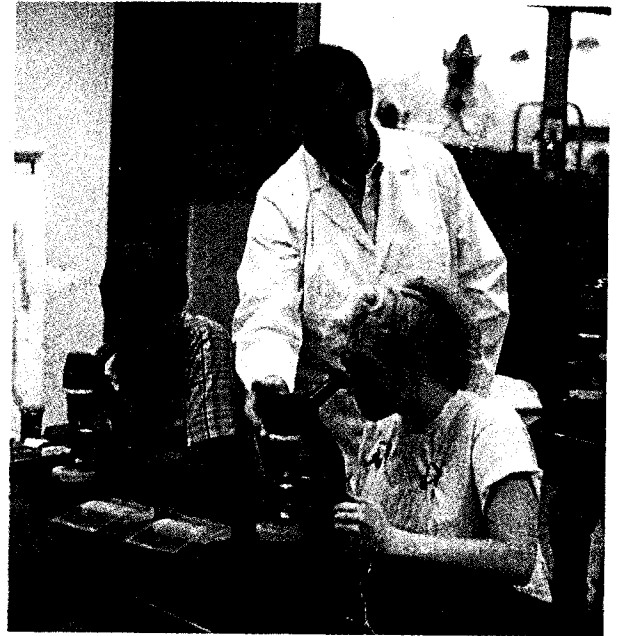
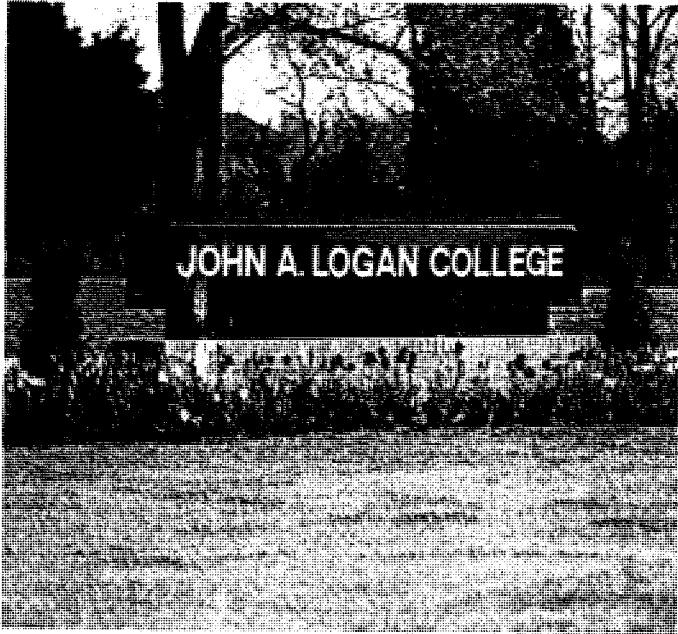


Grenda J
JOHN A. LOGAN COLLEGE
1987 - 1988 BULLETIN



20 YEARS OF EXCELLENCE
1967 - 1987

JOHN A. LOGAN COLLEGE

CARTERVILLE, ILLINOIS 62918

(618) 985-3741--Marion-Herrin Area
549-7335--Carbondale Area
542-8612--Du Quoin Area
937-3438--West Frankfort Area
1-800-851-4720--Other Areas

BULLETIN

1987-1988

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
Debbie Walker, 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
Commission on Dental Accreditation
Great Rivers Athletic Conference
Illinois Community College Board
Illinois Community College Trustees
Association
Illinois State Department of Education
and Registration
National Junior College Athletic Association
National League for Nursing
North Central Association of Colleges
and Schools
Southern Illinois Dental Society

PRESIDENT'S 20TH ANNIVERSARY MESSAGE

September 16, 1987, marks the twentieth year of John A. Logan College. Its creation was accomplished after months of work by dedicated citizens who foresaw a need for a comprehensive two-year college to serve this area.

From humble beginnings in the earliest days, operating out of storefront buildings on Cherry Street in Herrin and utilizing Herrin High School and local churches, the College has now established itself on a permanent campus one mile west of Carterville.

The initial enrollment of some 300 students and a charter graduating class of 64 has grown to an enrollment of 5,500 students per semester in credit and adult and continuing education classes. We now have an annual graduating class of approximately 400.

The College has emerged into a much-respected institution of higher education by being flexible and extremely adaptable to the educational needs of the communities we serve. With new programs, such as our Tuesday-Thursday College and Weekend College, we hope to strengthen services to the people who have supported us for two decades.

As we enter our twentieth year, we must recognize our impressive past and salute our promising future. The next twenty years will bring tremendous changes, but we here at John A. Logan College will remain the kind of institution this area needs by helping to make the future a reality through education.

Harold R. O'Neil
President

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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.

1987-89 COLLEGE CALENDAR

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

SUMMER, 1988

Instruction Begins, June 6
Holiday--Independence Day, July 4
Midterm, June 30
Final Exams, July 28-29
Summer Semester Ends for Transfer and
Occupational Classes, July 29
Summer Semester Ends for Continuing Education,
August 14

FALL, 1988

Fall Faculty Meetings, August 15-16
Instruction Begins, August 17
Holiday--Labor Day, September 5
Midterm, October 11
Thanksgiving Recess, November 21-25
Final Exams, December 12-16
Holiday--Christmas, December 25
Fall Semester Ends, December 31

SPRING, 1989

Holiday--New Year's Day, January 1
Instruction Begins, January 9
Holiday--Martin Luther King's Birthday, January 16
Holiday--Lincoln's Birthday, February 13
Midterm, March 6
Spring Vacation, March 13-17
Holiday--Good Friday, March 24
Commencement, May 5
Final Exams, May 8-12
Holiday--Memorial Day, May 29
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.

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 lifelong 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 John A. Logan College 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 esthetically 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 John A. Logan College 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.

SEXUAL HARASSMENT

Sexual harassment of a student by a higher education representative is a violation of Illinois law. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment or when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of the student's appropriate status at the College or uses the student's submission to, or rejection of, such conduct as a basis for determining the student's appropriate status at the College. The law specifies the violations that may constitute sexual harassment by a higher education

representative. Students at John A. Logan College should report sexual harassment to the vice-president for administration or the vice-president for instruction.

DRUG AND SUBSTANCE ABUSE POLICY

John A. Logan College views drug or substance abuse as having a debilitating effect upon a person's physical and emotional well-being. Further, in accordance with the existing law, and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers.

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College does provide drug abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area.

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 accreditation means the attainment of significant educational standards of quality and excellence which are recognized and respected among the institutions of higher learning. The College's most recent accreditation--for ten years--occurred in June, 1987.

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 mathematics 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 mathematics section of the ACT, the student will be required to complete Mathematics 51 and/or Mathematics 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 mathematics and English. Any student who has a grade average on all high school work in mathematics 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 mathematics 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
AFT 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 265	- Introduction to Crafts	5.00
ART 295	- Portfolio	5.00
BIO 101	- Biological Science	7.50
BIO 105	- Anatomy and Physiology	10.00
BIO 110	- General Botany	5.00
BIO 115	- Invertebrate Zoology	10.00
BIO 120	- Vertebrate Zoology	5.00
BIO 125A	- Horticulture (Lab only)	5.00
BIO 275	- Common Plants of Southern Illinois	5.00
BUS 127	- Calculating Machines	2.50
BUS 128	- Office Machines	5.00
BUS 249	- Medical Transcription	15.00
BUS 250	- Advanced Medical Transcription	15.00
CCT 267	- Child Care/Teacher Aide Lab	5.00

CCT 268	- Child Care/Teacher Aide Lab	5.00
CHM 101	- General Inorganic Chemistry	10.00
CHM 102	- Qualitative and Quantative Analysis	10.00
CHM 201	- Organic Chemistry	10.00
CHM 202	- Organic Chemistry	10.00
COS 111	- Cosmetology Laboratory	45.00
COS 112	- Cosmetology Laboratory	45.00
COS 113	- Cosmetology Laboratory	25.00
CPS 176	- Introduction to Computer and Applications	7.50
CPS 177	- Introduction to Programming Languages	7.50
CPS 203	- Introduction to FORTRAN	7.50
CPS 204	- Introduction to PASCAL	7.50
CPS 205	- Computer Graphics	7.50
CPS 208	- Assembly Language Programming	7.50
CPS 210	- Computer Programming for Teachers	7.50
CPS 215	- Data Structure	7.50
DDA 101	- Developmentally Disabled Attendant Care	5.00
DIE 187	- Diesel Laboratory	25.00
DNA 102	- Dental Assisting Procedures	10.00
DNA 103	- Dental Assisting Procedures	10.00
DNA 104	- Radiology I	25.00
DNA 105	- Radiology II	25.00
DNA 106	- Preventive Dental Health Education	10.00
DNA 107	- Dental Materials	30.00
DNA 108	- Dental Materials	30.00
DPR 101	- Introduction to Data Processing	2.50
DPR 102	- Fundamentals of Business Data Programming	5.00
DPR 103	- Business Systems Analysis and Design	2.50
DPR 104	- Computer-Related Applications	10.00
DPR 105	- Advanced BASIC	7.50
DPR 120	- Database Management (D Base III)	10.00
DPR 201	- COBOL I	7.50
DPR 202	- COBOL II	7.50
DPR 203	- Advanced Systems Design	2.50
DPR 205	- Word Processing	10.00
DPR 206	- Basic Business Statistics	2.50
DPR 207	- Applications of Basic Programming for Business	5.00
DPR 210	- Advanced Word Processing	10.00
DRT 181	- Technical Drafting	12.50
DRT 182	- Technical Drafting	12.50
DRT 183	- Detail and Assembly	7.50
DRT 184	- Architectural Drafting	7.50
DRT 185	- Introduction to Computer Graphics	12.50
DRT 281	- Advanced Technical Drawing	12.50
DRT 282	- Tool Design	12.50
DRT 283	- Advanced Technical Drawing	12.50
DRT 285	- Descriptive Geometry	7.50
DRT 294	- Advanced Architectural Drafting	7.50
EGR 101	- Engineering Graphics	7.50
ELT 100	- DC/AC Fundamentals	20.00
ELT 200	- Introduction to Microprocessors	20.00
ELT 220	- Industrial Electronics	20.00
EMT 111	- Emergency Medical Technician	15.00
ENG 050	- Basic Reading and Writing	10.00
ENG 052	- Developmental Writing Skills	6.00
ENG 052A	- Developmental Writing Skills	6.00
ENG 053	- Developmental Reading Skills	6.00
ENG 053A	- Developmental Reading Skills	2.00
B,C,D,E,F		
ENG 101	- English Composition (Word Processing sections only)	7.50
ENG 106	- Word Processing for Writers (Journalism)	7.50

ENG 107	- Word Processing for Writers (Creative Writing)	7.50
ENG 108	- Word Processing for Writers (Technical Writing)	7.50
IND 105	- Introduction to Computers	2.50
IND 121	- Manufacturing Processes	15.00
IND 122	- Manufacturing Processes	15.00
IND 211	- Fundamentals of Electricity	5.00
LIT 275	- Art of the Cinema	15.00
MAC 150	- Machine Processes (Modules)	30.00ea
- 164		
MUS 101	- Choral Ensemble	2.50
MUS 102	- Chamber Ensemble	2.50
MUS 103	- Symphonic Ensemble	2.50
MUS 104	- Stage Band	2.50
MUS 106	- Beginning Class Piano I	2.50
MUS 107	- Class Piano II	2.50
MUS 115	- Music for Children	2.50
MUS 123	- Music Ensemble	2.50
NAD 101	- Nursing Assistant Training	15.00
ORI 100	- Career Life Planning	2.00
PED 100	- Aerobics and Weight Training I	20.00
PED 101	- Aerobics and Weight Training II	20.00
PED 102	- Aerobics and Weight Training III	20.00
PED 103	- Aerobics and Weight Training IV	20.00
PED 104	- Aerobics and Weight Training	20.00
PED 150	- Bowling	12.50
PED 151	- Handball	12.50
PED 152	- Beginning Racquetball	12.50
PED 153	- Intermediate Racquetball	12.50
PED 154	- Advanced Racquetball	12.50
PED 155	- Golf I	10.00
PED 156	- Golf II	10.00
PED 157	- Golf III	10.00
PED 158	- Advanced Golf	10.00
PED 194	- Methods of Teaching Golf	10.00
PHY 151	- Technical Physics	5.00
PHY 155	- Physics	5.00
PHY 156	- Physics	5.00
PNE 101	- Principles and Practices of Nursing	10.00
PNE 102	- Nursing Procedures	20.00
PNE 103	- Clinical Nursing	10.00
PNE 161	- Pharmacology in Nursing	10.00
SHN 124	- Shorthand	7.50
SHN 124A	- Shorthand (Modified Instruction)	2.50
SHN 124B	- Shorthand (Modified Instruction)	2.50
SHN 124C	- Shorthand (Modified Instruction)	2.50
SHN 125	- Shorthand	7.50
SHN 125A	- Shorthand (Modified Instruction)	2.50
SHN 125B	- Shorthand (Modified Instruction)	2.50
SHN 125C	- Shorthand (Modified Instruction)	2.50
SHN 232	- Shorthand	7.50
SHN 233	- Shorthand	7.50
TRD 100	- Semi-Trailer Truck Driving	804.00
TRT 133	- Introduction to Computers for Travel	5.00
TRT 140	- Travel Agency I	10.00
TRT 240	- Travel Agency II	5.00
TYP 116	- Typewriting	15.00
TYP 116A	- Beginning Typewriting Basic Skills	5.00
TYP 116B	- Beginning Typewriting Communications and Reports	5.00
TYP 116C	- Beginning Typewriting Business Letters	5.00
TYP 117	- Typewriting	15.00
TYP 117A	- Advanced Typewriting Technical Reports	5.00

TYP 117B	- Advanced Typewriting General Office Typing	5.00
TYP 117C	- Advanced Typewriting Professional Office Typing	5.00
TYP 122	- Business Letter Typewriting	5.00
TYP 123	- Statistical Typewriting	5.00
TYP 230	- Production Typewriting	15.00
TYP 231	- Typewriting	10.00
WEL 150	- Oxy-acetylene Fusion Welding	15.00
WEL 151	- Oxy-acetylene Fusion Welding	30.00
WEL 152	- Brazing and Soldering	15.00
WEL 153	- Oxy-acetylene Cutting	15.00
WEL 154	- Arc Welding	30.00
WEL 155	- Arc Welding	30.00
WEL 156	- Arc Welding	15.00
WEL 157	- Arc Welding	15.00
WEL 158	- Arc Welding	15.00
WEL 159	- Arc Welding	15.00
WEL 160	- M.I.G. Welding	30.00
WEL 161	- Cored Wire Welding	30.00
WEL 162	- T.I.G. Welding	15.00
WEL 163	- Weld Testing & Inspection	30.00
WEL 181	- Introduction to Oxy-acetylene Welding 181	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
All Telecourses		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.

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, 1988, for the 1987-88 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 and State 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 Pell Grant results of the Application for Federal and State 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 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 the College of changes in name, address, or attendance status, (8) perform work agreed upon in student worker assignments, and (9) understand the 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 are usually presented each year through the John A. Logan College Foundation:

- American Magnetics Corporation
- Angelo Sala Memorial
- Carbondale Rotary Club
- Cartersville BPW Club
- Cartersville State and Savings Bank
- Douglas and Rosemary Bryant Memorial
- Du Quoin National Bank
- Egyptian Contractors Association/
O. M. Hudgens
- First National Bank of Ava
- Frances B. Miller
- Frankfort Community Junior Women's Club
- Herrin BPW Club Scholarship
- Herrin Women's Club
- John A. Logan College Foundation Board
- Judge Fred B. Herbert Memorial
- Louis B. Wides Memorial
- Margaret and Albert Bleyer Memorial
- Mark A. Hughes
- Mary J. Greenlee Memorial
- Murphysboro BPW Club
- O. M. Hudgens Secretarial
- Raleigh Crawford Pre-Engineering
- Rannie L. Odum Memorial
- Sam Mitchell
- Wm. J. Bima Memorial
- Women's Auxiliary of the Southern Illinois
Dental Society

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 \$2,625 for each academic level (freshman, sophomore,

etc.) up to the program maximum of \$7,875 at John A. Logan College. 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 is 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.

Students who want to be considered for a Guaranteed Student Loan must complete the appropriate section of the Application for Federal and State Student Aid (AFSSA) and submit the resulting Pell Grant Student Aid Report (SAR) to the Financial Aid office to have their Guaranteed Student Loan Transmittal Form (GTF) completed and certified.

All loan applicants are required to undergo a test of financial need. After the Guaranteed Student Loan Transmittal form has been certified by the College and processed by the Illinois Guaranteed Loan Agency, the applicant's lender will receive by mail the applicant's Promissory Form which must be signed by the applicant to finalize the application process.

Guaranteed loan borrowers will be advised in writing concerning the following information prior to disbursement of their loan check: average indebtedness; average anticipated monthly repayment; and available repayment options.

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.

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 1987-88 school year, an applicant should file the 1987-88 Application for Federal and State Student Aid. To apply for the 1988-89 school year, an applicant should file the 1988-89 Application for Federal and State 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 and State 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 Veterans Administration. 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 State Approving Agency 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.

John A. Logan College also coordinates GI Bill educational allowances for qualifying members of the National Guard and reserve units of all the armed forces.

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
Freshman	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
Freshman	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 unsatisfactory academic progress standing.)
Freshman	12-16	Below 2.00
	17-30	Below 2.25
Sophomore	31-45	Below 2.50
	46 or more	Below 2.90

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 Students 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 student (carrying 9-11 semester hours) must complete a minimum of 11 semester hours each year, and a half-time student (carrying 6-8 semester hours) 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.

No student, however, 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 completing 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 |
| F | 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) | |
| F | 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

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 the 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 dean, 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 one has previously received a grade or which one 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	Health 110
Anthropology 111	Introduction to Pre-School Children 160
Art 111	Manufacturing Processes 121
Biology (Genetics) 225	Manufacturing Processes 122
Business Accounting 220	Music (Fundamentals) 110
Business Mathematics 111	Music (Theory) 121
Cosmetology 101	Music (Theory) 122
Cosmetology 102	Music (Theory) 221
Cosmetology 111	Nursing Procedures 102
Cosmetology 112	Nutrition 100
Computer Science 176	Spanish 101
English 111	Spanish 102
French 101	Shorthand 124
French 102	Shorthand 125
Geography 112	Typing 116
German 101	Typing 117
German 102	

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 division chair.
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 this 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.

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 are as follows: ENG 52--Developmental Writing Skills (a,b) and ENG 153--Developmental Reading Skills (a,b,c,d,e,f).

Developmental mathematics courses are also available. Interested students should contact a counselor for further information. Media Services

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 also 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 parking regulations 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 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 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 student's 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 the Career Center 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 mathematics, 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. Individuals seeking positions in Illinois and several other midwestern states are aided by a computerized list of jobs which is updated daily.

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.

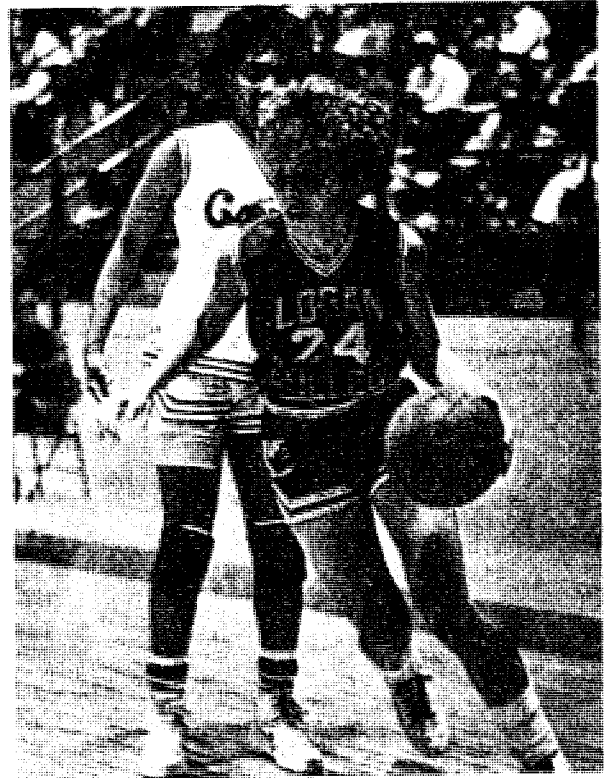
STUDENT ACTIVITIES

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.

The College believes 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 athletic 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 (GRAC). 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; the 1986-87 women's team was eighth.

The cheerleading squad has been a frequent and successful competitor at numerous cheerleading camps.

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 College 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.

The John A. Logan College Museum and Art Galleries house a permanent art collection John A. Logan memorabilia collection, and exhibits work by student, area, and nationally-known artists. In addition, informational exhibits in subjects related to College study programs are located throughout the College campus. Seminars, workshops, and tours are also offered throughout the year to the student and College district population.

All cultural arts programs are either free or offered at a minimal cost to the student. Information or tickets concerning all cultural arts programs can be obtained from the Activities Office.

Foreign Study

The John A. Logan College International Studies program provides an opportunity for John A. Logan College students to spend a semester or summer term in London, England. Such a period of study in Britain offers American undergraduates the opportunity to deepen their appreciation of literature, drama, history, art, and our own political system by offering a basis of understanding and comparison of two sister cultures.

The College has made this program available by being a part of the Illinois Consortium for International Studies (ICIS) London Program. Illinois State University participates and provides technical support. Students in the program earn regular college credit in classes which are enriched by the resources of London. Activities include numerous cultural and social events and travel.

Any John A. Logan College student who has completed fifteen credit hours of college-level work with a cumulative grade point average of 3.5 is eligible to participate in the ICIS London Program.

Student Clubs and Organizations

John A. Logan College offers membership in many clubs and organizations. These groups are directed from the Office of the Coordinator of Student Activities, but each organization is sponsored and advised by College faculty and staff.

Alpha Beta Gamma - Alpha Beta Gamma is an honorary society for business students attending John A. Logan College. The society recognizes academic achievement. Honor students with a 4.0 GPA or above in business studies are invited to participate in this fraternity.

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.

Better Educators of Tomorrow - This service organization encourages and supports John A. Logan College students who have chosen teaching as a career. The group hopes to award scholarships in future years.

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.

Biology Club - The Biology Club seeks opportunities for excursions and provides an enriched environment for students preparing for careers in the biological sciences.

Brothers and Sisters in Christ (BASIC) - This organization 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.

College Bowl - This team of students competes in academic meets with other community colleges. Competitions are based on questions from science, mathematics, 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 making observations at dental schools and/or offices. The organization also strives to make its members better aware of the profession.

Forensics Team - The Forensics Team competes in a variety of speaking events--intercollegiate, interpretive, and public. The group competes locally and nationally.

International Club - This organization provides foreign and domestic students and faculty with opportunities for social integration through programs and events designed to further international friendships.

Logan Nurses - The Logan Nurses club provides an effective organization within the nursing field to 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.

Music Club - This organization consists of students who are interested in music--particularly singing.

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.

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 on 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, periodically issues invitations 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.

STAND--Students Against Nuclear Destruction - This social action group seeks the means to educate others about nuclear power.

Student Newspaper - The student publication at John A. Logan College is The Volunteer, a newspaper written by and for 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.

Theater Guild - The Theater Guild is an academic theater group whose activities complement in-class instruction and theatrical productions. Typical activities involve set design, help with dramatic presentations, and the striking of sets.

Veterans Club - The Veterans Club was formed to act as a forum for veteran-associated agencies to meet with students who are veterans in order to discuss common issues. The club is open to all veterans of all branches of the armed forces.



BACCALAUREATE TRANSFER PROGRAM

The College offers separate associate degree programs in the arts and sciences. Students may complete degree requirements by completing the general course requirements for either of these programs. It is also possible for students to complete the freshman and sophomore requirements for the specific majors associated with these programs by following the appropriate curriculum guide. Each of these guides has been carefully articulated with other Illinois institutions of higher education as well as those from surrounding states and will allow students to transfer smoothly upon the completion of his/her studies at John A. Logan College.

Each curriculum guide also 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.

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.

Pre-professional students 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 curriculum guides for the Associate of Arts Degree are as follows:

Art	Physical Education
Art Education	Political Science
Business Teacher Education	Psychology
Elementary Education	Secondary Education
English or Humanities	Special Education
History	

Possible curriculum guides for the Associate of Science Degree are as follows:

Agriculture	Physics
Biological Science	Pre-Chiropractic
Business Administration	Medicine
and Accounting	Pre-Engineering
Chemistry	Pre-Pharmacy
Computer Science	Pre-Professional
General Science	Medicine
Mathematics	

ASSOCIATE IN ARTS DEGREE

The Associate of Arts degree is designed for transfer-oriented students who are undecided about their program major or who plan to major in one of the following areas: arts, humanities, social sciences, behavioral sciences, education, English, and journalism. Those interested in specific majors should refer to the appropriate curriculum guide.

<u>Communications</u>	9
ENG 101	3
ENG 102 or 103	3
SPE 115	3
<u>Humanities</u>	12
Optional Humanities Track ¹	6
Choose one of the following courses:	
SPE 113, PHL 111, ART 220, ART 221, ART 101, ART 102, IDH 150, or MUS 110	3
Humanities Elective ³	3
<u>Social Sciences</u>	12
Optional Social Science Tracks ⁴	12
<u>Mathematics</u>	5
MAT 110 or higher	5
<u>Science</u>	9
BIO 101	3
PHS 105	3
Science Elective ⁶	3
<u>Health 110</u>	3
<u>Orientation 100</u>	3
<u>General Electives</u> (Choose from any transfer-oriented courses)	11
Total	62

¹Humanities Tracks (choose one track)

<u>Track #1</u>	
MUS 105, ART 111 or HUM 101	3
PHL 131 or 121	3
	6
<u>Track #2</u>	
MUS 105, ART 111 or HUM 101	3
LIT 2980 or 281	3
	6
<u>Track #3</u>	
PHL 131 or 121	3
LIT 280 or 281	3
	6

²Humanities Options (choose one of the following courses) SPE 113, PHL 111, ART 220, ART 221, ART 101, ART 102, IDH 150 or MUS 110

³Humanities Electives

Art: ART 101, 102, 111, 180, 220, 221, 230, 240, 250, 255, 256, 257, 260, 261, 262, 265	
Drama/Speech: SPE 105, 113, 117, 118, 121, 122	
Humanities: HUM 101, 162	
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202, SPN 101, 102, 201, 202	
Literature: ENG 103, LIT 211, 212, 231, 232, 235, 236, 270, 275, 280, 282, 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: IDH 150 (3 hrs.)	

⁴Social Science Tracks (choose one track)

Track #1

History (select any two)	
IDH 150, HIS 201, 202	6
PSY 132 General Psychology	3
PSC 131 American Government	4
	13

Track #2

ANT 111 Anthropology	3
GEO 112 Regional Geography	3
PSY 132 General Psychology	3
HIS 201 or HIS 202 or	
PSC 131	3-4
	12-13

Track #3

History (select any one)	
IDH 150, HIS 201, 202	3
PSC 131 or HIS 201 or	
HIS 202	3-4
PSY 132 General Psychology	3
Social Science Elective	3
	12-13

Track #4

PSC 131 or HIS 201 or	
HIS 202	3-4
SOC 133 Principles of Soc.	3
PSY 132 General Psychology	3
Social Science Elective	3
	12-13

⁵Social Science Electives

Anthropology: ANT 216	
History: HIS 205, 211, 212, 215	
Geography: GEO 215	
Political Science: PSC 211, 212, 215, 220, 140	
Psychology: PSY 262, 285	
Sociology: SOC 263, 264	
Interdisciplinary Studies: IDH 150 (3 hrs.), HUM 162	

⁶Science Electives

Biology: BIO 105, 110, 115, 120, 125 A&B, 225, 240, 245, 275	
Physical Science: PHS 101, 102, 103, 104, 105	

ASSOCIATE IN SCIENCE DEGREE

The Associate of Science degree is designed for transfer students who are science-oriented majors. The general science curriculum may be followed as a guide for meeting the Associate of Science degree requirements and is specifically recommended for undecided science majors.

It is recommended that specific guides in agriculture, biology, business administration and accounting, engineering, chemistry, computer science, mathematics and pre-professional curricula be followed by students interested in those specific majors. These guides will help assure the prospective major that the articulation requirements of senior institutions are adequately met. Science advisors will also assist students in designing special programs of study that fulfill the requirements of the Associate of Science degree and allow students to concentrate in major areas not listed above or which help the student prepare for transfer to a specific institution.

<u>Communications</u>	6
ENG 101	3
ENG 102	3*
<u>Humanities</u>	6
Mathematics and Science (See Optional Math/Science Tracks)	17-18
<u>Social Sciences</u>	6-7
HIS 201, 202, or PSC 131	3-4
PSY 132	3
<u>Health/PE</u>	3
Health 110 or Physical Education Electives	3
<u>Orientation 100</u>	1
<u>General Electives</u>	23
Total	62-64

Optional Math/Science Tracks

Life Sciences Track

MAT 110 or higher	5
BIO 101	3
BIO Elective	6
Science Elective	3
	<u>17</u>

Mixed Track

MAT 110 or higher	5
BIO 101	3
PHS 105	3
Science	6
	<u>17</u>

Physical Sciences Track
Option 1

MAT 110 or higher	5
PHS 105	3
PHS 103	3
PHS 104	3
Science Elective	3
	<u>17</u>

Physical Sciences Track
Option 2

MAT 110 or higher	5
PHY 155	5
CHM 101	5
Science Elective	3
	<u>18</u>

Business Administration and Accounting Only

BIO 101	3
PHS 105	3
Science Elective	3
MAT 116	5
MAT 117	4
	<u>18</u>

*NOTE: English 113 and Speech 115 will be allowed as substitutes for some science majors. See curriculum guides.

ACCEPTABLE ELECTIVES FOR
AN ASSOCIATE OF SCIENCE DEGREE

Science Electives

Biology: BIO 105, 110, 115, 120, 125 A&B, 225, 240, 245, 275
Physical Science: PHS 101, 102, 104, 104, 105
Physics: PHY 155, 156, 201, 210
Chemistry: CHM 101, 102, 201, 202

Humanities Electives

ART: ART 101, 102, 111, 180, 220, 221, 230, 240, 250, 255, 256, 257, 260, 261, 262, 265
Drama/Speech: SPE 105, 113, 117, 118, 121, 122
Humanities: HUM 101, 162
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202, SPN 101, 102, 201, 202
Literature: ENG 103, LIT 211, 212, 231, 232, 235, 236, 270, 275, 280, 281, 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.)

Social Science Electives

Anthropology: ANT 216
History: HIS 205, 211, 212, 215
Geography: GEO 215
Political Science: PSC 211, 212, 215, 220, 140
Psychology: PSY 262, 285
Sociology: SOC 263, 264
Interdisciplinary Studies: IDH 150 (3 hrs.) HUM 162

Other Electives

Computer Science: CPS 176, 203, 204, 205, 208, 215
 Economics: ECO 201, 202
 Accounting: ACC 201, 202
 Mathematics: MAT 110, 111, 116, 117, 131, 201, 202, 205, 221

CURRICULUM GUIDES FOR MAJOR PROGRAMS OF STUDY

AGRICULTURE*

Associate of Science Degree

First Year - Fall Semester

AGR 100 Introductory Animal Science *	4
ENG 101 English Composition I	3
BIO 101 Biological Science	3
MAT 110 Intermediate Algebra	5
Elective II	1-2
ORI 100 Career Life Planning	1
	<u>17-18</u>

First Year - Spring Semester

AGR 101 Introductory Agricultural Economics	3
ENG 102 English Composition II	3
Physical Science Elective	3
HTH 110 Health Education	3
PSC 131 American Government or HIS 201 or 202, History I or II	3-4
	<u>15-16</u>

Second Year - Fall

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

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>

*Agricultural education majors are advised to enroll in physical education for 1-2 elective hours.
 **The courses are taught on the SIU-C Campus.

ART

Associate of Arts Degree

First Year - Fall Semester

ART 180 Beginning Drawing	3
ART 101 Fundamentals of Art	4
ART 220 History of Art I	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 Elective	3
ART 221 History of Art II	3
ENG 102 English Composition II or ENG 103 Creative Writing	3
PSY 132 General Psychology	3
PHS 105 Physics in the Environment	3
	<u>18</u>

Second Year - Fall Semester

Social Science Elective (from selected track) 4	3
Humanities Elective (from selected track) 1	3
MAT 110 Intermediate Algebra	5
SPE 115 Speech	3
PSC 131 American Government or HIS 201 or 202 U.S. History	3-4
	<u>17-18</u>

Second Year - Spring Semester

ART 260 Beginning Painting	3
Science Elective	3
Social Science Elective (from selected track) 4	3
HTH 110 Health Education	3
Humanities Elective (from selected track) 1	3
Art Elective	3
	<u>18</u>

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

ART EDUCATION

Associate of Arts Degree

First Year - Fall Semester

ART 101 Fundamentals of Art	4
ART 220 History of Art I	3
ART 180 Beginning Drawing	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 or Art Elective	3
ART 221 History of Art II	3
PSY 132 General Psychology	3
ENG 102 English Composition or ENG 103 Creative Writing	3
PHS 105 Physics in the Environment	3
EDU 202 and 202A Human Growth Development and Learning	3
	<u>18</u>

Second Year - Fall Semester

Social Science Elective (from selected track) 4	3
PSC 131 American Government or HIS 201 or 202 U.S. History	3-4
SPE 115 Speech	3
MAT 110 Intermediate Algebra	5
Humanities Elective (from selected track)	3
	<u>17-18</u>

Second Year - Spring Semester

ART 260 Beginning Painting Art Elective	3
HTH 110 Health Education Science Elective (from selected track) 6	3
Humanities Elective (from selected track) 1	3
Social Science Elective (from selected track) 4	3
	<u>18</u>

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

BIOLOGICAL SCIENCE

Associate of Science Degree

First Year - Fall Semester

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

First Year - Spring Semester

MAT 111 College Algebra and 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 202 U.S. History I or II	3-4
BIO 105 Anatomy and 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 the student has had 3 years of high school coursework in one language with no grade lower than a "C" or can earn 8 hours in one language by proficiency exam; this substitutes for 6 hours of humanities credit. Majors in the College of Education should substitute EDC 202 and 202A, HIS 201 and Physical Education. It is strongly recommended that students be proficient in typing.

BUSINESS ADMINISTRATION AND ACCOUNTING

Associate of Science Degree

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 202 U.S. History I or II	3-4
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

Associate of Arts Degree

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
Business Elective*	3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
	<u>16-17</u>

First Year - Spring Semester

ENG 102 English Composition II	3
BIO 101 Biological Science	3
BUS 110 Introduction to Business	3
Humanities Track 1	3
Social Science Elective 5	3
SPE 115 Speech	3
	<u>18</u>

Second Year - Fall Semester

MAT 110 Intermediate Algebra	5
ECO 201 Principles of Economics	3
EDC 202 & 202A Human Growth, Development, and Learning	3
PHS 105 Physics in the Environment	3
Humanities Track 1	3
	<u>17</u>

Second Year - Spring Semester

Science Elective 6	3
Humanities Option 2	3
BUS 235 Business Correspondence	3
Humanities Elective 3	3
Business Elective*	6
	<u>18</u>

*Business electives should be selected after a conference with your advisor.

CHEMISTRY

Associate of Science Degree

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 111 College Algebra and 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

ENG 102 English Composition II	3
CHM 102 Chemical Principles with Qualitative Analysis	5
MAT 131 Calculus I	5
PSC 131 American Government or HIS 201 or 202 U.S. History 1 and 11	3-4
	<u>16-17</u>

Second Year - Fall Semester

CHM 201 Organic Chemistry I	5
MAT 201 Calculus II	5
PHY 155 Physics I	5
Foreign Language	4
	<u>19</u>

Second Year - Spring Semester

CHM 202 Organic Chemistry II	5
PHY 156 Physics II	5
HTH 110 Health Education	3
PSY 132 General Psychology	3
Foreign Language	4
	<u>20</u>

COMPUTER SCIENCE

Associate of Science Degree

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 U.S. 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 II	3
CPS 215 Data Structures	3
PHL 121 Introduction to Logic	3
Foreign Language*	4
	<u>18</u>

Second Year - Fall Semester

PHY 155 Physics	5
MAT 202 Calculus III	3
MAT 221 Introduction to Linear Algebra	3
CHM 101 Chemical Principles **	5
CPS Elective ***	3
	<u>19</u>

Second Year - Spring Semester

PHY 156 Physics II	5
MAT 205 Differential Equations	3
HTH 110 Health Education	3
CPS Elective ***	3
PSY 132 General Psychology	3
	<u>17</u>

*See your advisor. CPS 176 may be required.

**See your advisor. Requirements vary according to choice of transfer institution.

***May choose from CPS 203, 205, 208.

ELEMENTARY EDUCATION

Associate of Arts Degree

First Year - Fall Semester

BIO 101 Biological Science	3
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>17</u>

First Year - Spring Semester

PHS 105 Physics in the Environment	3
HTH 110 Health Education	3
ENG 102 English Composition II	3
MAT 209 Mathematics for Elementary Teachers II	3
SPE 115 Speech	3
EDC 202 & 202A Human Growth, Development, and Learning	3
	<u>18</u>

Second Year - Fall Semester

MUS 110 Music Fundamentals	3
HIS 201 or 202 U.S. History I or II	3
MAT 110 Intermediate Algebra	5
LIT 280 Introduction to Literature Science Elective 6	3
Physical Education Elective	1
	<u>18</u>

Second Year - Spring Semester

ART 111 Art Appreciation	3
EDC 203 School and Society	3
Physical Education Elective	1
Social Science Elective 4	3
Humanities Elective 3	3
Elective	3
	<u>18</u>

SECONDARY EDUCATION

Associate of Arts Degree

First Year - Fall Semester

ENG 101 English Composition I	3
HTH 110 Health Education	3
BIO 101 Biological Science	3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
Humanities Elective 1	3
ORI 100 Career Life Planning	1
	<u>16-17</u>

First Year - Spring Semester

ENG 102 English Composition II	3
PHS 105 Physics in the Environment	3
ART 111 Art Appreciation or MUS 105. Music Appreciation	3
MAT 110 Intermediate Algebra	5
EDC 202 and 202A Human Growth Development and Learning	3
	<u>17</u>

Second Year - Fall Semester

EDC 203 School and Society	3
SPE 115 Speech	3
PSY 132 General Psychology	3
Science Elective 6	3
MAT 120 Elementary Statistics	3
Humanities Electives 1	3
	<u>18</u>

Second Year - Spring Semester

Humanities Option 2	3
Social Science Elective 4	6
Humanities Elective 3	3
Elective*	6
	<u>18</u>

*Students should select as many electives as possible in their academic major.

SPECIAL EDUCATION

Associate of Arts Degree

First Year - Fall Semester

BIO 101 Biological Science	3
PSC 131 American Government	4
PSY 132 General Psychology	3
ENG 101 English Composition I	3
MAT 208 Mathematics for Elementary Teachers I	3
ORI 100 Career Life Planning	1
P.E. Elective	1
	<u>18</u>

First Year - Spring Semester

PHS 105 Physics in the Environment	3
ENG 102 English Composition II	3
MAT 209 Mathematics for Elementary Teachers II	3
MUS 105 Music Appreciation	3
ART 210 Art for Children	3
PSY 132 General Psychology	3
P.E. Elective	1
	<u>19</u>

Second Year - Fall Semester

Science Elective	3
MAT 110 Intermediate Algebra	5
EDC 202 and 202A Human Growth Development and Learning	3
MUS 110 Music Fundamentals	2
HIS 201 or 202 U.S. History I or II	3
SPE 115 Speech	3
	<u>19</u>

Second Year - Spring Semester

ART 111 Art Appreciation	3
HTH 110 Health Education	3
EDC 203 School and Society	3
PSY 262 Child Psychology	3
LIT 280 Introduction to Literature	3
Social Science Elective 5	3
	<u>18</u>

ENGLISH OR HUMANITIES

Associate of Arts Degree

A student intending to major in any area of English or the humanities is urged to follow the Associate of Arts program. If the student has a particular interest, he/she should follow the recommendations below:

English: LIT 211, LIT 212, LIT 231, LIT 232, LIT 275, LIT 280, LIT 281, ENG 103

Foreign Language: FRE 101, FRE 102, FRE 201, FRE 202, SPN 101, SPN 102, SPN 201, SPN 202

Journalism: JRN 201, JRN 202, JRN 215

Music: MUS 101, MUS 105, MUS 110

Philosophy: PHL 111, PHL 121, PHL 131

Speech & Forensics: SPE 105, SPE 113, SPE 117, SPE 121, SPE 122

Theater: SPE 113, SPE 117, SPE 118, SPE 119, SPE 120

NOTE: Tuition waivers are available in forensics, music, art, journalism, and creative writing

HISTORY

Associate of Arts Degree

First Year - Fall Semester

BIO 101 Biological Science	3
PSY 132 General Psychology	3
HIS 201 U.S. History I	3
ENG 101 English Composition I	3
MAT 110 Intermediate Algebra	5
ORI 100 Career Life Planning	1
	<u>18</u>

First Year - Spring Semester

PHS 105 Physics in the Environment	3
ENG 102 English Composition II	3
HTH 110 Health Education	3
SPE 115 Speech	3
HIS 202 U.S. History II	3
	<u>15</u>

Second Year - Fall Semester

IDH 150 Life in the Western World	6
Science Elective	3
Foreign Language	4
(Liberal Arts Majors)	
Elective	3
	<u>16</u>

Second Year - Spring Semester

Humanities Elective 1	3
Social Science Elective	3-4
Foreign Language	4
(Liberal Arts Majors)	
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
(Highly recommended)	<u>13-14</u>

HISTORY TEACHING

Associate of Arts Degree

First Year - Fall Semester

BIO 101 Biological Science	3
PSY 132 General Psychology	3
HIS 201 U.S. History I	3
ENG 101 English Composition I	3
MAT 110 Intermediate Algebra	5
ORI 100 Career Life Planning	1
	<u>18</u>

First Year - Spring Semester

PHS 105 Physics in the Environment	3
ENG 102 English Composition II	3
HTH 110 Health Education	3
SPE 115 Speech	3
HIS 202 U.S. History II	3
	<u>15</u>

Second Year - Fall Semester

PSC 131 American Government	4
Science Elective	3
Education 202	2
Education 202A	1
Humanities Elective 1	3
Physical Education	1
Social Science Elective	3-1
	<u>17</u>

Second Year - Spring Semester

Humanities Elective 1	3
Social Science Elective	3
Education 203	2
Humanities Elective 1	3
Physical Education	1
Elective	1-3
	<u>13-15</u>

MATHEMATICS

Associate of Science Degree

First Year - Fall Semester

MAT 131 Calculus*	5
CPS 203 Scientific Programming	3
BIO 101 Biological Science	3
Foreign Language	4
ORI 100 Career Life Planning	1
	<u>16</u>

First Year - Spring Semester

MAT 201 Calculus II	5
PSY 132 General Psychology	3
Biology Elective or Computer Science Elective	3
Foreign Language	4
	<u>15</u>

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
	<u>17</u>

Second Year - Spring Semester

PHY 156 Physics II	5
ENG 102 English Composition II	3
HTH 110 Health Education	3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
Science Elective	3
	<u>17-18</u>

*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 111, College Algebra and 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.

PHYSICAL EDUCATION

Associate of Arts Degree

First Year - Fall Semester

ENG 101 English Composition I	3
BIO 101 Biological Science	3
HTH 110 Health Education	3
PED 160 Introduction to Physical Education	1
PED 159 Exercise, Conditioning, and Weight Training	2
Humanities Elective 1	3
ORI 100 Career Life Planning	1
	<u>18</u>

First Year - Spring Semester

ENG 102 English Composition II	3
BIO 105 Anatomy & Physiology	3
PSY 132 General Psychology	3
EDC 202 and 202A Human Growth, Development, and Learning	3
PED 141 Bowling	1
PED 148 Volleyball	1
PED 149 Tennis	1
Humanities Elective 1	1
	<u>18</u>

Second Year - Fall Semester

MAT 110 Intermediate Algebra	5
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
SPE 115 Speech	3
Humanities Option 2	3
PED 116 Basketball	1
PED 145 Golf	1
PED 147 Badminton	1
	<u>17-18</u>

Second Year - Spring Semester

Social Science Elective 4	6
PHS 105 Physics in the Environment	3
Humanities Elective 3	3
EDC 203 School and Society	3
PED 153 Methods of Teaching Basketball	1
PED 154 Methods of Teaching Golf	1
PED 155 Methods of Teaching Tennis	1
	<u>18</u>

PHYSICS

Associate of Science Degree

First Year - Fall Semester

PHY 155 Physics I	5
ENG 101 English Composition I	3
CPS 203 Scientific Programming	3
HTH 110 Health Education	3
ORI 100 Career Life Planning	1
	<u>15</u>

First Year - Spring Semester

PHY 156 Physics II	5
ENG 102 English Composition II	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
Foreign Language	4
PHY 210 Mechanics, Electricity, and Magnetism	4
	<u>18</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 202 U.S. History I or II	3-4
Foreign Language	4
	<u>18-19</u>

POLITICAL SCIENCE

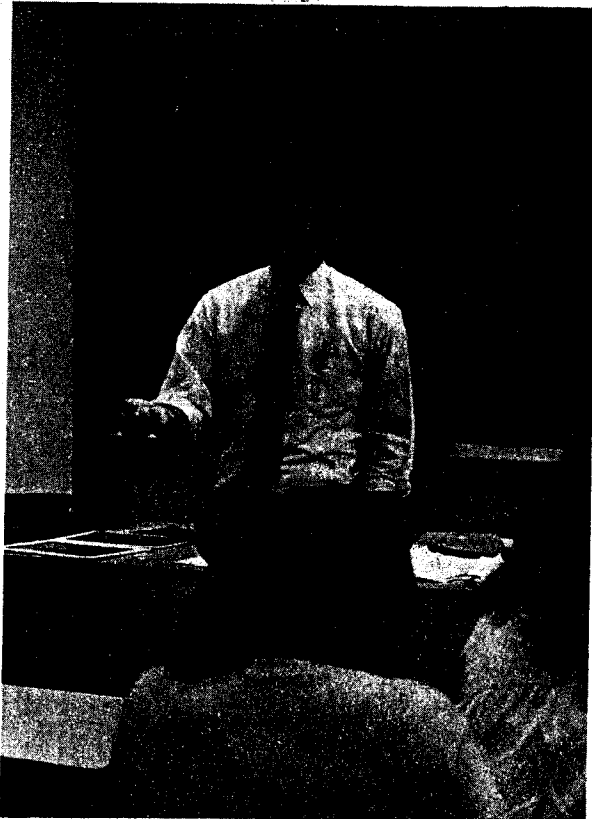
Associate of Arts Degree

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 110 Intermediate Algebra	5
PSC 131 American Government	4
HTH 110 Health Education	3
ORI 100 Career Life Planning	1
	<u>16</u>

First Year - Spring Semester

ENG 102 English Composition II	3
BIO 101 Biological Science	3
PSC 140 Current Events	1-4
Humanities Elective 1	3
Social Science Elective 4	3
SPE 115 Speech	3
	<u>16-19</u>



Second Year - Fall Semester

PHS 105 Physics in the Environment	3
Humanities Elective 1	3
Social Science Elective 4	3
Foreign Language	4
PSC 211 State and Local Government	3
	<u>16</u>

Second Year - Spring Semester

Science Elective 6	3
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
Foreign Language	4
Social Science Elective 4	3
Humanities Option 2	3
	<u>16</u>

PSYCHOLOGY

Associate of Arts Degree

First Year - Fall Semester

ENG 101 English Composition I	3
BIO 101 Biological Science	3
MAT 110 Intermediate Algebra	5
PSY 132 General Psychology	3
Humanities Elective 1	3
ORI 100 Career Life Planning	1
	<u>18</u>

First Year - Spring Semester

ENG 101 English Composition II	3
PHS 105 Physics in the Environment	3
HTH 110 Health Education	3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
Humanities Elective 1	3
PSY 262 Child Psychology	3
	<u>18-19</u>

Second Year - Fall Semester

Science Elective*	3
SPE 115 Speech	3
Social Science Elective 4	3
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
Foreign Language	4
	<u>16</u>

Second Year - Spring Semester

Humanities Option 2	3
PSY 285 Psychology of Personality and Adjustment	3
Foreign Language	4
Social Science Elective	3
Humanities Elective 3	3
	<u>16</u>

*BIO 105, Anatomy and Physiology, is recommended.

GENERAL SCIENCE

Associate of Science Degree

First Year - Fall Semester

ENG 101 English Composition I	3
ORI 100 Career Life Planning	1
MAT 110 Intermediate Algebra 1	5
Science (from selected track) 2	3
Elective 3	3
	<u>15</u>

First Year - Spring Semester

ENG 102 English Composition II	3
PSY 132 General Psychology	3
Science (from selected track) 2	3
PSC 131 American Government or HIS 201 or 202 U.S. History	4
Elective 3	5
	<u>18</u>

Second Year - Fall Semester

Foreign Language	4
HTH 110 Health	3
Science (from selected track) 2	3
Elective 3	6
	<u>16</u>

Second Year - Spring Semester

Science (from selected track) 2	3
Foreign Language	4
Elective 3	9
	<u>16</u>

1. MAT 111, 131, 201, 202, or 205 may be substituted with consent of advisor.

2. Students must choose one of the following science tracks. Tracks may be mixed or modified with division consent or approval by the vice-president for instruction.

Life Sciences Track

MAT 110 or higher	5
BIO 101	3
BIO Elective	6
Science Elective	3
	<u>17</u>

Mixed Track

MAT 110 or higher	5
BIO 101	3
BIO 105	3
Science	6
	<u>17</u>

Physical Sciences Track (Option 1)

MAT 110 or higher	5
PHS 105	3
PHS 103	3
PHS 104	3
Science Elective	3
	<u>17</u>

Physical Sciences Track (Option 2)

MAT 110 or higher	5
PHY 155	5
CHM 101	5
Science Elective	3
	<u>18</u>

3. Seventeen (17) hours of electives must be selected from the following list of courses. The remaining 9 hours may be selected from College-wide electives (transfer oriented).

- Computer Science 176, 203, 204, 205, 208, 210, 215
- Mathematics 111, 131, 202, 205, 221
- Physics 155, 156, 201, 210
- Chemistry 101, 102, 201, 210
- Biology 101, 105, 110, 115, 120, 125 A and B, 225, 240, 245, 275
- PHS 101, 102, 103, 104, 105

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.

PRE-ENGINEERING*

Associate of Science Degree

First Year - Fall Semester

PHY 155 Physics I	5
CPS 203 Scientific Programming	3
EGR 101 Engineering Graphics or CPS 205 Computer Graphics**	3-4
ENG 101 English Composition I	3
ORI 100 Career Life Planning	1
HTH 110 Health Education	3
	<u>18-19</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 202 U.S. History I or II	3-4
	<u>16-17</u>

Second Year - Fall Semester

CHM 101 Chemical Principles	5
MAT 201 Calculus II	5
PHY 210 Mechanics and Electricity and Magnetism	4
PSY 132 General Psychology	3
Humanities Electives	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
Humanities Elective	3
	<u>19</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

Associate of Science Degree

First Year - Fall Semester

CHM 101 Chemical Principles	5
MAT 111 College Algebra & Trigonometry	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
ENG 113 Technical Writing	3
PSC 131 American Government or HIS 201 or 202 U.S. 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
HTH 110 Health Education	3
Humanities Elective	3
	<u>19</u>

Second Year - Spring Semester

CHM 202 Organic Chemistry	5
PHY 156 Physics II	5
PSY 132 General Psychology	3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
Humanities Elective	3
	<u>19-20</u>

PRE-PROFESSIONAL MEDICINE (DENTAL, MEDICINE, VETERINARY)*

Associate of Science Degree

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

ENG 113 Technical Writing	3
CHM 102 Chemical Principles with Qualitative Analysis	5
BIO 105 Anatomy & Physiology	3
HTH 110 Health Education	3
PSY 132 General Psychology	3
	<u>17</u>

Second Year - Fall Semester

CHM 201 Organic Chemistry	5
PHY 155 Physics I	5
Humanities Elective	3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
	<u>16-17</u>

Second Year - Spring Semester

CHM 202 Organic Chemistry	5
PHY 156 Physics II	5
Humanities Elective	3
BIO Elective	3
	<u>16</u>

*This is a general curriculum guide for students in pre-dentistry, pre-medicine, or pre-veterinary medicine. If the transfer institution is known, follow its curriculum guide and be sure that the requirements for the A.S. degree are met.

PRE-CHIROPRACTIC MEDICINE*

Associate of Science Degree

First Year - Fall Semester

ENG 101 English Composition I	3
MAT 110 Intermediate Algebra or MAT 111 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

ENG 102 English Composition II	3
CHM 102 Chemical Principles with Quantitative Analysis	5
PSY 132 General Psychology	3
BIO 105 Anatomy & Physiology	3
HTH 110 Health Education	3
	<u>17</u>

Second Year - Fall Semester

CHM 201 Organic Chemistry	5
PHY 155 Physics I	5
PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
Humanities Elective	3
	<u>16-17</u>

Second Year - Spring Semester

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

*This is a general curriculum guide for students in pre-chiropractic medicine. If the transfer institution is known, follow its curriculum guide and be sure that the requirements for the A.S. degree are met.

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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. Both certificate and degree programs are offered. Most certificate programs require one year of study; degree programs require two.

The overall objective of the 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. All 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 are not primarily designed to transfer to baccalaureate degree-granting institutions, although many individual courses are transferrable, depending on the institution. 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 businesses and industries need and want. It is important that a two-way system of communication between the College and the business community be

maintained to meet the educational and training needs of the College district.

Local advisory committees perform this significant function because they represent industries and businesses that are respected and recognized within the area served by the College. 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.

GENERAL ADVISORY COMMITTEE

Accounting

Mrs. Wanda Gentry
V.P. Finance
c/o American Magnetics
Carterville, IL 62918

Auto Body Repair

Mr. Richard Hope
Hope's Auto Body Repair
203 East DeYoung
Marion, IL 62959

Automotive

Mr. Geof Cremeens
301 West Poplar
West Frankfort, IL 62896

Banking

Mr. William E. Cook
The Bank of West Frankfort
110 East Oak Street
West Frankfort, IL 62896

Business Data Processing

Mr. Mike Garlinghouse
Business Instructor
Murphysboro High School
Murphysboro, IL 62966

Child Care/Teacher Aide

Ms. Melva Ponton
Assistant Professor
Department of Curriculum
116-K Quigley
SIU-C
Carbondale, IL 62901

Cosmetology

Mr. Allen Shelton
Allen's Hair Design
411 East Main
Marion, IL 62959

Criminal Justice

Ms. Jacqueline Bailey
Chief Academic Advisor
College Human Resources
Quigley Hall 131
SIU-C
Carbondale, IL 62901

Dental Assisting

Dr. John O'Keefe
301 N. Van Buren
Marion, IL 62959

Drafting

Mr. Ron Parks
Design Engineer
Diagraph Bradley
1709 W. Maplewood
Marion, IL 62959

Electronics

Mr. Pat Sipes
Frankfort Community
High School
West Frankfort, IL 6289

EMT

Mr. Kevin Buenerkemper
Director
Jackson County Ambulance
Service
P. O. Box 319
Carbondale, IL 62901

Machinist

Mr. Ron Stewart
KRN Tool & Machine Co.
201 S. 16th Street
Herrin, IL 62948

Marketing

Mr. John M. Klarer
Meis
University Mall
Carbondale, IL 62901

Practical Nursing

Mrs. Josephine Vercellino
Director of Nursing
Marshall Browning Hospital
900 North Washington
Du Quoin, IL 62832

Quality Control

Mr. Norman Thomas
152 Circle Drive
Herrin, IL 62948

Travel/Tourism

Ms. Brenda Brewster
Thunderbird Travel Agency
112 East Walnut
Herrin, IL 62948

Welding

Mr. Thomas DeVardo
1106 Laura Lane
Marion, IL 62959

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 101 English Composition	3
ACC 101 Fundamentals of Accounting	4
BUS 111 Business Mathematics	3
BUS 110 Introduction to Business	3
PSY 132 Psychology	3
	<u>16</u>

First Year - Spring Semester

SPE 115 Speech	3
ACC 102 Fundamentals of Accounting	4
DPR 104 Spreadsheet Design	3
PSC 131 American Government	4
ACC 221 Payroll	2
	<u>16</u>

Second Year - Fall Semester

ACC 215 Intermediate Accounting	4
ACC 217 Cost Accounting	3
BUS 221 Business Law	4
BUS 235 Business Correspondence	3
Business Elective	3
	<u>17</u>

Second Year - Spring Semester

ACC 216 Intermediate Accounting	4
ACC 218 Tax Accounting	3
ACC 103 Accounting on Micro-Computer	2
ECO 101 Business Economics	3
Business Elective	3
	<u>15</u>

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.

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

AAM 178 Special Electrical Training	3
AAM 173 Brakes and Suspensions	3
AAM 175 Heating and Air Conditioning	2
AAM 176 Agricultural/Automotive Mechanics Laboratory	5
IND 121 Manufacturing Processes I	2
IND 138 Industrial Seminar	1
	<u>16</u>

Spring Semester

ENG 112 Communications II	3
PSY 128 Human Relations	2
AAM 170 Fundamentals of Internal Combustion Engines	2
AAM 171 Engine Electrical Studies	2
AAM 172 Fuels, Lubrication, and Carburetion	2
AAM 273 Chassis Electrical Studies	3
AAM 177 Agricultural/Automotive Mechanics Laboratory	5
	<u>19</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 diagnostic tests and complete the repairs which are indicated. The curriculum provides students for employment as line mechanics, diagnostic technicians, and industrial maintenance personnel, as well as shop managers, company technicians, factory representatives, or teachers.



First Year - Fall Semester

IND 121 Manufacturing Processes	2
MAT 105 Technical Mathematics	3
IND 138 Industrial Seminar	1
AAM 173 Brakes and Suspension	3
AAM 174 Diesel Engines	1
AAM 175 Heating and Air Conditioning	2
AAM 177 Auto Lab	5
	<u>17</u>

First Year - Spring Semester

ENG 101 Composition	3
AAM 178 Special Electrical Training	3
AAM 170 Fundamentals of Internal Combustion Engines	2
AAM 171 Engine Electrical Studies	2
AAM 172 Fuel, Lubrication and Carburetion	2
AAM 176 Auto Lab	5
	<u>17</u>

Second Year - Fall Semester

AAM 275 Service Management	2
AAM 272 Electrical Engine Control and Emissions	3
AAM 270 Drive Trains I	2
AAM 276 Auto Lab	5
PSY 132 General Psychology	3
SPE 115 Speech	3
	<u>18</u>

Second Year - Spring Semester

PSC 131 American Government	4
AAM 273 Chassis Electrical Studies	3
AAM 271 Drive Trains II	2
WEL 181 Gas Welding	1
WEL 182 Arc Welding	1
AAM 277 Auto Lab	5
	<u>16</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 Mathematics	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 Programming	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 employee, 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 Division of Business and Industry 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: analyzing business problems, aiding in the selection of data and/or word processing equipment necessary to solve problems, programming equipment, and operating equipment. Students completing the two-year curriculum will earn an Associate in Applied Science degree.

Typing 116 or one year of high school typewriting is a prerequisite for entry into the program.

First Year - Fall Semester

DPR 101 Introduction to Data Processing	3
DPR 102 Beginning BASIC	3
ACC 101 Accounting I	4
ENG 101 English	3
BUS 111 Business Mathematics	3
BUS 138 Business Seminar	1
	<u>17</u>

First Year - Spring Semester

DPR 104 Spreadsheet Design	3
DPR 201 COBOL I	3
PSC 132 Psychology	2
ACC 102 Accounting II	4
BUS 110 Introduction to Business	3
	<u>15</u>

Second Year - Fall Semester

DPR 202 COBOL II	4
DPR 103 Systems	3
DPR 120 Database Management	3
SPE 115 Speech	3
Business Electives	3
	<u>16</u>

Second Year - Spring Semester

DPR 215 Advanced Programming Project	3
DPR 206 Business Statistics	3
DPR 220 Advanced Computer Applications	3
PSC 131 American Government	4
Business Electives	3
	<u>16</u>

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 Division of Business and Industry for information.

COMPUTER OPERATOR/DATA ENTRY

Students who successfully complete this program will have the skills and knowledge necessary to maintain an existing small business automated system. They will be able to perform the duties necessary to enter, store, retrieve, transfer, update, and maintain data and data files. They will possess the

required technical knowledge to ensure the proper care of equipment and software. Students who complete this one-year program will receive a certificate of achievement.

Typing 116 or one year of high school typewriting is a prerequisite for entry into the program.

Fall Semester

DPR 101 Introduction to Data Processing	3
TYP 117 Intermediate Typing	3
BUS 220 Business Accounting	3
DPR 120 Data Base Management	3
BUS 138 Business Seminar	1
BUS 111 Business Mathematics	3
	<u>16</u>

Spring Semester

DPR 104 Spreadsheet Design	3
PSC 128 Human Relations	2
DPR 205 Word Processing	3
BUS 237 Office Procedures	3
ACC 221 Payroll accounting	2
Business Elective	3
	<u>16</u>

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 or ENG 101	3
PSY 262 Child Psychology	3
LIT 264 Literature for Children	3
	<u>18</u>

Second Year - Fall Semester

ENG 112 Communications II or SPE 115	3
SY 265 Education of Exceptional Children	2
CT 264 Methods of Teaching Special Children	3
NE 100 Nutrition	3
CT 267 Child Care 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 Child Care Laboratory	5
	<u>15-16</u>

CLERK-TYPIST

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 Division of Business and Industry 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 and Detection Instruments	4
CML 152 Roof and Rib and 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 and Mine Rescue	4
CML 232 Mine Electrical Maintenance I	4
CML 182 Mining Equipment and 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.

Graduates are prepared for licensure by the Illinois State Board of Cosmetology, which 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 or SPE 115	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.

Graduates are prepared for licensure by the Illinois State Board of Cosmetology which qualifies the graduate for employment, and 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 or SPE 115	3
	<u>15</u>

Summer Semester

COS 113 Cosmetology Lab	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 Electives	6
	<u>19-20</u>

COSMETOLOGY

Licensure Program

The Cosmetology Licensure Certificate Program will eventually replace the current 41-hour cosmetology certificate requiring general education courses.

The employment objectives will remain the same: students who successfully complete the program will be qualified to work as a cosmetologist in a beauty salon or start their own cosmetology business.

Cosmetology continues to be an increasingly expanding profession with a good occupational growth rate.

Fall Semester

COS 101 Cosmetology Theory	5
COS 111 Cosmetology Lab	9
COS 115 Cosmetology-Related Lab	1
	<u>15</u>

Spring Semester

COS 102 Cosmetology Theory	3
COS 112 Cosmetology Lab	9
COS 116 Cosmetology-Related Lab	1
ALH 101 Cardiopulmonary Resuscitation	1
	<u>14</u>

Summer Semester

COS 113 Cosmetology Lab	8
	<u>8</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 ENG 101 English Composition	3
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 106 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 216 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

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 or ENG 101	3
ALH 101 Cardiovascular Resuscitation	1
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	18

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 or SPE 115	3
	<hr/>
	18

Summer Semester

DNA 109 Dental Office Procedures	2
DNA 110 Dental Ethics, and Legal Considerations and Professionalism	1
DNA 112 Dental Assisting Internship II	3
PSY 132 General Psychology	3
	<hr/>
	9

DEVELOPMENTALLY DISABLED ATTENDANT CARE

This course is designed for students interested in becoming aides for 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 the course.

DDA 101 Developmentally Disabled Attendant Care	6
	<hr/>
	6

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 Mathematics I	3
IND 128 Industrial Seminar	1
REL 181 Introduction to Oxy-Acetylene Welding	1
REL 182 Introduction to Arc Welding	1
	<hr/>
	12

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 Systems	2
AAM 172 Fuels, Lubrication and Carburation	1
	<hr/>
	14

Summer Semester

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

GENERAL DRAFTING

The one-year drafting curriculum is offered to students desiring to enter industry as a draftsman, 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
	<hr/>
	16

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
	<hr/>
	15

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 draftsman, detailer, junior tool designer, or engineering draftsman.

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

First Year - Fall Semester

DRT 181 Technical Drafting I	6
ENG 111 Communications	3
IND 121 Manufacturing Processes	2
MAT 105 Technical Mathematics I	3
IND 201 Metallurgy	2
IND 138 Industrial Seminar	1
	17

First Year - Second Semester

DRT 182 Technical Drafting II	4
DRT 185 Introduction to Computer Graphics	2
DRT 285 Descriptive Geometry	3
ENG 112 Communications II	3
PSY 128 Human Relations	2
MAT 106 Technical Mathematics II	3
	17

Second Year - Fall Semester

DRT 184 Architectural Drafting	3
PSC 131 American Government	4
DRT 281 Advanced Computer Graphics	4
IND 101 Materials	3
DRT 183 Detail and Assembly	2
	16

Second Year - Spring Semester

DRT 294 Architectural Drafting	3
PHY 151 Technical Physics	3
DRT 283 Advanced Technical Drawing	4
DRT 282 Tool Design	4
IND 122 Manufacturing Processes	2
	16

ELECTRONICS TECHNOLOGY

This two-year program is designed to provide a thorough understanding of DC/AC fundamentals, solid state electronics, digital electronics, microprocessor operations, and industrial electronics.

The graduate of this two-year program will be qualified for employment for an entry level position as an electronics technician.

Upon completion of this program the student will be awarded an associate degree in electronics technology.

For those students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. See your advisor or the Chairperson of the Division of Business and Industry for additional information.



First Year - Fall Semester

ELT 100 DC/AC Fundamentals	8
ELT 101 Electronic Devices and Instrumentation	3
ELT 103 Fabrication	1
MAT 103 Technical Mathematics	4
BUS 138 Business Seminar	1
	17

First Year - Spring Semester

ELT 110 Solid State Electronics	8
ELT 111 Digital Electronics	6
PHY 153 Technical Physics	4
	18

Second Year - Fall Semester

ELT 200 Introduction to Microprocessors	5
ELT 201 Circuit Analysis	3
ENG 101 Communications	3
DPR 207 or 102	3
SPE 115	2
	17

Second Year - Spring Semester

ELT 220 Industrial Electronics	8
ENG 113 Technical Writing	3
PSC 131 American Government	4
	15

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
	17

Recommended Elective:

EMT 112 Emergency Medical Technician II	2
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ENGINEERING AIDE

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
	17

Spring Semester

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

EXECUTIVE SECRETARY

The Executive Secretarial studies 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 Mathematics	3
PSY 132 General Psychology	3
ENG 101 English Composition	3
MGT 236 Records Management	1
BUS 138 Business Seminar I	1
	17

First Year - Spring Semester

TYP 117 Typewriting	3
SHN 125 Shorthand	3
BUS 128 Office Machines	3
SPE 115 Speech	3
BUS 221 Business Law	4
BUS 127 Business Machines	1
	17

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
	17-18

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
	15-16

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 Division of Business and Industry for information.

INDUSTRIAL ELECTRONICS MAINTENANCE

This is a one-year program that emphasizes DC/AC fundamentals, solid state electronics, and industrial electronics applications.

The graduate of this program will be qualified for an entry-level position in any industrial setting as an industrial electronics maintenance specialist.

Upon completion of this program, the student will be awarded a one-year certificate in industrial electronics maintenance.

For those students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. See your advisor or the Chairperson of the Division of Business and Industry for additional information.

Fall Semester

ELT 100 DC/AC Fundamentals	6
ELT 101 Electronic Devices and Instrumentation	6
ELT 103 Fabrication	1
MAT 103 Technical Mathematics	4
BUS 138 Business Seminar	1
	<u>17</u>

Spring Semester

ELT 100 Solid State Electronics	6
ELT 111 Digital Electronics	6
PHY 153 Technical Physics	4
	<u>16</u>

Summer Semester

ELT 220 Industrial Electronics	6
	<u>6</u>

LAW ENFORCEMENT

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

Graduates will be awarded a certificate of achievement.

Fall Semester

PSC 131 American Government	4
ENG 111 Communications or ENG 101	3
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>

Spring Semester

SPE 115 Speech	3
PSY 132 General Psychology	3
LEF 115 Interpersonal Relations	3
LEF 205 Survey of Crime Detection Methods	3
LEF 208 Criminal Law I	3
	<u>15</u>

Recommended Elective:

LEF 210, Introduction to Forensic Investigation

LEGAL SECRETARY

The legal secretary curriculum is designed to provide specialized training for the secretary who intends to secure employment in a legal office, 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 Mathematics	3
PSY 132 General Psychology	3
ENG 101 English	3
MGT 235 Records Management	1
BUS 138 Business Seminar	1
	<u>17</u>

First Year - Spring Semester

TYP 117 Typewriting	3
SHN 125 Shorthand	3
BUS 119 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 Division of Business and Industry for information.

COMPUTER-AIDED MACHINIST

(One-Year Certificate)

The Machinist Program is designed to provide an intensive study of the basic skills, operations, and machine tools used in the machinist trade.

The graduate of this two-semester program will be qualified for immediate employment in a job shop, mining machine shop, or automotive machine shop as general machinist.

Upon graduation from this program, the graduate will be awarded a certificate of achievement from John A. Logan College.

Fall Semester

MAT 105 Technical Mathematics	3
DRT 180 Technical Drawing	3
MAC 150-153 Machine Tool Operations	8
MAC 154 Introduction to CNC Machining	2
IND 198 Seminar	1
	<u>17</u>

Spring Semester

MAT 106 Technical Mathematics	3
ENG 112 Communications	3
MAC 155-158 Machine Tool Operations	8
MAC 159 CAM Operations	2
	<u>16</u>

COMPUTER-AIDED MACHINIST

(Advanced Certificate)

The Machinist Program is designed to provide an intensive study of the basic skills, operations, and machine tools used in the machinist trade.

The graduate of this three-semester program will be qualified for immediate employment in a job shop, mining machine shop, or automotive machine shop as general machinist, or CNC lathe or milling machine operator.

Upon graduation from this program, the graduate will be awarded an advanced certificate of achievement from John A. Logan College.

Fall Semester

MAT 106 Technical Mathematics	3
DRT 120 Technical Drawing	3
MAC 150-153 Machine Tool Operations	8
MAC 154 Introduction to CNC Machining	2
INS 138 Seminar	1
	<u>17</u>

Spring Semester

MAT 106 Technical Mathematics	3
ENG 112 Communications	3
MAC 155-158 Machine Tool Operations	8
MAC 159 CAM Operations	2
	<u>16</u>

Fall Semester

PSY 128 Human Relations	2
MAC 160-163 Machine Tool Operations	8
MAC 164 CAM Operations	2
IND 201 Metallurgy	2
	<u>14</u>

CNC LATHE OPERATOR

Certificate Program

This program is designed for those seeking employment as a conventional lathe operator or CNC lathe programmer/operator.

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

MAC 152 Machine Tool Operations*	2
MAC 154 Introduction to CNC Machining	2
MAC 165-167 Machine Tool Operations	4
MAC 168-169 Machine Tool Operations	4
MAC 165-166 Machine Tool Operations	4
MAC 159 CAM Operations	2
MAC 164 CAM Operations	2
	<u>20</u>

* Proficiency available.



CNC MILLING MACHINE OPERATOR

Certificate Program

This program is designed for those seeking employment as a conventional milling machine operator or CNC vertical milling machine programmer/operator.

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

MAC 153 Machine Tool Operations*	2
MAC 154 Introduction to CNC Machining	2
MAC 158 Machine Tool Operations	2
MAC 162-163 Machine Tool Operations	4
MAC 159 CAM Operations	2
MAC 164 CAM Operations	2
MAC 167-168 Advanced CAM Operations	4
IND 122 CAD/CAM Operations	2
	<u>20</u>

* Proficiency available.

MARKETING (MID-MANAGEMENT)

The overall purpose of the marketing program is to help prepare individuals for employment or advancement in marketing, midmanagement, sales, and retailing. Some career opportunities in the field are store managers, division managers, department managers, salespersons, and owners. This list is

not inclusive of all the occupations that are available to marketing graduates. New positions are constantly being added as the industry changes to stay current within the marketplace.

First Year - Fall Semester

ENG 101 English Composition	3
BUS 110 Introduction to Business	3
BUS 111 Business Mathematics	3
MKT 113 Principles of Marketing	3
BUS 130 Salesmanship I	3
BUS 136 Business Seminar	1
	16

First Year - Spring Semester

ENG 102 English	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 228 Small Business Management	3
PSY 132 General Psychology	3
BUS 131 Salesmanship II	3
	18

Second Year - Fall Semester

BUS 221 Business Law	3
ACC 220 Business Accounting	3
BUS 235 Business Correspondence	3
Electives	6
	15

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
PSC 131 American Government	4
Business Electives	3
	14

MARKETING (FASHION MERCHANDISING)

The fashion merchandising program is designed to prepare individuals for employment within the constantly changing fashion industry or to help increase the understanding of those already employed in the field. Some career opportunities exist as department managers, fashion coordinators, division managers, display managers, buyers, assistant buyers, sales consultants, and owners.

First Year - Fall Semester

ENG 101-English Composition I	3
BUS 111 Business Mathematics	3
MKT 113 Principles of Marketing	3
BUS 130 Salesmanship I	3
BUS 110 Introduction to Business	3
BUS 136 Business Seminar	1
	16

First Year - Spring Semester

SPE 115 Speech	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 228 Small Business Management	3
BUS 131 Salesmanship II	3
MKT 250 Introduction to Fashion Merchandising	3
	18

Second Year - Fall Semester

BUS 221 Business Law	4
ACC 220 Business Accounting	3
BUS 235 Business Correspondence	3
PSY 132 Psychology	3
MKT 251 Retail Buying	3
	16

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
PSC 131 American Government	4
MKT 252 Merchandise Display	3
	14

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 235 Records Management	1
Typ 115 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 136 Business Seminar	1
	16

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
	17

Summer Semester

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

A proficiency exam is available for TYP 115 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.

The applicant should contact the Admissions Office at the College and request an admissions packet to the Associate Degree Nursing Program. The steps to be followed are specified in the packet.

In addition to a college application, the applicant must be able to do the following: provide proof of successful completion of an approved school of practical nursing or the equivalent knowledge and skills of a practical nurse via the A.C.T./P.E.P. Fundamentals of Nursing Examination; successfully complete the associate degree nursing pre-entrance examination, a mathematics examination, and the Nelson-Demney Reading Test; successfully demonstrate knowledge and abilities of fundamental nursing skills; and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission packet.

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
ALN 101 Cardiopulmonary Resuscitation	1
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	20-22

Spring Semester

SOC 263 Marriage and 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
HPM 243 Supervisory Techniques	2
	<hr/>
	18

Summer Semester

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

*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 125 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 applicant should contact the Admissions Office at the College and request an admissions packet to the Practical Nursing Program. The steps to be followed are specified in the packet.

In addition to completing a College application, the applicant must be able to do the following: provide proof of graduation from an accredited high school or possess a G.E.D. certificate; successfully complete the practical nursing pre-entrance examination, a mathematics examination, and the

Nelson-Deneby Reading Test; and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission packet.

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
5

PRACTICAL NURSING

The Practical Nursing Program is designed to provide an individual 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
19

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
17-18

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
10

QUALITY CONTROL

The quality sciences field provides unusually good career opportunities. The proper performance of

every product depends upon quality, whether one makes fasteners, drugs, tools, clothes, household appliances, chemicals, foods, automobiles, electronic calculators, computers, fertilizers, or space vehicles.

The quality control program is designed to train individuals who will work with material acquisition, processing, and assembly and who generally are categorized as quality control engineers, quality specialists, and management personnel whose responsibilities include the areas of product quality control and product liability. Classroom instruction is combined with on-the-job training to give the student the broadest possible coverage while still enabling concentrated instruction in specialized areas.

A night program of classes is available.

First Year - Fall Semester

ENG 101 English Composition 3
PSY 132 General Psychology 3
IOC 109 Total Quality Control 3
BUS 138 Business Seminar 1
MAT 110 Algebra or MAT 105 or
MAT 106 Technical Mathematics 5-6
15-18

First Year - Spring Semester

IOC 110 Quality Circles 3
SPE 115 Speech 3
IOC 115 Metrology 3
ECO 202 Micro-Economics or
ECO 101 Business Economics 3
PSE 131 American Government or
HIS 201 or 202 U.S. History 3-4
15-18

Second Year - Fall Semester

BUS 121 Business Statistics 3
IOC 210 Industrial Drawings 3
IOC 205 Industrial Safety and Health 3
ENG 112 Technical Writing 3
DPR 207 Applications of Basic Programming for Business 3
Electives 3
18

Second Year - Spring Semester

BUS 260 Administrative Policy 3
IOC 230 Production Problems 3
BUS 222 Statistical Testing Techniques 3
Electives 6
15

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 13B Business Seminar I	1
Elective	3
	16

Spring Semester

ENG 112 Communications II	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 225 Small Business Management	3
ACC 220 Business Accounting	3
PSY 120 Human Relations	2
	17

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
SHW 124 Shorthand I	3
ENG 111 Communications I	3
BUS 127 Calculating Machines	1
BUS 111 Business Mathematics	3
BUS 225 Business Correspondence	3
BUS 13B Business Seminar I	1
	17

Spring Semester

TYP 117 Typewriting II	3
SHW 125 Shorthand II	3
BUS 128 Office Machines	3
MGT 236 Records Management	1
ACC 220 Business Accounting	3
BUS 237 Office Procedures	3
	16

A proficiency exam is available for TYP 116, 117 and SHW 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

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
MJS 115 Music for Children	3
PSY 132 General Psychology	3
CCT 272 Reading Skills	2
ALH 101 Cardiopulmonary Resuscitation	1
	16

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 or ENG 101	3
PSY 262 Child Psychology	3
LIT 264 Literature for Children	1
	16

Second Year - Fall Semester

ENG 112 Communications II or SPE 115	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
	16

Second Year - Spring Semester

PSC 131 American Government or HIS 201 or HIS 202 United States History I or II	3-4
SDC 263 Marriage and Family	3
CCT 266 Pre-School Administration	4
CCT 268 Teacher Aide Laboratory	5
	16-18

TRAVEL/TOURISM

Certificate

This program prepares students for the fast-growing travel industry. Tourism is rapidly becoming the third largest industry in the United States, providing numerous career opportunities. The travel industry's budget in Illinois is ranked fifth nationally. As a result, highly trained individuals are needed to meet the employment needs of this industry. The program trains students to be employed in travel agencies, airport reservations offices, hotels, motels, tour agencies, and in other areas within the travel industry.

Fall Semester

TRT 130 Introduction to Travel and Tourism	3
TRT 131 Introduction to Transportation	4
TRT 140 Travel Agency I	3
TRT 141 Travel Geography I	3
TRT 133 Introduction to Computers in Travel	1
SPE 115 Oral Communications	3
	<u>18</u>

Spring Semester

TRT 143 Travel Relations and Marketing	3
HMM 163 Hotel/Hotel Management	3
TRT 214 Travel Geography II	3
PSY 132 General Psychology	3
ALH 101 CPR	1
	<u>13</u>

Summer Semester

TRT 244 Internship (20 hrs. per week)	4
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TRAVEL/TOURISM

Degree

This program prepares students to enter the fast-growing travel industry at a higher level than the certificate program. Students who successfully complete this program are qualified to be employed as managers in travel agencies, airport reservations offices, hotels, motels, tour agencies, and in other areas within the travel industry.

First Year - Fall Semester

TRT 130 Introduction to Travel and Tourism	3
TRT 131 Introduction to Transportation	4
TRT 140 Travel Agency I	3
TRT 141 Travel Geography I	3
TRT 133 Introduction to Computers in Travel	1
SPE 115 Oral Communications	3
	<u>18</u>

First Year - Spring Semester

TRT 153 Travel Relations and Marketing	3
HMM 163 Hotel/Hotel Management	3
TRT 214 Travel Geography II	3
PSY 132 General Psychology	3
ALH 101 CPR	1
	<u>13</u>

Second Year - Fall Semester

TRT 240 Travel Agency II	3
HMM 212 Food and Beverage Management and Service	4
ENG 101 Written Communications	3
ART 221 Art History or FRE 101 Elementary French I or SPN 101 Elementary Spanish I	3-4
	<u>13-14</u>

Second Year - Spring Semester

TRT 253 Tour and Destination Development	4
TRT 255 Introduction to Travel and Business	3
TRT 256 Marketing Research	2
PSC 131 American Government	4
	<u>13</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
WEL 200 Theory	2
	<u>19</u>

PIPE WELDING

This program provides additional training to graduates of the one-year welding program. The course offers an opportunity for the student to acquire skill in pipe welding. Individuals completing the program will be awarded a certificate of achievement.

Prerequisites for entry into the program are these: general welding certificate, appropriate work experience, or consent of the instructor.

WEL 192 Introduction to Pipe Welding	1
WEL 193 Pipe Welding	1
WEL 194 Pipe Welding	2
	<u>4</u>

M.I.G. WELDING

(Aluminum and Stainless Steel)

This program provides additional specialized training to graduates and currently employed persons in the field. Students will have the opportunity to acquire the latest skills in welding aluminum and stainless steel with M.I.G.

Prerequisites for entry into the program are these: general welding certificate, appropriate work experience, or consent of the instructor.

WEL 195 M.I.G. Welding	2
WEL 196 M.I.G. Welding--Aluminum	1
WEL 197 M.I.G. Welding--Stainless Steel	1
	<u>4</u>

T.J.G. WELDING

(Aluminum and Stainless Steel)

This program provides additional specialized training to graduates and currently employed persons in the field. Students will have the opportunity to acquire the latest skills in welding aluminum and stainless steel with T.J.G.

Prerequisites for entry into the program are these: general welding certificate, appropriate work experience, or consent of the instructor.

WEL 162 T.J.G. Welding	1
WEL 198 T.J.G. Welding--Aluminum	1
WEL 199 T.J.G. Welding--Stainless Steel	1
	3

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
	4

OUT-OF-DISTRICT COOPERATIVE PROGRAMS

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

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 and 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 into by the Boards of Trustees of Rend Lake College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Rend Lake 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

CONTINUING EDUCATION AND COMMUNITY SERVICES

The office 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.

EVENING 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.

TUESDAY-THURSDAY COLLEGE

The Tuesday-Thursday College allows the student to streamline his/her schedule by taking college classes only two days per week for ninety minutes at a time.

WEEKEND COLLEGE

Weekend College courses are offered at John A. Logan College beginning at 6:00 p.m. on Friday evenings, with additional courses on Saturday from 8:00 to 11:00 a.m. and 12:00 to 3:00 p.m.

OFF-CAMPUS CREDIT PROGRAM (Delayed-Start)

Off-campus credit courses are conveniently offered in your community high school during evening hours. These courses are of the same content and quality as courses offered on the campus of John A. Logan College. They also help satisfy the requirements for a degree or certificate. Each class will meet 3 hours and 45 minutes one night per week for twelve weeks.

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 programs such as those listed below.

GENERAL STUDIES COURSES

Home-making

Breadmaking
Cake Decorating
Candy Making
Discipline without Punishment
Drapery Making
Family Resources and Management
Furniture Refinishing
Furniture Upholstery
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

Vocational Skills

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 Procedures (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, and 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

Developmental 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 Mathematics Skills I
 Review of Basic Mathematics Skills II
 Review of Basic Mathematics Skills III
 Review of Basic Science Skills I
 Review of Basic Science Skills II
 Review of Basic Science Skills III
 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
 Tape 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 and are not applicable to any certificate but 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
 Appliqués
 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
 Cosmology (Adv.)
 Creative Glass Blowing (Beg.)
 Creative Stenciling
 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 Techniques 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 985-6364.

HIGH IMPACT TRAINING PROGRAM

John A. Logan College participates in a quick-start business training assistance program called HITS (High Impact Training Services). Through HITS, funded by the Illinois State Board of Education, the College obtains grants for new or expanding businesses to pay instructor costs for training new or upgraded employees.

PROCUREMENT CENTER

John A. Logan College's Procurement Center assists small businesses seeking potential federal buyers of their commodities. The center also receives bid information and submits bids.

SMALL BUSINESS DEVELOPMENT CENTER

John A. Logan College administers a Small Business Development Center which is funded by the Small

Business Administration through the Illinois Department of Commerce and Community Affairs. The center provides individualized counseling free of charge and workshops on a cost-recovery basis.

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 905-3781, 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 and industry, medicine and safety, sports and recreation, and hobby and general interest subjects. Workshops, conferences, and seminars are custom designed to meet the needs of specific groups. The College has the staff, facilities, materials, and expertise to design and offer training programs to meet the educational needs of the 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

Free GED classes are offered at the College and in various communities for adults who were unable to complete their formal high school studies. Instruction in English, mathematics, social studies, science, and Illinois and U.S. Constitutions is provided to assist students in acquiring the knowledge and skills necessary to pass the GED exam (a high school equivalency test). Interested persons may obtain information regarding registration, class meeting times, and dates by contacting the director of Adult Basic/Secondary Education.

Adult Basic Education (ABE) Classes

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

Adult Secondary Education (ASE) Program

The College offers courses for high school credit to students who have dropped out of high school and wish to earn their high school diplomas. Courses are offered on the College campus during the day. Students interested in obtaining more information regarding registration may call the director of Adult Secondary 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 206 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 understanding of 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.

HPM 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.

ALN 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.

CHILD CARE TEACHER AIDE

CCT 160 INTRODUCTION TO PRESCHOOL 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 AND 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 preschool 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 PRESCHOOL ADMINISTRATION
4 Hours

Prerequisites: CCT 160,161
6 hours weekly (3-3)

An orientation to supervisory and administrative operations of preschool centers. Consideration is given to staffing, public relations, equipment, budgets, parent-school relationships, policies, and managerial duties. Community services, which are available to support preschool 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, pedicuring, and chemistry as applied to cosmetics.

COS 111 COSMETOLOGY LABORATORY
8 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, sinking, 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 a 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 517 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 III 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 sanitating duties to be performed in the clinic laboratory as required by the Department of Registration and Education, State of Illinois.

COS 113 COSMETOLOGY LABORATORY
6 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 III and 112 in preparation for State Board Examination.

PBS 138 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
2 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
2 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/her 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, moldings, 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 I
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 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: LEF 108, 115, 205
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: LEF 209
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: LEF 108, 115, 205
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: LEF 108, 115, 205
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.

ALN 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 infections 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 operator. 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 pro-medication, 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 specialty. 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 intraradial 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 extraradial 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 MATERIALS 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 relative 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: DNA 103
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: DNA 102
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 INTERNSHIP 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

DNA 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 TECHNICIAN

EMT 111 EMERGENCY MEDICAL TECHNICIAN
6 Hours

Prerequisites: 18 Years of Age
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-A's. The EMT-A's 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, the use of 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 cooperating hospitals.

HOME ECONOMICS

FNE 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 (2-4-2)

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, coextomy, 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 the normal. Reproductive functions of the human body are emphasized. Legal aspects of nursing are presented.

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 194, 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.

TRAVEL/TOURISM

TRT 130 INTRODUCTION TO TRAVEL AND TOURISM
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is an introduction to the history and impact of travel and tourism upon the nation's

economy. Emphasis is also placed on the various fields of the industry.

TRT 131 INTRODUCTION TO TRANSPORTATION
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The five modes of transportation are discussed in terms of their characteristics and relationship to our national economy. The role of government in regulating the travel modes is emphasized.

TRT 133 INTRODUCTION TO COMPUTERS FOR TRAVEL
1 Hour

Prerequisites: None
1 hour weekly

This course is an introduction to computer use and the techniques to create airline schedule availability and flight status displays. Emphasis is placed on computer functions necessary to sell flight space and to build basic passenger name records.

TRT 140 TRAVEL AGENCY I
5 Hours

Prerequisites: None
7 hours weekly (3-4)

Examination of different duties performed in a travel agency such as utilization of official airline guides, domestic air tariffs and routings. Practical experience will be gained through observation and practice of hand ticketing, and making reservations for train, bus, ship, and airline.

TRT 141 TRAVEL GEOGRAPHY I
3 Hours

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

A study of the culture and physical geography of the USA, Canada, the Caribbean, Mexico, and South America. Emphasis is placed on location of major cities, points of interest to tourists, historical monuments, works of art, unique land formations, and modes of travel serving these areas.

TRT 143 TRAVEL RELATIONS AND MARKETING
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course provides instruction in promotion and sales of tours to meet the needs of different people with various lifestyles. Students have the opportunity to study methods of handling tense, angry, and friendly situations.

HPM 163 HOTEL-MOTEL MANAGEMENT
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to introduce the student to the front and back of the house operation.

Management principles will be emphasized and special problems commonly found in hotels, motels, and other hospitality organizations.

TRT 212 FOOD AND BEVERAGE MANAGEMENT AND SERVICE
4 Hours

Prerequisites: None
5 hours weekly (3-2)

This course examines the food and beverage industry along with the management principles necessary for smooth operation. Standardization, food and cost control, inventory, and monthly reports are emphasized.

TRT 240 TRAVEL AGENCY II
5 Hours

Prerequisites: TRT 140
7 hours weekly (3-4)

Study of international reservations and ticketing, basic tariffs, world codes and terminology, and construction of international rates. Practical experience will include techniques of creating airline schedules and passenger name records.

TRT 241 TRAVEL GEOGRAPHY II
3 Hours

Prerequisites: None
2 hours weekly (3-0)

This course provides instruction in the culture and physical geography of Europe, Asia, and parts of Africa and the Middle East. This study includes tourist attractions, historical monuments, works of art, the location of major cities, and modes of travel serving these areas.

TRT 244 TRAVEL/TOURISM INTERNSHIP
4 Hours

Prerequisites: TRT 130, 131, 140, 143
60 hours weekly (0-20)

Students are given hands-on experience in a travel agency or tourism office to further develop travel/tourism skills.

TRT 253 TOUR AND DESTINATION DEVELOPMENT
4 Hours

Prerequisites: TRT 140
4 hours weekly (4-0)

Instruction is provided in the designing and creating of tours. Time is also allotted for the study of escorting techniques.

TRT 255 STUDY OF TOURISM AND BUSINESS
3 Hours

Prerequisites: none
3 hours weekly (3-0)

This course includes sources of tourist business; tourism development; travel legislation; popular itineraries; economic, social and cultural benefits of tourism; and travel business operations skills.

TRT 256 MARKETING RESEARCH
2 Hours

Prerequisites: none
2 hours weekly (2-0)

Emphasis is placed on methods of gathering information to market tours, trips, and hospitality services. Actual research for various marketing packages will be collected.

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 merchandise 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 103 INTEGRATED ACCOUNTING ON MICROCOMPUTERS
2 Hours

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

An introduction to true accounting programs on the computer. Topics covered include: general ledger accounts receivable, accounts payable, depreciation, payroll and financial statements.

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 219 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 businessperson. 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 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

AAE 170 FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES

2 Hours

Prerequisites: None
2 hours weekly (2-0)

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

AAM 171 ENGINE ELECTRICAL SYSTEMS

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 Mechanics Laboratory 176.

AAM 172 FUEL, LUBRICATION, AND CARBURETION

2 Hours

Prerequisites: None
2 hours weekly (2-0)

A study of petroleum products and their applications to the fuel and lubrication requirements of automobiles. Theory of design, diagnosis, and testing lubrication, fuel systems and carburetion are taught with additional study in computer-controlled carburetors and electronic fuel injection systems.

AAM 173 BRAKES AND SUSPENSION

3 Hours

Prerequisites: None
3 hours weekly (3-0)

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, with additional study of the MacPherson strut, rack and pinion steering, and four-wheel alignment.

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

2 Hours

Prerequisites: None
2 hours weekly (2-0)

Specialized instruction in the operation and service of automobile heating and air conditioning, including diagnosis and charging with additional study of electrical circuits and automatic climate control.

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 178 SPECIALIZED ELECTRONIC TRAINING

3 Hours

Prerequisites: None
3 hours weekly (3-0)

A specialized study of electricity and electronics as applied to the automobile of today and tomorrow, which will provide entry level skills as outlined by auto manufacturers in areas such as wire repair, circuit protection, and wiring diagrams.

AAM 270 DRIVE TRAINS

2 Hours

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

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

3 Hours

Prerequisites: Consent of Instructor
3 hours weekly (3-0)

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
3 Hours

Prerequisites: Consent of Instructor
3 hours weekly (3-0)

A study of the electrical accessories of automobiles such as power windows, power seats, horn, and 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, vacuum ignition systems, and governor controls. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

AAM 275 SERVICE MANAGEMENT
2 Hours

Prerequisites: None
2 hours weekly (2-0)

A study of the principles involved in managing automotive repair shops and procedures in maintaining customer service relations, with additional study in the business practices necessary to design, staff, and equip an automotive service facility.

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
4 hours weekly (2-2)

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 SPREADSHEET DESIGN
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course is designed to provide the business student with skills and knowledge necessary to design and implement practical spreadsheet models using one or more of the current software programs. Students will use basic business mathematics skills to design problem solving models which can be used in the analysis of data.

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 skills 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 120 DATA BASE MANAGEMENT
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course is designed to provide business students with experience in the creation and use of computer data files and commercially prepared data base management systems. Students will design, search, and analyze data files and generate special reports using current data base programs written for the IBM microcomputer and compatibles. Previous experience with computer operation is helpful, but not required.

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
5 hours weekly (2-4)

Deals with file construction, exiting for subroutines, sorting, and data base interchanges.

DPR 204 DATA PROCESSING PRACTICUM
4 Hours

Prerequisites: Consent of Chair of Division of Business and Industry
20 hours weekly (5-20)

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 SCRIPSIIT on Radio Shack computers.

DPR 205 WORD PROCESSING
3 Hours

Prerequisites: TYP 116 or equivalent
5 hours weekly (0-5)

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
2 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.

DPR 210 ADVANCED WORD PROCESSING
3 Hours

Prerequisites: DPR 205
5 hours weekly (1-4)

This course, a continuation of DPR 205 Word Processing, provides students with more

sophisticated and advanced projects, including mass mailings with form letters, data base operations, dictionary use, advanced machine transcription, and integrated software packages. There is a study of current office practices, organization and structure, work flow, equipment, the role of the secretary and management, and career opportunities.

DPR 215 ADVANCED PROGRAMMING PROJECTS
3 Hours

Prerequisites: DPR 202
5 hours weekly (1-4)

This course is designed to provide students with the opportunity to apply COBOL programming skills in advanced program design, file processing, and problem solving. Students will complete applications programs to solve problem that would be encountered in business and industry.

DPR 220 ADVANCED COMPUTER APPLICATIONS
3 Hours

Prerequisites: DPR 104 and DPR 120
5 hours weekly (1-4)

This course is designed to provide students with the opportunity to apply problem-solving skills in business applications through the use of integrated business software. The student will use an integrated software package consisting of data base management, word processing, spreadsheets, graphics, communications, and a time manager to produce automated solutions to common business problems.

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 180 MACHINE TRADES BLUEPRINT READING
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course is designed for technical students, apprentices in the machine trades, and other personnel who must develop the basic skills required for visualizing and interpreting industrial prints in their jobs. Emphasis will be placed on industrial practice, types of drawings, geometric dimensioning, and the impact of computer drafting as related to the machine trades.

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 (1-5)

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 (1-5)

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

EEO 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 the following: 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.

EEO 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.

EEO 202 PRINCIPLES OF ECONOMICS
3 Hours

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

This introductory course in economics will emphasize micro-economic 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.

ELECTRONICS

ELT 100 DC/AC FUNDAMENTALS
8 Hours

Prerequisites: None
12 hours weekly (4-0)

DC/AC fundamentals will be approached by analyzing the basic series, parallel, and series-parallel circuits. The analysis of AC will be continued with RC, RL, RCL, filters, integrators, and differentiators. Circuit analysis theorems such as Thevenin's, Norton's, superposition, and mesh currents will be reinforced by appropriate lab experiments.

ELT 101 Devices and Instrumentation
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Instruction, demonstration, and practice will be received in VOM and oscilloscope usage. Various passive and active components will be introduced on an individual basis.

ELT 110 Solid State Circuits
8 Hours

Prerequisites: ELT 100, ELT 101
12 hours weekly (4-8)

This course will introduce students to the use of semi-conductor devices and their properties. Diodes, transistor, J-FETS, and operational amplifiers will be analyzed for DC properties and as amplifiers.

ELT 111 DIGITAL ELECTRONICS
6 Hours

Prerequisites: ELT 100 and ELT 101
8 hours weekly (4-4)

This course will introduce students to basic digital technology. Number systems and basic and complex gate systems will be covered. Digital systems will be analyzed using techniques of Boolean algebra and Karnaugh mapping.

ELT 200 INTRODUCTION TO MICROPROCESSORS
5 Hours

Prerequisites: ELT 111
7 hours weekly (3-4)

The instruction, demonstration, and practice of beginning machine language programming of the Motorola 6808 microprocessor to be followed by an introduction to basic interfacing techniques.

ELT 201 CIRCUIT ANALYSIS
3 Hours

Prerequisites: ELT 110
3 hours weekly (3-0)

Various active circuits will be analyzed from a mathematical approach. Topics such as feedback and voltage regulators will be covered.

ELT 210 MICROPROCESSOR APPLICATIONS
5 Hours

Prerequisites: ELT 200
7 hours weekly (3-4)

The purpose of this course is to allow the student to make the transition from microprocessor theory to applications. The microprocessor is used to sense A/D conversions, to interface with various sensing devices and control devices.

ELT 220 INDUSTRIAL ELECTRONICS
8 Hours

Prerequisites: ELT 100, ELT 101, ELT 111
12 hours weekly (4-8)

This course will introduce the student to application of various devices covered in digital and solid states, such as switching and sensing devices. Various industrial power systems and equipment, such as load centers and motor and control circuits, will be covered.

GENERAL BUSINESS

BUS 101 BASIC BUSINESS MATHEMATICS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed for students enrolling with a mathematics deficiency as evidenced by grades in previous mathematics courses and results of test scores. The following topics are covered: addition, subtraction, multiplication, division, fractions, decimals, percentages, narrative problems, and the use of calculators in working mathematics problems. After successfully completing this course, a student is ready to enroll in BUS 111.

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

BUS 121 BUSINESS STATISTICS
3 Hours

Prerequisites: MAT 110
3 hours weekly (3-0)

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

BUS 127 CALCULATING MACHINES

1 Hour

Prerequisites: None
2 hours weekly (0-2)

Instruction and practice are given in the use of electronic calculators. Essential operations of each machine are taught. 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 with College policies and rules, available curricula, job opportunities, job-hunting skills and procedures, and the proper preparation of application letters and resumes.

BUS 150 (A-D) CASE STUDIES/PROCEDURES IN BUSINESS

1-4 Hours

Prerequisites: None
1-4 hours weekly (1-4-0)

Application of business/management principles to specific problems through case studies, simulation, special class projects or problem-solving procedures. (Topic to be listed on the student's permanent academic record.)

BUS 215 INTRODUCTION TO MEDICAL TERMINOLOGY

3 Hours

Prerequisites: None
3 hours weekly (3-0)

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, agencies and employment, partnerships, corporations, risk-bearing devices, and property--is emphasized.

BUS 222 DESTRUCTIVE/NON-DESTRUCTIVE TESTING TECHNIQUES

3 Hours

Prerequisites: BUS 121 or consent of instructor
3 hours weekly (3-0)

Quality assurance is studied from concept through consumer usage. Emphasis is on design analysis, statistical analysis, and cost analysis.

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, good will, interoffice memorandums, and employment application procedures. Instruction is given in the proper methods of dictation of business correspondence; 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 238 BUSINESS SEMINAR
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students with 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 Chair of Division of Business and Industry
10 hours weekly (0-10)

In-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 Chair of Division of Business and Industry
10 hours weekly (0-10)

In-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
1 Hour

Prerequisites: Consent of Chair of Division of Business and Industry
10 hours weekly (0-20)

In-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 SHW 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
4 Hours

Prerequisites: TYP 116 and BUS 215 or consent of instructor
6 hours weekly (0-8)

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 progresses 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 salesperson'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.

BUS 254 MONEY AND BANKING

3 Hours

Prerequisites: BUS 253 or consent of Chair of Division of Business and Industry
3 hours weekly (3-0)

This course presents the basic economic principles most closely related to the subject of money and banking in a context of topics of interest to present and prospective bank managers. The course stresses the practical application of the economics of money and banking to the individual bank. Some of the subjects covered include money, banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system.

BUS 255 BANK MARKETING

3 Hours

Prerequisites: BUS 253 or consent of Chair of Division of Business and Industry
3 hours weekly (3-0)

This course is designed to present a broad marketing concept. It includes marketing philosophies and concepts; information, research, and target; the marketing mix (strategy, distribution, advertising and sales promotion, personal selling, and pricing); and the methods of market planning.

BUS 259 BANK ACCOUNTING

3 Hours

Prerequisites: BUS 253 or consent of Chair of Division of Business and Industry
3 hours weekly (3-0)

This is a course in bank accounting and business concepts; principles of recording business transactions; cash records and control; periodic adjustment of transaction data; financial statement presentation; and relationship of accounting to business.

BUS 260 ADMINISTRATIVE POLICY

3 Hours

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

A cost course designed to integrate all functional areas of business administration. The functions of production, finance, management, marketing, economics, and accounting are brought together in an effort to solve business problems.

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, centroids, 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 CAD/CAM OPERATIONS

2 Hours

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

This course is designed to provide advanced machining experiences in the use of lathes, drills, and milling machines. Introductory experiences in computer-aided drafting and computer-aided manufacturing (CAD/CAM) will be studied in the processes of drawing and producing various assignments as required. Various part programming techniques will be emphasized as applied to CNC machine operation.

IND 130 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)

This is the first course in a sequence of machinist modules. This course is a basic study of shop safety, measuring tools, layout techniques, fasteners, hand tools, materials, tolerances, and 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 procedures, locating techniques, counter sinking, counter boring, 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 the engine lathe operations with emphasis on cutting tools, tooling, facing, centerdrilling, turning, drilling, boring, knurling, reaming, parting, threading, and tapering operations.

MAC 153 INTRODUCTION TO MILLING PROCESSES

2 Hours

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

A study of the set-ups and operations of the vertical and horizontal milling machines. Emphasis will be placed on cutting tools, holding devices, set-ups, feeds and speeds, squaring a part, milling slots, grooves, flycutting, alignment, and indicating procedures.

MAC 154 INTRODUCTION TO CNC MACHINE PROCESSES

2 Hours

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

An introductory course in the study of numerical control (NC) and computer numerical control (CNC) machining processes. Emphasis will be placed on NC fundamentals, punched tape controls, computer controlled operations, basic machine codes, and manual part programming.

MAC 156 INTERMEDIATE MACHINE PROCESSES

2 Hours

Prerequisites: MAC 152, 153
4 hours weekly (0-4)

A continuation of the study of semi-precision and precision measuring techniques with emphasis on the use of the surface plate, height and surface gage, sine bar and gage blocks, layout procedures and thread measurement. Advanced lathe and milling machine operations are performed as related to these layout procedures.

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 internal and external 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, mandrel turning, turning between centers, and precision thread measurement.

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 precision indicating procedures, digital readout, indexing operations, offset boring, angular milling, drilling, reaming, and tapping procedures.

MAC 159 COMPUTER-AIDED MACHINE PROCESSES

2 Hours

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

A continuation of the study of numerical control and computer-aided machining with emphasis on creating geometry files, editing, trouble-shooting, computer simulation, advanced machine commands and computer techniques used to produce a workable part program.

MAC 160 ADVANCED LATHE PROCESSES

2 Hours

Prerequisites: MAC 157
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 cutting procedures.

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 follow rest, steady rest, faceplate turning, carbide tooling, advanced threading, metric threading, and advanced four-jaw indicating 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, circular slot cutting, "T" slots, dovetail slots, form tool cuts, keyways, keyseats, and indicating procedures.

MAC 163 ADVANCED MILLING PROCESSES

2 Hours

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

A study of advanced milling operations with emphasis on the use of indexing head procedures, direct, simple, and angular indexing, milling grooves, slots, locating of holes, precision gear cutting, and computer-aided machining applications.

MAC 164 COMPUTER-AIDED MACHINE PROCESSES

2 Hours

Prerequisites: MAC 159
4 hours weekly (0-4)

An advanced study of computer numerical control with emphasis placed on the development of part programs using the Bridgeport EZ-CAM computer system. The computer set-up procedures, tool cycle data, geometry, tool path, verification, plotting, editing, up-loading, and down-loading procedures will be emphasized.

MAC 165 ADVANCED CNC TURNING PROCESSES

2 Hours

Prerequisites: MAC 161
4 hours weekly (0-4)

A study of the computer-aided lathe turning center with emphasis placed on machine design, axis movement, toolholders, tool changing, speeds, feeds, machine origin, work coordinates, machine set-up, and basic part programming.

MAC 166 ADVANCED CNC TURNING PROCESSES

2 Hours

Prerequisites: MAC 165
4 hours weekly (0-4)

An advanced study of the computer-aided lathe turning center with emphasis placed on diameter and radius programming, turning, facing tapering, circular interpolation, and threading applications in the development of part programs using the Bridgeport EZ-TURN software. The computer set-up, tool cycle data, geometry, tool path, verification,

plotting, editing, uploading, and down-loading procedures will be demonstrated.

MAC 167 ADVANCED CNC MACHINING PROCESSES
2 Hours

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

An advanced study of the computer-aided milling center with emphasis on programming do loops, nested loops, and subroutines in part programming. Computer-aided part programming will be stressed in the development of part programs using the Bridgeport E2-DRAFT, E2-CAM, and E2-TURN software. The computer set-up, tool cycle data, geometry, tool path, verification, plotting, editing, up-loading, and down-loading procedures will be emphasized.

MAC 168 ADVANCED CNC MACHINING PROCESSES
2 Hours

Prerequisites: MAC 167
4 hours weekly

An advanced study of the E2-CAM programming techniques with emphasis on the advanced commands, mirror imaging, polar rotation, spherical and helical interpolation. Computer-aided part programming will be stressed in the development of various programs using the Bridgeport E2-DRAFT, E2-CAM, and E2-TURN.

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.

MGT 115 SUPERVISORY TECHNIQUES OF MANAGEMENT
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to provide preparation in areas such as the functions of organizations, communication, personnel management, leadership, motivational factors, employee appraisal, productivity, and career paths for supervisors.

BUS 138 BUSINESS SEMINAR
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students with 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 Chair of Division 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 transactions in retailing, careers available in retailing, store location and make-up, retailing organizations, personnel, buying, handling and controlling merchandise, budgeting, and promotional techniques.

MKT 229 ENTREPRENEURSHIP

3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a course designed to help an individual determine his self-employment potential and to guide him in determining the proper procedures to follow in establishing a business. Special emphasis will be on market surveys, financial and human resources, and developing a working business plan.

MKT 250 INTRODUCTION TO FASHION MERCHANDISING

2 Hours

Prerequisites: MKT 113 or consent of chairman
3 hours weekly (3-0)

The study of fashion buying, advertising, publicity, styling, coordination, buying houses, manufacturers' showrooms, specialized fashion agencies, history and trends in fashion, and fashion show techniques.

MKT 251 RETAIL BUYING

3 Hours

Prerequisites: MKT 250 or consent of chairman
3 hours weekly (3-0)

The study of various retail buying procedures for small-to-medium-sized retail stores. Topics include determining customer needs, selecting and evaluating resources, selecting the proper assortment of merchandise, buying imported merchandise, developing a systematic inventory-control procedure, and controlling shrinkage.

MKT 252 MERCHANDISE DISPLAY

3 Hours

Prerequisites: MKT 250 or consent of chairman
3 hours weekly (3-0)

A study of principles and techniques of display. Emphasis is placed on the study, theory, and preparation of displays. Topics include color, lighting, fixtures, mannequins, consumer psychology, types of display, interior and exterior display, retail topics, and fashion shows.

BUS 239 BUSINESS SEMINAR

1 Hour

Prerequisites: Enrollment in MKT 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.

QUALITY CONTROL

IQC 105 TOTAL QUALITY CONTROL
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A general survey course that underscores and emphasizes the development of total quality control. Course content centers on quality control within the organization, cost concept, control systems, and the after effects of product liability. (Offered fall semester only.)

IQC 110 QUALITY CIRCLES

3 Hours

Prerequisites: None
3 hours weekly (3-0)

A course that emphasizes the human relation aspects of business. Designed to bring into focus the Japanese approach to solving production-oriented problems through group decision making involving all levels of personnel.

IQC 115 METROLOGY

3 Hours

Prerequisites: None
3 hours weekly (3-0)

Using equipment designed for engineers, technicians and production workers, this course is designed to give insight and perfection in the area of dimensional measurement. Skills are developed in both the English and metric system of measurements.

IQC 205 INDUSTRIAL SAFETY AND HEALTH

3 Hours

Prerequisites: None
3 hours weekly (3-0)

Staying injury free and healthy are the twin themes of this course. Emphasis is then placed on how the worker, through proper motivation and management, comes to understand his/her individual contribution to safety, production, and product quality. Also included are the areas of accident investigation and job analysis.

IQC 210 INTERPRETATION OF INDUSTRIAL DRAWINGS

3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed for those who must understand the drawings that others have prepared but who themselves may not possess drafting expertise. Hence the emphasis is on interpretation of shapes, dimensions, and tolerances as they apply to production and quality.

IQC 225 CO-OP FOR QUALITY CONTROL

3 Hours

Prerequisites: Consent of Divisional Chairperson of Business and Industry
15 hours (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.

IOC 230 PRODUCTION PROBLEMS
3 Hours

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

A case course relating to the production, planning, personnel, and cost considerations of the manufacturing aspects of business. Special emphasis will be given to the product liability aspects of production.

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 15-35; B-60 wpm at 15-25; C-60 wpm at 45-55.

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 15 to 35; B-60 wpm at 15 to 35; C-60 wpm at 45 to 55.

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 15; B-90 wpm at 15; C-80 wpm at 15.

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 15; B-90 wpm at 15; C-80 wpm at 15.

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 15; B-110 wpm at 15; C-100 wpm at 15.

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 15; B-120 wpm at 15; C-110 wpm at 15.

TYPEWRITING

TYP 115 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 AND 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-50 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 readable 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 with 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

MEL 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.

MEL 151 OXY-ACETYLENE FUSION WELDING

2 Hours

Prerequisites: MEL 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.

MEL 152 BRAZING AND SOLDERING

1 Hour

Prerequisites: MEL 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.

MEL 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.

MEL 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.

MEL 155 ARC WELDING

2 Hours

Prerequisites: MEL 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.

MEL 156 ARC WELDING

1 Hour

Prerequisites: MEL 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.

MEL 157 ARC WELDING

1 Hour

Prerequisites: MEL 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.

MEL 158 ARC WELDING

1 Hour

Prerequisites: MEL 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.

MEL 159 ARC WELDING

1 Hour

Prerequisites: MEL 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.

MEL 160 M.I.G. WELDING

2 Hours

Prerequisites: MEL 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.

MEL 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.

MEL 162 T.J.G. WELDING
1 Hour

Prerequisites: MEL 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.

MEL 163 WELD TESTING, AND INSPECTION
2 Hours

Prerequisites: MEL 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.

MEL 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.

MEL 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.

MEL 183 INTERMEDIATE ARC WELDING
1 Hour

Prerequisites: MEL 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.

MEL 188 WELDING LABORATORY
1 Hour

Prerequisites: MEL 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.

MEL 189 WELDING LABORATORY
1 Hour

Prerequisites: MEL 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.

MEL 190 WELDING LABORATORY
1 Hour

Prerequisites: MEL 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.

MEL 191 WELDING LABORATORY
1 Hour

Prerequisites: MEL 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.

MEL 192 INTRODUCTION TO PIPE WELDING
1 Hour

Prerequisites: General Welding Certificate, equivalent work experience, or consent of instructor
2 hours weekly (0-2)

Pipe joints are prepared, welded and tested in accordance with A.M.S. D1.1 Structural Welding Code. Socket joints and butt joints are done in the 2F and 2G positions with E-6030 and E-7018 electrodes.

WEL 193 PIPE WELDING
1 Hour

Prerequisites: WEL 192
2 hours weekly (0-2)

Pipe joints are prepared, welded and tested in accordance with A.W.S. D1.1 Structural Welding Code. Socket joints and butt joints are done in the 5F and 5B positions with E-6010 and E-7018 electrodes.

WEL 194 PIPE WELDING
2 Hours

Prerequisites: WEL 193
4 hours weekly (0-4)

Pipe joints are prepared, welded and tested in accordance with A.W.S. D1.1 Structural Welding Code. Butt joints are welded uphill and downhill in the 6G position with E-6010 and E7018 electrodes.

WEL 195 A,B,C,D SPECIAL PROBLEMS IN WELDING
1-4 Hours

Prerequisites: Six credit hours of welding prior to enrollment
2-8 hours weekly (0-2-8)

Student will prepare and submit a written proposal identifying specific problems. These may be theoretical in nature or practical laboratory situations to be worked out.

WEL 196 MIG WELDING - ALUMINUM
1 Hour

Prerequisites: MIG 160
2 hours weekly (0-2)

This course will teach the student to use the pound gun to weld aluminum in all positions.

WEL 197 MIG WELDING - STAINLESS STEEL
1 Hour

Prerequisites: WEL 160
2 hours weekly (0-2)

This course will teach the student to use the pound gun to weld stainless steel in all position.

WEL 198 TIG WELDING - ALUMINUM
1 Hour

Prerequisites: WEL 162
2 hours weekly (0-2)

This course will teach the student to weld aluminum in all positions as well as to weld aluminum pipe.

WEL 199 TIG WELDING - STAINLESS STEEL
1 Hour

Prerequisites: WEL 162
2 hours weekly (0-2)

This course will teach the student to weld stainless steel with TIG.

WEL 200 WELDING THEORY
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course will cover oxy-acetylene, AC, DC, inert gas, and automatic welding theory.

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 (0-5)

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 (1-8)

This concerns a study of the creative development of the child from preschool 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. This course meets elementary education requirements at SIU.

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. The class includes Renaissance, Baroque, and 19th and 20th century 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 or Art 255 or consent
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 drawings and a least 30 hours of in-class laboratory work.

ART 256B DRAWING

2 Hours

Prerequisites: Art 180 or Art 255 or consent
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 drawings as specified by the instructor and at least 60 hours of laboratory work.

ART 256C DRAWING
3 Hours

Prerequisites: Art 180 or Art 255 or consent
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 drawings as specified by the instructor and at least 90 hours of laboratory work.

ART 257A PASTEL
1 Hour

Prerequisites: ART 180 or ART 255 or consent
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 drawings as approved by the instructor and at least 30 hours of in-class laboratory work.

ART 257B PASTEL
2 Hours

Prerequisites: ART 180 or ART 255 or consent
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 drawings as approved by the instructor and at least 60 hours of in-class laboratory work.

ART 257C PASTEL
3 Hours

Prerequisites: ART 180 or ART 255 or consent
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 drawings 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: ART 260 or consent
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: ART 260 or consent
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: ART 260 or consent
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: ART 260 or consent
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 multiple paintings and at least 30 hours of in-class laboratory work.

ART 262B WATERCOLOR
2 Hours

Prerequisites: ART 260 or consent
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 60 hours of in-class laboratory work.

ART 262C WATERCOLOR
3 Hours

Prerequisites: ART 260 or consent
5 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 90 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 (5-0)

This course helps students gain confidence in their reading, speaking, and writing abilities. Students develop strategies to improve comprehension of a wide variety of reading materials, including magazines, newspapers, fiction and non-fiction books, and textbooks. They are encouraged to communicate their ideas effectively through group and class discussions and through maintaining reading and writing logs. Students are also introduced to the basic principles of expository writing.

ENG 052 DEVELOPMENTAL WRITING SKILLS
3 Hours

Prerequisites: None
3 hours (3-0)

Developmental writing enables students to gain confidence in their writing ability through journal writing, reacting to personal reading, and writing for a variety of purposes. Students also develop peer-editing skills which enable them to recognize strengths and weaknesses in their own and others' writing. While this course is not designed for transfer, it prepares students to succeed in English 101 and assists them in developing the communication skills they will need in their chosen occupational field.

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 substitutes 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 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 is 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.

HUM 152 DEATH AND 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 College-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 is 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; may also be taken as humanities elective.

MUS 111, 112, 113 APPLIED MUSIC*
1 Hour

Prerequisites: None
1 hour weekly (0-1)

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
1 hour weekly (0-1)

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 Division of English and the Humanities or credit cannot be given. Humanities elective.

*Applied Music Sections:

- | | |
|----------------|-----------------|
| 1. Baritone | 11. Percussion |
| 2. Bassoon | 12. Piano |
| 3. Cello | 13. Saxophone |
| 4. Clarinet | 14. String Bass |
| 5. Flute | 15. Trombone |
| 6. French Horn | 16. Trumpet |
| 7. Guitar | 17. Tube |
| 8. Harpsichord | 18. Viola |
| 9. Oboe | 19. Violin |
| 10. Organ | 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 106 FORENSIC ACTIVITIES
1 Hour

Prerequisites: None
2 hours weekly (2-1)

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 116 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 ANI 121 and 122 combined, as offered by Southern Illinois University).

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 SIUs 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 SIUs 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 SIUs 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 SIUs 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 divisional 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, nurserys, 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 AND 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 for 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 202 HUMAN GROWTH, DEVELOPMENT, AND LEARNING
2 Hours

Prerequisites: None
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 202A - LAB
1 Hour

EDC 203 SCHOOL AND SOCIETY
2 Hours

Prerequisites: None
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. This is a course in critical decision making for personal health and lifestyle choices.

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

HIS 105 THE CONTEMPORARY WORLD
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The Contemporary World is a course designed for students who wish to understand their everyday world and its relationship to the historical past. Emphasis will be upon student participation and involvement concerning issues and problems.

HIS 201 UNITED STATES HISTORY 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 AND SURVIVAL SKILLS (2 hours) (2-0)
- PED 112 ARCHERY (1 hour) (0-2)
- PED 113 TENNIS I (1 hour) (0-2)
- PED 114 TENNIS II (1 hour) (0-2)
- PED 115 ADVANCED TENNIS (1 hour) (0-2)
- PED 116 BADMINTON I (1 hour) (0-2)
- PED 117 BADMINTON II (1 hour) (0-2)
- PED 118 BADMINTON III (1 hour) (0-2)
- PED 119 TUMBLING AND GYMNASTICS (1 hour) (0-2)
- PED 120 WRESTLING (1 hour) (0-2)
- PED 121 SELF DEFENSE (1 hour) (0-2)
- PED 122 INDIVIDUAL PHYSICAL EDUCATION I (1 hour) (0-2)
- PED 123 INDIVIDUAL PHYSICAL EDUCATION II (1 hour) (0-2)
- PED 123 INDIVIDUAL PHYSICAL EDUCATION III (1 hour) (0-2)
- PED 125 INDIVIDUAL PHYSICAL EDUCATION IV (1 hour) (0-2)
- PED 126 BEGINNING WEIGHT TRAINING (1 hour) (0-2)
- PED 127 INTERMEDIATE WEIGHT TRAINING (1 hour) (0-2)
- PED 128 ADVANCED WEIGHT TRAINING (1 hour) (0-2)
- PED 129 TRACK AND FIELD I (1 hour) (0-2)
- PED 130 TRACK AND FIELD II (1 hour) (0-2)
- PED 131 TOUCH FOOTBALL (1 hour) (0-2)
- PED 132 SOCCER I (1 hour) (0-2)
- PED 133 SOCCER II (1 hour) (0-2)
- PED 134 SOFTBALL I (1 hour) (0-2)
- PED 135 SOFTBALL II (1 hour) (0-2)
- PED 136 SOFTBALL III (1 hour) (0-2)
- PED 137 VOLLEYBALL I (1 hour) (0-2)
- PED 138 VOLLEYBALL II (1 hour) (0-2)
- PED 139 VOLLEYBALL III (1 hour) (0-2)
- PED 140 ADVANCED VOLLEYBALL (1 hour) (0-2)
- PED 141 BASKETBALL I (1 hour) (0-2)
- PED 142 BASKETBALL II (1 hour) (0-2)
- PED 143 BASKETBALL III (1 hour) (0-2)
- PED 144 MODERN DANCE I (1 hour) (0-2)
- PED 145 MODERN DANCE II (1 hour) (0-2)
- PED 146 FOLK DANCE I (1 hour) (0-2)
- PED 147 FOLK DANCE II (1 hour) (0-2)
- PED 148 SOCIAL AND SQUARE DANCE (1 hour) (0-2)
- PED 149 FIELD HOCKEY (1 hour) (0-2)
- PED 150 BOWLING (1 hour) (0-2)

PED 151 HANDBALL (1 hour) (0-2)
 PED 152 BEGINNING RACQUETBALL (1 hour) (0-2)
 PED 153 INTERMEDIATE RACQUETBALL (1 hour) (0-2)
 PED 154 ADVANCED RACQUETBALL (1 hour) (0-2)
 PED 155 GOLF I (1 hour) (0-2)
 PED 156 GOLF II (1 hour) (0-2)
 PED 157 GOLF III (1 hour) (0-2)
 PED 158 ADVANCED GOLF (1 hour) (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 AND 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 AND 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.

PSC 215 CONGRESS: THE LEGISLATIVE PROCESS
 3 Hours

Prerequisites: None
 3 hours (3-0)

Presents an inside view of the U.S. Congress and the complex range of individuals, organizations, and processes it embodies. Programs are hosted by journalist Edwin Newman and feature Norman Ornstein, professor of political science, Catholic University. Themes addressed include congressional elections, committees, parties, leadership, lobbying, constituency relations, lawmaking, budgeting, and separation of powers.

PSC 218 AMERICAN CONSTITUTION: DELICATE BALANCE
 3 Hours

Prerequisites: None
 3 hours (3-0)

The programs in this presentation represent the best in impassioned democratic debate. The series examines the critical role of America's Constitution in today's complex society. CBS news president Fred Friendly as commentator argues the basis of constitutional rights with prominent judges, journalists, educators, and lawyers.

PSC 220 THE LAW OF SOCIETY
 3 Hours

Prerequisites: None
 3 hours (3-0)

A course on the legal principles on which the law is based, and the legal system which administers the law. Helps students understand what their legal rights are and informs them about what legal principles may be involved in a variety of daily situations.

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 176 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: CPS 204 or consent of instructor
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: CPS 204 or consent of instructor
3 hours weekly (3-0)

A continuation of the development of structured programming concepts and their use in program development utilizing the PASCAL programming language. 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, mathematics, 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, mathematics 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 103 MATH FOR ELECTRONICS
4 Hours

Prerequisites: 1 year high school algebra or MAT 052
4 hours weekly (4-0)

A comprehensive mathematics course for electronics majors that includes topics in algebra, trigonometry, and geometry that will enable them to understand and analyze electronic circuits and associated instrumentation.

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 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 mathematics or science 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 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 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 survey 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 153 PHYSICS FOR ELECTRONICS

4 Hours

Prerequisites: MAT 108
4 hours weekly (4-0)

An occupational physics course designed for electronics majors. Sufficient mechanics will lead to thermodynamics, vibratory motion, atomic physics, and into solid state electronics. Modern developments in physics will be presented.

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, mathematics, 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, mathematics, 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, mathematics 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
2 hours

Prerequisites: None
2 hours weekly (1-1)

Evolution of modern aerospace power and concepts or which it was developed. Introduction to aerospace support forces. Includes airlift, research and development, logistics, and education, and training. Concurrent enrollment in Leadership Lab.

AFS 102 AEROSPACE OFFENSIVE AND DEFENSIVE FORCES
2 hours

Prerequisites: None
2 hours weekly (1-1)

Introduction to U.S. general purpose and strategic offense forces, and the constraints involved in the use of modern weapons. Introduction to concepts, organization, equipment, and procedures involved in the strategic defense of the United States. Concurrent enrollment in Leadership Lab.

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
2 hours

Prerequisites: None
2 hours weekly (1-1)

History of manned flight from pre-aircraft to the end of WWII. Develops themes of doctrine, technology, and evolution of aircraft, and US Air Force. Concurrent enrollment in Leadership Lab.

AFS 202 THE DEVELOPMENT OF AIR POWER II
2 Hours

Prerequisites: none
2 hours weekly (1-1)

History of the United States Air Force from separate military department status into the early 1980s. Highlights the versatility of air power and the changing role of machines, people, and tactics in air warfare. Concurrent enrollment in Leadership Lab.

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 John A. Logan
M.A., University of Oklahoma College Foundation
Ph.D., Southern Illinois University

Lisa A. DuBois.....Secretary to the Director of Development

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

Richard Carter.....Counselor
B.S., Washington University
M.S., Washington University

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

Terry Crain.....Basic Skills Specialist
B.S., Southern Illinois University Assistant Baseball Coach

James G. Dugger.....Dean for Special and Institutional Services
B.A., Anderson College
M.A., Ball State University
Ph.D., Iowa State University

Robert Fester.....Basic Skills Specialist
B.A., Illinois State University Assistant Golf Coach
M.S., Southern Illinois University Assistant Basketball Coach (Women)

Jerry Halstead.....Assistant to the Director of Placement
A.A., John A. Logan College Head Baseball Coach
B.S., Southern Illinois University

Judi Holcomb.....Employment Security Manpower Representative

Mark Imhoff.....Assistant Basketball Coach (Men)
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
 Ph.D., 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

Lauvenia Robinson.....Basic Skills Specialist
 B.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 and Health and Physical
 M.S., Southern Illinois University Education
 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

Deanna Barker.....Admissions Receptionist

Dianne Detomasi.....Word Processing Operator

Tracy Elliot.....Student Services Secretary
 for Financial Aid

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

Eunice Lantagne.....Secretary to the Vice-President for Administration
 and the Director for College Relations

Darla McSparin.....Admissions Secretary

Judi Peart.....Secretary to the Department of Placement

Marie Perkins.....Receptionist

Debbie Richison.....Financial Aid Specialist and
 Student Services Secretary

Sue Ridgway.....Secretary to Department of Athletics
 Cindy Russell.....Word Processing Operator
 Marsha Snider.....Admissions Secretary
 Angela Piekarezyk.....Admissions Records Secretary
 Quindolyn Thomas.....Secretary to the Director of Career Development Center

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
 D.A., Mayfair Jr. College of Chicago
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Jim Menees.....Coordinator of Janitorial Services
 B.S., Southeast Missouri State University

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
 B.S., Southern Illinois 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

Rhonda Crabb.....Cashier/Clerk

Kim Dixon.....Staff Accountant

Linda Drew.....Accounts Payable Clerk

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.....Secretary to Controller

Mike Protsman.....Custodian

Shawn Parks.....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

Charlena Bitting.....Assistant Director
 A.S., Southern Illinois University Dislocated Farmers Program
 A.S., John A. Logan College
 B.S., Southern Illinois University
 M.S., 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

Joyce Bryant.....Training Assistant for JTPA Projects
 B.S., Southern Illinois University and Adult Student Assistance Grant

Charles Clay.....Counselor for Dislocated Worker Assistance Center
 B.S., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Carl D. Cottingham.....Dean for Learning Resources Services
 B.S., Southern Illinois University and Continuing Education
 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.....Coordinator of Special Projects
 B.S., Northeastern Illinois University (Older Individual Program)
 M.S., Sangamon State University

Earline Fairley.....Coordinator of Early School Leavers Program
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Lynn Galassi.....Teacher/Counselor Adult Secondary
 B.S., Illinois State University Education, Off-Campus
 Advanced graduate study, Southern Illinois University

Bernice Harrington.....Training Assistant for JTPA Projects
 B.S., Southern Illinois University
 M.S., 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.....Coordinator of Early School Leavers
 B.S., Eastern Illinois University Program
 Graduate study, Southern Illinois University

Marjorie Jack.....Coordinator of Special Projects
 B.S., Southern Illinois University (Single Parent Homemaker
 Graduate study, Southern Illinois University Testing and Assessment)

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.....Director of Special Projects
 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
 M.S., 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

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

Janet White.....JTPA Vocational Follow-Up Specialist
 B.S., Southern Illinois University

George A. Woods.....Supervisor of Training (John A. Logan College/
 B.S., Southern Illinois University Wabash Valley College
 Cooperative Mining Program)

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

Christina Crews.....Training Assistant for JPTA Projects

Cheryl Diedrick.....Secretary for the Learning Resources Services
 and Continuing Education

Barbara Harris.....Learning Lab Technician

Jeanette Johnson.....Graphics/Photography Technician

Leah Kent.....Secretary, Adult Basic/Secondary Education

Virginia Kelley.....Training Assistant for Dislocated Worker
 Assistance Center

Ruth McCullough.....Secretary, Vocational Education Division

Vicki Reed.....Secretary to Director of Nursing
 and Allied Health (SICCM)

Barbara Throgmorton.....Secretary to the Vice-President
 for Instructional Services

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

OPEN.....Carterville, Herrin

Landa Stettler.....Marion, Crab Orchard

OPEN.....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
- Mary Byrd.....Nursing
B.S.N., Syracuse University
M.S.M., Syracuse 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
- Janet Marie Patton.....Emergency Medical Technician
B.S., Southern Illinois University
- Roberta Schafer.....Nursing Assistant
B.S., St. Frances College
- Patricia Smith.....Cosmetology
Southern Illinois University
- Harry Spiller.....Criminal Justice
B.S., 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
- Michael I. Bitting.....Accounting
B.S., Southern Illinois University
M.B.A., 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

Brenda Erickson.....Business
 B.S., 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

Lora Hines.....Marketing
 B.S., Southern Illinois University

Phyllis Jackson.....Business
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Paulette Johnson.....Business
 B.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

Virginia Page.....Business
 B.S., Southern Illinois University
 M. S., Southern Illinois University

Terri L. Rentfro.....Business and Data Processing
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Richard Ridgeway.....Industrial
 A. A. S., V.T.I., 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

David Stoneburner.....Electronics
 A.A., Carl Sandburg College
 A.A.S., Southern Illinois University
 B.A., Southern Illinois University

Linda Taylor.....Business
 B.S., Southern Illinois University
 M.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

Diane J. Bishop.....English
 B.A., Southern Illinois University
 M.S., Southern Illinois University

Marion Carroll.....English
 B.Ed., University of Alberta
 M.Ed., Pennsylvania State 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

Sue Glasco.....Speech
 B.S., Southern Illinois University
 M.S., Southern Illinois University

John Patrick Fitzgerald.....Philosophy
 B.A., Indiana State University
 M.A., Southern Illinois University
 Ph.D., Southern Illinois University

Sue Izett.....English
 B.S., Southern Illinois University
 M.S., Indiana State University
 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

Brenda Lee Sprague.....Speech
B.S., Southern Illinois University
M.S., Southern Illinois University

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

Mary Calloni-Girten.....Psychology
B.S., Southern Illinois University
M.S., Southern Illinois University

Nelda W. Hinckley.....Biology
B.A., North Texas State University
M.S., North Texas State 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 and Athletic Director
M.S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Beverly M. Segal.....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

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
- Glen Blackstone.....Computer Science
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Ph.D., Southern Illinois University
- Sheryl Bleyer.....Computer Science
 B.S., Southern Illinois University
 M.S., Southern Illinois University
- Eric Ebersohl.....Mathematics
 B.S., Southern Illinois University
 M.S., Southern Illinois University
- James Gibson.....Mathematics
 B.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
- Alojzy Kajstura.....Mathematics
 B.S., Silesian University
 M.S., Texas Technical University
- Vickie Ladd.....Mathematics
 B.S., Southern Illinois University
 M.S., 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
- John Profflet.....Mathematics
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study, Sangamon State University
- Norman Rees.....Mathematics
 B.A., Kansas State Teacher's College
 M.S., Kansas State Teacher's College
 Advanced graduate study, Southern Illinois University
- Roberta Stoneburner.....Mathematics
 B.A., Southern Illinois University
 M.S., Southern Illinois University

Cooperative Mining Program Department

George Woods.....Director/CMT Program
B.S., Southern Illinois University

Lyle Cline.....Instructor/CMT Program
B.S., Southern Illinois University
M.S., Southern Illinois University

Terry V. Russell.....Coordinator of Program Development/
B.S., Southern Illinois University Coal Mining Technology Program
M.S., Southern Illinois University

G. Dennis Sileven.....Instructor/Coal Mining Technology Program
AAS, Wabash Valley College

Howard L. Stearns.....Instructor/Coal Mining Technology Program
B.A., Southern Illinois University

Diane Lutes.....Administrative Supervisor for
A.S., Frontier College Registration and Financial Affairs

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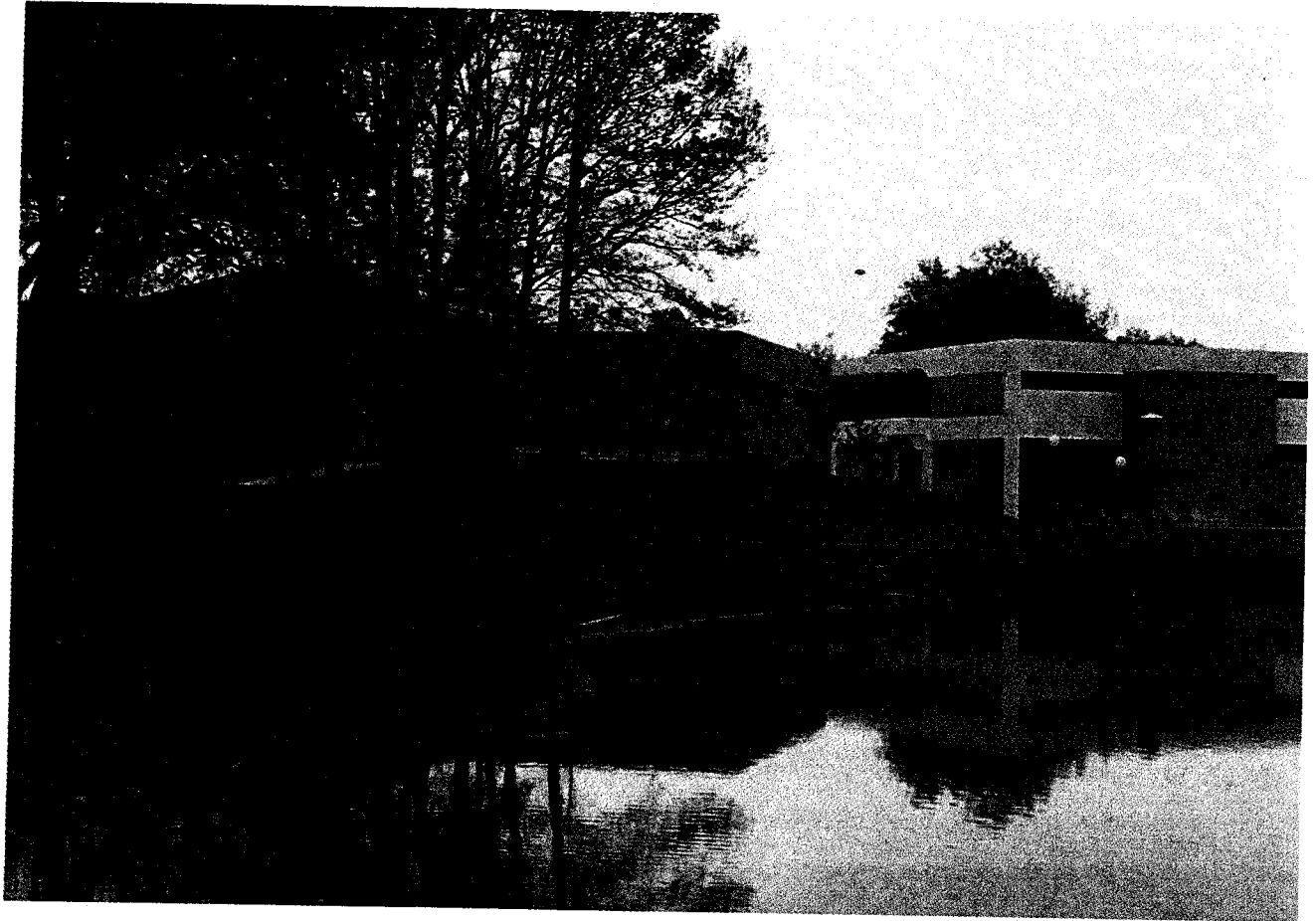


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