings and loan institutions, or other participating financial agencies. Information may also be obtained from the John A. Logan College Financial Aid Office.

The Auxiliary Loans to Assist Students Program (ALAS) is a cooperative effort of the state, private lending institutions, and the federal government, which offers long-term educational loans, at 12% interest rate, to qualified students. Under the ALAS Program, independent undergraduate students, and dependent or independent graduate/professional students are eligible to borrow on their own behalf.

Detailed information and application forms are available at banks, savings and loan institutions, or other participating financial agencies. Information may also be obtained from the John A. Logan College Financial Aid Office.

Federal Financial Assistance

The Pell 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 1986-87 school year, an applicant should file the 1986-87 Application for Federal Student Aid. To apply for the 1987-88 school year, an applicant should file the 1987-88 Application for Federal Student Aid. Application forms may be obtained from high school counselors or the John A. Logan College Financial Aid Office. Upon receipt of a Pell Grant Award notification, (known as a Student Aid Report) recipients must submit notice 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 Federal Student Aid. 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.

Veterans Educational Benefits

Benefits for Dependents of Veterans. 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.

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.

ACADEMIC POLICIES

President's Honor List

At the completion of each semester, the Office of the President will publish a President's Honor List of academic achievement. Any full-time student who has a 5.0 grade-point average for that semester will receive recognition. Part-time students will be eligible after the accumulation of 15, 30, 45, and 60 hours with a 5.0 grade average.

Vice-President's Honor List

At the completion of each semester, the Office of the Vice-President for Instructional Services will publish a Vice-President's Honor List of academic achievement. Any full-time student who has a grade-point average between 4.5 and 4.99 for the semester will be placed on the Vice-President's Honor List. Part-time students will be eligible after the accumulation of 15, 30, 45, and 60 hours.

Policy on Satisfactory Academic Progress, Academic Warning, Academic Probation, and Academic Suspension

Satisfactory Progress

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

1. maintain regular class attendance as determined by the instructor; and
2. meet the following cumulative grade-point average requirements:

	Hours	Grade-Point Average Required for Satisfactory Academic Progress Standing
Freshmen	12-16	2.5
	17-30	2.75
Sophomore	31-45	2.9
	46 or more	3.0

	Grade-Point Average for Academic Warning Status
Freshmen	2.00-2.49 2.25-2.74
Sophomore	2.50-2.89 2.90-2.99

Students on Academic Warning

Students who are placed on "academic warning" are encouraged to do the following:

1. see their academic advisor for assistance;
2. seek help through the Academic Support Center or Student Services Office;
3. go to the Career Development Center for possible change in career goals; and
4. enroll in developmental classes if necessary.

Students placed on "academic warning" are considered to be achieving "satisfactory academic progress," and are eligible for Pell Grants and scholarships issued through the Illinois State Scholarship Commission.

Academic Probation

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

	Hours Attempted	Grade-Point Average for Probationary Students (students are in unsatis- factory 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

Students on "probation" for more than one semester are ineligible for Pell grants and scholarships issued through the Illinois State Scholarship Commission.

Specific Requirements for Students on Academic Probation

Any student who is placed on academic probation is required to schedule an appointment with a counselor in the Academic Support Center, the Career Development Office, or the Student Services Office. The purpose of this appointment will be to review the student's academic progress and formulate a plan to deal with the situation.

Adherence to the plan is mandatory. The student may be required to meet one or more of the following requirements:

1. enroll in recommended developmental courses, if necessary;
2. enroll in the Academic Support Program, if necessary;
3. achieve the grade-point average required for satisfactory academic progress standing for work taken during subsequent semesters;
4. reduce the class load to 12 semester hours or less; and
5. meet on a regular basis with a counselor, if necessary.

Exceptions to this policy will be made at the discretion of the dean of student services or the vice-president for administration.

Academic Suspension

Failure to meet any of the aforementioned procedures will result in academic suspension subject to appeal to the Academic Progress Review Committee. Academic suspension is a state of involuntary separation of the student from the institution for a period of one calendar year.

Appeals Involving the Placement of Student on Academic Warning, Academic Probation, or Academic Suspension

Decisions involving the placement of students on academic warning, academic probation, or suspension based on the requirements of this section may be appealed as follows:

Instances involving academic warning or probation may be appealed in writing to the Academic Progress Review Committee through the vice-president for administration within 10 calendar days of the notification by the vice-president for administration. The Academic Progress Review Committee will review the appeal and respond to the student in writing within 10 calendar days of the appeal. Further appeals may be made within 10 calendar days to the president of the College. Instances involving academic suspension shall be heard by the Academic Progress Review Committee. Further appeals may be made within 10 calendar days to the president of the College who may, at his/her option, consider the appeal further. Subsequent appeals may also be made to the Board of Trustees which, at its option, may consider the appeal further.

Satisfactory Academic Progress For Financial Aid Recipients

1. Students applying for and receiving federal and state-funded financial aid must be enrolled in a specifically declared program of study and must be making satisfactory academic progress in that program. Furthermore, such programs of study must lead to the completion of an associate degree, transfer equivalent, or certificate of achievement.
2. An associate degree or transfer program must be completed in four years or eight semesters of enrollment.
3. A certificate of achievement program must be completed in two years or four semesters of enrollment.
4. Summer session enrollment is counted as an enrollment period.
5. In addition to items two and three, a full-time student (one earning 12 or more semester hours) must successfully complete a minimum of 15 semester hours each year. A three-quarter time (9-11 semester hours) student must complete a minimum of 11 semester hours each year, and a half-time (6-8 semester hours) student must complete a minimum of eight semester hours each year.
6. Academic progress will be measured and evaluated after the conclusion of each enrollment year. Students who switch enrollment statuses (i.e., full-time to three-quarter time) during an enrollment year will have their semester-hour completion minimum evaluated in a manner proportionate to their overall enrollment, as specified in item five.
7. Students may change programs, but program changes do not extend the maximum four-year eligibility period.
 - a. Students who change from a certificate of achievement program to an associate degree or transfer program must complete that program within the appropriate remaining period of eligibility.
 - b. Students who change from an associate degree or transfer program to a certificate of achievement program must complete that program within two years or within the appropriate remaining period of eligibility.

c. Under no circumstances will financial aid be granted for more than four years or eight semesters of enrollment.

8. Students are eligible to receive financial aid while enrolled in remedial courses, but the fact that remediation is required does not extend the four-year or two-year eligibility period.
9. Students who do not comply with the College's policy on academic progress will be placed on academic probation and financial aid warning status. Students placed on financial aid warning status will be permitted to receive financial aid during the warning period.

However, no student can remain on academic probation for more than one semester and receive financial aid. Students who are unable to comply with the College's policy on academic progress during the financial aid warning period will have their financial aid terminated.

10. Students who have had their financial aid terminated will be eligible for reinstatement of financial aid upon regaining good academic standing and completion of sufficient semester hours of work within the specified time frame.

Program Transfers

A student may transfer from a baccalaureate program to an occupational program, from an occupational program to a baccalaureate program, or from one occupational program to another occupational program and have only the grades earned in the latter program count towards his/her certificate or degree at John A. Logan College, with the exception of 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 vice-president for instructional services in writing of his/her intent to transfer programs.

Schedule Changes and Withdrawals

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

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

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

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

Late Enrollment

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

Credit Hours

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

A normal student load is 16 semester hours each semester and 8 semester hours during the summer term. A student must carry at least 12 hours (6 hours 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 dean of student services or the vice-president for administration.

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.

- 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 an "E" - 1 grade point/no credit.

- AU Audit. No credit.

DEF Deferred. Used only for students enrolled in open-entry/open-exit classes in which 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)

E Fail (no credit, no grade points)

Course Repeat Policy

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

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 not be deleted and will continue to be used in the overall grade-point average.

College Level Examination Program Policy Purpose

The 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, and social science-history); and the CLEP Subject Examinations designed to measure achievement in specified undergraduate courses which are offered at John A. Logan College (American government, American history, American literature, general chemistry, general psychology, human growth and development, introduction to business management, introductory accounting, introductory business law, introductory calculus, introductory economics, introductory marketing, introductory sociology, statistics, and Western civilization)

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

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

Testing Dates and Locations. Check with the office of the dean of student services 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

Proficiency exams are available for specified courses only. A student wishing to make application to take a proficiency examination should initiate the request with a counselor. After receiving approval from the counselor, the student should pay the appropriate fees in the business office and then deliver the forms to the appropriate chairperson, who will schedule the examinations.

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, the 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/she will be granted credit hours, the grade will be shown, and it 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/she will receive neither credit nor grade points. The 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. Nor may he/she 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/she is currently enrolled after the close of the drop period.
7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

Available Proficiency Examinations

Advertising 224
Anthropology 111
Art 111
Biology (Genetics) 225
Business Accounting 220
Business Mathematics 111

Testing Dates and Locations. Check with the office of the dean of student services 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

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7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

Available Proficiency Examinations

Advertising 224
Anthropology 111
Art 111
Biology (Genetics) 225
Business Accounting 220
Business Mathematics 111

Cosmetology 101
 Cosmetology 111
 Cosmetology 102
 Cosmetology 112
 Computer Science 176
 English 111
 French 101
 French 102
 Geography 112
 German 101
 German 102
 Health 110
 Introduction to Pre-School Children 160
 Manufacturing Processes 121
 Manufacturing Processes 122
 Music (Fund.) 110
 Music (Theory) 121
 Music (Theory) 122
 Music (Theory) 221
 Nursing Procedures 102
 Nutrition 100
 Spanish 101
 Spanish 102
 Shorthand 124
 Shorthand 125
 Typing 116
 Typing 117

Attendance

1. Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function. (See item 5 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.
2. 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 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.
3. Faculty members may establish special attendance rules for their individual classes subject to the approval of the appropriate dean.
4. The dean for student services should be notified when extensive absences (due to illness, hospitalization, or death in the family) are necessary.
5. 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:
 - a. The student will notify the instructor in person not later than one class meeting prior to the absence.
 - b. The student should request from the instructor work that can be made up prior to the absence.
 - c. 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 no later than the end of the semester.

- d. If 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.

Audit Policy

An officially registered student who does not desire or feel qualified to complete the work required for receiving credit in a particular course, but who wishes to attend the class regularly, may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit. Specific requirements or responsibilities of an auditor are at the discretion of the instructor and should be made clear when the permission to audit is granted.

The following policies and regulations apply to auditors:

1. An audited class must be approved by the student's advisor and by the instructor whose course the student wishes to audit.
2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three (3) school days following the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.
3. The same tuition is charged as for credit courses.
4. Audited hours do not count as credit hours for purposes of determining scholarships, veterans benefits, etc.
5. An "Au" is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.
6. A student may change from audit status to credit status during the first ten (10) school days of the quarter, provided he or she has the consent of an advisor and the instructor. A student registered for credit may, with the same approvals, change to an audit status up to the end of the fourth week of the quarter.
7. An audited course may later be taken for credit.

Requirements for Associate Degree

The following associate degrees are granted by John A. Logan College:

Associate in Arts
 Associate in Science
 Associate in Applied Science

General Requirements

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

1. complete 20 semester hours of credit in residence with an overall grade-point average of 3.0;
2. successfully complete American Government 131, History 201 or History 202.
3. satisfactorily complete all specific degree requirements; and
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.

Requirements for Certificate of Achievement

The Certificate of Achievement will be granted to those students who successfully complete a board-approved certificate program with a 3.0 overall grade-point 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. 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 vice-president for instructional services. All waivers of required courses in any College program and all authorizations for substituting certain courses in lieu of specific program requirements must be approved by the vice-president for instructional services. The vice-president's written approval for a waiver must be filed with the Admissions Office prior to the student's formal graduation check.

2. Student Responsibility

In order that academic requirements may be protected and applied in an effective and reasonable manner, each student has the right 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.

Release of Directory Information

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the office of admissions and records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior

approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio stations, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Directory information includes the following: student name, student local and home address and telephone number, date of birth, current term hours carried, classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, the most previous education agency or institution attended, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams.

SUPPORTIVE SERVICES

Learning Resources Center (LRC)

The LRC plays a vital role in the instructional programs of the College. As the materials center for the College, it provides books, magazines, pamphlets, microfilms, filmstrips, slides, films, records, audio tapes, video tapes, and programmed instruction units. The LRC 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. The LRC provides the video equipment and copies of each telecourse for use in local libraries.

Library Services

The main reading area is located on the lower level and provides a collection of books, microfilms, pamphlets, maps, and phonograph records. Library Services supervises the circulation of materials from this area, supervises materials placed on reserve, and provides reference service. Students may request materials through interlibrary loan if the materials needed are not available in the LRC. The library at John A. Logan College is an active, participating member of 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.

Learning Laboratory

This facility is located on the upper level of the LRC. Its mission is to provide materials and equipment needed by students working on an individualized study basis. Audio tape duplication is available and all telecourses can be viewed in the learning lab.

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 also available.

Rental of instructional films and preview or purchase of instructional media is requested through Media Services. Media Services provides staff to work with faculty and students in the local production of instructional media aimed at making instruction more effective. Media Services assists in the design and production of institutional graphics, publications, and instructional media.

Parking

Parking facilities are available to all College students at various parking lots on the campus. On-campus parking is a privilege and is subject to the parking and traffic regulations of the College.

No parking is allowed on any campus street, sidewalk, or in any unpaved area of the campus. Certain areas of the campus parking lots are reserved for faculty and staff parking and for parking for the physically handicapped. Use of these reserved areas requires the display of a special parking permit, which is available in the College business office.

Persons violating the parking regulations of the campus are subject to a fine of \$5.00 to \$50.00. Parking violations must be paid at the cashier's window of the business office within five days of issue. Failure to comply with this may subject the violator to more penalties. Parking citations may subject the violator to more severe penalties. Parking citations may be appealed in writing, on a form available at the office of the director of security and must be filed within five days of issue. A copy of all parking regulations may be obtained at the office of the director of security police in room 115D.

Security Police

The security police represent a progressive campus police organization providing protection to the facilities of the College and protection and services to its population.

The officers of the department are empowered by Illinois law to enforce all criminal and traffic laws of the state and the local ordinances of the College. All standard means are used by the department to enforce good order and maintain traffic control on the campus, including the use of unmarked patrols and radar.

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 accepts no responsibility for supervising students who are living in rented facilities.

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.

Personal Counseling

Quite often students need assistance with social and personal problems as well as academic concerns. For this reason, professionally trained counselors are available to help the student understand and resolve these problems.

Individual Testing

Individual testing is available and is administered through the Office of Student Services. These tests can assist a student in discovering abilities and aptitudes in various areas. Interested students should contact the director of career development for further information.

Career Development and Academic Support Center

The Career Development Center assists students in effectively realizing their career plans. Students receive help in clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests. The center recognizes that making realistic career choices and adaptations to job market demands and/or changing lifestyles are important to successful career development.

The academic support component of career development offers students the opportunity to increase their educational skills through tutoring and a variety of study skills workshops. The center provides tutoring in both baccalaureate and vocational areas, including math, science, and language arts. The center uses an individually based tutorial approach in which the student has the opportunity to learn by doing with the help of both professional and peer tutors. Small group workshops covering various topics are also offered.

Placement Service

John A. Logan College, in cooperation with the Illinois Job Service, provides a 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 the last semester 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, 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.

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 too that student activities provide for intellectual and cultural development, thereby laying the foundation for leadership and the expression of 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 College strives to be competitive in all sports on the community college level and attempts to provide an enthusiastic and positive atmosphere for all student athletes. John A. Logan College is a member of the NJCAA and the Great Rivers Athletic Conference. In addition to John A. Logan College, other members of the GRAC are: Belleville Area College, Belleville; Kaskaskia College, Centralia; Olney Community College, Olney; Paducah Community College, Paducah; Rend Lake College, Ina; Southeastern Illinois College, Harrisburg; and Wabash Valley College, Mt. Carmel.

The 1985-86 women's basketball team was third in the nation in post-season play.

Cultural Arts Program

The John A. Logan College Cultural Arts Program began in 1973 as a means to complement the educational and social professional programs of the College. The program involves performing and visual arts as well as in-house productions by the John A. Logan Theater Guild. Speakers, lecturers, and films on many subjects--including the political world, national and international literature, and philosophy and history--are brought to the campus. Periodically, the College sponsors bus tours to scenic and historic areas in the Midwest and to nearby urban centers.

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

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 environmental protection in automotive service areas. The organization also strives to assist with the 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 seeks opportunities for excursions 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 cultural enrichment as these pertain to the John A. Logan College Black population.

Brothers and Sisters in Christ (BASIC) - This unit 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 Club - 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.

Members of the 1985-86 cheerleading squad won national recognition against twenty-nine other all-female teams representing four-year and two-year institutions.

College Bowl - a team of students who compete in meets with other community colleges. Competitions are based on questions from science, math, English literature, social sciences, arts, and other areas. The team travels to other colleges and hosts meets at John A. Logan College.

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 also strives to make its members better aware of the profession.

Logan Nurses - The Logan Nurses club provides an effective organization within the nursing field which will enhance the understanding and knowledge of the nursing profession as it is today and sponsors activities, both educational and social, whereby the organization members may work together toward common goals.

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.

Phi Beta Lambda - Phi Beta Lambda is a national organization for college students who plan to enter careers in business or business teaching. The organization has chartered over 390 chapters in the United States and has a membership of more than 11,500 college students. All business students are invited to attend and join. Sponsorship is by the faculty members of the business department.

Members of the 1985-86 organization led the chapter to top honors as Outstanding Illinois Chapter of the Year against twenty-three other units.

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 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 community 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 practical applications of the concepts and principles of political science. This is accomplished by involvement in such activities as sponsoring campus political speakers, working in political campaigns, sponsoring voter registration drives, and traveling to the state and national capitals.

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 is The Volunteer, a newspaper, 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.

DIVISION OF ARTS AND SCIENCES
(Baccalaureate Programs)

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
FOR THE DIVISION OF ARTS AND SCIENCES

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; to provide two-year programs for 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 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 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. Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or pre-professional curricula 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.

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 Student Services. An advisor or counselor will help the student develop an individual course plan.

A special individualized program has been established to aid students with problems they may confront in studying, reading, and writing. The program is available in the Learning Laboratory and in the classroom.

POSSIBLE ARTS AND SCIENCES
MAJORS

Accounting & Business	Industrial Technology
Administration	Interior Design
Administration of Justice	Journalism
Agriculture	Latin American Studies
Anthropology	Mathematics
Art & Art Education	Music
Biology	Occupational Education
Black American Studies	Philosophy
Botany	Physical Education
Business Education	Physics
Chemistry	Political Science
Child & Family	Pre-Dentistry
Cinema & Photography	Pre-Engineering
Classical Studies	Pre-Law
Clothing & Textiles	Pre-Medical Technology
Computer Science	Pre-Nursing
Design	Pre-Optometry
Early Childhood	Pre-Pharmacy
Education	Pre-Professional
Economics	Studies
Elementary and	Pre-Veterinary
Special Education	Medicine
Engineering	Psychology
English	Radio & Television
Family Economics &	Recreation
Management	Religious Education
Food & Nutrition	Secondary Education
Foreign Languages	Social Studies
Forestry	Social Welfare
Geography	Sociology
Geology	Speech
Health Education	Speech Pathology &
History	Audiology
Home Economics	Theater
	Zoology

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
HTH 110 Health	
Humanities (complete one)	12
ART 111 Art Appreciation	3
MUS 105 Music Appreciation	3
ENG 102 English Composition	3
Humanities Elective	3
	<u>12</u>
ART 111 Art Appreciation	3
PHL 111, 121 or 131 Philosophy	3
ENG 102 English Composition	3
Humanities Elective	3
	<u>12</u>

MUS 105 Music Appreciation	3
PHL 111, 121 or 131 Philosophy	3
ENG 102 English Composition	3
Humanities Elective ¹	3
	<u>12</u>
ART 111, PHL 111, 121, 131, or MUS 105 Music Appreciation ENG 102 English Composition Humanities Elective	6 3 3 3
	<u>12</u>
Mathematics	5-6
MAT 110, or 111, or 131 MAT 101 and MAT 120 MAT 101 and MAT 208	5 or 6 or 6
Science	12
BIO 101 Biological Science PHS 105 Physics in the Environment Science Elective ²	3 3 6 12
Social Science (complete one)	12-13
History (select any two) IDH 150, HIS 201, 202 PSY 132 General Psychology PSC 131 American Government or HIS 201 or HIS 202 United States History	6 3 3-4 12-13
ANT 111 Anthropology GEO 112 Regional Geography PSY 132 General Psychology PSC 131 American Government or HIS 201 or HIS 202 United States History	3 3 3 3-4 12-13
History (select any one) IDH 150, HIS 201, 202 PSC 131 American Government or HIS 201 or HIS 202 United States History PSY 132 General Psychology Social Science Elective	3 3-4 3 3 12-13
PSC 131 American Government or HIS 201 or HIS 202 United States History SOC 133 Principles of Sociology PSY 132 General Psychology Social Science Elective	3-4 3 3 3 12-13
ORI Career Life Planning	1
Required Courses	52-53
Electives	10-11
Total	62-63

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 the humanities for students other than art majors.

¹ Available Humanities Electives:
Art: ART 101, 102, 111, 180, 220, 221, 230, 240, 250, 255, 256, 257, 260, 261, 262

Drama/Speech: SPE 105, 113, 117, 118, 121, 122.
Humanities: HUM 101.
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 201, SPN 101, 102, 201, 202.
Literature: ENG 103. LIT 121, 122, 211, 212, 231, 232, 270, 275, 284, 291, 292.
Music: MUS 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113, 121, 122, 123, 211, 212, 213.
Philosophy: PHL 111, 121, 131.
Interdisciplinary Studies: IDH 150 (3 hrs.), IDH 152

² Available Science Electives:
Biology: BIO 105, 110, 115, 120, 125, 225, 240, 245, 275.
Physical Science: PHS 101, 102, 103, 104, 105.
³ Available Social Science Electives:
Anthropology: ANT 216.
History: HIS 205, 211, 212.
Geography: GEO 215.
Political Science: PSC 211, 212.
Psychology: PSY 261, 265.
Sociology: SOC 263, 264.
Interdisciplinary Studies: IDH 150 (3 hrs.), IDH 152

CURRICULUM GUIDES FOR MAJOR PROGRAMS OF STUDY

AGRICULTURE

<u>First Year - Fall Semester</u>	
AGR 100 Introductory Animal Science*	4
ENG 101 English Composition I	3
BIO 101 Biological Science	3
MAT 110 Intermediate Algebra	5
Elective	1-2**
ORI 100 Career Life Planning	1
	<u>17-18</u>
<u>First Year - Spring Semester</u>	
AGR 101 Introductory Agricultural Economics*	3
ENG 102 English Composition II	3
PHS 105 Physics in the Environment	3
HTH 110 Health Education	3
PSC 131 American Government, HIS 201, or HIS 202 United States History	3-4
Humanities Elective	3
	<u>18-19</u>
<u>Second Year - Fall Semester</u>	
AGR 102 Introductory Crop Science* or AGR 103 Introductory Horticulture*	3
PSY 132 General Psychology	3
CHM 101 Chemical Principles	5
Humanities Elective	3
	<u>14</u>

Second Year - Spring Semester

AGR 104 Introductory Soil Science*	4
SPE 115 Speech	3
BIO 110 General Botany or	
BIO 120 Vertebrate Zoology	3
CHM 102 Chemical Principles with	
Qualitative Analysis or	
ECO 201 Principles of Economics II	4-5
Social Science Elective	3
	<u>17-18</u>

* These courses are taught on the SIU campus.

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

ART MAJOR

First Year - Fall Semester

ART 180 Beginning Drawing	3
ART 101 Exploring Art Basics	4
(Two-Dimensional) or	
ART 102 Fundamentals of Art	4
ART 220 History of Art	3
ENG 101 English Composition I	3
BIO 101 Biological Science	3
ORI 100 Career Life Planning	1
	<u>17</u>

First Year - Spring Semester

ART 255 Life Drawing	3
ART 221 History of Art	3
ENG 101 English Composition I or	
ENG 103 Creative Writing	3
PSC 131 American Government or	
HIS 201 or HIS 202	
United States History I or II	4
	<u>16-17</u>

Second Year - Fall Semester

ART 250 Ceramics	3
ART 240 Beginning Sculpture	3
MAT 101 Math Appreciation	3
HIS 102 Western Civilization II	
or Social Science Elective	3
SPE 115 Speech	3
PSY 132 General Psychology	3
	<u>18</u>

Second Year - Spring Semester

ART 260 Beginning Painting	3
ART 230 Introduction to Weaving	3
PHS 105 Physics in the Environment	3
HTH 110 Health Education	3
Mathematics Elective	3
Science Elective	3
	<u>18</u>

ART EDUCATION

First Year - Fall Semester

ART 101 Exploring Art Basics		4
(Two-Dimensional) or		
ART 102 Fundamentals of Art		4
ART 220 History of Art I		3
ART 180 Beginning Drawing or		
ART 240 Beginning Sculpture or		
ART 250 Ceramics		3
ENG 101 English Composition I		3
Physical Education Elective		1
ORI 100 Career Life Planning		1
		<u>15</u>

First Year - Spring Semester

ART 221 History of Art II		3
ART 255 Life Drawing or		
ART 260 Beginning Painting or		
ART 230 Introduction to Weaving		3
BIO 101 Biological Science		3
ENG 101 English Composition I or		
ENG 103 Creative Writing		3
PHS 105 Physics in the Environment		3
Physical Education Elective		1
		<u>16</u>

Second Year - Fall Semester

MAT 101 Math Appreciation		3
HIS 201 or 202 United States		
History I or II		3
SPE 115 Speech		3
PSY 132 General Psychology		3
PSC 131 American Government or		
HIS 201 or HIS 202 United States		
History I or II		3-4
EDC 210 Introduction to Public		
School Education		1
		<u>16-17</u>

Second Year - Spring Semester

ART 260 Beginning Painting or		
ART 255 Life Drawing or		
ART 230 Introduction to Weaving		3
MAT 208 Mathematics for Elementary		
Teachers I		3
HTH 110 Health Education		3
Science Elective		3
Literature Elective		3
		<u>15</u>

NOTE: It is recommended that art and art education majors take ART 220, ART 101, and ART 180 during their first semester at John A. Logan College.

BIOLOGICAL SCIENCE

First Year - Fall Semester

ENG 101 English Composition I		3
SPE 115 Speech		3
ORI 100 Career Life Planning		1
CHM 101 Chemical Principles		5
Foreign Language*		4
		<u>16</u>

First Year - Spring Semester

MAT 111 College Algebra & Trigonometry	5
BIO 101 Biological Science	3
CHM 102 Chemical Principles with Qualitative Analysis	5
Foreign Language*	4
	<u>17</u>

Second Year - Fall Semester

BIO 110 General Botany	3
PSY 132 General Psychology	3
ENG 102 English Composition II	3
Humanities Elective	3
Social Science Elective	3
	<u>15</u>

Second Year - Spring Semester

HTH 110 Health Education	3
BIO 115 Invertebrate Zoology or BIO 120 Vertebrate Zoology	3
PSC 131 American Government or HIS 201 or HIS 202	3-4
United States History I or II	3
BIO 105 Anatomy & Physiology	3
BIO 275 Common Plants of Southern Illinois or BIO 225 Genetics	3
	<u>15-16</u>

*SIU College of Science does not require this if student had 3 years of high school training in one language with no grade lower than "C" or can earn 8 hrs. in one language by proficiency exam; substitute is 6 hours 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 - Fall Semester

ENG 101 English Composition I	3
BIO 101 Biological Science	3
HTH 110 Health Education	3
PSY 132 General Psychology	3
Humanities Elective	3
ORI 100 Career Life Planning	1
	<u>16</u>

First Year - Spring Semester

ENG 102 English Composition II	3
MAT 116 Finite Mathematics for Business & Management	5
PSC 131 American Government or HIS 201 or HIS 202	3-4
United States History I or II	3
PHS 105 Physics in the Environment	3
DPR 207 Applications of Basic Programming for Business	3
	<u>17-18</u>

Second Year - Fall Semester

SPE 115 Speech	3
ACC 201 Financial Accounting I	4
ECO 201 Principles of Economics I	3
BUS 121 Business Statistics	3
MAT 117 Calculus for Business and Management	4
	<u>17</u>

Second Year - Spring Semester

ACC 202 Managerial Accounting	3
ECO 202 Principles of Economics II	3
Science Elective	3
Humanities Elective	6
	<u>15</u>

BUSINESS TEACHER EDUCATION

First Year - Fall Semester

ENG 101 English Composition I	3
PSY 132 General Psychology	3
HTH 110 Health Education	3
ORI 100 Career Life Planning	1
Physical Education Elective	1
Business Electives*	6
	<u>17</u>

First Year - Spring Semester

ENG 102 English Composition II	3
BIO 101 Biological Science	3
BUS 110 Introduction to Business	3
Physical Education Elective	1
Business Electives*	6
	<u>16</u>

Second Year - Fall Semester

MAT 110 Intermediate Algebra	5
ECO 201 Principles of Economics I	3
EDC 201 Introduction to Public School Education	1
Humanities Elective	3
Science Elective	3
Business Elective*	3
	<u>18</u>

Second Year - Spring Semester

EDC 202 Human Growth, Development and Learning	2
BUS 235 Business Correspondence	3
SPE 115 Speech	3
PSC 131 American Government or HIS 201 or HIS 202	3-4
United States History I or II	3
Humanities Elective	3
Science Elective	3
	<u>17-18</u>

*Business electives should be selected after a conference with one's advisor.

CHEMISTRY

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 111 College Algebra & Trigonometry	5
CHM 101 Chemical Principles	5
BIO 101 Biological Science	3
ORI 100 Career Life Planning	1
	<u>17</u>

First Year - Spring Semester

CHM 102 Chemical Principles with Qualitative Analysis	5
MAT 131 Calculus I	5
PSC 131 American Government or HIS 201 or HIS 202	3-4
United States History I or II	3
SPE 115 Speech	3
	<u>16-17</u>

Second Year - Fall Semester

CHM 201 Organic Chemistry I	5
MAT 201 Calculus II	5
PHY 155 Physics I	5
BIO 105 Anatomy & Physiology or BIO 110 General Botany	3
	<u>18</u>

Second Year - Spring Semester

CHM 202 Organic Chemistry II	5
PHY 156 Physics II	5
HTH 110 Health Education	3
Humanities Elective	3
	<u>16</u>

COMPUTER SCIENCE

First Year - Fall Semester

MAT 131 Calculus I	5
ENG 101 English Composition I	3
CPS 204 Introduction to PASCAL Programming*	3
PSC 131 American Government or HIS 201 or HIS 202	3
United States History I or II	3-4
ORI 100 Career Life Planning	1
	<u>15-16</u>

First Year - Spring Semester

MAT 201 Calculus II	5
ENG 102 English Composition I	3
CHM 101 Chemical Principles	5
CPS 205 Computer Graphics	3
	<u>16</u>

Second Year - Fall Semester

PHY 155 Physics	5
MAT 202 Calculus	3
MAT 205 Differential Equations	3
CPS 208 Assembly Language Programming	3
PSY 132 General Psychology	3
	<u>17</u>

Second Year - Spring Semester

PHY 156 Physics II	5
MAT 221 Introduction to Linear Algebra	3
PHL 121 Introduction to Logic	3
CPS Elective	3
Social Science Elective	3
	<u>17</u>

*See your advisor. CPS 176 may be required.

ELEMENTARY EDUCATION

First Year - Fall Semester

Science Elective*	3
EDC 201 Introduction to Public School Education	1
PSC 131 American Government	4
ENG 101 English Composition I	3
MAT 208 Mathematics for Elementary Teachers I	3
PSY 132 General Psychology	3
ORI 100 Career Life Planning	1
	<u>18</u>

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

First Year - Spring Semester

Science Elective*	3
ENG 102 English Composition II	3
HTH 110 Health Education	3
SPE 115 Speech	3
EDC 202 Human Growth, Development and Learning	2
MAT 209 Mathematics for Elementary Teachers II	3
	<u>17</u>

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

Second Year - Fall Semester

MUS 110 Music Fundamentals	2
HIS 201 or 202 United States History I or II	3
Literature Elective	3
Science Elective	3
Physical Education Elective	1
Humanities Elective*	3
	<u>15</u>

*ART 210-Art for Children is suggested as humanities elective.

Second Year - Spring Semester

ART 111 Art Appreciation	3
EDC 203 School & Society	2
Science Elective	3
Physical Education Elective	1
Social Science Elective	6
Elective	3
	<u>18</u>

SECONDARY EDUCATION

First Year - Fall Semester

ENG 101 English Composition I	3
HTH 110 Health Education	3
EDC 201 Introduction to Public School Education*	1
BIO 101 Biological Science	3
PSC 131 American Government or HIS 201 or HIS 202	3-4
United States History I or II	3
HIS 201 United States History I or II	3
ORI 100 Career Life Planning	1
	<u>17-18</u>

First Year - Spring Semester

ENG 102 English Composition II	3
EDC 202 Human Growth, Development and Learning	2
PHS 105 Physics in the Environment	3
ART 111 Art Appreciation or MUS 105 Music Appreciation	3
MAT 101 Math Appreciation or MAT 110 Intermediate Algebra	3-5
	<u>14-16</u>

Second Year - Fall Semester

EDC 203 School & Society	2
SPE 115 Speech	3
PSY 132 General Psychology	3
MAT 120 Elementary Statistics	3
Humanities Elective	3
Science Elective	3
	<u>17</u>

Second Year - Spring Semester

English Elective	3
Social Science Elective	3
Humanities Elective	3
Science Elective	3
Elective**	3
	<u>15</u>

*This course must be completed before a student will be admitted to the professional education sequence at SIU.

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

SPECIAL EDUCATION

First Year - Fall Semester

Science Elective*	3
PSC 131 American Government	4
PSY 132 General Psychology	3
ENG 101 English Composition I	3
EDC 201 Introduction to Public School Education	1
HTH 110 Health Education	3
ORI 101 Career Life Planning	1
	<u>18</u>

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

First Year - Spring Semester

Science Elective*	3
ENG 102 English Composition II	3
SPE 115 Speech	3
MUS 105 Music Appreciation	3
ART 210 Art for Children	3
EDC 202 Human Growth, Development and Learning	2
Physical Education Elective	1
	<u>18</u>

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

Second Year - Fall Semester

Science Elective	3
EDC 203 School & Society	2
PSY 262 Child Psychology	3
MUS 110 Music Fundamentals	2
HIS 201 or HIS 202 United States History I or II	3
MAT 208 Mathematics for Elementary Teachers I	3
	<u>16</u>

Second Year - Spring Semester

ART 111 Art Appreciation	3
MAT 209 Mathematics for Elementary Teachers II	3
Literature Elective	3
Physical Education Elective	1
Social Science Elective	3
Science Elective	3
	<u>16</u>

ENGLISH AND LITERATURE

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 101 Math Appreciation	3
HTH 110 Health Education	3
LIT 211 English Literature to 1750	3
Science Elective	3
ORI 100 Career Life Planning	1
	<u>16</u>

First Year - Spring Semester

ENG 102 English Composition II	3
PSY 132 General Psychology	3
LIT 212 English Literature: Romanticism to Present	3
Science Elective	3
IDH 150 Life in the Western World	6
	<u>18</u>

Second Year - Fall Semester

LIT 231 American Literature to 1900	3
MAT 208 Mathematics for Elementary Teachers I	3
Science Elective	3
PSC 131 American Government or HIS 201 or HIS 202 I or II United States History	3-4
Humanities Elective*	3
	<u>15-16</u>

Second Year - Spring Semester

LIT 232 American Literature: 1900-Present	3
SPE 115 Speech	3
Social Science Elective	3
Humanities Elective	3
Literature Elective	3
	<u>15</u>

*Recommended: One year of foreign language (humanities).

HISTORY

First Year - Fall Semester

Science Elective*	3
PSY 132 General Psychology	3
HIS 201 United States History I	3
ENG 101 English Composition I	3
MAT 101 Math Appreciation or	
MAT 110 Intermediate Algebra	3-5
ORI 100 Career Life Planning	1
	16-18

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

First Year - Spring Semester

Science Elective*	3
ENG 102 English Composition II	3
HTH 110 Health Education	3
SPE 115 Speech	3
MAT 120 Elementary Statistics or Elective	3
HIS 202 United States History II	3
	18

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

Second Year - Fall Semester

IDH 150 Life in the Western World	6
Science Elective	3
Foreign Language (liberal arts majors)	4
Elective	3
	16

Second Year - Spring Semester

ART 111 Art Appreciation or	
PHL 111 Ethics & Moral Problems or	
PHL 121 Introduction to Logic or	
PHL 131 Introduction to Philosophy or	
MUS 105 Music Appreciation	3
Science Elective	3
Foreign Language (liberal arts majors)	4
Electives	6
	16

JOURNALISM

First Year - Fall Semester

ENG 101 English Composition I	3
JRN 201 News Writing and Editing I	3
MAT 101 Math Appreciation	3
HTH 110 Health Education	3
Humanities Elective	3
ORI 100 Career Life Planning	1
	16

First Year - Spring Semester

ENG 102 English Composition II	3
JRN 202 News Writing and Editing II	3
MAT 120 Elementary Statistics	3
Social Science Elective	3
Science Elective	3
	15

Second Year - Fall Semester

SPE 115 Speech	3
PSC 131 American Government or	
HIS 201 or HIS 202	
United States History I or II	3-4
ENG 103 Creative Writing	3
Science Elective	3
DPR 205 Word Processing or	
ENG 106 Word Processing for Writers	3
	16-17

Second Year - Spring Semester

JRN 215 Introduction to Mass Media	3
MKT 224 Advertising	3
Humanities Elective	3
Elective	3
IND 199 Practicum in Journalism	3
	15

Also Required: Typing skill of 30 wpm or enrollment in TYP 116.

Recommended: One or more photography courses.

MATHEMATICS

First Year - Fall Semester

MAT 131 Calculus I*	5
PSC 131 American Government or	
HIS 201 or HIS 202	
United States History I or II	3-4
BIO 101 Biological Science or	3
CPS 176 Introduction to Computers and Applications	
ORI 100 Career Life Planning	1
Foreign Language**	3-4
	15-17

First Year - Spring Semester

MAT 201 Calculus II	5
Social Science Elective	3
Biology Elective or	
Computer Science Elective	3
Foreign Language	4
	15

Second Year - Fall Semester

MAT 202 Calculus III	3
MAT 205 Differential Equations	3
PHY 155 Physics I	5
ENG 101 English Composition I	3
MAT 221 Introduction to Linear Algebra	3
	17

Second Year - Spring Semester

SPE 115 Speech	3
PHY 156 Physics II	5
ENG 102 English Composition II	3
HTH 110 Health Education	3
Social Science Elective	3
	17

*For 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 students who have had two years of algebra in high school, the suggested starting point in the

mathematics sequence is MAT III, College Algebra & Trigonometry.

If 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 is one year of FRE 101-102, French. If the student's background is such that he/she can enter the second year course (FRE 201-202) directly from high school, he/she is encouraged to do so.

PHYSICAL EDUCATION

First Year - Fall Semester

ENG 101 English Composition I	3
BIO 101 Biological Science	3
HTH 110 Health Education or	
HTH 115 Foundations of Health & Physical Fitness	3
PED 114 Softball	1
PED 160 Introduction to Physical Education	1
PED 159 Exercise, Conditioning, Weight Training	2
Humanities Elective	3
ORI 100 Career Life Planning	1
	<u>17</u>

First Year - Spring Semester

ENG 102 English Composition II	3
BIO 105 Biological Science	3
PSY 132 General Psychology	3
EDC 201 Introduction to Public School Education	1
PED 107 Tumbling & Gymnastics	2
PED 141 Bowling	1
PED 148 Volleyball	1
PED 149 Tennis	1
	<u>15</u>

Second Year - Fall Semester

PSC 131 American Government or HIS 201 or HIS 202	
United States History I or II	3-4
PED 116 Basketball	1
PED 133 Track & Field	2
PED 145 Golf	1
PED 147 Badminton	1
Humanities Elective	3
Mathematics Elective	3
SPE 115 Speech	3
	<u>17-18</u>

Second Year - Spring Semester

Mathematics Elective	3
PED 153 Methods of Teaching Basketball*	1
PED 154 Methods of Teaching Golf*	1
PED 155 Methods of Teaching Tennis*	1
PED 156 Methods of Teaching Track & Field*	1
Physical Science Elective	3
Social Science Elective	3
Humanities Elective	3
	<u>16</u>

*Meets for only 8 weeks

PHYSICS

First Year - Fall Semester

PHY 155 Physics	5
ENG 101 English Composition I	3
CPS 176 Introduction to Computers & Applications*	3
HTH 110 Health Education	3
ORI 100 Career Life Planning	1
	<u>15</u>

*Options - See your advisor.

First Year - Spring Semester

PHY 156 Physics	5
ENG 113 Technical Writing	3
MAT 131 Calculus I	5
PSY 132 General Psychology	3
	<u>16</u>

Second Year - Fall Semester

MAT 201 Calculus II	5
CHM 101 Chemical Principles	5
Social Science Elective	3
PHY 210 Mechanics & Electricity & Magnetism	4
	<u>17</u>

Second Year - Spring Semester

MAT 202 Calculus III	3
MAT 205 Differential Equations	3
PHY 201 Mechanics	5
PSC 131 American Government or HIS 201 or HIS 202	
United States History I or II	3-4
Philosophy Elective	3
	<u>17-18</u>

PRE-PROFESSIONAL CURRICULA GENERAL

Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula 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 studying, reading, and writing. 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 also 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 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 courses are also available. Interested students should contact a counselor for further information.

PRE-ENGINEERING*

First Year - Fall Semester

PHY 155 Physics	5
CPS 176 Introduction to Computers & Applications	3
EGR 101 Engineering Graphics or CPS 205** Computer Graphics	3-4
ENG 101 English Composition I	3
ORI 100 Career Life Planning	1
	<u>15-16</u>

First Year - Spring Semester

PHY 156 Physics	5
MAT 131 Calculus I	5
ENG 102 English Composition II	3
PSC 131 American Government or HIS 201 or HIS 202 United States History	3-4
	<u>16-17</u>

Second Year - Fall Semester

CHM 101 Chemical Principles	5
MAT 201 Calculus II	5
PHY 210 Mechanics & Electricity & Magnetism	4
Social Science Elective	3
Humanities Elective	3
	<u>20</u>

Second Year - Spring Semester

CHM 102 Chemical Principles with Qualitative Analysis	5
MAT 202 Calculus III	3
MAT 205 Differential Equations	3
PHY 201 Mechanics	5
	<u>16</u>

*This is only a general outline. The appropriate 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.

**See your advisor

PRE-PHARMACY

First Year - Fall Semester

CHM 101 Chemical Principles	5
MAT 111 Math Appreciation	5
BIO 101 Biological Science	3
ENG 101 English Composition I	3
ORI 100 Career Life Planning	1
	<u>17</u>

First Year - Spring Semester

CHM 102 Chemical Principles with Qualitative Analysis	5
MAT 120 Elementary Statistics	3
BIO 115 Invertebrate Zoology	3
PSY 132 General Psychology	3
PSC 131 American Government or HIS 201 or HIS 202 United States History I or II	3-4
	<u>17-18</u>

Second Year - Fall Semester

CHM 201 Organic Chemistry	5
PHY 155 Physics	5
BIO 120 Vertebrate Zoology	3
ART 111 Art Appreciation or MUS 105 Music Appreciation	3
SOC 133 Principles of Sociology	3
	<u>19</u>

Second Year - Spring Semester

CHM 202 Organic Chemistry	5
PHY 156 Physics	5
SPE 115 Speech	3
HIS 101 Western Civilization I or PHL 131 Introduction to Philosophy Literature Elective	3
	<u>19</u>

CREATIVE WRITING

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 101 Math Appreciation	3
HTH 110 Health Education	3
Humanities Elective	3
Science Elective	3
ORI 100 Career Life Planning	1
	<u>16</u>

First Year - Spring Semester

ENG 102 English Composition II	3
ENG 103 Creative Writing	3
PSY 132 General Psychology	3
PSC 131 American Government or HIS 201 or HIS 202 United States History I or II Science Elective	3-4
	<u>15-16</u>

Second Year - Fall Semester

ENG 105 Creative Writing in Genre	3
ENG 108 Word Processing for Writers	3
Science Elective	3
MAT 208 Mathematics for Elementary Teachers I	3
Social Science Elective	3
	<u>15</u>

Second Year - Spring Semester

Humanities Elective	3
Social Science Elective	3
SPE 115 Speech Elective	3
IND 199 Applied Project in Writing	3
	<u>15</u>

TECHNICAL WRITING

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 101 Math Appreciation	3
HTH 110 Health Education	3
Social Science Elective	3
Science Elective	3
ORI 100 Career Life Planning	1
	<u>16</u>

First Year - Spring Semester

ENG 111 Communications	3
PSY 132 General Psychology	3
PSC 131 American Government or HIS 201 or HIS 202	
United States History I or II	3-4
Science Elective	3
ENG 107 Word Processing for Writers or DPR 205 Word Processing	3
	<u>15-16</u>

Second Year - Fall Semester

ENG 113 Professional Technical Writing	3
MAT 120 Elementary Statistics	3
SPE 115 Speech	3
Science Elective	3
Humanities Elective	3
	<u>15</u>

Second Year - Spring Semester

IND 199 Applied Technical Writing Project	3
Humanities Elective	3
Social Science Elective	3
Science Elective	3
Elective	3
	<u>15</u>

DIVISION OF OCCUPATION-ORIENTED
EDUCATION
(Vocational-Technical Education)

These curricula prepare students for employment in semi-professional occupations related to business, education, engineering, health, industry, office technology, or public service. The programs of study are developed with the assistance of advisory committees representing business and industry and on the basis of survey information identifying area manpower needs.

The Division of Occupation-Oriented Education features both certificate and degree programs. Certificate programs require one year of study; degree programs require two.

The overall 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 citizens 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. Both have in common the following purposes and characteristics:

1. The purpose is to acquaint the student with current practices, applications, and techniques, and with various sources of information essential to intelligent planning and execution of his or her work.
2. There are learning experiences provided for the student whereby he/she is enabled to see a 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 materials provide opportunities for home study and independent progress. The curricula of the Division of Occupation-Oriented Education does not lead to the baccalaureate degree. The following equivalencies may be substituted for these program requirements:

Program Requirements		Equivalency Substitutions	
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

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 the 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.

GENERAL ADVISORY COMMITTEE

Mr. William Jasecko Executive Vice President DuQuoin State Bank DuQuoin, IL 62832	Mr. Loren D. Carter Division Manager General Telephone Co. 208 West Union Marion, IL 62959
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Mr. Robert Stalls, Dir. Division of Human Resources City of Carbondale 609 East College Street Carbondale, IL 62901	Ms. Helen Geer Chief of Office Operation Section & Federal Women's Program Manager V. A. Hospital Marion, IL 62959
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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 - Fall Semester

ACC 101 Fundamentals of Accounting I	4
Business Elective	3
BUS 138 Business Seminar	1
	<u>8</u>

First Year - Spring Semester

ACC 102 Fundamentals of Accounting II	4
ACC 221 Payroll Accounting	2
Business Elective	3
	<u>9</u>

Second Year - Fall Semester

ACC 215 Intermediate Accounting I	4
ACC 217 Cost Accounting	3
	<u>7</u>

Second Year - Spring Semester

ACC 216 Intermediate Accounting II	4
ACC 218 Tax Accounting	3
	<u>7</u>

Recommended Electives:

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

ACCOUNTING Degree Program

This is 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 become bookkeepers, junior accountants, accounting aides, payroll clerks, and government and civil service workers. Completion of the program leads to the Associate in Applied Science degree.

First Year - Fall Semester

ENG 111 Communications I	3
ACC 101 Fundamentals of Accounting I	4
BUS 127 Calculating Machines	1
BUS 111 Business Mathematics	3
BUS 110 Introduction to Business	3
BUS 138 Business Seminar I	1
	<u>15</u>

First Year - Spring Semester

ENG 112 Communications II	3
ACC 102 Fundamentals of Accounting II	4
BUS 235 Business Correspondence	3
PSC 131 American Government	4
ACC 221 Payroll Accounting	2
	<u>16</u>

Second Year - Fall Semester

ACC 215 Intermediate Accounting I	4
ACC 217 Cost Accounting	3
BUS 221 Business Law	4
DPR 101 Introduction to Business Data Processing	3
Elective	2-3
	<u>16-17</u>

Second Year - Spring Semester

ACC 216 Intermediate Accounting II	4
MGT 236 Records Management	1
ACC 218 Tax Accounting	3
ECO 101 Business Economics	3
PSY 128 Human Relations	2
DPR 104 Computer-Related Applications	3
	<u>16</u>

AUTOMOTIVE MECHANICS

This one-year program is designed for individuals desiring 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.

Fall Semester

IND 211 Fundamentals of Electricity	4
AAM 173 Brakes and Suspensions	2
AAM 175 Heating and Air Conditioning	1
AAM 176 Agricultural/Automotive Mechanics Laboratory	5
IND 121 Manufacturing Processes I	2
IND 138 Industrial Seminar	1
	<u>15</u>

Spring Semester

ENG 112 Communications II	3
PSY 128 Human Relations	2
AAM 170 Fundamentals of Internal Combustion Engines	1
AAM 171 Engine Electrical Studies	2
AAM 172 Fuels, Lubrication and Carburetion	1
AAM 273 Chassis Electrical Studies	2
AAM 177 Agricultural/Automotive Mechanics Laboratory	5
	<u>16</u>

Second Year - Fall Semester

IND 211 Fundamentals of Electricity	4
WEL 181 Introduction to Oxy- Acetylene Welding	1
WEL 182 Introduction to Arc Welding	1
AAM 272 Emissions Controls and Testing	2
AAM 270 Drive Trains I	1
AAM 274 Small Gas Engines	1
AAM 276 Agricultural/Automotive Mechanics Laboratory III	5
	<u>15</u>

Second Year - Spring Semester

PSC 131 American Government	4
PSY 128 Human Relations	2
AAM 273 Chassis Electrical Studies	2
AAM 271 Drive Trains II	2
AAM 275 Service Management	1
AAM 277 Agricultural/Automotive Mechanics Laboratory IV	5
	<u>16</u>

AUTOMOTIVE TECHNOLOGY

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

First Year - Fall Semester

ENG 111 Communications I	3
MAT 105 Technical Mathematics I	3
IND 121 Manufacturing Processes I	2
IND 138 Industrial Seminar	1
AAM 173 Brakes and Suspensions	2
AAM 174 Diesel Engines	1
AAM 175 Heating and Air Conditioning	1
AAM 176 Agricultural/Automotive Mechanics Laboratory I	5
	<u>18</u>

First Year - Spring Semester

MAT 106 Technical Mathematics	3
ENG 112 Communications	3
PHY 151 Technical Physics	3
AAM 170 Fundamentals of Internal Combustion Engines	1
AAM 171 Engine Electrical Studies	2
AAM 172 Fuels, Lubrication and Carburetion	1
AAM 177 Agricultural/Automotive Mechanics Laboratory II	5
	<u>18</u>

BANKING AND FINANCE

This is a two-year program designed to serve the training needs of presently employed individuals in banks and other financial institutions and to provide training opportunities for those not currently employed in the field of banking and finance. Those who successfully complete the program will have an understanding of the principles of banking and bank procedures, accounting, credit investments, and knowledge of the areas of management and data processing.

First Year - Fall Semester

ENG 101 English	3
ACC 201 Accounting	4
BUS 111 Business Math	3
BUS 253 Principles of Banking	3
BUS 138 Business Seminar	1
BUS 110 Introduction to Business	3
	<u>17</u>

First Year - Spring Semester

SPE 115 Speech	3
ACC 202 Accounting	3
MGT 112 Principles of Management	3
PSC 131 American Government	4
BUS 254 Money and Banking	3
	<u>16</u>

Second Year - Fall Semester

ECO 201 Economics	3
BUS 259 Bank Accounting	3
DPR 206 Basic Business Statistics	3
DPR 104 Basic	3
BUS 255 Bank Marketing	3
	<u>15</u>

Second Year - Spring Semester

BUS 235 Business Correspondence	3
DPR 104 Computer-Related Applications	3
Business Electives	6
PSY 132 Psychology	3
	<u>15</u>

BOOKKEEPER-CLERICAL STUDIES

This is 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 and a knowledge of 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 a certificate of achievement.

Fall Semester

ACC 101 Fundamentals of Accounting I	4
ENG 111 Communications I	3
BUS 127 Calculating Machines	1
BUS 111 Business Mathematics	3
TYP 116 Typewriting I	3
BUS 138 Business Seminar I	1
	<u>15</u>

Spring Semester

ACC 102 Fundamentals of Accounting II	4
PSY 128 Human Relations	2
TYP 117 Typewriting II	3
ACC 221 Payroll Accounting	2
MGT 236 Records Management	1
Business Elective	2-3
	<u>14-15</u>

Recommended Electives:

BUS 235 Business Correspondence
BUS 110 Introduction to Business
BUS 128 Office Machines

A proficiency exam is available for TYP 116 and 117 for students entering the program with a sound background in typewriting. See your advisor or the chairperson of the Business and Industry Division for information.

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 the following: (1) analyzing business problems, (2) aiding in the selection of data and/or word processing equipment necessary to solve problems, (3) programming equipment, and (4) operating equipment. Students completing the two-year curriculum will earn an Associate in Applied Science degree.

First Year - Fall Semester

DPR 101 Introduction to Business Data Processing	3
DPR 102 Fundamentals of Business Data Programming - BASIC	3
ACC 101 Fundamentals of Accounting I	4
ENG 111 Communications I	3
BUS 111 Business Mathematics	3
BUS 138 Business Seminar I	1
	<u>17</u>

First Year - Spring Semester

DPR 104 Computer-Related Applications	3
DPR 105 Advanced BASIC	3
PSY 128 Human Relations	2
ACC 102 Fundamentals of Accounting II	4
BUS 110 Introduction to Business	3
	<u>15</u>

Second Year - Fall Semester

DPR 201 COBOL I	3
DPR 103 Business Systems Analysis & Design	3
DPR 206 Business Statistics	3
ENG 112 Communications	3
PSC 131 American Government	4
	<u>16</u>

Second Year - Spring Semester

DPR 203 Advanced Systems Design	3
DPR 202 COBOL II	4
Business Electives	7
	<u>14</u>

Recommended Electives:

DPR 204 Practicum
DPR 205 Word Processing
ACC 221 Payroll Accounting
ACC 215 Intermediate Accounting I
ACC 216 Intermediate Accounting II
ACC 217 Cost Accounting
ACC 218 Tax Accounting
ECO 101 Business Economics
MKT 228 Small Business Management
IND 199 Independent Study in Business Data Processing

A proficiency exam is available for DPR 102 for students entering the program with a sound background in BASIC programming. See your advisor or the chairperson of the Business and Industry Division for information.

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 - Fall Semester

CCT 160 Introduction to Pre-School Children	3
CCT 161 Principles and Practices of Child Care	4
MUS 115 Music for Children	3
PSY 132 General Psychology	3
CCT 272 Reading Skills	2
ALH 101 Cardiopulmonary Resuscitation	1
	<u>16</u>

First Year - Spring Semester

CCT 162 Introduction to School Age Children	3
CCT 265 Recreation and Crafts for Children	3
ART 210 Art for Children	3
ENG 111 Communications I	3
PSY 262 Child Psychology	3
LIT 264 Literature for Children	3
	<u>18</u>

Second Year - Fall Semester

ENG 112 Communications II	3
PSY 265 Education of Exceptional Children	2
CCT 264 Methods of Teaching Special Children	3
PNE 100 Nutrition	3
CCT 267 Child Care Laboratory	5
	<u>16</u>

Second Year - Spring Semester

PSC 131 American Government or HIS 201 or HIS 202	3-4
United States History I or II	3
SOC 263 Marriage and Family	4
CCT 266 Pre-School Administration	5
CCT 268 Child Care Laboratory	15-16

CLERK-TYPIST STUDIES

This is 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, and office procedures.

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

Fall Semester

MGT 236 Records Management	1
TYP 116 Typewriting I	3
ENG 111 Communications I	3
BUS 111 Business Mathematics	3
BUS 127 Calculating Machines	1
BUS 110 Introduction to Business	3
BUS 138 Business Seminar I	1
	<u>15</u>

Spring Semester

TYP 117 Typewriting II	3
BUS 128 Office Machines	3
ACC 220 Business Accounting	3
BUS 237 Office Procedures	3
BUS 235 Business Correspondence	3
PSY 128 Human Relations	2
	<u>17</u>

A proficiency exam is available for TYP 116 and 117 for students entering the program with a sound background in typewriting. See your advisor or the chairperson of the Business and Industry Division for information.

COAL MINING TECHNOLOGY
(Cooperative Program with Wabash Valley College)

The coal mining technology two-year Associate in Applied Science degree curriculum is offered in cooperation with Wabash Valley College. It supplies background information about the geologic formation of coal, the history of mining, and all aspects of modern technical mining.

First Semester

CML 112 Introduction to Coal Mining	3
CML 142 Mine Atmosphere & Detection Instruments	4
CML 152 Roof & Rib & Personal Safety	4
MTH 105 Technical Mathematics I	3
Social Science Elective	3
ORI 100 Career Life Planning	1
	<u>18</u>

Second Semester

CML 162 Problems of Operating Underground Mines	3
CML 172 First Aid & Mine Rescue	4
CML 232 Mine Electrical Maintenance I	4
CML 182 Mining Equipment & Operations	4
Communications Elective	3
	<u>18</u>

Third Semester

CML 292 Coal Mine Ventilation	3
CML 282 Mining Law	4
CML 212 Mine Hydraulics I	4
CML 252 Mine Electrical Maintenance II	4
Humanities Elective	3
	<u>18</u>

Fourth Semester

CML 222 Mine Hydraulics II	4
CML 242 Mine Machinery Repair I	4
WEL 181 Introduction to Oxy-Acetylene Welding	1
WEL 182 Introduction to Arc Welding	1
CML 132 Mine Conveyor Belt Maintenance	2
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 sciences that deal 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, the library, and course content.

A minimum of 1532 clock hours and 41 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for employment, and earns a certificate of achievement.

Fall Semester

COS 101 Cosmetology Theory	5
COS 111 Cosmetology Lab	9
PSC 132 General Psychology	3
	<u>17</u>

Spring Semester

COS 102 Cosmetology Theory	3
COS 112 Cosmetology Lab	9
ENG 112 English	3
	<u>15</u>

Summer Semester

COS 113 Cosmetology Lab	8
ALH 101 Cardiopulmonary Resuscitation	1
	<u>9</u>

**COSMETOLOGY
Degree Program**

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

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

A minimum of 1980 clock hours and 57-58 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for employment, and earns the graduate an Associate in Applied Science degree.

Fall Semester

COS 101 Cosmetology Theory	5
COS 111 Cosmetology Lab	9
PSY 132 General Psychology	3
	<u>17</u>

Spring Semester

COS 102 Cosmetology Theory 102	3
COS 112 Cosmetology Lab	9
ENG 112 English	3
	<u>15</u>

Summer Semester

COS 113 Cosmetology 113	8
ALH 101 Cardiopulmonary Resuscitation	1
	<u>9</u>

Fall Semester

COS 124 Cosmetology Seminar 124	1
COS 130 Cosmetology Internship 130	3
PSC 131 American Government or HIS 201 or 202	
United States History I or II	3-4
BUS 130 Salesmanship	3
ACC 220 Business Accounting	3
Business Elective	3
	<u>16-17</u>

CRIMINAL JUSTICE

The Criminal Justice Program prepares students for positions in law enforcement and corrections. It is planned that the graduates of the program will be knowledgeable and highly skilled in the areas of law, crime control and detection, corrections, personnel management, police administration and interpersonal skills. The program will prepare persons for jobs as police officers, detectives, correctional officers, and guards. Completion of the program leads to the Associate in Applied Science degree.

First Year - Fall Semester

PSC 131 American Government	4
ENG 111 Communications or	3
ENG 101 English Composition	
SOC 133 Principles of Sociology	3
LEF 103 Introduction to Crime Control	3
LEF 105 Criminal Behavior	3
ALH 101 Cardiopulmonary Resuscitation	1
	<u>17</u>

First Year - Spring Semester

ENG 112 Communications or	
SPE 115 Speech	3
PSY 132 General Psychology	3
LEF 115 Interpersonal Relations	3
LEF 205 Survey of Crime Detection Methods	3
LEF 108 Personnel Management in Criminal Justice	3
	<u>15</u>

First Year - Summer Semester

LEF 201 Internship (optional)	4
	<u>4</u>

Second Year - Fall Semester

LEF 203 Introduction to Security	3
LEF 209 Criminal Law I	3
LEF 218 Introduction to Corrections	3
ENG 113 Professional Technical Writing	3
Science Elective*	3
	<u>15</u>

Second Year - Spring Semester

LEF 219 Criminal Law II	3
LEF 220 Probation, Parole and Community-Based Corrections	3
LEF 221 Police Administration Elective	3
Humanities Elective	3
Elective	3
	<u>15</u>

*BIO 101
PHS 104
PHS 103

DENTAL ASSISTING PROGRAM

The Dental Assisting Program is designed to train individuals who will work as members of a dental health team serving the functions of chairside assistant, laboratory aide, and dental office manager. The Dental Assisting Program is endorsed by the Southern Illinois Dental Society and is approved by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Classroom instruction is combined with laboratory and clinical training to teach the necessary knowledge and skills for the student to successfully complete the three-semester program and be eligible to take the National Certification Examination in order to become a certified dental assistant. The graduate will be awarded a certificate of achievement.

Fall Semester

DNA 100 Dental Science I	4
DNA 102 Dental Assisting Procedures I	4
DNA 104 Dental Radiography I	3
DNA 107 Dental Materials I	3
ENG 111 Communications	3
ALH 101 Cardiopulmonary Resuscitation	1
	<u>18</u>

Spring Semester

DNA 101 Dental Science II	3
DNA 103 Dental Assisting Procedures II	2
DNA 105 Dental Radiography II	2
DNA 106 Preventive Dental Health Education	2
DNA 108 Dental Materials II	3
DNA 111 Dental Assisting Internship I	3
ENG 112 Communications	3
	<u>18</u>

Summer Semester

DNA 109 Dental Office Procedures	2
DNA 110 Dental Ethics, and Legal Consideration and Professionalism	1
DNA 112 Dental Assisting Internship II	3
PSY 132 Human Relations	3
	<u>9</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

AAM 174 Diesel Engines	1
IND 121 Manufacturing Processes	2
ENG 111 Communications I	3
MAT 105 Technical Math I	3
IND 138 Industrial Seminar	1
WEL 181 Introduction to Oxy-Acetylene Welding	1
WEL 182 Introduction to Arc Welding	1
	<u>12</u>

Spring Semester

PSY 128 Human Relations	2
ENG 112 Communications II	3
AAM 176 Agricultural/Automotive Mechanics Laboratory	5
AAM 170 Fundamentals of Internal Combustion Engines	1
AAM 171 Engine Electrical	2
AAM 172 Fuels, Lubrication and Carburetion	1
	<u>14</u>

Summer Semester

DIE 180 Diesel Fuel Induction Systems	2
DIE 181 Diesel Engine Maintenance and Diagnosis	2
DIE 187 Diesel Laboratory	5
	<u>9</u>

GENERAL DRAFTING

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

Fall Semester

MAT 105 Technical Mathematics I	3
DRT 181 Technical Drafting I	6
IND 101 Materials	3
DRT 184 Architectural Drafting	3
IND 138 Industrial Seminar	1
	<u>16</u>

Spring Semester

ENG 112 Communications II	3
DRT 285 Descriptive Geometry	3
DRT 182 Technical Drafting II	4
IND 121 Manufacturing Processes I	2
DRT 294 Architectural Drafting	3
	<u>15</u>

COMPUTER-AIDED DESIGN AND DRAFTING

This curriculum is designed specifically to prepare men and women for positions in the field of industrial drafting, engineering drafting, architectural drafting, and civil engineering drafting. Emphasis is placed on the use of computer-aided drafting (CAD) to accomplish these goals. All practical work experience in layout and detailing is in accordance with standard practices recommended by the U.S. Department of Defense, American Society of Automotive Engineers, and other recognized standardizing agencies. The graduate of this program will be qualified as a junior drafts-person, detailer, junior tool designer, or engineering drafts-person.

First Year - Fall Semester

DRT 181 Technical Drafting I	6
ENG 111 Communications I	3
IND 121 Manufacturing Processes	2
MAT 105 Technical Mathematics I	3
IND 138 Seminar	1
	<u>15</u>

First Year - Spring Semester

DRT 182 Technical Drafting II	4
DRT 185 Intro to Computer Graphics	2
DRT 285 Descriptive Geometry	3
ENG 112 Communications II	3
IND 122 Manufacturing Processes II	2
MAT 106 Technical Mathematics II	3
	<u>17</u>

Second Year - Fall Semester

DRT 184 Architectural Drafting	3
PSC 131 Political Science	4
DRT 281 Advanced Computer Graphics	4
IND 101 Materials	3
DRT 183 Detail & Assembly	2
IND 121 Metallurgy	2
	<u>18</u>

Second Year - Spring Semester

DRT 294 Architectural Drafting	3
PHY 151 Technical Physics	3
DRT 238 Advanced Technical Drawing II	4
DRT 282 Tool Design	4
PSY 128 Human Relations	2
	<u>16</u>

*IND 105, Introduction to Computers, will be required if the students has has little or no experience with computers prior to entry into the program.

**EMERGENCY MEDICAL TECHNOLOGY
Certificate Program**

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

Fall Semester

EMT 111 Emergency Medical Technician I	6
BUS 215 Introduction to Medical Terminology & Medical Administration	2
EMT 115 Emergency Medical Technician III	2
EMT 113 Emergency Rescue Technician	3
EMT 116 Vertical Rigging & Rescue	3
EMT 117 Emergency Evasive Driving	2
EMT 118 Cooperative Work Experience I	1
EMT 119 Cooperative Work Experience II	1
ALH 101 Cardiopulmonary Resuscitation	1
	<u>21</u>

Recommended Elective:

EMT 112 Emergency Medical Technician II	2
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ENGINEERING AIDE STUDIES

This program is designed to prepare students to assist engineers and other professional personnel in the everyday functions involved in the engineering field. Some of their duties may include drafting, field work, preliminary calculations, and design.

Fall Semester

MAT 110 Intermediate Algebra	5
SUR 101 Surveying	3
DRT 184 Architectural Drafting	3
IND 101 Materials	3

IND 138 Industrial Seminar	1
IND 201 Metallurgy	2
	<u>17</u>

Spring Semester

PHY 151 Physics	3
CPS 176 Introduction to Computers	3
EGR 101 Engineering Graphics	4
ENG 113 Professional Technical Writing	3
	<u>13</u>

EXECUTIVE SECRETARIAL STUDIES

The Executive Secretarial curriculum is a two-year program 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 legal, medical, and technical areas; administrative aides; and other positions requiring well-trained, responsible secretaries. Graduates are also qualified to fill civil service positions.

First Year - Fall Semester

TYP 116 Beginning Typewriting	3
SHN 124 Beginning Shorthand	3
BUS 111 Business Math	3
PSY 128 Human Relations	2
ENG 111 Communications	3
MGT 236 Records Management	1
BUS 138 Business Seminar I	1
	<u>16</u>

First Year - Spring Semester

TYP 117 Typewriting	3
SHN 125 Shorthand	3
BUS 128 Office Machines	3
ENG 112 Communications	3
BUS 221 Business Law	4
BUS 127 Business Machines	1
	<u>17</u>

Second Year - Fall Semester

TYP 230 Production Typewriting	3
BUS 110 Introduction to Business	3
SHN 232 Shorthand	3
DPR 205 Word Processing	3
BUS 235 Business Correspondence	3
BUS 215 Introduction to Medical Terminology or	
BUS 247 Legal Secretarial Practice	2-3
	<u>17-18</u>

Second Year - Spring Semester

ACC 220 Business Accounting	3
SHN 233 Shorthand	3
BUS 237 Office Procedures	3
PSC 131 American Government	4
BUS 240 Executive Secretary-Work Experience	
DPR 210 Advanced Word Processing	2-3
	<u>15-16</u>

A proficiency exam is available for TYP 116, 117 and SHN 124, 125 for those students entering the program with a good background in shorthand and typewriting. See your advisor or the chairperson of the Business and Industry Division for information.

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.

Fall Semester

PSC 131 American Government or HIS 201 or HIS 202		
United States History I or II	3-4	
ENG 111 Communications I	3	
SOC 133 Principles of Sociology	3	
LEF 103 Introduction to Crime Control	3	
LEF 105 Criminal Behavior	3	
PBS 138 Public Service Seminar	1	
	<u>16-17</u>	

Spring Semester

ENG 112 Communications II	3
PSY 132 General Psychology	3
LEF 115 Interpersonal Relations	3
LEF 205 Survey of Crime Detection Methods	3
LEF 209 Criminal Law	3
	<u>15</u>

Recommended Elective:

LEF 210 Introduction to Forensic Investigation

LEGAL SECRETARIAL STUDIES

The legal secretary curriculum is designed to provide specialized training for the secretary who intends to secure employment in a legal office, courthouse, corporate legal department, bank, or real estate 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 - Fall Semester

TYP 116 Beginning Typewriting	3
SHN 124 Beginning Shorthand	3
BUS 111 Business Math	3
PSY 128 Human Relations	2
ENG 111 Communications	3
MGT 236 Records Management	1
BUS 138 Business Seminar	1
	<u>16</u>

First Year - Spring Semester

TYP 117 Typewriting	3
SHN 125 Shorthand	3
BUS 128 Office Machines	3
ENG 112 Communications	3
BUS 221 Business Law	4
BUS 127 Business Machines	1
	<u>17</u>

Second Year - Fall Semester

TYP 230 Production Typewriting	3
SHN 232 Shorthand	3
BUS 247 Legal Secretarial Practice	3
BUS 235 Business Correspondence	3
ACC 220 Business Accounting	3
DPR 205 Word Processing	3
	<u>18</u>

Second Year - Spring Semester

BUS 237 Office Procedures	3
PSC 131 American Government	4
SHN 233 Shorthand	3
BUS 248 Legal Secretarial Practice	3
BUS 241 Legal Secretarial Work Experience or	
DPR 210 Advanced Word Processing	2-3
	<u>15-16</u>

A proficiency exam is available for TYP 116, 117 and SHN 124, 125 for those students entering the program with a background in shorthand and typewriting. See your advisor or the chairperson of the Business and Industry Division for information.

MACHINING

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

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.

Fall Semester

MAT 105 Technical Math I	3
DRT 192 Blueprint Reading	3
MAC 150-154 Machine Processes	11
IND 138 Industrial Seminar	1
	<u>18</u>

Spring Semester

WEL 181 Introduction to Oxy- Acetylene Welding	1
WEL 182 Introduction to Arc Welding	1
MAT 106 Technical Math II	3
ENG 112 Communications II	3
MAC 155-159 Machine Processes	11
	<u>20</u>

Summer Semester

PSY 128 Human Relations	2
MAC 160-164 Machine Processes	8
	<u>10</u>

MARKETING (MID-MANAGEMENT)

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

purchasing, inventory control, transportation, research, pricing, and credit.

First Year - Fall Semester

ENG 111 Communications	3
BUS 111 Business Mathematics	3
MKT 113 Principles of Marketing	3
BUS 130 Salesmanship I	3
BUS 221 Business Law	4
BUS 138 Business Seminar	1
	<u>17</u>

First Year - Spring Semester

ENG 112 Communications	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 228 Small Business Management	3
PSY 128 Human Relations	2
PSC 131 American Government	4
	<u>18</u>

Second Year - Fall Semester

BUS 110 Introduction to Business	3
ACC 220 Business Accounting	3
BUS 235 Business Correspondence	3
Electives	6
	<u>15</u>

Second Year - Spring Semester

MGT 225 Coordinated Marketing (mid-management training)	3
MGT 226 Coordinated Marketing (mid-management training)	3
BUS 239 Business Seminar	1
BUS 131 Advance Salesmanship	3
Business Elective	3
	<u>13</u>

MEDICAL TRANSCRIPTION

This is 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 doctors' offices and perform medical transcription and other related tasks. Successful completion of the program leads to a certificate of achievement.

Fall Semester

MGT 236 Records Management	1
TYP 116 Typewriting	3
ENG 111 Communications	3
BUS 127 Calculating Machines	1
PSY 128 Human Relations	2
ACC 220 Business Accounting	3
BUS 215 Introduction to Medical Terminology	2
BUS 138 Business Seminar	1
	<u>16</u>

Spring Semester

TYP 117 Typewriting	3
BUS 128 Office Machines	3
BUS 237 Office Procedures	3
BUS 235 Business Correspondence	3
BUS 249 Medical Transcription	2
BUS 216 Advanced Medical Terminology	3
	<u>17</u>

Summer Semester

BUS 250 Advanced Medical Transcription	5
DPR 205 Word Processing	3
	<u>8</u>

A proficiency exam is available for TYP 116 and 117 for those students entering the program with a sound background in typewriting. See your advisor or the chairperson of the Business and Industry Division for information.

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

This program is accredited by the National League for Nursing.

The Associate Degree Nursing Program is offered in cooperation with the Southern Illinois Collegiate Common Market. The program was developed as an open curriculum model and designed to provide career mobility for persons who have successfully completed a practical nursing program or its equivalent. Individualized modular instruction is the basis for the nursing curriculum.

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

Upon satisfactory completion of the program, the student will be eligible to take the Illinois State Board Test Pool Examination for registered nursing.

Fall Semester

ENG 111 Communications or ENG 101 English Composition I	3
ADN 201 Introduction to Conceptual Framework	3
ADN 217 Orthopedic-Dermatological Nursing Interventions	3
ADN 204 Neurological-Sensory Nursing Interventions	2
ADN 208 Metabolic-Endocrine Nursing Interventions	2
ADN 216 Gastrointestinal-Genital-Urinary Nursing Interventions	3
CHM 101 General Inorganic Chemistry or PHS 104 Chemistry for Non-Science Majors	3-5
ALH 138 Allied Health Seminar	1
	<u>20-22</u>

Spring Semester

SOC 263 Marriage & Family	3
ADN 219 Cardiovascular Nursing Interventions	3
ADN 211 Respiratory Nursing Interventions	2
ADN 214 Maternal-Neonate Nursing Interventions	2
ADN 215 Pediatric Nursing Interventions	3
ADN 218 Psychiatric Nursing Interventions	3
HMM 243 Supervisory Techniques	2
	<u>18</u>

Summer Semester

PSC 131 American Government	4
ADN 209 Community Health Nursing	2
ADN 213 Nursing Today & Tomorrow	2
	<u>8</u>

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

All courses are offered at John A. Logan College and appropriate clinic sites.

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.

NURSING ASSISTANT

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

The course has been approved by the Illinois Department of Public Health and 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 and receive an official certificate with the State of Illinois Seal.

NAD 101 Nursing Assistant	5
	<u>5</u>

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 health 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.

First Semester

PNE 101 Fundamentals of Nursing	2
PNE 102 Nursing Procedures	2
PNE 103 Clinical Nursing	3
PNE 104 Affective Domain of Nursing	2
PNE 105 Nursing Throughout the Life Cycle	2
PNE 100 Nutrition	3
BIO 105 Anatomy and Physiology	3
PNE 161 Pharmacology in Nursing I	2
	<u>19</u>

Second Semester

PNE 171 Pharmacology in Nursing II	2
PNE 183 Maternal and Newborn Health	3
PNE 184 Clinical Obstetrics	2
PNE 193 Pediatric Nursing	2
PNE 194 Medical/Surgical Clinic (Part III)	1
PNE 204 Medical/Surgical Nursing (Part I)	2
PNE 205 Medical/Surgical Clinic (Part I)	3
PSY 128 Human Relations or PSY 132 General Psychology	2-3
	<u>17-18</u>

Summer Semester

PNE 206 Medical/Surgical Nursing (Part II)	2
PNE 207 Medical/Surgical Clinic (Part II)	3
PNE 208 Mental Health Nursing	1
ENG 112 Communications II or SPE 115 Speech	3
ALH 138 Allied Health Seminar	1
	<u>10</u>

RETAILING

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

Fall Semester

ENG 111 Communications I	3
BUS 111 Business Mathematics	3
MKT 113 Principles of Marketing I	3
BUS 130 Salesmanship I	3
BUS 138 Business Seminar I	1
Elective	3
	<u>16</u>

Spring Semester

ENG 112 Communications II	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 228 Small Business Management	3
ACC 220 Business Accounting	3
PSY 128 Human Relations	2
	<u>17</u>

STENOGRAPHY

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 sound 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, and receptionist. Graduates will also be qualified for civil service positions. The program leads to the certificate of achievement.

Fall Semester

TYP 116 Typewriting I	3
SHN 124 Shorthand I	3
ENG 111 Communications I	3
BUS 127 Calculating Machines	1
BUS 111 Business Mathematics	3
BUS 235 Business Correspondence	3
BUS 138 Business Seminar I	1
	<u>17</u>

Spring Semester

TYP 117 Typewriting II	3
SHN 125 Shorthand V	3
BUS 128 Office Machines	3
MGT 236 Records Management	1
ACC 220 Business Accounting	3
BUS 237 Office Procedures	3
	<u>16</u>

A proficiency exam is available for TYP 116, 117 and SHN 124, 125 for those students entering the program with a background in shorthand and typewriting. See your advisor or the chairperson of the Business and Industry Division for information.

TEACHER AIDE STUDIES

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

First Year - Fall Semester

CCT 160 Introduction to Pre-School Children	3
CCT 161 Principles and Practices of Child Care	4
MUS 115 Music for Children	3
PSY 132 General Psychology	3
CCT 272 Reading Skills	2
ALH 101 Cardiopulmonary Resuscitation	1
	<u>16</u>

First Year - Spring Semester

CCT 162 Introduction to School Age Children	3
CCT 265 Recreation and Crafts for Children	3
ART 210 Art Education	3
ENG 111 Communications I	3
PSY 262 Child Psychology	3
LIT 264 Literature for Children	3
	<u>18</u>

Second Year - Fall Semester

ENG 112 Communications II	3
PSY 265 Education of Exceptional Children	2
CCT 264 Methods of Teaching Special Children	3
PNE 100 Nutrition	3
CCT 267 Teacher Aide Laboratory	5
	<u>16</u>

Second Year - Spring Semester

PSC 131 American Government or HIS 201 or HIS 202 United States History I or II	3-4
SOC 263 Marriage and Family	3
CCT 266 Pre-School Administration	4
CCT 268 Teacher Aide Laboratory	5
	<u>15-16</u>

GENERAL WELDING

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

Fall Semester

IND 201 Metallurgy	2
MAT 105 Technical Mathematics I	3
DRT 192 Blueprint Reading	3
WEL 150-156 Welding	10
IND 138 Industrial Seminar	1
	<u>19</u>

Spring Semester

PSY 128 Human Relations	2
ENG 112 Communications II	3
IND 121 Manufacturing Processes I	2
WEL 157-163 Welding	10
	<u>17</u>

HEAVY EQUIPMENT WELDING

This program provides additional training to graduates of the one-year welding program offered at John A. Logan College. The Course offers a higher degree of skill and more specialized training for heavy equipment welding as used in industry. Individuals completing the program will be awarded a certificate of achievement.

WEL 188 Welding Laboratory I	1
WEL 189 Welding Laboratory II	1
WEL 190 Welding Laboratory III	1
WEL 191 Welding Laboratory IV	1
	<u>4</u>

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 Boards 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 Vice-President for Instructional Services at John A. Logan College, District No. 530.

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

Students interested in enrolling in one of the programs offered at Rend Lake Community College should contact the Office of the Vice-President for Instructional Services at John A. Logan College, District No. 530.

Agricultural Business	Degree/Certificate
Agricultural Mechanics	Degree/Certificate
Agricultural Production	Degree/Certificate
Architectural Technology	Degree
Commercial Art	Degree/Certificate
Interior Design	Degree
Music	Degree
Operating Room Technology	Certificate

**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 Boards 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 Vice-President for Instructional Services at John A. Logan College, District No. 530.

Agricultural Technology	Degree
Air Conditioning/ Refrigeration	Degree/Certificate
Auto Body Technology	Degree
Cabinet Making	Degree
Coal Mining Technology	Degree/Certificate
Conservation & Outdoor Recreation	Degree
Data Processing-Keypunch	Certificate
Data Processing-Programming	Degree
Electronics Technology	Degree
Emergency Preparedness	Certificate
Environmental Control Technology	Degree
Gerontology	Certificate
Library Media Technology	Degree
Masonry	Certificate
Medical Secretary	Degree/Certificate
Petroleum Technology	Degree
Radio-Television Broadcasting	Degree
Telecommunications Technology	Degree/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 Boards of Trustees of Rend Lake Community College and John A. Logan College.

DIVISION OF CONTINUING EDUCATION
AND COMMUNITY SERVICES

Vocational Skills

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.

CREDIT COURSES AND PROGRAMS

The College offers 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.

GENERAL STUDIES ADULT EDUCATION
COURSES AND PROGRAMS

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

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

GENERAL STUDIES COURSES

Homemaking

Breadmaking
Cake Decorating
Candy Making
Discipline without Punishment
Drapery Making
Family Resources and Management
Furniture Refinishing
Furniture Reupholstery
How to Parent
Income Tax Preparation (Personal)
Interior Decorating
Investments
Knitting
Microwave Cooking
Parent Effectiveness Training (PET)
Parenthood (Introduction)
Plumbing for Homemakers
Problems and Solutions of Adulthood
Remodeling Your Kitchen
Sewing Design
Sewing with Knits
Tailoring
Weaving

Advanced Firearms Training for Security Guards
Alcoholism Counseling
Arc Welding
Bank Data Processing
Bank Operation
Bee 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
Comparative Religions
Conversational French
Creative Photography
Creative Writing
Historic and Scenic Southern Illinois
Horse Care Management

Insurance (Fundamentals of)
Meteorology
Media in Instruction
Microcomputer Programming in BASIC
Microwave Cooking
Movies (American)
Natural Foods Cookery II
Photography (Beg.)
Photography (Inter.)
Photography (Adv.)
Public Speaking
Quilting and Marketing (Fundamentals of)
Speed Reading
Supplemental Income
Tax Preparation for Small Business

Family Circumstances

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

Health and Environmental Studies

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

Development and Preparatory Studies/Skills

Adult Basic Education I
Adult Basic Education II
Adult Basic Education III
Basic Skills Development I
Basic Skills Development II
Basic Skills Development III

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

Intellectual and Cultural Studies/Skills

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

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. 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/she wishes on a priority basis. First priority will be given to new students and

then to students wishing to repeat public service courses.

A Partial List of Public Service Courses

ABCs of Children's Cooking
Aerobic Dance (Adv.)
Aerobic Dance (Inter.)
Aerobic Dance (Beg.)
Antique Home Furnishings
Antique Home Furniture
Antique Survey
Antiques Studies--Glassware and Metals
Appleworks
Architectural Preservation
Alternatives for Women
Art for Kids (8-11)
Astrology
Ballroom Dancing (Inter.)
Basketball (Men)
Bird Taxidermy
Bird Conditioning
Bowling
Cake Decorating (Adv.)
Chain Saw Maintenance
Christmas Cookies and Breads
Clock Repairing (Beg.)
Color Analysis and You
Community Band
Community Chorus
Community Recreation
Conversational German
Cosmetology (Adv.)
Creative Glass Blowing (Beg.)
Creative Stencilling
Diversified Financial Planning
Dog Obedience (Beg.)
Drawing and Painting of Birds and Wildlife
Electronics (Beg.)
Energy-Efficient Remodeling-Building
Genealogy and Family Genetics
General Crafts
General Horticulture
Golf (Adv.)
Golf (Beg.)
Guitar (Beg.)
Gymnastics
High-Tech Hair Design
Home Construction
Home Decorating
Home Vegetable Gardening
Horseshoeing
How to Invest in the Stock Market
Illinois Game Fishing
Interior Decorating (Adv.)
Introduction to 35MM Cameras
Investigative Technique for Security Guards
Italic Calligraphy (Inter.)
Karate (Adv.)
Laying Brick and Concrete Blocks
Making the Most of Your Microwave
Matting and Framing of Artwork
Meteorology
Stained Glass Windows
Stitchery (Creative)
Taxidermy
Volleyball (Men & Women)

BUSINESS SERVICE CENTER

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

The Business Service Center offers customized training courses, technical training, high impact training services, internships, technical assistance, placement, and referral services. Any business wishing to take advantage of these services should call or visit the Business Service Center at the College, telephone 985-3741, extension 239.

PUBLIC AND COMMUNITY SERVICE ACTIVITIES

Adult Re-entry Programs

Programs and services are 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 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.

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 toll-free by telephoning the Admissions Office at 985-3741, 549-7335, 937-3438, or 542-8612 after the schedule is published in the newspaper. Individuals outside these telephone exchanges may dial 1-800-851-4720. Students will be billed by mail for the tuition. Registration enrollment can also be completed by attending the first meeting of the class. All enrollment is on a "first-come-first-served" basis.

Workshops, Conferences and Seminars

Short-term, intensive learning experiences are available 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.

JTPA-Sponsored Classroom Training

The Job Training Partnership Act (JTPA) provides no-cost classroom training to persons who meet federal economic guidelines.

Early School Leavers Program

The College offers an opportunity for high school drop-outs, age 16-24, to obtain vocational training through an individualized plan. Students can work toward a general education development certificate or take adult education vocational courses or credit classes.

Internship Program

The John A. Logan College internship program is an on-the-job work experience which will enable the student to apply the skills and knowledge learned in the classroom. This experience is a cooperative adventure involving the student, the College, and a training station. It will be closely planned and supervised by the College coordinator and the employer in order that the student may obtain maximum benefit. Students will be evaluated by the College coordinator after a conference with the trainer at the training station.

Dislocated Worker Assistance Center

The Dislocated Worker Assistance Center provides free assessment, counseling, training (classroom and on-the-job) to JTPA, Title III-eligible dislocated workers.

General Educational Development (GED) Classes

The College offers instruction to students who have not graduated from high school and want to prepare for the GED exam (high school equivalency). Instruction includes the following areas: English, math, science, social studies and the U.S. and Illinois Constitutions. Classes are generally offered on campus and in various communities throughout the district each semester. Interested students may obtain more information regarding registration, class meeting times, and dates by calling the director of adult basic education.

Adult Basic Education (ABE) Classes

Students who have not completed high school and wish to improve their skills in math and reading may enroll in the Adult Basic Education (ABE) program. (This program is for students who have limited skills and are not prepared to review for the GED examination.) Individual tutoring and group instruction is available on campus and in various communities throughout the district.

Adult Secondary Education Program

The College offers courses for high school credit to those students who have dropped out of high school and wish to earn their high school diploma. Courses are offered on the College campus during the day. Students interested in obtaining more information regarding registration may call the director of adult basic education.

The Literacy Connection (LITCON)

LitCon is an adult reading improvement program. Volunteers are recruited and trained to tutor those enrolled or preparing to enroll in adult basic education classes. The tutoring is conducted on campus and in the communities of the College district. It is a free program available throughout the year for persons age 16 or older. In certain cases, volunteers may receive College credit for their tutoring. Entry to the program for both learners and tutors can be arranged by calling the LitCon coordinator at the college.

COURSE DESCRIPTIONS

DIVISION OF ALLIED HEALTH AND PUBLIC SERVICE

ALLIED HEALTH

ALH 101 CARDIOPULMONARY RESUSCITATION 1 Hour

Prerequisites: None
1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of transferring the victim to a hospital.

ASSOCIATE DEGREE NURSING

ADN 201 INTRODUCTION TO CONCEPTUAL FRAMEWORK 3 Hours

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

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 Hours

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 experiences.

ADN 209 COMMUNITY HEALTH NURSING
2 Hours

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

ADN 211 RESPIRATORY NURSING INTERVENTIONS
2 Hours

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 213 NURSING TODAY AND TOMORROW
2 Hours

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. Students will be given an opportunity to apply their knowledge and nursing skills in a practical experience.

ADN 214 MATERNAL-NEONATE NURSING INTERVENTIONS
2 Hours

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

This course is designed to provide the student with more in-depth knowledge and broader 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 childbearing family. Learning opportunities include both theory and selected clinical experiences.

ADN 215 PEDIATRIC NURSING INTERVENTIONS
3 Hours

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

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 (2-2)

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 (2-2)

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 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.

HMM 243 SUPERVISORY TECHNIQUES
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed to develop the supervisory ability of department heads and other supervisors.

Areas of supervisory concepts and practices, the mutual expectations of workers and management, human relations, communications, hiring, training, coaching, counseling, and other qualities important to the person who must provide the necessary leadership and guidance of workers.

CHILD CARE TEACHER AIDE

ALH 101 CARDIOPULMONARY RESUSCITATION
1 Hour

Prerequisite: None
1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of transferring the victim to a hospital.

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 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 PRE-SCHOOL CHILDREN
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introductory course in the study of children, stressing 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: CCT 160 or concurrent enrollment
6 hours weekly (3-3)

This course will focus attention on guidance of young children in group settings. Included will be in-depth studies in pre-school education types and techniques of guidance behavior problems. Familiarizes students with safety and first aid measures for common preschool children's accidents.

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 disciplining school age children and general characteristics of the child as he/she matures.

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 special children, such as the gifted, hearing impaired, learning disabled, etc. 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)

This course introduces the student to the purposes of recreational and creative activities for young children. Emphasis is placed on planning activities, methods of presentation of materials, and writing goals for each activity to assure successful experiences.

CCT 266 PRE-SCHOOL ADMINISTRATION
4 Hours

Prerequisites: CCT 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, budgets, parent-school relationships, policies, and managerial duties. Community services, which are available to support pre-school centers, will also be discussed.

CCT 267, 268 CHILD CARE/TEACHER AIDE LABORATORY
5 Hours

Prerequisites: Consent of Division Chair
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 paperwork 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. The 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, and 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 grooming, visual poise and personality development, cytology and bacteriology, sanitation and sterilization, physics and chemistry of hair, osteology, myology, neurology, and various systems of the body.

COS 102 COSMETOLOGY THEORY
3 Hours

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

A study of basic principles of electricity and light therapy as applied to beauty science, Illinois law, salon management, mathematics of cosmetology, nails, and disorders of nails and pedicuring.

COS 103 COSMETOLOGY THEORY
2 Hours

Prerequisites: COS 102 and 1120 clock hours
2 hours weekly (2-0)

A study for the practical application of salon management, mathematics of cosmetology, rules and regulations for open competition styling and competition judging, Illinois law, and cosmetology for blacks.

COS 111 COSMETOLOGY LABORATORY
9 Hours

Prerequisites: None
27 hours weekly (0-27)

Demonstrations and lectures by instructors with student participation and application of beauty services familiar to the profession, including shampooing, molding of hair, fingerwaving, pin-curl and roller placement, hair shaping with scissors, razors, and thinning shears, permanent waving, chemical hair straightening, (including lye, no-lye, and ammonium thioglycolate), application of rinses, hair coloring (temporary, 3-5 week color, tinting, lightening, frosting, minking, tint-back and special-color effects) manicuring, eyebrow arching, lash and brow tint, waxing, and basic make-up application. Students will exchange beauty services on each other and after 240 clock hours of study will perform beauty skills on patrons in clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic and required by the Department of Registration and Education, State of Illinois.

COS 112 COSMETOLOGY LABORATORY
9 Hours

Prerequisites: COS 111 and 512 clock hours
27 hours weekly (0-27)

Introduction to thermal curling, superfluous hair removal, balance, line and design for hair styling, hair pressing, chemistry of permanent waving, chemical relaxing, hair coloring (all types), make-up (daytime and evening), and review and practice of skills taught in Cosmetology 111 with demonstration 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 as required by the Department of Registration and Education, State of Illinois.

COS 113 COSMETOLOGY LABORATORY
8 Hours

Prerequisites: COS 112 and 1024 clock hours
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, thermal curling and waving, artistry in hair styling, complete review of Cosmetology 111 and 112 in preparation for State Board Examination.

COS 114 COSMETOLOGY LABORATORY
10 Hours

Prerequisites: Cosmetology 113 and concurrent enrollment in Cosmetology 104.
30 hours weekly (0-30)

Completion of the Associate in Applied Science degree program. Clinic practice for the term will be a simulation of actual salon operation. Student will review in preparation for the State Board Examinations.

COS 124 COSMETOLOGY SEMINAR
1 Hour

Prerequisites: Concurrent Enrollment with COS 130
1 hour weekly (1-0)

A concurrent weekly seminar supports Cosmetology 130. New trends, advanced techniques, and updated product knowledge will be presented to provide the students with information necessary for a successful internship.

COS 130 COSMETOLOGY INTERNSHIP
3 Hours

Prerequisites: COS 101, 102, 111, 112, and 113
15 hours weekly (0-15)

A unique aspect of the cosmetology program is the opportunity to integrate theoretical knowledge and skills learned in the classroom within the salon setting. The student will either be licensed or preparing to take the State Board Examination

A student will spend a minimum of 15 hours per week in the salon. Hours, ability, and professionalism will be evaluated by the employer. Students are also supervised by College personnel.

CRIMINAL JUSTICE 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 108 PERSONNEL MANAGEMENT IN CRIMINAL JUSTICE 3 Hours

Prerequisites: LEF 103 and LEF 105
3 hours weekly (3-0)

This course will enable the student to have a better understanding of the supervisory role in the criminal justice system. To include topics of promotions, leadership techniques, and employee disciplinary practices; interdepartmental relations, wages, grievances, morale and safety; as well as oral and written communications.

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.

LEF 201 INTERNSHIP 4 Hours

Prerequisites: Consent of Allied Health and Public Service Division Chairperson
15 hours weekly (0-15)

An optional internship to give the student supervised experience and exposure to various operations of a criminal justice agency.

LEF 203 INTRODUCTION TO SECURITY 3 Hours

Prerequisites: LEF 103 and LEF 105
3 hours weekly (3-0)

This course will introduce the student to public and private security. Emphasis will be placed on history of public and private security agencies, organization of security agencies, security

planning, and issues of retail security loss prevention, physical security, and design.

LEF 205 SURVEY OF CRIME DETECTION METHODS 3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation and will have learned some skills in photography, mouldages, and fingerprinting. He will have also learned the value and techniques of preserving evidence and how the chain of evidence is vital to a successful prosecution.

LEF 209 CRIMINAL LAW 3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

LEF 210 INTRODUCTION TO FORENSIC INVESTIGATION 3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is an orientation scientific course dealing with the application of several scientific methods of criminal investigation of crime scenes. Topics discussed will include: polygraph, firearms and tool mark identification, hairs and fiber examination, drug analysis, serial number restoration, crime scene investigation, investigator's role in the post-mortem examination, and paint and glass examination. Upon completion of the course, the student will have a working knowledge of basic scientific criminal investigation methods. This class will also be of good use to police officers for ever-widening field crime laboratory services.

LEF 218 INTRODUCTION TO CORRECTIONS 3 Hours

Prerequisites: Successful completion of first year
3 hours weekly (3-0)

This course will examine local confinement facilities, county jails, juvenile facilities, and state and federal prison systems. Emphasis will also be placed on correctional administration models, correctional institution designs, and the history of prison systems.

LEF 219 CRIMINAL LAW II 3 Hours

Prerequisites: Successful completion of first year
3 hours weekly (3-0)

Criminal Law II will apply constitutional law and the law of due process to the study of substantive code as well as other existing state laws and correctional codes.

LEF 220 PROBATION, PAROLE AND
COMMUNITY-BASED CORRECTIONS
3 Hours

Prerequisites: Successful completion of first year
3 hours weekly (3-0)

This course will examine alternatives to incarceration and include the history and philosophical foundations of such programs. Special emphasis will be given to probation and parole systems, models of community-based corrections such as group homes, work release programs, and half-way houses. Treatment and rehabilitation methods will also be covered.

LEF 221 POLICE ADMINISTRATION
3 Hours

Prerequisites: Successful completion of first year
3 hours weekly (3-0)

This course will introduce the student to modern principles of organization and management and provide information on organizational theory, behavior, and administration. Emphasis will be placed on objectives of police operations and future trends in police administration.

ALH 101 CARDIOPULMONARY RESUSCITATION
1 Hour

Prerequisites: None
1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of transferring the victim to a hospital.

DENTAL ASSISTING

DNA 100 DENTAL SCIENCE I
4 Hours

Prerequisites: None
4 hours weekly (4-0)

This course is to provide basic information on the general anatomy and physiology of the human body, including a comprehensive study of head and neck anatomy and physiology. Also included is the study of oral embryology, detailed tooth morphology, and oral histology; microbiology as it relates to diseases important to dentistry, routes of infection, dental operatory cross infection and clinical asepsis.

DNA 101 DENTAL SCIENCE II
3 Hours

Prerequisites: DNA 100
3 hours weekly (3-0)

This course is to provide information on pathology of non-transmittable diseases of the oral cavity. The role of pharmacology in relation to oral dentistry will be explored and the handling of medical emergencies in the office will be studied, including obtaining health histories and vital signs.

DNA 102 DENTAL ASSISTING PROCEDURES I
4 Hours

Prerequisites: None
6 hours weekly (2-4)

A study of basic equipment, instruments, and procedures associated with the dental office. The dental assisting student will be prepared to assist the dentist in all phases of dental procedures performed in the operatory. This course includes materials regarding oral diagnosis and treatment planning, tooth numbering, and surface annotation, general operative instruments and their care and supplies, local anesthesia and premedication, and isolation procedures. The four-handed method of dentistry will be taught. Includes information regarding operative dentistry, including cavity preparation, amalgam restorations, esthetic restoration, cast gold inlay, and restoration.

DNA 103 DENTAL ASSISTING PROCEDURES II
2 Hours

Prerequisites: DNA 102
3 hours weekly (1-2)

This course is a continuation of Dental Assisting Procedures 102. It contains further study regarding procedures; however it utilizes the basic skills acquired in DNA 102. This course contains information concerning the dental specialties, including patient care, management and treatment planning. The course will familiarize the student with the various dental specialties such as these: pedodontics, prosthodontics, orthodontics, endodontics, periodontics, and oral surgery. The student will be able to demonstrate specific knowledge and procedures associated with each recognized dental speciality. The course includes materials to familiarize the student with diagnosis and treatment planning.

DNA 104 DENTAL RADIOGRAPHY I
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation, and operator and patient protection during radiographic procedures. The types of exposures included in this course include bitewing and periapical (bisecting and paralleling). This course provides the student with the technical knowledge needed for positioning, exposing, processing, mounting, and evaluating dental radiographs (to the extent of normal anatomy).

DNA 105 DENTAL RADIOGRAPHY II
2 Hours

Prerequisites: DNA 104
3 hours weekly (1-2)

This course utilizes the basic knowledge and skills emphasized in DNA 104 and introduces the technical knowledge and experience to prepare diagnostically acceptable intraoral radiographs using both the bisecting and paralleling techniques. In addition, this course will encompass the techniques for exposing radiographs on children, and other special populations, and edentulous patients. The course also includes developing skills in the extraoral techniques used in dentistry.

DNA 106 PREVENTIVE DENTAL HEALTH EDUCATION
2 Hours

Prerequisites: None
3 hours weekly (1-2)

The student will be introduced to techniques for teaching the prevention and correction of oral diseases and maintenance of dental health. This course includes topics on assessing needs, identifying objectives, developing and implementing programs and evaluative processes that the student needs in regard to dental health education. Also included will be a thorough discussion of diet and nutrition, hard and soft deposits, oral hygiene, oral physiotherapy, and systemic and topical fluorides. Practical experience will be provided for the delivery of dental health education.

DNA 107 DENTAL MATERIAL I
3 Hours

Prerequisites: None
4 hours weekly (1-4)

This course is designed to develop a working knowledge of dental materials and material manipulation. Background of dental materials including identification, manipulation, application and storage will be presented together with the materials relation to the oral environment and the various dental procedures. Every dental material cannot be covered, but the more common materials are discussed by groups. The information in this course will be specific to plaster and dental stone, amalgams, esthetic restorative materials, synthetic resins, and the science of metals: gold and alloys. Whenever appropriate, laboratory exercises will be included.

DNA 108 DENTAL MATERIALS II
3 Hours

Prerequisites: DNA 107
5 hours weekly (1-4)

This course is designed to develop a working knowledge of dental materials manipulation. Background information of the dental materials will be presented together with the materials relation to the various dental procedures. The information in this course will be specific to metallurgy, gold and alloys, impression materials, wax, gypsum, investments, casting and soldering procedures, impression materials, porcelain, full and partial denture prosthetics, abrasives and polishing. Whenever appropriate, laboratory exercises will be included.

DNA 109 DENTAL OFFICE PROCEDURES
2 Hours

Prerequisites: None
3 hours weekly (1-2)

This course will teach the student correct procedures for assisting the dentist in the operation of a smooth and efficient office. Effective oral and written communication with the public will be stressed. The business and clerical aspects involved in operating a successful dental office will be explored.

DNA 110 DENTAL ETHICS, LEGAL CONSIDERATIONS, AND PROFESSIONALISM
1 Hour

Prerequisites: None
1 hour weekly (1-0)

The purpose of this course is to familiarize the student with ethical and legal considerations and professional conduct expected of all members of the dental health team in the performance of their professional responsibilities. Information on professional organizations will be included. An emphasis will be placed on legal terminology, governing organizations and agencies, and specific responsibilities of the dental assistant. Hypothetical situations and case histories will be used to clarify the information and concepts.

DNA 111 DENTAL ASSISTING INTERSHIP I
3 Hours

Prerequisites: Successful completion of first semester
11 hours weekly (1-10)

This course is designed to provide the student with practical experience in a dental office. The student will assist at the chairside and perform other duties routinely performed by a dental assistant under the supervision of office personnel. During this practical experience, the student will begin to develop competency in dental assisting procedures and acquire beginning basic communication skills for effective communication with the patient and dental health team. The student will spend one hour a week in class, during which time current techniques and equipment used in the dental profession will be explored. Practical experiences will be shared and discussed.

DNA 112 DENTAL ASSISTING INTERNSHIP II
3 Hours

Prerequisites: Successful completion of second semester
11 hours weekly (1-10)

This course is designed to provide the student with continuing practical experience in a dental office. Entry level competency will be demonstrated in chairside and routine office procedures under the direction of office personnel. Students will demonstrate effective therapeutic communication skills. Classroom discussion will include information concerning internship experiences, employer-employee relationships, job opportunities, and current techniques and equipment used in the dental profession.

ALH 101 CARDIOPULMONARY RESUSCITATION
1 Hour

Prerequisites: None
1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of transferring the victim to a hospital.

DEVELOPMENTALLY DISABLED ATTENDANT CARE

DDA 101 DEVELOPMENTALLY DISABLED
ATTENDANT CARE
6 Hours

Prerequisites: None
9 hours weekly (3-6)

This course is designed for students interested in becoming aides to the developmentally disabled or habilitation aides in mental health or long-term care facilities. Emphasis is placed on resident safety and health, normalizing daily living environment, basic rights and needs of residents, and programming for the developmentally disabled resident. A certificate is awarded at the completion of this course.

EMERGENCY MEDICAL TECHNOLOGY

EMT 111 EMERGENCY MEDICAL TECHNICIAN
6 Hours

Prerequisites: None
7 hours weekly (5-2)

Designed for individuals engaged in emergency care, such as ambulance attendants, fire and rescue personnel, etc. The course is an advanced care course utilizing both didactic and practical applications.

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: None
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.

EMT 115 EMERGENCY MEDICAL TECHNICIAN II
2 Hours

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

This course teaches the students advanced concepts, legal implications, mast trousers, 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 a 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.

HOME ECONOMICS

PNE 100 NUTRITION
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

HEC 101 CONSUMER EDUCATION
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

NURSING ASSISTANT

NAD 101 NURSING ASSISTANT
5 Hours

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 facility, or health department. The nursing

assistant will provide services related to the comfort and welfare of the resident under direct supervision of the licensed nurse or physician. Some topics to be covered include body mechanics, transfer techniques, basic anatomy and physiology, personal care, vital signs, rehabilitation, death, dying, and post-mortem care.

PRACTICAL NURSING

PNE 101 FUNDAMENTALS OF NURSING 2 Hours

Prerequisites: None
2 hours weekly (2-0)

Fundamentals of Nursing is a basic course which presents an introduction to the practice of nursing, the role of the practical nurse and his/her function in the health care system. The student will learn the nursing process, the therapeutic environment health maintenance in the health care system, and nursing interventions in specific situations.

PNE 102 NURSING PROCEDURES 2 Hours

Prerequisites: None
4 hours weekly (0-4)

In order to make each patient as comfortable as possible, a practical nurse must be familiar with a wide range of technical skills. Without adequate professional expertise, the practical nurse will be a helpless bystander to the progression of disease.

The Nursing Procedures course presents content that is fundamental to the practice of nursing skills. An attempt will be made to emphasize the "why" of certain actions--the principles underlying the activity rather than any one procedure.

PNE 103 CLINICAL NURSING 3 Hours

Prerequisites: None
9 hours weekly (0-0-9)

The purpose of PNE 103 is to allow the student the appropriate supervised time to practice in a clinical facility the content theory material presented in PNE 101, 102, and 104.

PNE 104 AFFECTIVE DOMAIN OF NURSING 2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed to present information relating to nursing in the affective domain. The student will become aware of attitudes and feelings concerning critical nursing issues such as death, abortion, colostomy, etc.

PNE 105 NURSING THROUGHOUT THE LIFE CYCLE 2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed to present the theory material necessary to introduce the student to development in terms of maturation, instinct, and cognition. Age groupings will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications.

The individual will be discussed in view of his/her response to him/herself and the health care system.

PNE 161 PHARMACOLOGY IN NURSING I 2 Hours

Prerequisites: None
3 hours weekly (1-2)

This course includes lectures and the supervised administration of drugs. The student will learn the various routes of administration, methods of relating to these, the usual dosage, normal uses and contraindications for use of drugs, and some computation of dosage. The student will have an opportunity to develop skills to administer selected medications safely in a supervised clinical setting.

PNE 171 PHARMACOLOGY IN NURSING II 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 183 MATERNAL AND NEWBORN NURSING 3 Hours

Prerequisites: Completion of first semester
3 hours weekly (3-0)

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

PNE 184 CLINICAL OBSTETRICS 2 Hours

Prerequisites: Completion of first semester
6 hours weekly (0-0-6)

Designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student the appropriate supervised experience.

PNE 193 PEDIATRIC NURSING 2 Hours

Prerequisites: Completion of first semester
2 hours weekly (2-0)

The purpose of this course is to broaden the student's understanding of the care of the well and 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 preventive, rehabilitative, and terminal care of the child and his family while caring for children with acute, chronic, and congenital conditions.

PNE 194 MEDICAL/SURGICAL CLINICAL NURSING
(PART III)
1 Hour

Prerequisites: Completion of first semester
3 hours weekly (0-0-3)

Designed to present the expected pediatric objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PNE 204 MEDICAL/SURGICAL NURSING (PART I)
2 Hours

Prerequisites: Completion of first semester
2 hours weekly (2-0)

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

PNE 205 MEDICAL/SURGICAL CLINIC (PART I)
3 Hours

Prerequisites: Completion of first semester
9 hours weekly (0-0-9)

The PNE 205 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PNE 206 MEDICAL/SURGICAL NURSING (PART II)
2 Hours

Prerequisites: PNE 204 and PNE 205
2 hours weekly (2-0)

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

PNE 207 MEDICAL/SURGICAL CLINIC (PART II)
3 Hours

Prerequisites: PNE 204 and PNE 205
9 hours weekly (0-0-9)

The PNE 207 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PNE 208 MENTAL HEALTH NURSING
1 Hour

Prerequisites: Completion of first semester
1 hour weekly (1-0)

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

DIVISION OF BUSINESS AND INDUSTRY

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. Practice sets providing practice in accounting for a sole proprietorship will be used.

ACC 102 FUNDAMENTALS OF ACCOUNTING
4 Hours

Prerequisites: 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; corporation accounting, including organization and operation, stockholders' equity, earnings, dividends, long-term obligations, and investments; control accounting, including manufacturing and process cost systems, and job order cost systems. A practice set providing practice in accounting for a manufacturing business using the job order cost system will be used.

ACC 201 FINANCIAL ACCOUNTING
4 Hours

Prerequisites: Sophomore standing or consent of instructor
4 hours weekly (4-0)

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

ACC 202 MANAGERIAL ACCOUNTING

3 Hours

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

A continuation of accounting 201 but with emphasis on the use of accounting information in decision-making; cost analysis for decision-making; budgeting and profit planning, evaluating capital expenditure programs; and use of accounting data for pricing decisions and statement analyses.

ACC 215 INTERMEDIATE ACCOUNTING

4 Hours

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

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

ACC 216 INTERMEDIATE ACCOUNTING

4 Hours

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, and 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 Hours

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 involved in the construction of a cost system; distribution of the cost elements--materials, labor, and factory overhead; and job order, process, and standard cost accounting.

ACC 218 TAX ACCOUNTING

3 Hours

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

An introduction to the federal income tax structure as related to the individual and to the small businessman. Emphasis is on the following areas: individual tax returns, including income inclusions and exclusions, deductions allowable and not allowable, types of returns to be filed, exemptions, and special income and deduction items; basic tax responsibilities of small businesses and reporting requirements involved for a sole proprietorship, partnership, and corporation; and the preparation of an individual Illinois income tax return.

ACC 220 BUSINESS ACCOUNTING

3 Hours

Prerequisites: None
3 hours weekly (3-0)

A practical accounting course for non-accountants, this 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 needed business records needed to meet the requirements of the various federal and state laws such as the following: 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.

AGRICULTURAL/AUTOMOTIVE MECHANICS

AAM 170 FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES

1 Hour

Prerequisites: None
1 hour weekly (1-0)

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

AAM 171 ENGINE ELECTRICAL

2 Hours

Prerequisites: None
2 hours weekly (2-0)

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

AAM 172 FUEL, LUBRICATION, AND CARBURETION

1 Hour

Prerequisites: None
1 hour weekly (1-0)

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

AAM 173 BRAKES AND SUSPENSION
2 hours

Prerequisites: None
2 hours weekly (2-0)

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

AAM 174 DIESEL ENGINES
1 Hour

Prerequisites: None
1 hour weekly (1-0)

The principles of diesel engines 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 Hour

Prerequisites: None
1 hour weekly (1-0)

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

AAM 176 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY
5 Hours

Prerequisites: None
15 hours weekly (0-15)

Laboratory practices 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: None
15 hours weekly (0-15)

Laboratory practice of shop safety, the use of proper 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 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)

Studies 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. Uses 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 STUDIES
2 Hours

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 and trouble-shooting are stressed. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

AAM 274 SMALL GAS ENGINES
1 Hour

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

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

AAM 275 SERVICE MANAGEMENT
1 Hour

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

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

AAM 276 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY
5 hours

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

Laboratory practices in shop safety, proper use of tools, and 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 Hours

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

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

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 CPUs, CRTs 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 or consent of instructor
4 hours weekly (2-2)

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).

DPR 110 INTRODUCTION TO WORD PROCESSING
1 Hour

Prerequisites: TYP 116
2 hours weekly (0-2)

This course is designed to help currently employed secretaries that need word processing as well as unemployed persons seeking employment skills. An introduction to word processing and word processing equipment. Basic techniques taught using manuscripts and reports. A basic skill level can be developed in making all necessary revisions in such documents.

DPR 201 COBOL I
3 Hours

Prerequisites: DPR 105
4 hours weekly (2-2)

Introduction to a higher level language, one that is 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 Hours

Prerequisites: DPR 105
3 hours weekly (3-0)

Teaches the design of an integrated business information system. Reviews data base software systems and the design of the tree-structure organization of information.

DPR 204 DATA PROCESSING PRACTICUM
4 Hours

Prerequisites: Consent of Divisional Chairperson of Business and Industry
20 hours weekly (0-20)

This course stresses the application of word processing office procedures. The integration of data processing techniques into general office use is taught. Students gain a proficient level of operation of word processing skills using SCRIPSIT on Radio Shack computers.

DPR 205 WORD PROCESSING
3 Hours

Prerequisites: TYP 117 or equivalent
6 hours weekly (0-6)

Stresses the application of word processing office procedures. Teaches the integration of data processing techniques into general office use using projects and hands-on experience.

DPR 206 BASIC BUSINESS STATISTICS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Common and simple business statistics (non-algebraic). Will use tools of the BASIC

language for statistical application, e.g., square roots, compound interest, declining balances.

DPR 207 APPLICATIONS OF BASIC PROGRAMMING FOR BUSINESS
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course combines lecture and lab projects and applies practical skills and knowledge in a hands-on situation to provide students with experience in business computer hardware and software operations.

DIESEL MECHANICS

AAM 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: AAM 170, 171, 172, 176 or Consent of Instructor
2 hours weekly (2-0)

A detailed study of the fuel system including the following: fuel injectors and nozzles, governors, turbochargers and blowers, and 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 the diesel laboratory.

DIE 181 DIESEL ENGINE MAINTENANCE AND DIAGNOSIS
2 Hours

Prerequisites: AAM 170, 171, 172, 176 or Consent of Instructor
2 hours weekly (2-0)

Emphasis will be placed on testing, instrumentation, lubrication, and fuel requirements as well as the auxiliary systems 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 a practical laboratory work experience in the diesel laboratory.

DIE 187 DIESEL LABORATORY
5 Hours

Prerequisites: AAM 170, 171, 172, 176 or Consent of Instructor
5 hours weekly (0-5)

Laboratory practices 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 focus on the overhaul of diesel engines, servicing, and adjusting

fuel delivery systems, as well as diagnostic methods and maintenance of the diesel engine.

DRAFTING TECHNOLOGY

SUR 101 SURVEYING
3 Hours

Prerequisites: None
5 hours weekly (1-4)

This course teaches the use, care and theory of the chain and level. It also introduces the student to the transit and provides laboratory exercises and experience in chaining, elevations with hand and engineer levels, and measuring horizontal and vertical angles with a transit.

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
4 Hours

Prerequisites: None
6 hours weekly (2-4)

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
3 Hours

Prerequisites: None
5 hours weekly (1-4)

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

DRT 185 INTRODUCTION TO COMPUTER GRAPHICS
2 Hours

Prerequisites: None
3 hours weekly (1-2)

This course is designed to provide the student with an introduction to the practical uses of computer graphics. The student will become familiar with several basic programs and programming techniques. The lab will provide hands-on experience.

DRT 192 BLUEPRINT READING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

DRT 281 ADVANCED COMPUTER GRAPHICS
4 Hours

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

Continuation of Technical Drafting (DRT 182 with DRT 185) emphasis on weldments, piping drawings, electrical drawings, and machine elements. The use of handbooks, catalogs, and other reference materials is emphasized in the design and drawing of various required drawing assignments. All drawings will be done with computer-aided drafting.

DRT 282 TOOL DESIGN
4 Hours

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

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

DRT 283 ADVANCED TECHNICAL DRAWING
4 Hours

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

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

DRT 285 DESCRIPTIVE GEOMETRY
3 Hours

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 systematic notation in graphical solutions.

DRT 294 ADVANCED ARCHITECTURAL DRAFTING
3 Hours

Prerequisites: None
5 hours weekly (1-4)

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

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 an associate of applied science degree. 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.

ECO 201 PRINCIPLES OF ECONOMICS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

ECO 202 PRINCIPLES OF ECONOMICS
3 Hours

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

This introductory course in economics will emphasize microeconomic theory and contemporary problems. The following topics will be included in this course: market structures of American capitalism; elasticity of demand and supply; price and output determination; resource allocation; current domestic problems; the monopoly problem, the farm problem, urban economics, inequality and poverty, labor unions and collective bargaining, the war industry, and the social imbalance controversy; international economics and the world economy.

GENERAL BUSINESS

BUS 101 BASIC BUSINESS MATHEMATICS 1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed for those students enrolling in BUS III with a math deficiency as evidenced by grades in previous math courses or by a conference with the advisor. Any student may elect to enroll in BUS 101. Also, all students enrolled in BUS 111 will be tested the first week of class in order to determine whether they should be enrolled in BUS 101 concurrently with BUS 111. The following topics are covered: whole numbers, introduction to fractions, calculations with fractions, decimals and percentages.

BUS 110 INTRODUCTION TO BUSINESS 3 Hours

Prerequisites: None
3 hours weekly (3-0)

This overview course focuses upon the principles of capitalism, organizational structures of the sole proprietorship and corporation, methods of financing and investing in a business, some basic principles of marketing, including channels of distribution, wholesaling, retailing and the classification of retailers by types of ownership. Because of the broad range of topics in the textbook, lengthy coverage of any business area is impossible. The material in the course provides development of business terminology, theory, concepts and principles through textbook reading material. Because of the quantity of material covered, good reading skills and reading comprehension are essential.

BUS 111 BUSINESS MATHEMATICS 3 Hours

Prerequisites: None
3 hours weekly (3-0)

A math course applied to business and everyday business problems. Some of the topics covered are: binary systems, percentages, discounts, interest, discounting, notes, depreciation, inventory, commissions, bank statements, account sales and purchase, basic statistics, markup, distribution of profits, and overhead expenses.

BUS 121 BUSINESS STATISTICS 3 Hours

Prerequisites: MAT 116
3 hours weekly (3-0)

An introductory course emphasizing the statistical analysis of business and economic data and how it aids in controlling operations and in making sound decisions. Included in the course are methods of collection, presentation, and interpretation of economic data. The following topics are covered: averages, sampling, correlation, time series, price indexes, and statistical applications.

BUS 127 CALCULATING MACHINES 1 Hour

Prerequisites: None
2 hours weekly (0-2)

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 OFFICE 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, 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 through the use of individual problems as well as complete business projects 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 a sales personality important to retail and other types of selling. Modern techniques for making a sale are taught, including prospecting, preapproach, 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 special emphasis on the closing and the handling of objectives. Sales management techniques are emphasized. Video-taped sales talks will be presented by each student.

BUS 138 BUSINESS SEMINAR
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students at JALC with the College policies and rules, available curricula, job opportunities, job-hunting skills and procedures, and the proper preparation of application letters and resumes.

BUS 215 INTRODUCTION TO MEDICAL TERMINOLOGY
2 Hours

Prerequisites: None
3 hours weekly (1-2)

This course will stress the learning and use of medical roots, prefixes, and suffixes needed in medical transcription. In addition, students will learn abbreviations, pathological conditions, and tests relating to body systems.

BUS 216 ADVANCED MEDICAL TERMINOLOGY
3 Hours

Prerequisites: BUS 215
3 hours weekly (3-0)

This course provides continued development of medical terminology pertaining to body systems, pharmacology, radiology, and other related areas. In addition, a background in the anatomy of the body and how it relates to transcription skills will be included.

BUS 221 BUSINESS LAW
4 Hours

Prerequisites: None
4 hours weekly (4-0)

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

BUS 235 BUSINESS CORRESPONDENCE
3 Hours

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 inquiries, favors and requests, sales, credits and collections, goodwill, interoffice memorandums and employment application procedures. Instruction is given in the proper methods of dictation of 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, travel arrangements, participation in meetings and conferences, reference tools, personal appearance, and office etiquette and customs.

BUS 239 BUSINESS SEMINAR
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students at JALC with the College policies and rules, available curricula, job opportunities, job-hunting skills and procedures, and the proper preparation of application letters and resumes.

BUS 240 EXECUTIVE SECRETARY--WORK EXPERIENCE
2 Hours

Prerequisites: Consent of 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. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to 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 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. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to 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 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. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to 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 legal dictation, preparing legal forms, learning legal office procedures. Includes study 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 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. Actual case histories of patients are transcribed using transcription equipment. Accuracy is stressed on the transcription equipment with increasingly higher standards required as the student progress through case studies and other related medical material.

BUS 250 ADVANCED MEDICAL TRANSCRIPTION
5 Hours

Prerequisites: BUS 249
10 hours weekly (0-10)

Simulated on-the-job medical transcription which will enable the students to apply the skills and knowledge learned in previous medical classes. Students will work in 3- to 4-hour blocks of time transcribing from medical tapes. Tapes of doctors with foreign accents are included.

BUS 251 INSURANCE
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A course designed to provide a basic understanding of both personal and business uses of property, casualty, and life insurance. In addition to analyzing policies, company organization, rate-making, adjustment of losses, and risk-bearing are covered.

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 activities, contracts, land use controls, encumbrances, interests in real estate, deeds, and landlord-tenant relations. 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 ordinary banking procedures.

HOTEL-MOTEL MANAGEMENT

HMM 152 SAFETY AND SANITATION
1 Hour

Prerequisites: None
1 hour weekly (1-0)

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

HMM 243 SUPERVISORY TECHNIQUES
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed to develop the supervisory ability of department heads and other supervisors. Areas of supervisory concepts and practices, the mutual expectations of workers and management, human relations, communications, hiring, training, coaching, counseling, and other qualities important to the person who must provide the necessary leadership and guidance of workers.

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, controls, moments of inertia and section modulus of sections, shearing stress and diagrams, bending moments, and diagrams in beams.

IND 105 INTRODUCTION TO COMPUTERS
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed for students who have had little or no contact with computers. The student will learn about different types of systems, advantages of computers in industry, system components, and operation.

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, tapering, threading, reaming, boring, tapping,

facing, and counterboring operations will be emphasized. Various other sheet metal cutting, bending, and welding operations will be performed in relation to flat pattern layout and development.

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, drill presses, grinders, and other metal cutting and bending machines. Basic foundry and heat treating experiences will be provided in the performances of these 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 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 of 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.

MACHINE PROCESSES

MAC 150 INTRODUCTION TO MACHINE PROCESSES
2 Hours

Prerequisites: None
4 hours weekly (0-4)

A study of shop safety, basic measuring tools, layout techniques, mechanical hardware, hand tools, materials, tolerances, and various supportive equipment as used by the machinist.

MAC 151 INTRODUCTION TO DRILLING PROCESSES
2 Hours

Prerequisites: None
4 hours weekly (0-4)

A study of the basic drilling operations, machines, tools, holding devices, taps, tapping, locating techniques, countersinking, counterboring, and reaming operations used by the machinist.

MAC 152 INTRODUCTION TO LATHE PROCESSES
2 Hours

Prerequisites: MAC 150
4 hours weekly (0-4)

A study of engine lathe operations with emphasis on cutting tools, tooling, facing, centerdrilling, alignment, drilling, boring, reaming, knurling, parting, tapping, threading and tapering operations.

MAC 153 INTRODUCTION TO MILLING PROCESSES
2 Hours

Prerequisites: MAC 150
4 hours weekly (0-4)

A study of the vertical and horizontal milling machines and their operation. Emphasis will be placed on cutting tools, holding devices, feeds and speeds, setups, milling slots, grooves, flycutting, alignment, and sawing techniques.

MAC 154 INTRODUCTION TO GRINDING PROCESSES
2 Hours

Prerequisites: MAC 153
4 hours weekly (0-4)

A study of the basic grinding machine operations, including grinding wheel selection, identification, truing, dressing, fluids, workholding devices, and grinding flat and parallel procedures.

MAC 155 INTERMEDIATE MACHINE PROCESSES
2 Hours

Prerequisites: MAC 153, 154
4 hours weekly (0-4)

A continuation of the study of semi-precision and precision measuring techniques with emphasis on surface plate techniques, layout procedures, height and surface gage layout, sine bar and gage block layout procedures, and thread measurement.

MAC 156 INTERMEDIATE LATHE PROCESSES
2 Hours

Prerequisites: MAC 152
4 hours weekly (0-4)

A continuation of the study of the engine lathe with emphasis on the cutting of external and internal threads, collet chucking procedures, precision boring, reaming, recessing, grooving, and tapering procedures.

MAC 157 INTERMEDIATE LATHE PROCESSES
2 Hours

Prerequisites: MAC 156
4 hours weekly (0-4)

A continued study of the engine lathe with emphasis on indicating procedures, four-jaw chucking, mandral turning, turning between centers, and precision thread-measuring techniques.

MAC 158 INTERMEDIATE MILLING PROCESSES
2 Hours

Prerequisites: MAC 153
4 hours weekly (0-4)

A continuation of the milling operations with an emphasis on horizontal and vertical spacing operations, offset boring, angular milling, drilling, reaming, tapping, digital readout operations.

MAC 159 INTERMEDIATE GRINDING PROCESSES
2 Hours

Prerequisites: MAC 154
4 hours weekly (0-4)

A continuation of grinding operations with emphasis on grinding edges, vertical surfaces, angles, shoulders, form grinding, and problems and solutions in surface grinding.

MAC 160 ADVANCED LATHE PROCESSES
2 Hours

Prerequisites: MAC 156
4 hours weekly (0-4)

An advanced study of lathe processes with an emphasis on additional thread form turning, turning eccentrics, precision boring, ring grooving, and form-tool grinding techniques.

MAC 161 ADVANCED LATHE PROCESSES
2 Hours

Prerequisites: MAC 160
4 hours weekly (0-4)

An advanced study of lathe processes with emphasis on the use of the follower rest, steady rest, faceplate turning, carbide tooling, advanced threading, metric threading, and advanced four-jaw chucking procedures.

MAC 162 ADVANCED MILLING PROCESSES
2 Hours

Prerequisites: MAC 158
4 hours weekly (0-4)

An advanced study of milling operations with emphasis on the use of the rotary table, sine plate, the cutting of circular slots, T slots, dovetail slots, form tooling, and indicating procedures.

MAC 163 ADVANCED MILLING PROCESSES
2 Hours

Prerequisites: MAC 162
4 hours weekly (0-4)

Advanced milling operations with emphasis on the milling of keyways, keyseats, sine plate set-ups, precision boring, locating, and horizontal and vertical spacing set-ups.

MAC 164 ADVANCED MILLING PROCESSES
2 Hours

Prerequisites: MAC 163
4 hours weekly (0-4)

Advanced milling operations with emphasis on the use of the indexing head, direct, simple, and angular indexing procedures, milling of grooves, slots, locating of holes, and precision gear cutting procedures.

MANAGEMENT

MGT 112 PRINCIPLES OF MANAGEMENT
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on the fundamental concepts of management, the management process, and organizational behavior. Special attention is given to the basic principles and concepts of the functions of management which include planning, organizing, directing, and controlling the management process. Case studies are used.

BUS 138 BUSINESS SEMINAR
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students at JALC with the College policies and rules, available curricula, job opportunities, job-hunting skills and procedures, and the proper preparation of application letters and resumes.

MGT 225, 226 COORDINATED MARKETING
MID-MANAGEMENT TRAINING
3 Hours Each

Prerequisites: Consent of Divisional Chairperson of Business and Industry
15 hours weekly (0-15)

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

MGT 236 RECORDS MANAGEMENT
1 Hour

Prerequisites: None
2 hours weekly (0-2)

Emphasis is on the basic principles of modern filing systems--including alphabetic, subject, numeric, chronological, and geographic filing. Students

work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, coding, charge-outs, and color-devices as well as modern filing system.

MARKETING

MKT 113 PRINCIPLES OF MARKETING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introductory course designed to expose the student to basic marketing concepts. Topics covered include these: the market concept; market segmentation; buyer behavior; marketing organization; market information systems; research; and the product.

MKT 114 PRINCIPLES OF MARKETING
3 Hours

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

A continuation of MKT 113, emphasis is placed on wholesaling, retailing, channels of distribution, physical distribution, personal selling, advertising, pricing, and overall marketing strategy.

MKT 224 ADVERTISING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An analysis of the principles and practices used in various types of advertising: newspapers, magazines, TV, direct mail, and radio. Principles of advertising budgeting involving a consideration of planning, financing, and managing a campaign. Also involved is a study of color and balance in advertising. Emphasis is placed on the effectiveness of advertising in the total marketing structure.

MKT 228 SMALL BUSINESS MANAGEMENT
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Attention is focused upon transitions in retailing, careers available in retailing, store location and make-up, retailing organizations, personnel, buying, handling and controlling merchandise, budgeting, and promotional techniques.

BUS 239 BUSINESS SEMINAR
1 Hour

Prerequisites: Enrollment in MGT 225
1 hour weekly (1-0)

Topics to be selected 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.

SHORTHAND

SHN 124 SHORTHAND I
3 Hours

Prerequisites: None
5 hours weekly (1-4)

This is a basic course in the principles of Gregg Shorthand, Series 90. Included are the brief forms, the shorthand alphabet, basic theory and frequently used phrases. Reading and writing practice are given on familiar and new materials. Training in transcription, spelling, punctuation, and proofreading is provided. Shorthand speed grades are based on three-minute takes with at least 95% accuracy. The following grade scale is used: A-70 wpm at 1½-3¾; B-60 wpm at 1½-3¾; C-60 wpm at 4¾-5¾.

SHN 124A SHORTHAND II
1 Hour

Prerequisites: None
2 hours weekly (0-2)

This is a basic course in the principles of Gregg Shorthand. Included are the brief forms, the shorthand alphabet, basic theory and frequently used phrases. Reading and writing practice are given in familiar and new materials.

SHN 124B SHORTHAND III
1 Hour

Prerequisites: SHN 124A
2 hours weekly (0-2)

This is a continuation of theory training. Students receive beginning training in spelling, punctuation, proofreading, transcription, and speed-building.

SHN 124C SHORTHAND IV
1 Hour

Prerequisites: SHN 124B
2 hours weekly (0-2)

This is a continuation of Shorthand 124B. Students are encouraged to further develop the skills initiated in the previous course. Shorthand speed grades are based on three-minute takes with at least 95% accuracy. A-70 wpm at 1½ to 3¾; B-60 wpm at 1½ to 3¾; C-60 wpm at 4¾ to 5¾.

SHN 125 SHORTHAND V
3 Hours

Prerequisites: SHN 124 or SHN 124A, 124B, 124C
5 hours weekly (1-4)

Emphasis is on speed-building, mailable letters, office-style letters and sustained dictation. Further training in transcription skills is given. The following grade scale is used for speed: A-100 wpm at 1½; B-90 wpm at 1½; C-80 wpm at 1½.

SHN 125A SHORTHAND VI
1 Hour

Prerequisites: SHN 124 or SHN 124A, B, C
2 hours weekly (0-2)

Emphasis is on speed-building and transcription.

SHN 125B SHORTHAND VII
1 Hour

Prerequisites: SHN 125A
2 hours weekly (0-2)

The primary goal is the further development of speed building and transcription. Office style dictation is introduced.

SHN 125C SHORTHAND VIII
1 Hour

Prerequisites: SHN 125B
2 hours weekly (0-2)

Further training in transcription is given and increased emphasis is placed on sustained dictation. The following grade scale is used for speed: A-100 wpm at 1½; B-90 wpm at 1½; C-80 wpm at 1½.

SHN 232 SHORTHAND IX
3 Hours

Prerequisites: SHN 125 or SHN 125A, 125B, 125C
5 hours weekly (1-4)

Emphasis on dictation leading to mailable copy according to modern business standards. Continued emphasis on spelling, punctuation, and transcription speed. Goal is professionally transcribed copy. The following grade scale is used for speed: A-120 wpm at 1½; B-110 wpm at 1½; C-100 wpm at 1½.

SHN 233 SHORTHAND X
3 Hours

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

Emphasis on the vocabularies used in various types of business offices. Included are units on the following: insurance, banking, education, medicine, law, real estate, and technical areas. The following grade scale is used: A-130 wpm at 1½; B-120 wpm at 1½; C-110 wpm at 1½.

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 letters 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, 116B, and 116C
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 a 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 mailable 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 multi-column tables, column headings, judgement placement, tables with special problems, business letters with tables, and accounting reports. A typing speed of 40 wpm is recommended. Skill in typing figures is emphasized.

BUS 138 BUSINESS SEMINAR
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students at JALC with the College policies and rules, available curricula, job opportunities, job-hunting skills and procedures, and the proper preparation of application letters and resumes.

TYP 230 PRODUCTION TYPEWRITING
3 Hours

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, statistical reports, and business and accounting reports. The following grade scale is used for 5-minute timings on straight copy: A-70 wpm; B-65 wpm; C-60 wpm.

WELDING

WEL 150 OXY-ACETYLENE FUSION WELDING
1 Hour

Prerequisites: None
2 hours weekly (0-2)

A study of oxy-acetylene equipment; production of gasses, storage and distribution, types of flames, operator protective equipment, and general safety precautions. Joints welded will be the butt-joint and outside corner joint in the flat position.

WEL 151 OXY-ACETYLENE FUSION WELDING
2 Hours

Prerequisites: WEL 150
4 hours weekly (0-4)

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. Also a study of the principles of joint

design, their preparation, and control of expansion and contraction. Joints welded will be the butt and T joints in the vertical and overhead positions.

WEL 152 BRAZING AND SOLDERING
1 Hour

Prerequisites: WEL 151
2 hours weekly (0-2)

A study of filler materials, fluxes, joint preparation, and techniques. Emphasis will be placed on flange joints, T joints, and butt joints in several positions.

WEL 153 OXY-ACETYLENE CUTTING
1 Hour

Prerequisites: None
2 hours weekly (0-2)

A study of flame-cutting principles and safety, operation set up of the oxy-acetylene cutting outfit, and flame-cutting in several directions, including beveling, piercing, and cutting to prescribed sizes.

WEL 154 ARC WELDING
2 Hours

Prerequisites: None
4 hours weekly (0-4)

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

WEL 155 ARC WELDING
2 Hours

Prerequisites: WEL 154
4 hours weekly (0-4)

A study of metal properties, basic joint designs, weld defects, and distortion control. Study will also include fillet welds in the flat position, lap joints, and single- and multiple-pass techniques. Also, a study of electrode classification systems, including 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 156 ARC WELDING
1 Hour

Prerequisites: WEL 155
2 hours weekly (0-2)

A study of the 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 157 ARC WELDING
1 Hour

Prerequisites: WEL 156
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 158 ARC WELDING
1 Hour

Prerequisites: WEL 157
2 hours weekly (0-2)

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

WEL 159 ARC WELDING
1 Hour

Prerequisites: WEL 158
2 hours weekly (0-2)

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

WEL 160 M.I.G. WELDING
2 Hours

Prerequisites: WEL 154-159
4 hours weekly (0-4)

A study of power sources, wire feeders, their maintenance and adjustment, and types of transfer, shielding gasses and flow meters. Emphasis will be placed on T joints in the horizontal and vertical down welding position and the butt joint in the flat and vertical down position. Also, the study of electrode wires, shielding gasses, flow meters, and accessory equipment. Emphasis will be placed on the butt and T joint in the vertical up welding position and practice on the overhead T joint.

WEL 161 CORED WIRE WELDING
2 Hours

Prerequisites: Welding 154-159
4 hours weekly (0-4)

A study of electrode wires, welding machines, and their maintenance and adjustment. Emphasis will be placed on the T joint in the flat and horizontal welding positions, and the butt joint in the flat position. Also, study of the techniques of out-of-position welding, with emphasis on the butt joints and fillet welds in the vertical and overhead welding positions.

WEL 162 T.I.G. WELDING
1 Hour

Prerequisites: WEL 150-153
2 hours weekly (0-2)

A study of power sources, torch assemblies, electrode types, shielding gasses, and types of current used on different metals. Emphasis will be placed on butt and T-joints in the flat, horizontal, overhead, and vertical positions.

WEL 163 WELD TESTING, AND INSPECTION
2 Hours

Prerequisites: WEL 154-159
4 hours weekly (0-4)

A study of the definition of welding qualifications, 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. Also, the

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.

WEL 181 INTRODUCTION TO OXY-ACETYLENE WELDING
1 Hour

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 ARC WELDING
1 Hour

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 150-163
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee-joint butt welds in vertical positions 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 industries.

WEL 189 WELDING LABORATORY
1 Hour

Prerequisites: WEL 188
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on T-joint welds in the 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 industries.

WEL 190 WELDING LABORATORY
1 Hour

Prerequisites: WEL 189
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee/butt joint welds in overhead position with the E-7018 electrode. All welds will

be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 191 WELDING LABORATORY
1 Hour

Prerequisites: WEL 190
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on T-butt joint welds in the 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 industries.

DIVISION OF ENGLISH/HUMANITIES

ART

**ART 101 EXPLORING ART-BASICS
(TWO-DIMENSIONAL) 4 Hours**

Prerequisites: None
6 hours weekly (2-4)

This course centers around basic things that help students to improve upon visual design and composition, so the visual appeal or quality of their work will be enhanced. It allows for experimentation and comparison in line, form, and color that can help distinguish a sound solution from an unsound one. The most common media in the course are drawing and painting materials. The student will be introduced to basic fundamentals, as well as matting for attractive presentation.

This course will satisfy 4 hours of study in the humanities area for students not in the art program.

**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 through 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 160 COMMERCIAL ART
3 Hours**

Prerequisites: None
4 hours weekly (2-2)

Theory, techniques, and professional procedures in advertising art and graphic design. Includes explanations, illustrations, and practical experience with graphic language and the means of generating and duplicating images.

**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 are the primary goals of this course.

**ART 210 ART FOR CHILDREN
3 Hours**

Prerequisites: None
5 hours weekly (1-4)

This concerns 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 the purposes of arts and crafts as a means of achieving educational goals should help in understanding and appreciating the child through his art.

**ART 220 HISTORY OF ART I
3 Hours**

Prerequisites: None
3 hours weekly (3-0)

This is a general survey of the history of art from prehistoric times to the Renaissance. Through the study of ancient, Far Eastern and medieval art, students can obtain a better understanding and appreciation of their own world and the art of earlier times. Slides of tribal masks, Egyptian tombs, Greek temples, Chinese and Japanese paintings, Byzantine mosaics, barbarian finds, and Romanesque and Gothic Cathedrals will be a part of the course.

History of Art may be used to satisfy 3 to 6 hours general studies requirements in the humanities area for students who are not in the art program.

**ART 221 HISTORY OF ART II
3 Hours**

Prerequisites: None
3 hours weekly (3-0)

This is a general survey of the history of art from the Renaissance to the present. Color slides of Giotto, Leonardo, Michelangelo, Raphael, Titian, Durer, Rubens, Rembrandt (to name a few) will allow the student to explore the great masters, as well as modern art.

History of Art may be used to satisfy 3 to 6 hours of general studies requirements in the humanities area for students who are not in the art program.

**ART 230 INTRODUCTION TO WEAVING
3 Hours**

Prerequisites: None
6 hours weekly (0-6)

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, this utilizes three-dimensional elements, with additional study of form relationships. Both figurative and non-figurative forms will be explored. The student will be introduced to such materials as wood, plaster and clay.

ART 250 INTRODUCTION TO CERAMICS

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 handbuilding techniques, wheel-throwing, decorating, and firing) are the goals of this course.

ART 255 LIFE DRAWING

3 Hours

Prerequisites: None
6 hours weekly (0-6)

The great masters considered life drawing to be one of the most crucial kinds of study that a student could have. In working from the model, the student drawings progress from simple sketches to more descriptive and finished drawings throughout the course. The course consists of a variety of exercises, as well as materials. Pencil, charcoal, conte crayon, pen and ink, brush and ink are some of the materials taken into account. Near the end of the term, when pursuing color, the individual can choose from water color, pastels, tempera, acrylics, oils, gouache or casein. This class is excellent training in the drawing discipline.

ART 256A DRAWING

1 Hour

Prerequisites: Art 180 and Art 255
2 hours weekly (0-2)

This course expands on the topics covered in Beginning Drawing (Art 180) and Life Drawing (Art 255). Students will be assisted in gaining increased control of the drawing medium and in improving their individual composition. Requires the completion of one or more paintings and a least 30 hours of in-class laboratory work.

ART 256B DRAWING

2 Hours

Prerequisites: Art 180 and Art 255
4 hours weekly (0-4)

This course expands on the topics covered in Beginning Drawing (Art 180) and Life Drawing (Art 255). Students will be assisted in gaining increased control of the drawing medium and improving their individual composition. Requires the completion of multiple paintings as specified by the instructor and at least 60 hours of laboratory work.

ART 256C DRAWING

3 Hours

Prerequisites: Art 180 and Art 255
6 hours weekly (0-6)

This course expands on the topics covered in Beginning Drawing (Art 180) and Life Drawing (Art 255). Students will be assisted in gaining increased control of the drawing medium and improving their individual composition. Requires the completion of multiple paintings as specified by the instructor and at least 90 hours of laboratory work.

ART 257A PASTEL

1 Hour

Prerequisites: Art 255 and Art 260
2 hours weekly (0-2)

This course allows the student to develop knowledge and skill in the use of pastels. All types of pastels will be utilized. This course requires the completion of one or more paintings as approved by the instructor and at least 30 hours of in-class laboratory work.

ART 257B PASTEL

2 Hours

Prerequisites: Art 255 and Art 260
4 hours weekly (0-4)

This course allows the student to develop knowledge and skill in the use of pastels. All types of pastels will be utilized. This course requires the completion of one or more paintings as approved by the instructor and at least 60 hours of in-class laboratory work.

ART 257C PASTEL

3 Hours

Prerequisites: ART 255 and ART 260
6 hours weekly (0-6)

This course allows the student to develop knowledge and skills in the use of pastels. All types of pastels will be utilized. This course requires the completion of one or more paintings as approved by the instructor and at least 90 hours of in-class laboratory work.

ART 260 BEGINNING PAINTING

3 Hours

Prerequisites: If art majors have not had ART 101, they should consult with the instructor. There are no prerequisites for students taking this as an elective.
6 hours weekly (0-6)

Painting class is divided into two sections: majors and electives. The two groups are evaluated in a different context. Exploring acrylics and oils allows the individual to learn varied approaches, methods and characteristics of the materials. The student has an option on one project of selecting from water color, tempera emulsion, wax painting, or casein.

Persons not in the major program are welcome and can feel at home.

ART 261A OIL PAINTING

1 Hour

Prerequisites: None
2 hours weekly (0-2)

Oil painting is a versatile medium which allows the individual many possibilities for creative work. This course is designed to assist students in understanding the medium and developing control and completion of one or more paintings and at least 30 hours of in-class laboratory work.

ART 261B OIL PAINTING
2 Hours

Prerequisites: None
4 hours weekly (0-4)

Oil painting is a versatile medium which allows the individual many possibilities for creative work. This course is designed to assist students in understanding the medium and developing control and composition skills. This course requires the completion of one or more paintings and at least 60 hours of in-class laboratory work.

ART 261C OIL PAINTING
3 Hours

Prerequisites: None
6 hours weekly (0-6)

Oil painting is a versatile medium which allows the individual many possibilities for creative work. This course is designed to assist students in understanding the medium and developing control and composition skills. This course requires the completion of one or more paintings and at least 90 hours of in-class laboratory work.

ART 262A WATERCOLOR
1 Hour

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

Watercolor is a transparent and free-flowing method which allows the artist considerable flexibility. This course presents basic information about the medium and provides the student with an opportunity to develop skills in using the medium. This course requires the completion of one or more paintings and at least 30 hours of in-class laboratory work.

ART 262B WATERCOLOR
2 Hours

Prerequisites: Consent of Instructor
4 hours weekly (0-4)

Watercolor is a transparent and free-flowing method which allows the artist considerable flexibility. This course presents basic information about the medium and provides the student with an opportunity to develop skills in using the medium. This course requires the completion of multiple paintings as approved by the instructor and at least 90 hours of in-class laboratory work.

ART 262C WATERCOLOR
3 Hours

Prerequisites: None
6 hours weekly (0-6)

Watercolor is a transparent and free-flowing method which allows the artist considerable flexibility. This course presents basic information about the medium and provides the student with an opportunity to develop skills in using the medium. This course requires the completion of multiple paintings as approved by the instructor and at least 60 hours of in-class laboratory work.

ART 265 INTRODUCTION TO CRAFTS
3 hours weekly (1-4)

An introduction to a variety of craft techniques, primarily in major media, clay, fiber, and metal.

ART 295 PORTFOLIO
1 Hour

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

This course is designed to assist art majors in the preparation of individual art portfolios for future use when students transfer to another institution of higher education or seek employment in an art-related occupation. This course may be taken as an elective or, in some cases, as a partial substitute for another art course, if approved by the art advisor.

ENGLISH

ENG 050 BASIC READING AND WRITING
5 Hours

Prerequisites: None
5 hours weekly (5-0)

This course will help the student improve vocabulary rate and comprehension. It will also include study of grammar, punctuation, and vocabulary.

ENG 052 DEVELOPMENTAL WRITING SKILLS
2-3 Hours

Prerequisites: None
2-3 hours weekly (2-0 or 3-0)

Developmental Writing Skills is a review of 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 able to write a well-organized paragraph and short theme. A student may enroll in the full course or either of its two parts. The course is not designed for College transfer.

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

ENG 053 DEVELOPMENTAL READING SKILLS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a "slice of life" approach which involves team-teaching instructors and students in a lively and immediate application of the reading process. Students will learn previewing, underlining, marginal notetaking, locating, and defining key concepts, mapping, and summarizing. In addition, students enrolling in the course will learn to manage time, to take effective classroom notes, and to prepare for and take objective and essay examinations. Ten weeks of the course will be devoted to the application of these strategies with the assistance of two content-area instructors.

ENG 101 ENGLISH COMPOSITION
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The primary objective of English 101 is to instill a basic understanding of expository prose. English 101 emphasizes the use of correct and effective sentence structures and detailed and organized paragraphs to create interesting, coherent, unified, and accurate compositions demonstrating various

patterns of development. The student will also develop research paper skills.

ENG 101 ENGLISH COMPOSITION BY WORD PROCESSOR
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This alternative ENG 101 course emphasizes the student's direct use of the microcomputer in planning, writing, proofreading, and revising student expository themes and research papers.

ENG 102 ENGLISH COMPOSITION
3 Hours

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

This course further develops 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 techniques and forms of the short story, poetry, and drama. This course will fulfill the requirements of the second semester of English composition.

ENG 105 CREATIVE WRITING IN GENRE
3 Hours

Prerequisites: ENG 103
3 hours weekly (3-0)

An advanced course in which the student writer may concentrate on one type of writing, usually fiction, poetry, or drama.

ENG 106 WORD PROCESSING FOR WRITERS-JOURNALISM
3 Hours

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

This is an introductory course in word processing and its application to writing for student in journalism. The content for compositions come from the student's journalistic interests, other courses, or potential career.

ENG 107 WORD PROCESSING FOR WRITERS-CREATIVE WRITING
3 Hours

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

This is an introductory course in word processing and its application to creative writing. The content for the compositions comes from the the student's writing interests, creative writing courses, or potential career.

ENG 108 WORD PROCESSING FOR WRITERS-TECHNICAL WRITING
3 Hours

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

This is an introductory course in word processing and its application to technical writing. The content for compositions comes from the student's technical interests, courses, or potential career.

ENG 111 COMMUNICATIONS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a course devoted to developing successful writing techniques for expressing ideas effectively in the technical and practical fields.

ENG 112 COMMUNICATIONS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a course devoted to developing successful oral communication techniques for expressing ideas effectively in the technical and practical fields.

ENG 113 PROFESSIONAL TECHNICAL WRITING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a baccalaureate transfer technical writing course especially for engineering and science students and vocational-technical students. Encompassing many different approaches to solving specific communication problems, this course covers the written communication required in a job situation in the technical fields.

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. Therefore, if students are considering a language as an elective or feel they might 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 in a timely manner.

FRE 101 ELEMENTARY FRENCH I
4 Hours

Prerequisites: None
4 hours weekly (4-0)

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

FRE 102 ELEMENTARY FRENCH II
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 is required.

FRE 201 INTERMEDIATE FRENCH I
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 II
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 is required.

SPN 101 ELEMENTARY SPANISH I
4 Hours

Prerequisites: None
4 hours weekly (4-0)

Emphasis on grammar, pronunciation, vocabulary and oral use of the language. Language laboratory is required.

SPN 102 ELEMENTARY SPANISH II
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 is required.

SPN 201 INTERMEDIATE SPANISH I
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 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 is required.

SPN 202 INTERMEDIATE SPANISH II
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.

INTERDISCIPLINARY STUDIES

IDH 150 LIFE IN THE WESTERN WORLD
6 Hours

Prerequisites: None
6 hours weekly (6-0)

A one-semester transfer course with 6 hours of credit, 3 hours credit in history and 3 hours credit in the humanities. This course studies the history of Western civilization from the ancient Greeks into the 19th century. Where appropriate, the art and architecture, literature and music of the times are also presented. To broaden the understanding of each era, details of clothing and daily life will be introduced. This course may be used for 3 hours general studies credit in the humanities and 3 hours general studies credit in the social sciences.

IDH 152 DEATH & DYING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course presents an interdisciplinary analysis of death and dying. Topics to be covered include definitions of death; cultural, social, and psychological aspects of these topics; children and death; dying patients and their survivors; euthanasia; suicide; the right to die; and other related matters. The course is accepted as a university-wide elective.

ORI 100 CAREER/LIFE PLANNING
1 Hour

Prerequisites: None
1 hour weekly (1-0)

A systematic approach to career/life planning. Focuses on the process of enabling individuals to make rational occupational decisions at any point in their lives. This is a required course for all transfer students.

JOURNALISM

JRN 201 NEWSWRITING AND EDITING I
3 Hours

Prerequisites: None
3 hours weekly (2-2)

A study of the newspaper story, the course focuses on writing, revising, and copy editing.

JRN 202 NEWSWRITING AND EDITING II
3 Hours

Prerequisites: Journalism 201
3 hours weekly (1-4)

This concerns the 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)

This is an introduction to the various types of mass media, their effect on the public, their development, and ways in which the consumer can be more perceptive and discriminating.

LITERATURE

LIT 211 ENGLISH LITERATURE TO 1750
3 Hours

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

This is a survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.

LIT 212 ENGLISH LITERATURE: ROMANTICISM TO THE PRESENT
3 Hours

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

This is a study and analysis of selected works from the Romantic, Victorian, and Modern Eras.

LIT 231 AMERICAN LITERATURE TO 1900
3 Hours

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

A survey of American literature from the colonial period to the eve of the Civil War, the emphasis is on major writers.

LIT 232 AMERICAN LITERATURE: 1900-PRESENT
3 Hours

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

This is a study and analysis of selected American writers from the Civil War to the present.

LIT 235 THE AMERICAN SHORT STORY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An in-depth study of the American short story, the course may be presented as a telecourse with film adaptations of the stories or as a lecture-discussion course.

LIT 264 LITERATURE FOR CHILDREN
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a study and analysis of the best that has been written for children or is appropriate for them.

LIT 270 THE BIBLE AS LITERATURE
3 Hours

Prerequisites: ENG 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

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

A survey of the development of motion picture art from its beginnings in the 1890s 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 280 INTRODUCTION TO LITERATURE
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This a course which introduces the student to the spectrum of literary types. The course will concentrate on fiction, drama, and poetry, but will also cover literature in cinema and on television. The appreciation of literature will be encouraged.

LIT 281 INTRODUCTION TO MYTHOLOGY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a course which introduces the student to the mythologies of the Greeks, the Romans, and the Norse.

LIT 284 ETHNIC LITERATURE IN AMERICA
3 Hours

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

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

LIT 293 a, b, c, STUDIES IN THREE AUTHORS
1 to 3 Hours

Prerequisites: None
1 to 3 hours weekly (1-0,2-0,3-0)

The course will consist of five weeks study of each author. A student may enroll in the course or one of its modules.

LIT 294 AUTHORS OF THE 1980s
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The course will include the following authors. John Irving, Mary Gordon, Toni Morrison, Ann Beattie, Donald Barthelme, Jayne Anne Phillips, John Fowles, Phillip Caputo, Lisa Ather, Joyce Carol Oates, John Nichols, and Stanley Elkin.

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. Humanities elective.

MUS 102 CHAMBER ENSEMBLE
1 Hour

Prerequisites: Consent of Instructor
3 hours weekly (0-3)

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

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, this includes a survey of musical forms and a study of music in relationship to national cultures and other art forms. The classics through contemporary music styles will be covered. Humanities elective.

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. Elementary education or child care students will find this class particularly useful. Humanities elective.

MUS 110 MUSIC FUNDAMENTALS
2 Hours

Prerequisites: None
3 hours weekly (ends at midterm)

A course for the student who desires a knowledge of the basic concepts of rhythm, notation, music reading, scales, chords, etc. Designed for those with little or no formal musical training. Required for elementary education, special education, music majors and minors; and may also be taken as humanities elective.

MUS 111, 112, 113 APPLIED MUSIC*
1 Hour

Prerequisites: None
 $\frac{1}{2}$ hour weekly (0- $\frac{1}{2}$)

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

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 211, 212, 213 APPLIED MUSIC*
1 Hour

Prerequisites: None
 $\frac{1}{2}$ hour weekly (0- $\frac{1}{2}$)

Continuation of Music 111, 112, and 113 sequence. May be taken any semester not to exceed 3 semester hours credit. Students must have an instructor approved by the College and assigned by the music department or credit cannot be given. Humanities elective.

*Applied Music Sections:

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

PHILOSOPHY

HUM 101 INTRODUCTION TO THE HUMANITIES 3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course presents a wide and integrated view of the humanities and is composed of four modules: art, music, literature, and philosophy. The course is team taught.

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 concentrated areas of speech.

SPE 113 THEATER APPRECIATION 3 Hours

Prerequisites: None
3 hours weekly (3-0)

A survey humanities course designed to foster an appreciation of theater arts. Students are introduced to the techniques of play production and 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 are covered. Students are introduced to a variety of speaking situations including conversational, impromptu, extemporaneous, and formal means. Attention is also given to developing techniques of persuasive speaking and acquaintance with oral interpretation.

SPE 117 FUNDAMENTALS OF THEATER 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. The course reviews the 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: None
3 hours weekly (3-0)

This is designed to prepare students for audience analysis in various types of speaking situations.

SPE 119 THEATER PRODUCTION I 3 hours weekly (1-4)

Advanced information relating to theatrical production. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, make-up design, hair style design, costume design, publicity, house management, and advanced acting techniques.

SPE 120 THEATER PRODUCTION II 3 hours weekly (1-4)

Continuation of Theater Production I. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, make-up design, hair style design, costume design, publicity, house management, and advanced acting techniques.

SPE 121 ADVANCED PUBLIC SPEAKING 3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is 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 discussions and conferences.

DIVISION OF LIFE AND SOCIAL SCIENCES

AGRICULTURE

AGR 100 INTRODUCTORY ANIMAL SCIENCE
4 Hours

Prerequisites: None
5 hours weekly (3-2)

This is a general overview of dairy, meat animals (swine, beef, sheep) poultry, and horse industries with emphasis on how meat, milk and poultry products are produced and distributed. Included are the general applications of genetic, physiologic and nutritive principles for the improvement of animal nutrition. (Same as SIUCs ANI 121 and 122 combined.)

AGR 101 INTRODUCTORY AGRICULTURAL ECONOMICS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Agriculture in the local and national economies; distribution; size and organization of the farm business units; politics affecting agriculture. (Same as SIUCs ABE 204.)

AGR 102 INTRODUCTORY CROP SCIENCE
3 Hours

Prerequisites: None
4 hours weekly (2-2)

Production of important field crops of the world with greatest emphasis on U.S. and midwestern field crops; crop production changes and adjustments; crop distribution over the U.S.; crop groups and classification; special problems, crop enemies, crop ecology, fertilizer and liming practices, tillage, crop improvement through breeding. (Same as SIUCs PLSS 200.)

AGR 103 INTRODUCTION TO HORTICULTURE
3 Hours

Prerequisites: None
4 hours weekly (2-2)

General principles of plant propagation, vegetable growing, fruit growing, landscape gardening, and floriculture. (Same as SIUCs PLSS 220.)

AGR 104 INTRODUCTORY SOIL SCIENCE
4 Hours

Prerequisites: CHM 101
5 hours weekly (3-2)

Basic and applied chemical, physical and biological concepts in soils; the origin, classification and distribution of soils and their relationship to humans and to plant growth. (Same as SIUCs PLSS 240.)

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.

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)

Fundamental 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 125 HORTICULTURE
3-4 Hours

Prerequisites: None
3 hours weekly lecture (3-0)
2 hours weekly lab (0-2)

Taped lecture aired over public television. Instructor will be available to students by telephone, mail, and on a walk-in basis.

Lab class will consist of learning and demonstrating techniques used by gardeners, nurseries, orchardists, and horticulturists. Lab will be offered in conjunction with BIO 125a. Successful completion of both BIO 125a and the lab will allow the student to satisfy a science elective. The student need not be enrolled concurrently.

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.

BIOLOGY 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.

IDS 050 ELEMENTS OF SCIENCE
3 hours weekly (3-0)

This remedial class tutors the high school graduate in science basics so that he/she is better prepared to be successful in college-level physical sciences and life science classes. IDS 050 is recommended

for freshmen scoring below 15 standard score in natural sciences on the ACT.

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 majors with information, experiences and opportunities for exploration relative to the teaching profession as a career. Ten hours of clinical experience are granted for visitations, interviews, written critiques, and resource persons.

EDC 202 HUMAN GROWTH, DEVELOPMENT, AND LEARNING
2 Hours

Prerequisites: EDC 201 or concurrent enrollment in 201
2 hours weekly (2-0)

A course designed for prospective teachers covering three general areas of instruction--classroom management, cognitive learning, and effective learning. Fifteen hours of clinical experience are granted for video tapes, student interviews, school visitations, and resource persons.

EDC 203 SCHOOL AND SOCIETY
2 Hours

Prerequisites: EDC 201 or concurrent enrollment in 201
2 hours weekly (2-0)

This course covers the goals and purposes of American education and their relationship to American society. Prospective teachers will develop an understanding of the organizational structure and functioning of the American school system and will explore the contemporary goals, ideas, issues, and practices in American schools. Selected educational philosophies will be covered. Five hours of clinical experience are granted for a special project (school district analysis).

GEOGRAPHY

GEO 112 REGIONAL GEOGRAPHY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

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.

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 environments.

HTH 115 FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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 125 FIRST AID AND PERSONAL SAFETY
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is taught as a combination lecture/laboratory educational experience. This course covers general first aid procedures often needed in everyday situations (CPR is not covered.)

HTH 135 DRUG ABUSE AND ALCOHOL EDUCATION
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Drug Abuse and Alcohol Education is an in-depth concentrated course of study which is taught as a lecture/discussion course. This problem identification and solution-seeking approach will encourage student participation and contribution throughout the course.

HISTORY

HIS 101 WESTERN CIVILIZATION I
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. 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 II
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Western Civilization 102 is a continuation of Western Civilization 101. Beginning with the Age of Absolutism in the seventeenth century, the course ends with a study of present-day problems in 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 I
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 the Civil War.

HIS 202 UNITED STATES HISTORY II
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 twentieth century.

HIS 205 ILLINOIS HISTORY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

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 1920s and the effects of the Great Depression of the 1930s on American

attitudes, both national and local. Attention is also given to the major domestic political events of the period. This course is designed for history majors and minors and others desiring a social science elective.

HIS 212 HISTORY OF WOMEN IN AMERICA
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will explore the role and image of women 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.

HIS 215 VIETNAM
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This telecourse centers around thirteen one-hour television programs following a loosely chronological order. The evolution of Vietnamese society, 100 years of French rule, Japanese control in 1940, and the events leading up to the August revolution of 1945 (when the Vietminh first declared the independence of Vietnam) form the background of this course. The main concentration is with the years of conflict during which the French and the Americans were involved with the Vietnamese and their Indochinese neighbors; emphasis is on the period of heavy U.S. participation (1965-1973). The course deals not only with the conflict and its political context (within Vietnam and elsewhere), but also with basic themes in Vietnamese, French, and U.S. history and culture that helped determine the military and political outcomes. Finally, the course will go beyond the climatic events of 1975 to assess the long-term effects of the war, particularly on Vietnam and the United States.

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.

- PED 100 AEROBICS I (1 hour) (0-2)
- PED 101 AEROBICS II (1 hour) (0-2)
- PED 102 AEROBICS III (1 hour) (0-2)
- PED 103 AEROBICS IV (1 hour) (0-2)
- PED 104 PHYSICAL FITNESS (1 hour) (0-2)
- PED 105 BEGINNING SWIMMING (1 hour) (0-2)
- PED 106 INTERMEDIATE SWIMMING (1 hour) (0-2)
- PED 107 ADVANCED SWIMMING (1 hour) (0-2)
- PED 108 LIFESAVING (1 hour) (0-2) (0-2)
- PED 109 WATERSKIING (2 hours) (0-4)
- PED 110 SAILING AND CANOEING (2 hours) (0-4)
- PED 111 CAMPCRAFT & SURVIVAL SKILLS (2 hours) (2-0)
- PED 112 ARCHERY (2 hours) (0-2)
- PED 113 TENNIS I (2 hours) (0-2)
- PED 114 TENNIS II (2 hours) (0-2)
- PED 115 ADVANCED TENNIS (2 hours) (0-2)
- PED 116 BADMINTON I (2 hours) (0-2)
- PED 117 BADMINTON II (2 hours) (0-2)
- PED 118 BADMINTON III (2 hours) (0-2)
- PED 119 TUMBLING AND GYMNASTICS (2 hours) (0-2)
- PED 120 WRESTLING (2 hours) (0-2)
- PED 121 SELF DEFENSE (2 hours) (0-2)
- PED 122 INDIVIDUAL PHYSICAL

- EDUCATION II (2 hours) (0-2)
- PED 123 INDIVIDUAL PHYSICAL
 - EDUCATION III (2 hours) (0-2)
- PED 125 INDIVIDUAL PHYSICAL
 - EDUCATION IV (2 hours) (0-2)
- PED 126 BEGINNING WEIGHT TRAINING (2 hours) (0-2)
- PED 127 INTERMEDIATE WEIGHT TRAINING (2 hours) (0-2)
- PED 128 ADVANCED WEIGHT TRAINING (2 hours) (0-2)
- PED 129 TRACK AND FIELD I (2 hours) (0-2)
- PED 130 TRACK AND FIELD II (2 hours) (0-2)
- PED 131 TOUCH FOOTBALL (2 hours) (0-2)
- PED 132 SOCCER I (2 hours) (0-2)
- PED 133 SOCCER II (2 hours) (0-2)
- PED 134 SOFTBALL I (2 hours) (0-2)
- PED 135 SOFTBALL II (2 hours) (0-2)
- PED 136 SOFTBALL III (2 hours) (0-2)
- PED 137 VOLLEYBALL I (2 hours) (0-2)
- PED 138 VOLLEYBALL II (2 hours) (0-2)
- PED 139 VOLLEYBALL III (2 hours) (0-2)
- PED 140 ADVANCED VOLLEYBALL (2 hours) (0-2)
- PED 141 BASKETBALL I (2 hours) (0-2)
- PED 142 BASKETBALL II (2 hours) (0-2)
- PED 143 BASKETBALL III (2 hours) (0-2)
- PED 144 MODERN DANCE I (2 hours) (0-2)
- PED 145 MODERN DANCE II (2 hours) (0-2)
- PED 146 FOLK DANCE I (2 hours) (0-2)
- PED 147 FOLK DANCE II (2 hours) (0-2)
- PED 148 SOCIAL AND SQUARE DANCE (2 hours) (0-2)
- PED 149 FIELD HOCKEY (2 hours) (0-2)
- PED 150 BOWLING (2 hours) (0-2)
- PED 151 HANDBALL (2 hours) (0-2)
- PED 152 BEGINNING RACQUETBALL (2 hours) (0-2)
- PED 153 INTERMEDIATE RACQUETBALL (2 hours) (0-2)
- PED 154 ADVANCED RACQUETBALL (2 hours) (0-2)
- PED 155 GOLF I (2 hours) (0-2)
- PED 156 GOLF II (2 hours) (0-2)
- PED 157 GOLF III (2 hours) (0-2)
- PED 158 ADVANCED GOLF (2 hours) (0-2)

MAJORS COURSES

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.

- PED 190 INTRODUCTION TO COACHING (3 hours) (3-0)
- PED 191 INTRODUCTION TO PHYSICAL
 - EDUCATION (2 hours) (2-0)
- PED 192 METHODS OF TEACHING INDIVIDUAL & TEAM SPORTS (1 hour) (0-2)
- PED 193 METHODS OF TEACHING BASKETBALL (1 hour) (0-2)
- PED 194 METHODS OF TEACHING GOLF (1 hour) (0-2)
- PED 195 METHODS OF TEACHING TENNIS (1 hour) (0-2)
- PED 196 METHODS OF TEACHING TRACK & FIELD (1 hour) (0-2)
- PED 197 METHODS OF TEACHING GYMNASTICS (1 hour) (0-2)
- PED 198 METHODS OF TEACHING WRESTLING (1 hour) (0-2)
- PED 199 METHODS OF TEACHING EXERCISE, CONDITIONING, AND WEIGHT TRAINING (2 hours) (2-0)

POLITICAL SCIENCE

PSC 131 AMERICAN GOVERNMENT 4 Hours

Prerequisites: None
4 hours weekly (4-0)

A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of constitutionalism, republicanism, and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system, and the electoral process. Special attention will be given to the care and display of the American flag and 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 AND 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 finances 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; and 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 relationships 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 an examination of some of the areas that come into all our experiences with people in social and work situations. The course will relate as specifically as possible to the occupationally oriented students who need it.

PSY 132 GENERAL PSYCHOLOGY 3 Hours (Variable to 4)

Prerequisites: None
3 hours weekly (3-0)

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

PSY 261 INTRODUCTION TO GROUP PROCESSES 2 Hours

Prerequisites: None
3 hours weekly (2-0)

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

PSY 262 CHILD PSYCHOLOGY 3 Hours

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

A study of the factors effecting the development of the child from conception to adolescence. Genetic, prenatal, familial, social, and cultural influences that interact to affect the child's physical, cognitive, linguistic, and social development will be examined.

PSY 265 EDUCATION OF EXCEPTIONAL CHILDREN 2 Hours

Prerequisites: None
2 hours weekly (2-0)

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

PSY 285 PSYCHOLOGY OF PERSONALITY AND ADJUSTMENT

3 Hours
Prerequisites: PSY 128 or 129, or PSY 132
3 hours weekly (3-0)

A study of the major theories of personality and personality development emphasizing their usefulness in helping us to understand ourselves. Theorists covered include Sigmund Freud, Alfred Adler, Carl Jung, K. Horney, Erich Fromm, H. S. Sullivan, Erik Erikson, B. F. Skinner, A. Maslow, Carl Rogers, and Rollo May, as well as Soviet and Asian conceptions of personality.

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 an introductory course that offers self-instruction as well as open-entry, open-exit. Students view film strips and listen to audio-tapes in the learning lab on major social problems. Quizzes on each topic are given by the instructor during weekly meetings. Students are also required to read a standard textbook and take exams. This class is scheduled for 3 hours per week, during which the instructor will be available for discussions and quizzes or exams.

DIVISION OF MATH AND PHYSICAL SCIENCE

CHEMISTRY

CHM 101 CHEMICAL PRINCIPLES 5 Hours

Prerequisites: Two years of high school algebra, MAT 110, or concurrent enrollment in MAT 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, and a brief introduction to organic chemistry. Laboratory experiments investigate these concepts.

CHM 102 CHEMICAL PRINCIPLES WITH QUALITATIVE ANALYSIS 5 Hours

Prerequisites: CHM 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 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: CHM 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, this examines 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 will synthesize some of the classes of compounds, observing theory in action.

CHM 202 ORGANIC CHEMISTRY 5 Hours

Prerequisites: Organic Chemistry 201
9 hours weekly (3-6)

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

COMPUTER SCIENCE

CPS 176 INTRODUCTION TO COMPUTERS AND APPLICATIONS 3 Hours

Prerequisites: MAT 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 177 INTRODUCTION TO PROGRAMMING LANGUAGES
3 Hours

Prerequisites: CPS 176 or consent of instructor
3 hours weekly (3-0)

This is a course in advanced BASIC which deals with concepts of sequential and random access file construction. Topics include sorting, updating, merging, and binary searching of random files, matching records techniques, and the writing of a complete applications program. Emphasis is on designing user-friendly programs with explicit documentation and data-entry checking routines.

CPS 203 SCIENTIFIC PROGRAMMING
3 Hours

Prerequisites: CPS 176 and MAT 111, or consent of instructor
3 hours weekly (3-0)

This course is an introduction to problem solving and programming using the FORTRAN language. FORTRAN is used universally for mathematical and engineering problem-solving. Students will write, test, and debug a series of FORTRAN programs ranging from simple interactive routines to array manipulations and subroutine linkage. Emphasis will be on writing programs which are well-documented and easy to maintain.

CPS 204 INTRODUCTION TO PASCAL PROGRAMMING
3 Hours

Prerequisites: CPS 176 or consent of instructor
3 hours weekly (3-0)
A course in the relatively new, high level, general purpose PASCAL language. Attention will be given to the vocabulary and syntax of the language, problem formulation, and the proper design of a PASCAL program utilizing structured programming techniques.

CPS 205 COMPUTER GRAPHICS
3 Hours

Prerequisites: CPS 177 and MAT 111
3 hours weekly (3-0)

Applications of techniques for the use of computers in generating graphic displays. Emphasis will be on understanding the principles and techniques of graphic design using digital computers.

CPS 208 ASSEMBLY LANGUAGE PROGRAMMING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introduction to the logical basis and basic computer organization of a particular system through the extensive treatment of assembly language. Topics studied include: machine representation of numbers and characters, basic Assembly language syntax, machine operations, and addressing techniques, as well as machine-level input/output programming.

CPS 210 COMPUTER PROGRAMMING FOR TEACHERS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Introduction to computer programming for elementary and secondary teachers. Includes history and current state of computer hardware, software evaluation, the creation of graphic designs and educational exercises, and operation on microcomputers and printers.

CPS 215 DATA STRUCTURES
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A continuation of the development of structured programming concepts and their use in program development. Topics include stacks, queues, linked lists, arrays, trees, sorting, and searching. Implementation of a number of algorithms will be included.

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 prints, lines, planes in space and curved surfaces.

PHY 201 MECHANICS
5 Hours

Prerequisites: PHY 155, 156, and MAT 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: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 131
4 hours weekly (4-0)

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

MATHEMATICS

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 MAT 052.) Individualized instruction.

MAT 052 BASIC ALGEBRA
5 Hours

Prerequisites: MAT 051 or equivalent
5 hours weekly (5-0)

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; and quadratic equations.

MAT 101 MATH APPRECIATION
3 Hours

Prerequisites: MAT 052 or one year of high school algebra
3 hours weekly (3-0)

This course is intended to introduce the student to mathematical concepts. A major concern is to develop a broader understanding of, and an appreciation of, mathematics. This course will cover mathematical thinking; number sequences, functions and graphs; large numbers and logs; regular polygons. (Same as SIUs GSD 113.)

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: MAT 105
3 hours weekly (3-0)

A continuation of MAT 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 a "C" average. The technical mathematics requirements may be waived for any students who have completed one year of College with an "A" average through successful completion of appropriate parts of the College Level Examination Program (CLEP). Any student receiving this waiver is required to take the 3-6 hours that are waived in mathematics as an elective in another area unless the waiver is given on the basis of a CLEP examination.

MAT 110 INTERMEDIATE ALGEBRA
5 Hours

Prerequisites: MAT 052 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: MAT 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 semesters of high school algebra or the equivalent, or MAT 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 since requirements are not uniform. This course is not designed for math majors. Calculus I and business statistics are required of accounting majors.

MAT 117 CALCULUS FOR BUSINESS AND MANAGEMENT
4 Hours

Prerequisite: MAT 116 or the equivalent 4 hours weekly (4-0)

This course is designed especially for business administration and accounting majors. It emphasizes applications of the basic concepts of differential and integral calculus rather than theory. Most applications come from the worlds of business and econometrics. Course does not count toward a major or minor in science-related areas.

MAT 120 ELEMENTARY STATISTICS
3 Hours

Prerequisites: MAT 052 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 AND ANALYTIC GEOMETRY I
5 Hours

Prerequisites: MAT 111 or the equivalent
5 hours weekly (5-0)

This course will cover basic analytic geometry and differential calculus. Topics include graphing of algebraic and non-algebraic functions, limits, differentiation of all elementary functions, applications of differentiation, Newton's method, and power series.

MAT 201 CALCULUS AND ANALYTIC GEOMETRY II
5 Hours

Prerequisites: MAT 131
5 hours weekly (5-0)

This is a continuation of MAT 131. Topics include integration, methods of integration, applications of integration, polar coordinates, and parametric equations.

MAT 202 CALCULUS III
3 Hours

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

This is a continuation of MAT 202. Topics include three-dimensional analytic geometry, and multiple variable differential and integral calculus.

MAT 205 DIFFERENTIAL EQUATIONS
3 Hours

Prerequisites: MAT 202 or concurrent enrollment
3 hours weekly (3-0)

First order differential equations, higher order differential equations, and transformations are covered in three units.

MAT 208 MATHEMATICS FOR ELEMENTARY TEACHERS I
3 Hours

Prerequisites: One year of high school algebra or MAT 052
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: MAT 208
3 hours weekly (3-0)

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

MAT 221 INTRODUCTION TO LINEAR ALGEBRA
3 Hours

Prerequisites: MAT 131
3 hours weekly (3-0)

This course will cover vector spaces, linear functions, systems of equations, dimensions, determinants, eigenvalues, and 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. Intense discussions follow such questions as, "Are we alone?"

PHS 103 EARTH SCIENCE
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A general education course in earth science with emphasis on 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 standpoints.

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.

IDS 050 ELEMENTS OF SCIENCE
3 hour weekly (3-0)

This remedial class tutors the high school graduate in science basics so that he/she is better prepared to be successful in college-level physical sciences and life science classes. IDS 050 is recommended for freshmen scoring below 15 standard score in natural sciences on the ACT.

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: MAT 111 or concurrent enrollment
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: PHY 155
6 hours weekly (4-2)

A continuation of PHY 155 with topics in the study of the light from the wave and the particle theories, topics in relativity together with selected topics in electricity, magnetism and modern physics; the final course of the non-calculus college physics sequence.

PHY 201 MECHANICS
5 Hours

Prerequisites: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 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: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 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.

PHY 215 INTRODUCTION TO CIRCUIT ANALYSIS
4 Hours

Prerequisites: PHY 210, MAT 202 or concurrent enrollment
5 hours weekly (3-2)

Basic principles of network analysis, including Kirchoff's laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, steady-state analysis, three phase circuits, Laplace transform, transfer equations, and frequency response.

INDEPENDENT STUDY

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 divisional chairperson for approval by the vice-president for instruction. Each approved independent study project must be supervised by a faculty member. Students must submit proposals prior to the first week of classes. Forms are available from the office of the vice-president for instruction.

MILITARY STUDIES

AIR FORCE ROTC

AFS 100 LEADERSHIP LABORATORY I
.5 hours

Prerequisites: None
.5 hours weekly (.5-0)

Supervised laboratory taken concurrently with (a) AFS 101 and (b) AFS 102. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, and performance as a unit.

AFS 101 UNITED STATES AIR FORCE
1.5 Hours

Prerequisites: None
2 hours weekly (1-1)

Evolution of modern aerospace power and concepts on which it was developed. Instruction in aerospace support forces. Includes airlift, research and development, logistics, and education and training. (Concurrent AFS 100.)

AFS 102 AEROSPACE OFFENSIVE AND DEFENSIVE FORCES
1.5 Hours

Prerequisites: None
2 hours weekly (1-1)

Introduction to U.S. general purpose and strategic offensive forces, and the constraints involved in the use of modern weapons. Introduction to concepts, organization, equipment, and procedures involved in strategic defense of the United States. (Concurrent AFS 100.)

AFS 200 LEADERSHIP LABORATORY II
.5 Hours

Prerequisites: None
.5 hours weekly (.5-0)

Supervised laboratory taken concurrently with (1) AFS 201 and (2) AFS 202. Students develop leadership potential by participating in and leading drills, emphasizing customs and courtesies in preparation for field training.

AFS 201 THE DEVELOPMENT OF AIR POWER I
1.5 Hours

Prerequisites: None
2 hours weekly (1-1)

History of manned flight from preaircraft to end of World War II. Develops the themes of doctrine, technology, and evolution of aircraft, and the U.S. Air Force. (Concurrent AFS 200.)

AFS 202 THE DEVELOPMENT OF AIR POWER II
1.5 Hours

Prerequisites: None
2 hours weekly (1-1)

History of United States Air Force from separate military department status into early 1980s. Highlights the versatility of air power and the changing role of machines, people, and tactics in

ARMY ROTC

AMS 101 DEFENSE ESTABLISHMENT
1 Hour

Prerequisites: None
1 hour weekly (1-0)

An examination of the realities of conflict and the U.S. institutional response to conflict. Includes the history, organization, and mission of the U.S. defense establishment and explores the implications of an individual's decision to exercise leadership within the context of the defense establishment.

AMS 102 LAND NAVIGATION AND TRAVERSE
1 Hour

Prerequisites: None
1 hour weekly

An introduction to land navigation involving the use of the compass, topographic maps, the sun, and prominent stars. Includes terrain traverse techniques such as simple free climbing and rappelling. Competitive compass exercises will also be presented, as well as other outdoor practical exercise.

AMS 201 SMALL-GROUP DYNAMICS AND LEADERSHIP
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Applied leadership in a small-group context. Exercises in self confidence, group communications, and leadership evolved from situations where the group is required to function and survive on a self-sufficient basis. Principles of survival and cooperative effort will be explored in depth, with maximum involvement of the student in leadership and problem-solving roles.

AMS 202 THE MILITARY MANAGEMENT SYSTEM
2 Hours

Prerequisites: None
2 Hours weekly (2-0)

A study of the military management system including the functional aspect of leadership within the military structure. Includes the presentation of military leadership traits, style, and approaches as well as managerial techniques, and communications.

FACULTY AND STAFF

Office of the President

Harold R. O'Neil.....President
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Blanche Carlton Sloan.....Director of Development and
A.B., Huntingdon College Executive Secretary of JALC Foundation
M.A., University of Oklahoma
Ph.D., Southern Illinois University

Lisa A. DuBois.....Secretary to the Director of Development
and the Executive Secretary of JALC Foundation

Mary Ann Hudson.....Administrative Secretary to the President
and Recording Secretary to the Board of Trustees

Office of the Vice-President for Administration

Joseph Ray Hancock.....Vice-President for Administration
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Tom Ashman.....Director of Placement
B.S., Southern Illinois University Head Basketball Coach (Men)

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

Linwood G. Bechtel.....Coordinator of Aerobic Center
B.S., West Chester State College Tennis Coach
M.S., University of Illinois
Advanced graduate study, University of Illinois and
Southern Illinois University

James G. Dugger.....Dean for Special and Institutional Services
B.A., Anderson College
M.A., Ball State University
Ph.D., Iowa State University

Jerry Halstead.....Assistant to the Director of Placement
A.A., John A. Logan College Head Baseball Coach
B.S., Southern Illinois University

Rachaelle Hayes.....Volleyball Coach
Undergraduate study, Southeast Missouri State University

Judi Holcomb.....Employment Security Manpower Representative

Mark Imhoff.....Assistant Men's Basketball Coach
B.S., Eastern Illinois University Assistant to the Director
M.A., Morehead State University of Placement

Jan Jansco, Jr.....Golf Coach
B.S., Southeast Missouri State University
Graduate study, Southeast Missouri State University

Kermit Keim.....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

Donald Middleton.....Dean for Student Services
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Western Illinois University and
 Southern Illinois University

Gary B. Piper.....Associate Dean for Student Services
 B.A., Northwestern State University
 M.S., Northwestern State University
 Ph.D., Southern Illinois University

George L. Pullis.....Counselor
 B. S., Southern Illinois University
 M.S., Southern Illinois University

Herbert K. Russell.....Director of College Relations
 B.S., Eastern Illinois University
 M.A., Southern Illinois University
 Ph.D., Southern Illinois University

John C. Sala.....Athletic Director
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Priscilla Winkler.....Coordinator of Student Activities
 B.F.A., Southern Illinois University
 M.F.A., Southern Illinois University

Dollean York.....Director of Career Development Center
 B.A., Southern Illinois University
 M.A., Southern Illinois University
 Ph.D., Southern Illinois University

Donna Andrew.....Secretary to the Vice-President for Administration
 and the Director of College Relations

Betty Beasley.....Admissions and Registration Assistant

Dianne Detomasi.....Word Processing Operator

Epha Goad.....Secretary to the Dean for Special and
 Institutional Services

Connie Hensley.....Manager/Word Processing Center

Jane House.....Secretary to the Dean for Student Services

Darla McSparin.....Admissions Secretary

Judi Peart.....Secretary to the Athletic Director and
 the Director of Placement

Marie Perkins.....Receptionist

Debbie Richison.....Student Services Secretary
 (Student Services and Financial Aid)

Cindy Russell.....Word Processing Operator

Marsha Snider.....Admissions Secretary

Barbara Throgmorton.....Admissions Records Secretary

Office of the Vice-President for Business Services

Jim Bales.....Vice-President for 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

Mike Jakubco.....Grounds Maintenance Coordinator

Jim Menees.....Coordinator of Janitorial Services

Art Otey.....Director of Security
 A.S. John A. Logan College
 Certificate of Police Science, University of Illinois
 Certificate of Police Science, Southwest Texas State University

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

Art Walters.....Heating and Air Conditioning Engineer
 B.S., Murray State University
 M.S., Murray State University
 Advanced graduate study, Southern Illinois University

Audrey Calhoun.....Secretary to the Vice-President
 for Business Services

Dennis Capps.....Building Maintenance

Kim Dixon.....General Ledger Bookkeeper

Linda Drew.....Accounts Payable Clerk

Jamie Gentry.....Secretary to Controller

Charles Hodge.....Lead Custodian

Tom Horn.....Security Officer

Robert Kent.....Custodian

Brenda Murphy.....Custodian

Onita Noffke.....Custodian

Angie Oetjen.....Secretary to the Heating and Air
 Conditioning Engineer

Janet Otey.....Cashier/Clerk

Mike Protsman.....Custodian

Scott Robinson.....Data Processing Assistant

Charles Rodgers.....Building Maintenance

Bill Rosenberger.....Grounds Maintenance

Mike Snider.....Security Officer

Ronald Sumner.....Custodian

James Taylor.....Grounds Maintenance

Gib Wallace.....Custodian

Chris Williams.....Accounting Clerk

Mike Williams.....Custodian

Office of the Vice-President for Instructional Services

Jack D. Hill.....Vice-President for Instructional Services
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

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

Rebecca G. Borgsmiller.....Coordinator of Services to
 B.S., Southern Illinois University Business and Industry

Isaac Brigham.....Assistant to the Vice-President
 B.S., Southern Illinois University for Instructional Services
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

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

Charles Clay.....Counselor for Dislocated Worker Assistance Center
 B.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Carl D. Cottingham.....Dean for the Learning Resources Services
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Martha Crothers.....Assistant Coordinator, The Literacy Connection
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Thomas Dean Davenport.....Assistant to the Vice-President
 B.S., Eastern Illinois University for Instructional Services
 M.S., Eastern Illinois University (Vocational Education and
 Ph.D., Southern Illinois University Special Projects)

Allan Dillard.....Placement Specialist for Dislocated
 B.S., Northeastern Illinois University Worker Assistance Center
 M.S., Sangamon State University

Earline Fairley.....Coordinator of Early School Leavers Program
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Robert Fester.....Basic Skills Specialist
 B.A., Illinois State University Assistant Golf Coach
 M.S., Southern Illinois University Assistant Women's Basketball Coach

Lynn Galassi.....Teacher/Counselor Adult Secondary
 B.S., Illinois State University Education, Off-Campus
 Advanced graduate study, Southern Illinois University

Joyce L. Hayes.....Counselor of Dislocated Worker
 B.S., Southern Illinois University Assistance Center
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

June Hickey.....Teacher/Counselor/Adult Basic Secondary Education
 B.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Lisa Hudgens.....Training Specialist for JTPA Projects
 B.S., Eastern Illinois University
 Graduate study, Southern Illinois University

Kim Johnson.....Procurement Assistance Specialist
 B.A., Sangamon State University

Sue Lipe.....Coordinator of Adult Education/On-Campus
 B.S., University of Illinois
 Advanced graduate study, Southern Illinois University

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

Philip Minnis.....Coordinator of Early School Leavers Program
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Hugh Muldoon.....Coordinator, The Literacy Connection
 B.A., St. Bonaventure University
 M.A. Catholic University of America
 Advanced graduate study, Southern Illinois University

Jeff Myers.....Coordinator of Early School Leavers Program
 B.S., Southern Illinois University
 Graduate study, Southern Illinois University

JoAnn Obis.....Director of Adult Basic/Secondary Education
 B.S., Southern Illinois University
 M.A., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Lauvenia Robinson.....Basic Skills Specialist
 B.S., Southern Illinois University

Marilyn Septon.....Assistant Coordinator, The Literacy Connection
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Sue Teegarden.....Assistant to the Vice-President
 B.A., Southern Illinois University for Instructional Services
 M.A., Southern Illinois University (Evening, Part-time and
 Advanced graduate study, Adult Re-entry Programs)
 Southern Illinois University

Jula Treece.....Training Assistant for JTPA
 Projects

Steve Wunderle.....Associate Dean for Continuing Education
 B.S., Eastern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Dana Bagwell.....Circulation Clerk

Marilyn Blatter.....Audio-Visual Technician

Kay Brown.....Secretary to the Supervisor of Training
 (John A. Logan College/Wabash Valley College
 Cooperative Mining Program)

Shirley Calhoun.....Secretary for Adult and Continuing Education

Cheryl Diedrick.....Secretary for the Learning Resources Services

Georgia Halbert.....Secretary, The Literacy Connection

Barbara Harris.....Learning Lab Technician

Jeanette Johnson.....Graphics/Photography Technician

Leah Kent.....Secretary, Adult Basic/Secondary Education

Virginia Kelley.....Receptionist for Dislocated Worker
 Assistance Center

Eunice Lantagne.....Secretary to the Vice-President
 for Instructional Services

Ruth McCullough.....Secretary, Vocational Education Division

Vicki Reed.....Secretary to Director of Nursing
 and Allied Health (SICCM)

Barbara Tucker.....Secretary, Instructional Services

Suzanne Ward.....Secretary for Adult Student Programs and for
 Services to Businesses and Industry

Sharyl Watson.....Secretary to the Vice-President
 for Instructional Services

AREA COMMUNITY COORDINATORS

Adult Education

Jan Hinde.....Carbondale, Murphysboro, Gorham
 Thomas Rhodes.....DuQuoin, DeSoto, Elverado
 Frank Samuel.....Carterville, Herrin
 Landa Stettler.....Marion, Crab Orchard
 Kathy Taylor.....Trico
 Deanna Tomlinson.....West Frankfort

TEACHING FACULTY

Allied Health and Public Services

Mary Ellen Abell.....Division Chair/Allied Health and
 B.S., Southern Illinois University Public Services
 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
 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
 M.S., Southern Illinois University
 Sandra Monahan.....Cosmetology
 A.S., John A. Logan College
 B.S., Southern Illinois University
 Barbara Patchett.....Nursing
 R.N., Jewish Hospital School of Nursing
 M.S.N., University of Evansville
 Advanced graduate study, Southern Illinois University
 Karen Jean Thomas.....Nursing
 A.D.N., Lincoln Land Community College
 B.A.N., Sangamon State University
 M.S.N., University of Evansville

Division of Business and Industry

Paul E. McInturff.....Division Chair/Business and Industry
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University
 Advanced graduate study, University of Wyoming
 Tim Baker.....Electronics
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 John A. DeHoff.....Business Administration and Accounting
 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

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

Joyce Hayes.....Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

Phyllis Jackson.....Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Robert Killian.....Data Processing
 B.S., Shippensburg State University
 M.E.D., Shippensburg State University
 Advanced graduate study, Pennsylvania State University

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

Robert R. Landes.....Welding
 Certified in Welding, Southern Illinois University
 School of Technical Careers
 B.S., Southern Illinois University

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

Terri L. Rentfro.....Business and Data Processing
 B.S., Southern Illinois University
 M.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
 Advanced graduate study, Southern Illinois University

Linda Taylor.....Business
 B.S., Southern Illinois University

Division of English and Humanities

David M. Packard.....Division Chair/English and Humanities
 B.A., McKendree College
 M.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Gayle Davenport.....English/Speech/Journalism
 B.S., Eastern Illinois University
 M.A., Eastern Illinois University

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

Steve Falcone.....English
 B.A., LaSalle College
 M.A., Southern Illinois University

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
 Ph.D., Southern Illinois University

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

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

Carol Lawson.....English/French
 B.A., Winthrop College
 M.A., Tulane University

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

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

Division of Life and Social Sciences

Karl E. Maple.....Division Chair/Life and Social Sciences
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University

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 Health
 B.S., West Chester State College
 M.S., University of Illinois
 Advanced graduate study, University of Illinois and
 Southern Illinois University

Don P. Boehne.....Psychology
 B.S., Southeast Missouri State University
 M.S., Southern Illinois University

Ronald G. Browning.....Health
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., 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.S., Southern Illinois University-History
 M.A., Southern Illinois University-Political Science
 Advanced graduate study, Southern Illinois University

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

John C. Sala.....Health and Physical Education
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study, Southern Illinois University

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

Division of Math and Physical Science

Glenn E. Yates.....Division Chair/Math and Physical Science
B.S., Illinois State University
M.S., Illinois Wesleyan University
Advanced graduate study, Illinois State University and
East Carolina University

Sheryl Bleyer.....Computer Science
B.S., Southern Illinois University
M.S., Southern Illinois University

Kenneth L. Greenlee.....Chemistry and 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

Terry Popp.....Mathematics
B.S., Southeast Missouri State College
M.S., Southern Illinois University
Advanced graduate study, Southern Illinois University
and East Carolina University

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

Cooperative Mining Program Department

George Woods.....Director/CMT Program
B.S., Southern Illinois University

Lyle Cline.....Instructor/CMT Program
B.S., Southern Illinois University

Terry V. Russell.....Coordinator of Program Development/
B.S., Southern Illinois University
M.S., Southern Illinois University
CMT Program

G. Dennis Sileven.....Instructor/CMT Program
AAS, Wabash Valley College

Howard L. Stearns.....Instructor/CMT Program
B.A., Southern Illinois University

Diane Lutes.....Administrative Supervisor for
A.S., Frontier College Registration and Financial Affairs