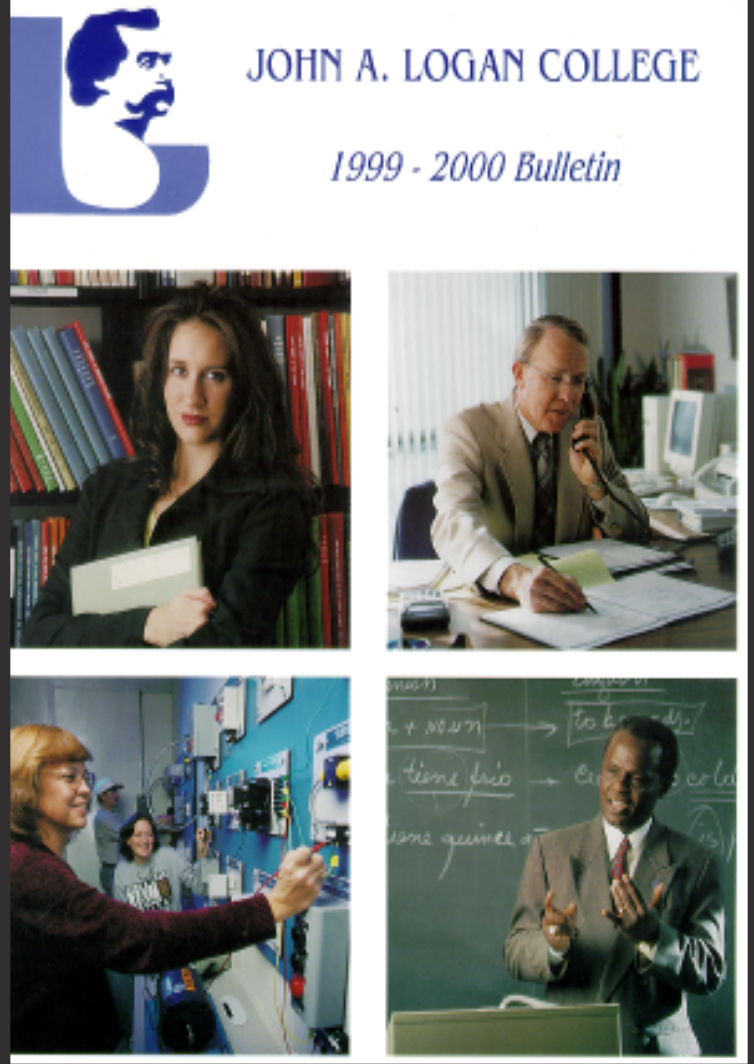


John A. Logan College

1999-2000 Bulletin

Copyright & Disclaimer Information

CollegeSource® digital catalogs are derivative works owned and copyrighted by CollegeSource®, Inc. and Career Guidance Foundation. Catalog content is owned and copyrighted by the appropriate school.

While CollegeSource®, Inc. and Career Guidance Foundation provides information as a service to the public, copyright is retained on all digital catalogs.

This means you may NOT:

- distribute the digital catalog files to others,
- "mirror" or include this material on an Internet (or Intranet) server, or
- modify or re-use digital files

without the express written consent of CollegeSource®, Inc. and Career Guidance Foundation and the appropriate school.

You may:

- print copies of the information for your own personal use,
- store the files on your own computer for personal use only, or
- reference this material from your own documents.

CollegeSource®, Inc. and Career Guidance Foundation reserves the right to revoke such authorization at any time, and any such use shall be discontinued immediately upon written notice from CollegeSource®, Inc. and Career Guidance Foundation.

Disclaimer

CollegeSource® digital catalogs are converted from either the original printed catalog or electronic media supplied by each school. Although every attempt is made to ensure accurate conversion of data, CollegeSource®, Inc. and Career Guidance Foundation and the schools which provide the data do not guarantee that this information is accurate or correct. The information provided should be used only as reference and planning tools. Final decisions should be based and confirmed on data received directly from each school.

*Because foreign-language data are subjected to a more limited quality control, CollegeSource® accepts no liability for the content of non-English materials.

Copyright & Disclaimer Information

CollegeSource digital catalogs are derivative works owned and copyrighted by Career Guidance Foundation. Catalog content is owned and copyrighted by the appropriate school.

While the Career Guidance Foundation provides information as a service to the public, copyright is retained on all digital catalogs.

This means you may NOT:

- distribute the digital catalog files to others,
- "mirror" or include this material on an Internet (or Intranet) server, or
- modify or re-use digital files

without the express written consent of the Career Guidance Foundation and the appropriate school.

You may:

- print copies of the information for your own personal use,
- store the files on your own computer for personal use only, or
- reference this material from your own documents.

The Career Guidance Foundation reserves the right to revoke such authorization at any time, and any such use shall be discontinued immediately upon written notice from the Career Guidance Foundation.

Disclaimer

CollegeSource digital catalogs are converted from either the original printed catalog or electronic media supplied by each school. Although every attempt is made to ensure accurate conversion of data, the Career Guidance Foundation and the schools which provide the data do not guarantee that this information is accurate or correct. The information provided should be used only as reference and planning tools. Final decisions should be based and confirmed on data received directly from each school.

A MESSAGE FROM THE PRESIDENT

Dear Students:

This bulletin is the most complete source of information about John A. Logan College. I am pleased that you are reviewing this information because that means you are a student here, or that you are considering becoming a student at John A. Logan College. I hope you will find the information useful, and I urge you to contact one of the offices on campus if you need additional information or assistance.

You will find a strong student body at John A. Logan College. In fact, the College has been one of the fastest-growing colleges anywhere in the state and nation. We have traditional college-age students, a large number of adult re-entry students, transfer students from other colleges and universities, one of the largest continuing education programs in the state, a very large and growing business and industry training program, and a solid adult education and literacy project. You will find all kinds of people with many different objectives in pursuit of higher education here at the College, making us a strong and diverse institution.

Another one of the strengths of this College is the very pleasant and functional facility here on our campus where there are 169 acres, with about 10 acres under roof for education and training programs--from academic classes to training programs, to recreational and leisure pursuits. You will find our campus has current technology in the buildings and classrooms, and there is a pleasant atmosphere in a very clean and safe environment. We are proud of the facilities where we provide you with a higher education.

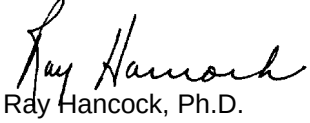
The College strives to provide adequate resources from local, state, and federal sources to provide a highly educated and motivated staff of individuals to deliver our many programs and services. All of our courses and programs are staffed with individuals who may have master's and doctorate degrees, to those individuals who have special certification in highly technical areas. The financial resources and the human resources come together to make us one of the strongest higher education institutions in the area, the state, and the nation.

The College provides numerous courses and programs to serve the needs of the diverse population of southern Illinois. We serve a district of over 140,000 individuals, and it is necessary to provide highly technical training, complex academic courses and programs, and a diversity of special interest activities for the people of the district. John A. Logan College is pleased with its student-centered courses and programs.

Quality and affordability are strengths of the College. The North Central Association of Colleges and Schools, the Illinois Community College Board, and other professional accrediting agencies have found John A. Logan College to be an exemplary institution of higher education. Moreover, this College is able to deliver that high-quality diversity at one of the lowest costs you will find anywhere. This is accomplished through effective management and a comprehensive planning process that has been a leader in the state.

Again, I hope this information assists you in your decisions concerning higher education. If you need assistance or have questions, you should feel free to contact anyone--from the president to other administrators, to the faculty and staff, and you may originate that contact through any office on campus. Thank you.

Sincerely,



Ray Hancock, Ph.D.
President

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

CARTERVILLE AND WILLIAMSON COUNTY--985-3741 (operator) or 985-2828 (direct extension access); **CARBONDALE AND JACKSON COUNTY**--549-7335 (operator) or 457-7676 (direct extension access); **DU QUOIN**--542-8612 or 542-9210 (Du Quoin Extension Center); **WEST FRANKFORT**--937-3438 or 932-6639 (West Frankfort Extension Center); **CRAB ORCHARD, GORHAM, AND TRICO AREAS**--1-800-851-4720; and **TTY** (hearing-impaired access)--985-2752. The John A. Logan College home page is accessible at http://www.jal.cc.il.us

BULLETIN
1999-2000

GENERAL INFORMATION

Board of Trustees

Les McCollum, Chair
John O'Keefe, Vice-Chair
June Kunkel, Secretary
Donald L. Brewer
Carol Farner
Jacob "Jake" Rendleman
John Sanders
Cecilia Arlene Dunbar, Student Representative

Officers of the College

Joseph Ray Hancock, President
Jim Bales, Vice-President for Business Services
Robert Mees, Vice-President for Instructional Services
Don Middleton, Vice-President for Administrative Services

Accreditations, Affiliations, Recognitions, and Memberships

Accreditation Council for Occupational Therapy Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Association of Higher Education
American Association of Museums
American Association of School Administrators
American Council on International Intercultural Education
American Health Information Management Association
American Medical Association
American Technical Education Association
Assembly of Illinois Arts Organizations
Association of Community College Trustees
Association of Performing Arts Presenters
Association for Supervision and Curriculum Development
Commission on Dental Accreditation of the American Dental Association

Educational Council of 100
Great Rivers Athletic Conference
Illinois Alliance for Arts Education
Illinois Association of Collegiate Registrars and Admissions Officers
Illinois Association for College Admission Counseling
Illinois Association for Cooperative Education and Internships
Illinois Association of Museums
Illinois Association of School Administrators
Illinois Association of School Business Officials
Illinois Association of Student Financial Aid Administrators
Illinois Community College Admissions and Records Officers Organization
Illinois Community College Board
Illinois Community College Career Planning and Placement Professionals
Illinois Community College Chief Academic Officers
Illinois Community College Chief Financial Officers
Illinois Community College Student Activities Association
Illinois Community College Trustees Association
Illinois Consortium for International Studies and Programs
Illinois Council of Community College Administrators
Illinois Council of Community College Presidents
Illinois Council on Community Services and Continuing Education
Illinois Council on Continuing Higher Education
Illinois Department of Professional Regulation
Illinois Presenters Network
Illinois State Historical Society
Illinois Vocational Association
Literacy Volunteers of America, Inc.
Midwest Museums Conference
National Academic Advising Association
National Accrediting Agency for Clinical Laboratory Sciences
National Alliance of Business
National Association of Educational Buyers
National Association of Foreign Student Administrators: Association of International Educators
National Association of Student Personnel Administrators
National Business Education Association
National Community College Chair Academy
National Council of Community College Business Officials
National Council for Continuing Education and Training
National Council of Educational Opportunity Associations
National Council of Instructional Administrators
National Council for Marketing and Public Relations
National Council for Occupational Education
National Council on Student Development
National Junior College Athletic Association
National League of Nurses
National Tech Prep Network
NILRC: A Consortium of Community Colleges, Colleges, Universities
North Central Association of Colleges and Schools
Shawnee Library System

Accreditations, Affiliations, Recognitions, and Memberships (continued)

Southern Illinois Collegiate Common Market
Southern Illinois Dental Society
Southern Illinois Edge (Economic Growth, Development, Expansion)
Southern Illinois Learning Resources Cooperative
Southern Illinois Personnel Management Association
Southern Illinois Schoolmasters

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College, shall be provided without regard to sex, race, color, religion, age, national origin, or disability when such College activity is consistent with the applicable laws and regulations. The admission and retention of, as well as services, programs and activities for, students with identified disabilities will be in accordance with applicable laws and regulations. Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to the College's Director of Personnel/Human Resources and Affirmative Action, John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918, phone (618) 985-3741, extension 8273, or TTY 985-2752, room C-228A.

TABLE OF CONTENTS

The information in this College Bulletin states present policies that 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.

1999-2000 COLLEGE CALENDAR

SPRING 1999

Holiday — New Year's Day, Friday, January 1
Holiday — Martin Luther King's Birthday (Monday, January 18)
Instruction Begins — Tuesday, January 19
Holiday — Lincoln's Birthday, Friday, February 12
Midterm — Friday, March 12
Spring Vacation — March 15-20 (Monday-Saturday)
Holiday — Good Friday, April 2 (includes April 3)
Commencement — Friday, May 14
*Final Exams — May 13-19 (Thursday-Wednesday)
Holiday — Memorial Day, Monday, May 31
Spring Semester Ends — May 31

SUMMER 1999

Instruction Begins — Monday, June 14
Holiday — Independence Day, Monday, July 5
Midterm — Wednesday, July 7
Final Exams — Thursday, August 5
Summer Semester Ends — August 18

FALL 1999

Fall Faculty Meetings — Wednesday, August 18
Instruction Begins — Thursday, August 19
Holiday — Labor Day, Monday, September 6
SICCM Institution Staff Development Day — Friday, October 8
Midterm — Wednesday, October 13
Holiday — Veterans Day, Thursday, November 11
Thanksgiving Recess — November 22-27 (Monday-Saturday)
*Final Exams — December 11-16 (Saturday-Thursday)
Holiday — Christmas Day, Friday, December 24
Fall Semester Ends — December 31
*The final exam schedule will be adjusted if any emergency days are used during the semester.

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 330 full-time and part-time 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 construc-tion 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.

In March 1990, the College broke ground for an $8.5 million construction and renovation project (25 percent local funds and 75 percent state funds through the Illinois Capital Development Board). This yielded a major classroom and laboratory building; building additions to the College library, athletic, and adminis-trative facilities; a new conference center, multi-purpose room, and banquet room; and a new entrance

road leading to 550 new parking spaces. The project was completed in November 1991.

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 Memorial Day and as an advocate of public education.

In April 1993, the College completed plans for a new office building of 5,100 square feet. The building was completed in December 1993 and fully occupied in January 1994. An additional 5,100 square feet were added in 1996.

In 1996, the College also leased facilities for a West Frankfort Extension Center, and in 1997 acquired an additional 8 acres of property in Carterville's Greenbriar subdivision as well as leasing facilities for a Du Quoin Extension Center. The College purchased the Du Quoin facilities in 1998.

In March 1998, the College broke ground for a $16.4 million construction project following a successful referendum held in April 1995. The new project (25 percent local funds and 75 percent state funds) will result in an addition to the Vocational-Technical Building, a nursing and sciences building, a conference and classroom addition, a fine arts addition, a general classroom addition, and an athletic fields building.

Dr. Nathan Ivey was the institution's first president, serving from 1968 to 1973. Dr. Thomas E. Deem was president from 1973 to 1974. Dr. Robert E. Tarvin was president from 1974 until 1982, and Dr. Harold R. O'Neil served from 1982 to 1989. Dr. Ray Hancock is the current president.

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 and non-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 governed by the Board of Trustees, which is elected by the citizens of the district.

The Mission

The College will do the following:

I. Provide a comprehensive community college program as mandated by Illinois law. This program includes liberal arts and sciences and general education, adult education, and career education leading directly to employment.

English Instructor Harris Mosley makes a point in his literature class. In the College's Baccalaureate Transfer Division, students can choose from course selections similar to those at large four-year schools.

II. Provide open access and equal opportunity, within the limitations of our resources, to all citizens in the district.

III. Secure and manage human and material resources in a responsible manner.

IV. Provide programs and services that contribute to the economic development of the district and its citizens and enhance the quality of life of its citizens.

V. Provide an accessible environment that is conducive to learning and self-improvement.

VI. Serve with honesty and dignity, striving to become a symbol of unity and identity within the district, and foster appreciation and pride among the citizens.

VII. 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. Provide educational leadership in the College district and cooperate with other institutions in that endeavor.

Goals

Mission I (Comprehensive System)

The College will:

1. Provide a high-quality liberal arts and sciences and general education program that fulfills the first two years of a baccalaureate degree.

2. 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. Offer career programs that provide students with appropriate job-entry, job-maintenance and retraining skills, and job placement congruent with the needs of employers in the district.

A cosmetology student and instructor Sandra Monahan (right) work for the right hairdo on a mannequin. The Cosmetology Program is one of over 50 programs in the College's Career Division.

4. Provide comprehensive adult education courses, programs, and services which offer opportunities for development of skills, enhance personal pursuits, and increase awareness and appreciation in a variety of areas.

5. 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.

6. Promote activities which prepare all constituent groups to live and work in a globally inter-dependent and multicultural society.

Mission II (Open Access and Equal Opportunity)

7. Maintain an open-door admission policy that allows residents reasonable access to College programs and services.

8. Provide entry-level counseling, advisement services, assessment testing, and placement to assist student enrollment in programs and courses appropriate to their interests, abilities, and needs.

9. Enable students to gain access to educational opportunities by providing assistance in obtaining financial aid, planning careers, and personal counseling.

Mission III (Human and Material Resources)

10. Provide the programs, personnel, instructional support, and physical facilities that are conducive to a positive learning environment.

11. Provide and manage financial resources to insure the quality, quantity, and stability of staff, programs, and facilities.

12. 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)

13. Provide stability, both as an employer and as a consumer of goods and services.

14. Provide programs and services that enhance the opportunity of citizens to obtain marketable skills.

15. 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)

16. Provide reasonably accessible facilities and programs for all citizens.

17. Provide a safe, convenient, and esthetically pleasing physical environment that meets the diverse needs of the district and efficiently houses the College's programs.

Mission VI (Identity and Unity)

18. Guarantee faculty, staff, and students all constitutional rights, including freedom of inquiry, expression, and assembly in order to achieve maximum academic freedom in conjunction with necessary order.

Once a staple of the College's coal mining program, welding courses now play a vital role in the school's Auto Collision Technology Program.

The College's Aerobic Center offers students the opportunity to become physically fit. The center is open during the day and evenings and is open on Saturdays during the fall and spring semesters.

19. Provide national and international cultural programs, athletic and fitness programs, recreational and leisure-time activities, and public service activities which assist citizens and students to identify with the College.

20. 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)

21. 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.

22. Serve as a showcase and a marketplace for the abundant talent and crafts that exist within the district.

Mission VIII (Educational Leadership)

23. Serve as a resource to other educational institutions both in southern Illinois and throughout the state, sharing facilities, professional expertise, and educational aids and services.

24. Serve as an example of educational excellence and be a model educational leader, providing a wide range of exemplary programs ranging from developmental skills to accelerated and experimental opportunities.

25. Cooperate with district high schools by enrolling qualified students in College courses at the high school's request.

26. Promote opportunities for nontraditional students by recruiting new and re-entry adults.

27. Provide low-cost workshops and make the College facilities available for conferences and other public meetings.

28. Maintain existing cooperative agreements, and expand these agreements as necessary in cooperation 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

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College, shall be provided without regard to sex, race, color, religion, age, national origin, or disability when such College activity is consistent with the applicable laws and regulations. Admission and retention of, as well as services, programs and activities for, students with identified disabilities will be in accordance with applicable laws and regulations.

Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to the Director of Personnel/Human Resources--Affirmative Action, John A. Logan College, 700 Logan College Road, Carterville, Illinois, 62918, phone (618) 985-3741, extension 8273, or TTY 985-2752, room C228A.

The College is also committed to equal opportunity for all employees. Every effort shall be made to insure that all employment decisions, including the hiring, terms and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training benefits, and social recreation programs, shall be administered without regard to race, color, national origin, religion, gender, disability unrelated to the essential job functions, age, or status as a disabled veteran or a veteran of the Vietnam Era.

All grievances filed by students shall be in accordance with the procedures established in Board Policy 3512 and published in Rights and Responsibilities: A Student Code of Conduct. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511.

Requests for further information or action on complaints should be directed to the Director of Personnel/Human Resources--Affirmative Action Officer, John A. Logan College, 700 Logan College Road, Carterville, Illinois 62918.

SEXUAL HARASSMENT POLICY

John A. Logan College strongly disapproves of, and does not tolerate sexual harassment of a student at any time. Sexual harassment of a student by a higher education representative is a violation of federal and state law. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors made by a representative of the College to a

student, or any conduct of a sexual nature exhibited by a College 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 atmosphere, including offensive gender-based comments in the classroom, or when a College representative explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to, or rejection of, such conduct as a basis for determining any right or benefit accruing to him or her as the result of being a student, including such things as admission, performance, assignments, fees, extracurricular activities, etc. The College will take whatever action is necessary to stop, correct, prevent, or discipline behavior that violates the policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, remedial warning, or dismissal for cause. Students at John A. Logan College should report sexual harassment to the dean for instructional services or an associate dean in the Instructional Services Division.

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.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on John A. Logan College-owned and -controlled property, and on any College-sponsored off-campus trip or activity of an educational nature.

Any John A. Logan College student determined to have violated this policy may be subject to disciplinary action up to and including suspension. In addition, a student receiving financial aid may lose that assistance. The use of alcohol while on John A. Logan College-owned or -controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved College functions.

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College provides drug abuse prevention information (programs) through its health classes, special informational events, and a pamphlet 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.

SMOKING POLICY

Smoking is not permitted inside campus buildings. Smoking is permitted in designated areas out-of-doors.

STATUS OF ACCREDITATION

John A. Logan College is accredited by the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; telephone (800) 621-7440. The College was first accredited in March 1972. It achieved this accreditation in only four years, becoming one of only two Illinois community colleges to become accredited in such a short time. Achieving accreditation means the attain-ment of significant educational standards of quality and excellence that are recognized and respected among the institutions of higher learning.

ASSESSMENT INITIATIVE

The Assessment Initiative at John A. Logan College is based on a national effort in education to ensure quality learning by supporting appropriate placement at the entry level, curriculum standards, and outcomes assess-
ment. The initiative's plan, which was approved by the North Central Association of Colleges and Schools, is based on the following philosophy, general educational goals, and assessment of academic achievement organizational overview:

Philosophy of Assessment

John A. Logan College is committed to the development of a comprehensive program to assess student academic achievement and improve institutional effectiveness. As articulated in our philosophy, mission, and goals, the College provides open access and equal opportunity to higher education for all students by offering a comprehensive community college program. Assess-ment provides information on how the institution is affecting the development of its students and faculty, both intellectually and socially.

General Education Goals

The faculty and staff of John A. Logan College are committed to providing students with opportunities to develop learning abilities that will last a lifetime.

Graduates will be prepared to succeed in their personal and professional lives because of achieved competence in the following general education goals:

Goal 1: To think critically when solving problems, making decisions, and applying scientific inquiry methods.

Goal 2: To participate in the entire communication process of listening, speaking, reading, and writing.

Goal 3: To develop mathematical reasoning and an ability to apply quantitative methods.

Goal 4: To achieve physical and mental wellness by learning responsibility, interpersonal skills, and a sense of personal worth.

Goal 5: To develop an ethical awareness which focuses on the values of integrity, honesty, and personal responsibility.

Goal 6: To become a responsible member of local, national, and global communities by recognizing the values of diverse histories, economies, and cultures.

Goal 7: To respond esthetically to life by engaging in creative and artistic experiences.

Goal 8: To accomplish workplace readiness by acquiring competencies and technological application skills related to chosen careers.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Guidelines governing student behavior are set forth in Rights and Responsibilities: A Student Code of Conduct, a compilation of policies relating to the rights and responsibilities of students at John A. Logan College. This student guide is designed to assist students in experiencing success in their academic and extracurricular activities at the College. The document is available in the admissions area and in extension centers at Du Quoin and West Frankfort.

STUDENT RIGHT-TO-KNOW ACT

Information on the graduation rates of John A. Logan College students may be obtained from the Office of Admissions.

RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act affords all students certain rights with respect to their educational records. These rights are as follows: the right to inspect and review the student's own educational records; the right to request the amendment of the educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the law authorizes disclosure without consent; the right to file with the U. S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the law; and the right to obtain a copy of the College's student records policy. Students may obtain a copy of the policy from the dean for student services.

POLICY ON ADMISSIONS

Baccalaureate Transfer Program

New students planning to enroll in transfer programs at John A. Logan College must meet the admission requirements in sections 1 and 2.

1. A student must meet one of the following criteria:

a. be a high school graduate with a composite score of 20 or higher on the Enhanced ACT or

b. have a composite score of 18 on the Enhanced ACT and rank in the upper half of his/her graduating class or

c. *satisfactorily complete the GED test and have acceptable COMPASS or ASSET test scores or

d. *achieve acceptable ASSET test scores in mathematics, English, and reading.

2. Admission to transfer programs also requires the new student to meet the high school course pattern requirements specified by the Illinois Board of Higher Education as follows:

Subjects	Years	Emphases
English	4	Emphasizing written and oral communi-cations and literature
**Social Studies	3	Emphasizing history and government
**Mathematics	3	Introductory through advanced algebra, geometry, trigo-nometry, or funda-mentals of computer programming
**Science	3	Laboratory sciences
**Electives	2	Foreign language, music, art, or voca-tional education
Total	15	

3. Students who do not meet the requirements may satisfy a course pattern deficiency by:

a. achieving Enhanced ACT subscores as follows: English 21, mathematics 20, reading 21, and science reasoning 21, or

b. *providing acceptable CLEP scores, AP credit, COMPASS, or ASSET scores, or

c. by the successful completion of appropriate developmental courses. These courses may not be used toward graduation credit and cannot be used to fulfill general education requirements, or

d. by successful college-level completion of deficiencies.

* Acceptable ASSET/COMPASS scores will be determined by College policy through communications with each academic discipline. CLEP and AP scores are available in the Office of Admissions.

** High school units in excess of the required number of units in mathematics, social studies, or science may be redistributed among the other categories by applying no more than one unit to any of the following categories: mathematics, social studies, science, or an elective. Elective subjects cannot be substi-tuted for required courses in English, mathematics, science, or social sciences.

4. New students denied direct admission to transfer programs may be granted provisional admission upon review by a special committee appointed by the dean for student services.

a. Students will not be denied provisional admission solely on the basis of deficiencies in high school course pattern requirements, but must remedy such deficiencies before being granted admission to a program.

b. Only students who have been granted admission to a transfer program are eligible to receive an AA, AS, or AES degree from John A. Logan College.

5. The following transfer program applicants are exempt from the high school subject requirements:

    a. Students who graduated from secondary school before 1993.

    b. Students whose class rank and ACT scores are at the 75th percentile (a composite score of 23 on the Enhanced ACT).

    c. Veterans who have not been enrolled in any college course since discharge. Veterans must have an overall C average for college courses taken since separation.

    d. Participants in the early admissions/ concurrent enrollment program until the time of their high school graduation.

    e. Transfer students who have earned 26 or more hours of transferable credit with an overall C average or better.

Career Education Programs

All applicants admitted to Career Education programs will be assessed in mathematics, reading, and writing by taking the general education ASSET test or COMPASS test.

In addition, the following programs require completion of additional competitive program-related tests:

Dental Assisting--Health Occupations Aptitude Exam;
Health Information Technology--ASSET Exam (Including Intermediate Algebra);
Medical Laboratory Assistant--Health Occupations Aptitude Exam;
Occupational Therapy Assistant--Health Occupations Aptitude Exam;
Practical Nursing--Scheduled PN ASSET exam;
Associate Degree Nursing--Registered Nurse Entrance Exam

Re-Entering Students

Students with fewer than 26 semester hours of transfer-able credit and/or less than an overall C average are also required to meet these admission requirements.

All re-entering students must meet the curriculum requirements in effect at the time of re-entry. Re-entry students may be required to complete proficiency exams.

Re-Entry Nursing Students

Nursing students wishing to return on a full-time basis must follow the same procedures as all other full-time applicants.

Nursing students wishing to return on a part-time basis with a specific scheduled graduation date must follow the same procedures as regular part-time applicants.

A nursing student who has left the program must request re-entry in writing to the director of nursing. The letter of request must specify the desired date of return and the desired status, either full- or part-time. The director of nursing will either grant or deny the request. Generally, this will be based on the student's academic performance while previously in the program.

Nursing students may return on an irregular part-time basis and take classes as space permits. These students may not bump regular full- and part-time students from class slots. These students do not have any scheduled graduation date as there is no guarantee as to the sequence in which slots in classes will be available. Irregular part-time students are re-entered on a first-come, first-served basis.

Transfer Students

Students with fewer than 26 hours of transferable credit and/or less than an overall C average are also required to meet these admissions requirements. Other students transferring to John A. Logan College from another college or university will be admitted in good standing without regard to 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 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.

Nursing Transfer Students

Transfers will be accepted into the nursing programs on a case-by-case basis as follows: the student wishing to transfer into the program must request in writing to the director of nursing; the student must provide official transcripts from all previous schools from which he/she wishes to transfer credits; the student must have a faculty member from the previous nursing program submit a letter of recommendation directly to the director of nursing at John A. Logan College; and the student must meet with the director of nursing to have transcripts reviewed as well as program curriculum and requirements explained. The director will consult with faculty, review all materials, make a decision related to the request for transfer into the program, and notify the student in writing of the decision.

In general, the following considerations will determine if the student is accepted for transfer: the student must have completed the equivalent of the introductory level courses in the John A. Logan College program; the student must be willing to take proficiency tests at John A. Logan College if requested to do so; the student must be willing to take courses on an "as available" basis with no specific projected completion date; the student will be accepted on a probationary status for the first semester; the student must meet the Health and CPR requirements of the program; students wishing to transfer into the program with a specified scheduled graduation date must follow the same admission procedures as all other regular full- or part-time students; transfer students may not bump regular full- and part-time students from class slots; transfer students are accepted on a first-come, first-served basis; all transfer students must meet the curriculum requirements in effect at the time of acceptance into the program; ACT-PEP PN equivalency testing will be accepted as evidence of graduation from a PN program for purposes of consideration for acceptance into the AND program; acceptance in the PN program as a transfer student does not guarantee acceptance into the AND program; transfer students are required to complete a minimum of 20 hours from John A. Logan College, of which 10 semester hours must be nursing courses; and transfer students will be required to complete PSY 132 and ENG 101.

International Students

John A. Logan College requires international students to have a Test of English as a Foreign Language (TOEFL) score of 520 or higher on file before they can be admitted, and students must meet all certificate or degree program admissions requirements. For complete information concerning the TOEFL exam, applicants may write to the following: Test of English as a Foreign Language, Educational Testing Service, Box 899, Princeton, NJ 08540. Contact the director of admissions and registration for further acceptance/registration procedures.

Testing and Placement

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

Mandatory Placement

All students (including transfer students if they have not completed a college level math or English course) are required to be assessed to complete the admissions process. After assessment, students will be placed in English and mathematics courses and selected Career Education programs based on a review of high school coursework, grades, and/or test scores.

E-Mail Information

E-mail information on admission is at: terry.crain@jal.cc.il.us

High School Students and Nongraduates

High school students may be admitted to selected courses upon the written approval of their high school principal (or designee) and the designated College admissions official. To be placed in some programs in the College, the applicant may be required to meet additional requirements as specified by that program and the Illinois Public Community College Act.

A non-graduate 16 or 17 years of age who has severed his or her connection with the high school system, as certified in writing by the chief executive officer (or designee) of the high school district in which the student has legal residence, or a non-graduate 18 years of age or older, may be admitted if he or she demonstrates the capacity to benefit from programs and courses offered by the College.

SCHEDULE OF TUITION AND FEES

Tuition

In-district students pay $36 per semester hour, a rate that is among the lowest in Illinois. Tuition will cost $38 per semester hour after April 30, 1999. Tuition costs are subject to change.

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, which is $118.82 per semester hour for in-state residents. Tuition costs are subject to change.

Out-of-state students must pay the prorated per capita cost, which is $185.84 per semester hour. Tuition costs are subject to change.

Tuition Deposit

The College charges a tuition deposit for students registering after the early registration period closes. The deposit, determined by the College, is applied to tuition costs or refunded per College policy.

Laboratory Fees

AAM 176	Agriculture/Automotive Mechanics Laboratory	$ 25.00
AAM 177	Agriculture/Automotive Mechanics Laboratory	25.00
AAM 178	Specialized Electronic Training	20.00
AAM 196	Auto Body Lab I	50.00
AAM 197	Auto Body Lab II	$ 50.00
AAM 276	Agricultural/Automotive Mechanics Laboratory	25.00
ACC 218	Tax Accounting	10.00
ACC 225	Integrated Accounting on Microcomputers	7.50
ACT 294	Plastics and Adhesives	25.00
ACT 296	Structural Damage Repair Lab	50.00
ADN 200	Clinical Skills Review	30.00
ADN 201	Introduction to Conceptual Framework	30.00
ADN 213	Nursing Today and Tomorrow	20.00
ADN 215	Pediatric Nursing	10.00
ADN 217	Ortho Derm Nursing Int.	15.00
AIR 100	Electricity and Electrical Controls	25.00
AIR 105	Basic Sheet Metal Layout	25.00
AIR 106	Advanced Sheet Metal Layout	25.00
AIR 121	Heating and Air Conditioning I	25.00
AIR 122	Heating and Air Conditioning II	25.00
AIR 131	Refrigeration	25.00
AIR 132	Refrigeration II	25.00
AIR 142	Commercial Refrigeration	25.00
ALH 101	Cardiopulmonary Resuscitation	5.00
ALH 102	Cardiopulmonary Recertification	5.00
ART 101	Fundamentals of Art (two-dimensional)	15.00
ART 102	Fundamentals of Art (three-dimensional)	10.00
ART 160	Commercial Art	10.00
ART 165	Textiles and Fibers	25.00
ART 180	Beginning Drawing	15.00
ART 210	Art for Children	10.00
ART 255	Life Drawing	25.00
ART 256A	Drawing	10.00
ART 256B	Drawing	10.00
ART 256C	Drawing	15.00
ART 257A	Pastels	10.00
ART 257B	Pastels	10.00
ART 257C	Pastels	15.00
ART 260	Beginning Painting	15.00
ART 261A	Oil Painting	10.00
ART 261B	Oil Painting	15.00
ART 261C	Oil Painting	15.00
ART 262A	Watercolor	10.00
ART 262B	Watercolor	10.00
ART 262C	Watercolor	15.00
ART 265	Introduction to Crafts	25.00
ART 295	Portfolio	20.00
AST 171A	Engine Performance A	10.00
AST 171B	Engine Performance B	10.00
AST 173	Brakes	10.00
AST 177	Automotive Clinic	25.00
AST 180A	Electrical Systems A	10.00
AST 180B	Electrical Systems B	10.00
AST 181	Suspension and Steering	10.00
AST 270	Manual Drive Trains and Axles	10.00
AST 271	Automatic Trains	10.00
AST 272	Automotive Engine Repair	10.00
AST 275	Service Management	10.00
AST 277	Automotive Clinic II	25.00
AST 280	Air Conditioning	10.00
BIO 100	Biology (Non-Science Majors)	10.00

BIO 101	Biological Science	10.00
BIO 105	Anatomy and Physiology	12.50
BIO 106	Human Body Structure and Function	12.50
BIO 110	General Botany	10.00
BIO 115	Invertebrate Zoology	12.50
BIO 120	Vertebrate Zoology	12.50
BIO 125	Horticulture (Lab Only)	7.50
BIO 205	Human Anatomy and Physiology I	12.00
BIO 206	Human Anatomy and Physiology II	12.00
BIO 226	General Microbiology	15.00
BIO 275	Common Plants of Southern Illinois	100.00
BUS 116	Keyboarding I	15.00
BUS 116A	Beginning Keyboarding	5.00
BUS 116B	Beginning Keyboarding	5.00
BUS 116C	Beginning Keyboarding	5.00
BUS 117	Keyboarding II	15.00
BUS 117A	Advanced Keyboarding	5.00
BUS 117B	Advanced Keyboarding	5.00
BUS 117C	Advanced Keyboarding	5.00
BUS 118	Keyboarding III	15.00
BUS 124	Shorthand I	7.50
BUS 124A	Shorthand (Modified Instruction)	2.50
BUS 124B	Shorthand (Modified Instruction)	2.50
BUS 124C	Shorthand (Modified Instruction)	2.50
BUS 125	Shorthand II	7.50
BUS 125A	Shorthand (Modified Instruction)	2.50
BUS 125B	Shorthand (Modified Instruction)	2.50
BUS 125C	Shorthand (Modified Instruction)	2.50
BUS 128	Machine Transcription	5.00
BUS 232	Shorthand III	7.50
BUS 247	Legal Secretarial Practice I	5.00
BUS 248	Legal Secretarial Practice II	5.00
BUS 249	Medical Transcription	15.00
BUS 249A	Beginning Medical Transcription	7.50
BUS 249B	Medical Transcription	7.50
BUS 250	Advanced Medical Transcription	15.00
BUS 250A	Advanced Medical Transcription I	5.00
BUS 250B	Advanced Medical Transcription II	5.00
BUS 250C	Advanced Medical Transcription III	5.00
BUS 261	MRT Transcription	12.00
BUS 270	Medical Office Procedures	5.00
BUS 280	Computer Applications for the Medical Office	5.00
CCT 267	Child Care/Teacher Aide Lab	10.00
CCT 268	Child Care/Teacher Aid Lab	10.00
CHM 101	General Inorganic Chemistry	15.00
CHM 102	Qualitative and Quantitative Analysis	15.00
CHM 141	General Chemistry I	15.00
CHM 142	General Chemistry II	15.00
CHM 201	Organic Chemistry	15.00
CHM 202	Organic Chemistry	15.00
CIM 102	Industrial Electricity	10.00
CIM 103	Introduction to Robotics	10.00
CIM 201	CIM Cell	25.00
CIS 101	Introduction to Computers	7.50
CIS 102	Programming I	7.50
CIS 104	Spreadsheet Design	10.00
CIS 120	Database Management	10.00
CIS 201	Programming II	7.50
CIS 205	Word Processing	10.00
CIS 207	Applications of Basic Programming for Business	7.50
CIS 210	Information Processing	10.00
CIS 215	Advanced Programming Projects	7.50
CIS 220	Advanced Spreadsheet Design	7.50
CIS 225	Advanced Database Management	7.50
CIS 235	Current Topics in Information Systems	7.50
CIS 240	Desktop Publishing	7.50
COS 111A	Cosmetology Laboratory	45.00
COS 112A	Cosmetology Laboratory	45.00
COS 113A	Cosmetology Laboratory	45.00
COS 115	Cosmetology-Related Lab	5.00
COS 117	Nail Technician	295.00
COS 210	Principles of Hair Care	20.00
COS 211	Principles of Skin Care	25.00
CPS 176	Introduction to Computers and Applications	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 215	Data Structures	7.50
DNA 100	Dental Science I	10.00
DNA 102	Dental Assisting Procedures I	10.00
DNA 103	Dental Assisting Procedures II	10.00
DNA 104	Dental Radiology I	25.00
DNA 105	Dental Radiology II	25.00
DNA 106	Preventive Dental Health Education	10.00
DNA 107	Dental Materials I	45.00
DRT 181	Technical Drafting I	12.50
DRT 182	Technical Drafting II	12.50
DRT 183	Detail and Assembly	7.50
DRT 185	Computer Graphics I	12.50
DRT 281	Computer Graphics II	12.50
DRT 282	Tool Design	12.50
DRT 283	Advanced Technical Drawing II	12.50
DRT 285	Descriptive Geometry	7.50
DRT 286	Computer Graphics III	10.00
DRT 290	Die Design	12.50
EGR 101	Engineering Graphics	7.50
ELT 100	DC/AC Fundamentals	20.00
ELT 110	Solid State Circuits	20.00

ELT 111	Digital Electronics	20.00
ELT 150	Applied Solid State Electronics	20.00
ELT 200	Introduction to Microprocessors	20.00
ELT 210	Computer Systems	20.00
ELT 212	Computer Monitor Servicing	20.00
ELT 214	Computer Servicing	20.00
ELT 216	Printer Theory and Servicing	20.00
ELT 220	Industrial Electronics	20.00
ELT 224	Power Distribution and Motors	20.00
EMS 250	Paramedic I	25.00
EMS 251	Paramedic II	25.00
EMS 252	Paramedic III	25.00
EMT 100	First Responder Care	5.00
EMT 111	Emergency Medical Technician I	20.00
EMT 200	Emergency Medical Technician (Ambulance Instr. Trng.)	20.00
ENG 050	Basic Reading and Writing	10.00
ENG 052	Developmental Writing Skills	6.00
ENG 053	Developmental Reading Skills	6.00
ENG 101	English Composition (Word Processing Sections Only)	7.50
HIT 101	Introduction to Medical Records	35.00
HIT 102	Health Records Systems	20.00
HIT 103	Health Records Systems Lab	20.00
HIT 201	Health Data and Statistics	20.00
HIT 202	Clinical Practicum I	20.00
HIT 203	Management in Health Care	20.00
HIT 204	Coding	20.00
HIT 210	Clinical Application of Health Data	20.00
HIT 211	Medico Legal Aspects	20.00
HIT 212	UR/QA Risk Management	20.00
HIT 213	Clinical Practicum II	20.00
HIT 214	Medical Records in Non-Traditional Setting	20.00
HIT 215	Fundamentals of Medical Science	20.00
HUM 101	Introduction to Humanities	10.00
HUM 152	Death and Dying	10.00
IDM 210	Fluid Power I	15.00
IDM 220	Fluid Power II	15.00
IND 105	Introduction to Computers	2.50
IND 121	Manufacturing Processes I	15.00
IND 122	CAD/CAM Operations	15.00
IPP 141	American Sign Language (ASL I)	7.50
IPP 142	American Sign Language II (ASL II)	7.50
IPP 143	American Sign Language III (ASL III)	7.50
LIT 275	Art of the Cinema	15.00
MAC 150-164	Machine Processes (Modules)	30.00 ea
MKT 260	Commercial Art	10.00
MKT 261	Computer Art and Graphic Design	10.00
MLT 120	Introduction to Clinical Lab	115.00
MLT 121	Serology	100.00
MLT 122	Clinical Microscopy	100.00
MLT 223	Immunohematology	100.00
MLT 224	Hematology	100.00
MLT 225	Clinical Chemistry	100.00
MLT 226	Applied Clinical Microbiology	100.00
MLT 227	Coagulation	100.00
MLT 251	Clinical Rotation I	100.00
MLT 252	Clinical Rotation II	100.00
MUS 101	Choral Ensemble	2.50
MUS 102	Chamber Ensemble	2.50
MUS 103	Symphonic Band	2.50
MUS 106	Beginning Class Piano I	2.50
MUS 111, 112, 133, 211, 212, 213	Applied Music	95.00
MUS 115	Music for Children	2.50
MUS 123	Music Ensemble	2.50
NAD 101	Nursing Assistant Training	25.00
ORI 100	Seminars for College Success	2.00
ORT 101	Surgical Technology I	35.00
ORT 102	Surgical Technology II	20.00
ORT 103	Surgical Technology III	20.00
OTA 100	Introduction to Occupational Therapy	115.00
OTA 110	Clinical Observation I	100.00
OTA 111	Clinical Observation II	100.00
OTA 112	Activities of Daily Living	100.00
OTA 120	Occupational Therapeutic Media	100.00
OTA 121	Occupational Therapy Group Process	100.00
OTA 200	Psychosocial Therapy and Practice	100.00
OTA 202	OT Theory I	100.00
OTA 204	OT in Pediatrics	100.00
OTA 210	OT Theory I	100.00
OTA 211	OT Theory II	100.00
OTA 215	Fieldwork Experience I	100.00
OTA 216	Fieldwork Experience II	100.00
OTA 250	OT Administration	100.00
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 126	Beginning Weight Training	20.00
PED 127	Intermediate Weight Training	20.00
PED 128	Advanced Weight Training	20.00
PED 150	Bowling	30.00
PED 155	Golf I	35.00
PED 156	Golf II	35.00
PED 157	Golf III	35.00
PED 158	Advanced Golf	35.00
PHY 151	Technical Physics	6.00
PHY 155	Physics I	6.00
PHY 156	Physics II	6.00
PHY 205	University Physics I	6.00
PHY 206	University Physics II	6.00

PHY 215	Introduction to Circuit Analysis	7.50
PNE 101	Fundamentals of Nursing	35.00
PNE 102	Nursing Procedures	65.00
PNE 103	Clinical Nursing	10.00
PNE 183	Maternal and Newborn Health	20.00
PNE 206	Medical and Surgical Nursing (Part II)	20.00
PSY 110	Career and Life Planning	5.00
SMW 122	Sheet Metal Layout II	35.00
SMW 123	Sheet Metal Layout III	35.00
SMW 131	Refrigeration and Air Conditioning I	25.00
SMW 132	Refrigeration and Air Conditioning II	25.00
SMW 133	Refrigeration and Air Conditioning III	25.00
TDM 201	Tool and Die Laboratory I	90.00
TDM 202	Tool and Die Laboratory II	90.00
TDM 203	Non-Traditional Machining	45.00
TRD 100	Semi-Trailer Truck Driving	834.00
TRT 140	Travel Agency I	60.00
TRT 240	Travel Agency II	60.00
WEL 150	Oxyacetylene Fusion Welding	15.00
WEL 151	Oxyacetylene Fusion Welding	30.00
WEL 152	Brazing and Soldering	15.00
WEL 153	Oxyacetylene 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 and Inspection	30.00
WEL 181	Introduction to Oxyacetylene Welding	15.00
WEL 182	Introduction to Arc Welding	15.00
WEL 183	Intermediate Arc Welding	15.00
WEL 188	Welding Laboratory (Heavy Equipment Welding)	15.00
WEL 189	Welding Laboratory (Heavy Equipment Welding)	15.00
WEL 190	Welding Laboratory (Heavy Equipment Welding)	15.00
WEL 191	Welding Laboratory (Heavy Equipment Welding)	15.00
WEL 192	Introduction to Pipe Welding	30.00
WEL 193	Pipe Welding	30.00
WEL 194	Pipe Welding	60.00
WEL 195	Special Problems	15.00
WEL 195A	Special Problems in Welding	3.75
WEL 195B	Special Problems in Welding	3.75
WEL 195C	Special Problems in Welding	3.75
WEL 195D	Special Problems in Welding	3.75
WEL 196	MIG Welding--Aluminum	25.00
WEL 197	MIG Welding--Stainless Steel	25.00
WEL 198	TIG Welding--Aluminum	25.00
WEL 199	TIG Welding--Stainless Steel	25.00
	Body Composition Assessment	20.00
	Telecourses	15.00

Payment of Tuition, Fees, and Library Charges

Students must pay all tuition and fees--unless authorized withdrawal from class occurs during an authorized refund period. Specific times for payment will be announced prior to the beginning of each semester. Students must also pay all library charges. Students owing the College will not be allowed to re-enroll for future semesters. In addition, semester grades and permanent transcripts will be withheld from students with unpaid obligations. The College accepts Discover, MasterCard, and Visa in addition to other means of payment.

Tuition and Fee Deferments

Any student who is qualified for benefits from a college financial assistance program shall be eligible for a deferment of tuition and fees by the director of financial assistance. The programs covered in this area shall be the John A. Logan College Foundation Scholarships, the William D. Ford Direct Loan Program, the G.I. Bill, the Illinois State Veterans Grant, 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 assistance programs at the College. This deferment shall not exceed the tenth (10th) instructional day. An extension of the due date does not relieve the student of the responsibility to pay all tuition/fees when due, even if the anticipated financial aid is not approved.

Health and Dental Insurance for Students

The purchase of health or dental insurance is optional. Students may purchase health insurance on a per semester basis or for an extended time. Students must carry six or more semester hours to qualify for health insurance. The dependents of students (spouse and children) may also be covered by health insurance. Accidental death and dismemberment coverage is available. There is no deductible or co-insurance requirement. Dental insurance is available to any student regardless of the number of hours

carried. Dental insurance is also available for the dependents of students (spouse and children). For more information, contact the College Admissions Office, or the insurance broker at (618) 997-2255.

Insurance for Nursing Students

Students enrolling in Practical Nursing 101 or Associate Degree Nursing 201 will be required to pay a fee of $15 at the time of registration for a special insurance policy to protect them while practicing in hospitals.

Refunds

Students withdrawing from fall and spring semester classes in the Transfer, Career, or Continuing Education Divisions of the College during the first two weeks will be refunded 100 percent of their tuition. After the second week of the semester there will be no refund. Students withdrawing from summer semester classes during the first week will be refunded 100 percent of their tuition. After the first week of the summer semester, there will be no refunds.

STUDENT FINANCIAL ASSISTANCE

General Information

The objective of John A. Logan College in maintaining a student financial assistance program is to assist in the removal of barriers to postsecondary education. To accomplish this goal, the College endeavors to provide financial assistance which is designed to complement the financial resources of students rather than to finance their education totally. Financial assistance at John A. Logan College is available in the form of grants, loans, part-time employment, and scholarships. Information concerning assistance may be obtained from the John A. Logan College Student Financial Assistance Office.

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

1. Be enrolled or accepted for enrollment at John A. Logan College and maintain "satisfactory academic progress" as defined by John A. Logan College.

2. Be a full-time student (carry 12 hours or more each semester).

3. Complete the Federal Student Aid Form to apply for a monetary award from the Illinois Student Assistance Commission (ISAC) and a Pell Grant award. The Federal Student Aid Form is also required for William D. Ford Direct Loan consideration.

4. Complete a John A. Logan College Student Employment Request Form if interested in applying for part-time employment.

5. Complete a John A. Logan College Foundation Scholarship application.

6. Demonstrate financial need.

7. Complete, with their parents, if applicable, a Federal Student Aid Form (see item 3 above) and mail the completed application to the processing agency indicated on the application. Application results will be returned to the student within four-to-six weeks, and the student should submit the results of the application to the John A. Logan College Student Financial Assistance Office. Students who are interested in obtaining part-time employment must complete an Application for Financial Assistance and a Student Employment Request Form (see item 4 above), which can be obtained from the John A. Logan College Placement Office.

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

The typical cost categories for attending John A. Logan College for a none-month academic Year are approximately $7,485 for all students living at home with parent or guardian and $10,644 for all students not living at home with parent or guardian, married or single.

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

A realistic effort is made to combine scholarship grants, loans, and student employment in meeting the student's need for financial assistance. However, the student is charged with the responsibility of applying for the financial assistance programs offered by and through John A. Logan College on a timely basis prior to the beginning of each academic year. The priority date is April 1 for students seeking aid during the forthcoming fall and spring semesters. October 15 is the priority date for spring semester, and March 1 is the date for filing for the summer term. Students who miss priority dates are urged to complete and mail the Federal Student Aid form even if the date has passed.

8. Be aware that students transferring from another school to John A. Logan College must take appropriate action necessary to receive assistance at John A. Logan College. Students applying for federal student assistance must have any and all previous schools attended send a financial assistance transcript and an official academic transcript to John A. Logan College's Student Financial Assistance Office in order to receive aid from U. S. Department of Education programs. Students with a Pell Grant must get a duplicate copy of the Student Aid Report (SAR) to submit to the College's Financial Aid Office. Students with an ISAC Monetary Award must have the award authorized for John A. Logan College.

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

Verification Policies and Procedures

Frequently, the U. S. Department of Education selects Pell Grant applications for review in a process called verification. Applicants selected for verification will be informed of their verification requirements by means of an instructional statement on their Pell Grant Student Aid Report. A verification worksheet must be obtained from the College Financial Aid Office to assist the student 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 Direct Student Loans, 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 Student Financial Assistance Office appropriate documentation no later than April 30, 1999, for the 1999-2000 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 commun-ication 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 Federal Student Aid Program, P. O. Box 60006, East St. Louis, IL 62206-6006. 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 an explanation concerning verification within ten business days.

5. All applicants are required to submit accurate information when completing the Federal Student Aid Form, the Direct 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. Appli-cants 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 Assistance Procedures

1. The Pell Grant results of the Federal Student Aid form, known as the Student Aid Report (SAR), must be submitted to the Student Financial Assistance Office by all students seeking financial aid through the John A. Logan College Foundation Scholarship program, the William D. Ford Direct Loan Program, the Illinois State Monetary Award program, the Pell Grant program, and the student employment program.

2. All Direct 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 Financial Aid Office.

   Tuition awards authorized by the Illinois State Monetary Award program, the National Guard Scholarship program, the Veterans Grant 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 assistance availa-bility, (5) financial assistance application proce-dures, (6) financial assistance recipient selec-tion criteria, (7) financial need determination, (8) amount of financial need met, (9) payment of financial assistance, (10) student worker job responsibilities, (11) loan responsibilities, (12) academic progress determination, and (13) facilities and services for the disabled.

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 assistance applications, (3) meet all financial assistance application deadlines, (4) provide requested financial assistance 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 Scholarships

The College recognizes and rewards high scholastic achievement through its Presidential Scholar Awards. Presidential Scholar Awards are awarded to currently enrolled sophomores with perfect (5.0) grade-point averages upon completion of twenty-eight hours.

John A. Logan College Foundation Scholarship

The scholarships listed below are awarded through the John A. Logan College Foundation:

Administrative Services Scholarship
Alumni Sponsored Non-Traditional Student Scholarship
American Magnetics Scholarship
Angelo Sala Memorial Scholarship
August & Thelma W. Fowler Scholarship
Auxiliary Memorial Hospital of Carbondale Scholarships
Beta Sigma Phi-Sigma Omega Scholarship
Church Women United Thrift Shop Scholarship
City of Carterville Scholarship
Chartwells Scholarship
Delta Sigma Theta Scholarship
Dental Assisting Scholarship
Dr. Fred D. Nolen Memorial Scholarship
Dr. Ron Browning Memorial WYSE Scholarship
Educators for Tomorrow Scholarship
Egyptian Contractors Association/ O. M. Hudgens Scholarship
Elizabeth M. Dietz Memorial Scholarship
Eva Stover Scholarship (Marion BPW)
First Federal Savings & Loan Carterville/ Herrin Scholarship
Foundation Board Scholarship
Frank R. Samuel Memorial Scholarship
Franklin County Medical Society Scholarship
GED Scholarship
General Scholarship
Harold E. Perkins Scholarship
Harold R. O'Neil Scholarship
Herbs for Health & Fun Scholarship
High School Art Scholarship
Illinois Association of Highway Engineers Scholarship
Illinois Health Improvement Association Scholarship
Interpreter Preparation Scholarship
Jackson County Retired Teachers Association Scholarship
Jake & Carolyn Rendleman Methodist Scholarship
John A. Logan College Creative Writing Scholarship
James D. Holloway Legislative Scholarship
John A. Logan Fine Arts Scholarship
John M. Armstrong Carbondale Rotary Scholarship
John & Mary Moreland McDonald's Scholarship
Julianne Ashby Herren Memorial Scholarship
Katherine Derbak Scholarship
Kenneth L. Greenlee Memorial Scholarship
Louis Wides Memorial Scholarship
Margaret & Albert Bleyer Memorial Scholarship
Marion Elks Ladies Association Scholarship
Mary Johnson Rendleman Nursing Scholarship
Mary Logan Scholarship
Non-Traditional Student Scholarship
O. M. Hudgens Secretarial Scholarship
Papa "C" Scholarship
Raleigh Crawford Pre-Engineering Scholarship
Rannie L. Odum Memorial Scholarship
Rendleman Nursing Scholarship
Rosemary/Doug Bryant Memorial Scholarship
Sam Mitchell Law Offices Scholarship
Samantha Jabr Memorial Scholarship
Southeastern Illinois Electric Co-Op, Inc., Scholarship
Southern Illinois Environmental Managers Scholarship
Southern Illinois Hospital Nursing/Marsha Cato Memorial Scholarship
Southern Illinois Hunting & Fishing Day Scholarship
Suzanne Teegarden Scholarship for Re-Entry Women
Tarvin Memorial Scholarship
Tri-C Junior Women's Club Displaced Homemaker Scholarship
Valerie Jean Oliver Memorial Scholarship
Williamson County Crimestoppers, Inc., Scholarship

Some of these scholarships are for the amount of full tuition while others are for lesser amounts. All are awarded by action of the College Scholarship Committee.

In addition, the John A. Logan College Foundation offers two academic scholarships and one vocational scholarship to graduating seniors in each of the eleven public high schools in the John A. Logan College District. Students receiving John A. Logan College Foundation Academic Scholarships and the Foundation Directors Vocational Awards are selected by their high schools on the basis of student grade-point averages and rank in class. In addition to cash awards ranging from $600 to $1,000, scholarship winners receive a waiver of tuition and fees. The scholarships are renewable for a second year.

The John A. Logan College Foundation also administers the forty-two Board of Trustees Vocational Scholarships worth $500 per semester to first-term students enrolled in an approved Certificate of Achievement program, Associate Degree in General Studies program, or Associate in Applied Science program. First-term students are defined as those who have not attended credit classes at the College during

the past five years. Scholarships may be renewed for up to four consecutive semesters ($2,000 maximum), provided the student is enrolled for a minimum of 12 semester hours (or the hours required in his or her curriculum) and maintains a 3.75 GPA on a 5.0 scale. The scholarship may be used for summer semester required curriculum courses.

The foundation releases scholarship awards to the Office of Student Financial Assistance where awards are credited to the appropriate student's account. Any refunds are paid to the student by mail.

Information and application forms are available from high school counselors, the John A. Logan College Student Financial Assistance Office, the John A. Logan College Foundation Office, and by e-mail at: foundation@jal.cc.il.us

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 Federal Student Aid Form. Information and application forms are available from the John A. Logan College Placement Office.

Illinois Employment and Training Center (IETC)

The center determines eligibility for the Job Training Partnership Act (JTPA) and pays tuition, fees, and book and supply costs for training in one-year certificate programs, two-year degree programs, or specialized
short-term training programs.

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 College Student Financial Assistance Office.

The Illinois National Guard Scholarship Program provides tuition costs to any individual who has been a member of the Illinois National Guard for a year and holds the rank of captain or below. The scholarship is not 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 Assistance Office.

The William D. Ford Direct Loan Program 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 the freshman level and $3,500 for the sophomore level. 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%.

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 1999-2000 school year, an applicant should file the 1999-2000 Federal Student Aid Form. To apply for the 2000-2001 school year, an applicant should file the 2000-2001 Federal Student Aid Form. To apply for the 2001-2002 school year, the applicant should file the 2001-2002 Federal Student Aid Form. Application forms may be obtained from high school counselors or the John A. Logan College Student Financial Assistance 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 Student Financial Assistance Office.

Students are reminded that the federal HOPE Scholarship (a tax credit) allows a tax credit for students enrolled for at least six credit hours in a degree, certificate, or other program leading to a recognized education credential. Students may receive a tax credit for 100 percent of the first $1,000 of tuition and fees, and 50 percent of the second $1,000 on their federal income tax. Students who receive forms of financial aid such as a Pell Grant will have the amount of their eligibility for HOPE reduced by the amount of aid they receive.

Work-Study Program

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 a Federal Student Aid Form. Applicants must also file a Student Employment Request Form, which can be obtained from the John A. Logan College Placement Office.

Veterans Educational Benefits

Benefits for Veterans. John A. Logan College is app-roved by the State Approving Agency to provide training for veterans. Qualified veterans may receive financial assistance on a monthly basis, determined by academic load. For assistance in applying, contact the coordinator of veterans affairs at the College.

A veteran who has received payment for a class in which he/she has received an "INC" grade cannot repeat the class and receive additional benefits from the Veterans Administration. Veterans wishing to repeat a class where an incomplete grade has been received may do so, but the veterans coordinator at John A. Logan College may not certify the second class for payment.

Veterans who transfer from other colleges and universities to John A. Logan College cannot be certified for any veterans benefits until all transcripts have been received and evaluated by John A. Logan College personnel (the veterans coordinator and/or his/her designee).

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 Grant. Illinois veterans who have served in the military service and have an honorable discharge from such service may receive free tuition.

Benefits for Dependents of Veterans. John A. Logan College students who are dependents of disabled or deceased veterans (service connected) or dependents of MIA/POW veterans 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 at the College.

Other Educational Assistance for Eligible Students

The Office of Admissions and the Student Financial Assistance Office will aid 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 education benefits provided by various agencies as well as answers to procedural questions can best be obtained by contacting the appropriate agency.

E-mail information on financial aid available at John A. Logan College is at: holloway@jal.cc.il.us

ACADEMIC POLICIES

President's Honor List

At the completion of each fall and spring 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 fall and spring 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 Academic 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:

Grade-Point Average Required for Satisfactory Academic Progress Standing

Year	Hours	GPA
Freshman	12-16	2.5
Freshman	17-30	2.75
Sophomore	31-45	2.9
Sophomore	46 or more	3.0

Grade-Point Average for Academic Warning Status

Year	Hours	GPA
Freshman	12-16	2.00-2.49
Freshman	17-30	2.25-2.74
Sophomore	31-45	2.50-2.89
Sophomore	46 or more	2.90-2.99

Students on Academic Warning

Students who fail to meet the academic requirements for "Satisfactory Academic Progress" standing are placed on "Academic Warning."

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

1. see their academic advisors for assistance;
2. seek help through the Student Success Center or Student Services Office;
3. go to the Career Development Center for a 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 Student Assistance 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:

Grade-Point Average for Probationary Status
(Students are in unsatisfactory academic progress standing.)

Year	Hours Attempted	GPA
Freshman	12-16	Below 2.00
Freshman	17-30	Below 2.25
Sophomore	31-45	Below 2.50
Sophomore	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 Student Assistance 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 Student Success Center, the Career Development Center, 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 a Student Success Center 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 Assistance Recipients

According to the United States Department of Education regulations and Illinois Student Assistance Commission policy, all students applying for federal and/or state financial assistance must maintain satisfactory progress in courses of study to receive these funds.

A student must be making "financial aid academic progress" regardless of whether the student has previously received aid. All prior terms of attendance are included in the evaluations. Courses from other colleges that have been accepted for credit by John A. Logan College will be considered in determining eligibility. Students who have not previously received financial aid may not be notified of their status until they have applied for financial aid.

1. Progress Requirements

A student is considered to be making **financial aid satisfactory academic progress** if **both** of the following conditions are met:

a. the cumulative GPA is at least 3.0; and
b. the cumulative completion rate (hours earned divided by hours attempted) is at least 67%.

A student who fails to maintain the required cumulative GPA or cumulative completion rate, or both, will be placed on financial aid probation for one semester.

2. Financial Aid Probation

If, after the financial aid probation semester, the student achieves a cumulative GPA of 3.0 or above **and** a cumulative completion rate of at least 67%, the student will be making financial aid satisfactory academic progress.

If, after the financial aid probation semester the student does not have **both** the required cumulative GPA of 3.0 or above **and** a cumulative completion rate of at least 67%, the student may remain on financial aid probation if:

a. the semester GPA is at least 3.0; **and**
b. the semester completion rate is 100%.

If, after the financial aid probation semester the student does not return to financial aid satisfactory academic standing or qualify to remain on financial aid probation, the student will be placed on financial aid suspension.

3. Financial Aid Suspension

Students may regain financial aid satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to a 3.0 and their cumulative completion rate up to 67%. Students may appeal financial aid suspension status if extenuating circumstances contributed to their lack of academic progress.

4. Completion of Classes

Courses graded with "A," "B," "C," "D," or "P" are considered completed. Courses graded with "I," "W," "E," "AB," "DEF," "WE," or "WP" are not considered to be completed. Courses that have been repeated remain in the completion rate, but the original grades are excluded from the GPA.

5. Maximum Time Frame

Students have 93 attempted hours in which to complete a degree program and 45 attempted hours to complete a certificate program. Students who have received a bachelor's degree are also considered to

have exceeded the maximum time frame for completion at John A. Logan College.

Students who have changed programs and/or have obtained prior degree(s) or certificate(s) may make a written request for additional time in which to complete their current program of study.

John A. Logan College understands that students may change their educational goals and program of study, and that additional education is often needed to enhance career opportunities. These students may complete the request for a reevaluation to document these situations.

Program Transfers

A student may transfer from a transfer program to a career program, from a career program to a transfer program, or from one career program to another career program and have only the grades earned in the latter program count toward 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

Students must originate schedule changes with their academic advisor. 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, off-campus classes, and television courses.

A student making an official withdrawal between the end of the second 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 the student is 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 withdraw officially.

Late Enrollment

Late enrollment is allowed during the first five days of fall and spring term and four days during the summer term. Students are expected to pay all tuition and fee charges incurred during the process of registration. 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 descriptions elsewhere in this Bulletin. 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 during the summer term) must have permission from the dean of student services or the vice-president for administration.

Grading System

A	Excellent	5 grade points
B	Good	4 grade points
C	Average	3 grade points
D	Poor but passing	2 grade points
E	Failing	1 grade point (no credit)

INC Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will remain on the transcript. No grade points /no credit/no penalty.

W Authorized withdrawal no later than the last day of the twelfth week of the semester. No grade points/no credit.

WP Authorized withdrawal after the twelfth week of the semester with a passing mark. No grade points/no credit.

WE Authorized withdrawal after the twelfth week of the semester with a failing mark. Same as an "E" — 1 grade point/no credit.

AB Unauthorized withdrawal. Same as an "E" — 1 grade point/no credit.

AU Audit. No credit.

DEF Deferred. Used only for students enrolled in open-entry/open-exit classes in which the work is of a continuing nature. No grade points/no credit.

PR Denotes proficiency.

R Denotes repeat course.

P Pass (credit, but no grade points).

S Satisfactory (credit, but no grade points).

F Fail (no credit, no grade points).

CR Credit (a temporary designation for students enrolled in the overseas ICISP program). Once a grade is received, the CR designation will be replaced by the permanent grade.

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. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average. The lower of the two grades will be converted to "R" and not be computed in the grade-point average nor will it be applicable to a degree or a certificate.

The letter "R" shows that the course was repeated. The student must petition the dean of student services to repeat a course more than once and to repeat a course with a "C" or higher grade.

Credit by Means other than Classroom Attendance

Several methods are provided for students to earn credit by means other than the traditional classroom method. The methods currently available are described below. A maximum of 30 semester hours earned through the High School Advanced Placement Program, College Level Examination Program (CLEP), and/or proficiency examinations will be accepted at John A. Logan College.

High School Advanced Placement Program

Through the High School Advanced Placement Program, high school students who are qualified through registration in an advanced placement course in their high schools or through other special educational experiences may apply for advanced placement and college credit.

Ordinarily, the maximum credit granted through advanced placement examinations is fifteen hours. It is nonresident credit, does not carry a grade, and is not used in computing a student's grade-point average. The credit will not be validated until the student has earned at least 12 credit hours of a "C" grade or higher at John A. Logan College. Credit granted at another accredited college or university under this plan is transferable to this College up to a maximum of fifteen hours. Students may appeal to the academic dean to be granted more than fifteen hours.

Advanced classes that qualify for this purpose are offered in many high schools in specific subjects such as English composition (in addition to the test, an essay must be evaluated and approved by the College's English Department), foreign languages, history, biology, computer science, chemistry, government, mathematics, and physics. A national examination is given in each subject, with the examinations administered through the Educational Testing Service. The examinations are prepared by a national committee of high school and college teachers and are intended to measure the achievement of the student and determine at what point the student should begin college work in the subject. To receive credit, students must earn a grade of 3,4, or 5.

The credit to be granted at John A. Logan College is determined by the appropriate department chair and dean for student services. The following is a list of examinations for which a student may currently receive credit:

Physics B or C
Chemistry
Biology
American History
European History
English (with research paper)

Foreign Languages: German, Spanish, French
Mathematics: Calculus AB, Calculus BC
Music
Economics
American Government
Comparative Government
Computer Science: Computer Science A, Computer Science AB

Further information about the advanced placement program can be obtained from the appropriate regional office of the College Board or by writing The College Board, 888 Seventh Avenue, New York, New York 10019.

Summer Honors Institute

The College hosts a Summer Honors Institute for high school students between their junior and senior years. Details are with the College's director of admissions and registration.

College Level Examination Program

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 exami-nation is given monthly at a local testing center.

1. Description of CLEP Examinations — There are two types of CLEP examinations: the CLEP General Examinations designed to provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts: English composition, mathematics, natural sciences, humanities, social science-history; and the CLEP Subject Examinations designed to measure achievement in specified under-graduate courses which are offered at John A. Logan College: American government, Ameri-can history, American literature, general chem-istry, general psychology, human growth and development, introduction to business manage-ment, introductory accounting, introductory business law, introductory calculus, intro-ductory economics, introductory marketing, introductory sociology, statistics, and Western civilization.

2. 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.

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

4. 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. Details are in Administrative Procedure 803.

5. Recording of Grades and Credit — Students successfully completing one or more of the general examinations will have the credit recorded as one of the following:

English--CLEP	3 hours credit
Humanities--CLEP	6 hours credit
Math-CLEP	6 hours credit
Natural Sciences--CLEP	6 hours credit
Social Studies--CLEP	6 hours credit

Students successfully completing subject examinations will have credits recorded as:

Course Description	John A. Logan College Course Equivalent No. ____ hours credit

GENERAL EXAMINATIONS

CLEP Test	Minimum Acceptable Score	Amount of Credit Awarded Sem. Hrs.	Equivalent John A. Logan College Course	Limitations and Restrictions
English Composition	50th Percentile and Standard Score of 490	3	ENG 101	Essay Exam Required
Humanities	50th Percentile and Standard Score of 490	6	Satisfies up to 6 semester hrs. of total semester hr. requirement except for specifically required courses.	None
Mathematics	50th Percentile and Standard Score of 490	6	Satisfies 6 hr. requirement.	None
Natural Sciences	50th Percentile and Standard Score of 490	6	Satisfies up to 6 semester hrs. of total semester hr. requirement except for specifically required courses.	None
Social Sciences	50th Percentile and Standard Score of 490	6	Satisfies up to 6 semester hrs. of total semester hr. requirement except for specifically required courses.	None

The CLEP General Examinations cannot be used to satisfy specifically required courses (except as listed below) for any John A. Logan College Baccalaureate Transfer or Career Programs. However, excess hours may be used to satisfy elective requirements. Students wishing to satisfy specific course requirements should consider the CLEP Subject Examinations.

SUBJECT EXAMINATIONS

CLEP Test	Minimum Acceptable Score	Amount of Credit Awarded Sem. Hours	Equivalent John A. Logan College Course	Limitations and Restrictions
American Government	53	4	Political Science 131	None
American History	53	6	History 201 and 202	None
American Literature	52	3	Literature 231 and 232	None
Biology	55	3	Biology 101	Microscope Practical Exam Required
College Algebra/Trigonometry	56	5	Math III	None
English Composition	55	3	English 101	Essay Exam Required
English Literature	53	6	English 211 and 212	None
General Chemistry	57	5	Chemistry 101 and 102	None
General Psychology	57	3	Psychology 132	None
Human Growth and Development	52	3	Psychology 262	None
Introduction to Business Management	52	3	Management 112	None
Introductory Accounting	56	8	Accounting 101 and 102 or 201 and 202	None
Introductory Business Law	57	4	Business 221	None
Introductory Calculus	53	5	Math 131	None
Introductory Economics	55	4	Economics 201	None

CLEP Test	Minimum Acceptable Score	Amount of Credit Awarded Sem. Hours	Equivalent John A. Logan College Course	Limitations and Restrictions
Introductory Marketing	55	3	Marketing 113	None
Introductory Sociology	54	3	Sociology 133	None
Statistics	53	3	Math 120	None
Western Civilization	57	6	History 101 and 102	None

Available Proficiency Examinations

Proficiency exams are available in many areas, with the exception of exams requiring an essay or demonstration. A student wishing to make application to take a proficiency examination should initiate the request with a counselor. The proficiency examination request and authorization forms may be obtained from counselors. After receiving approval from the counselor, the student should schedule an appointment with the dean for instruction for final approval and scheduling of the examination. The purpose of the meeting with the dean for instruction is for the student to furnish evidence that he/she has the necessary background, knowledge and/or experience to sit for the exam. The student will then deliver the forms to the Business Office and pay the appropriate fee. The fee is determined by multiplying the tuition rate by the number of credit hours (e.g., a tuition rate of $36 per hour for a course that generates 3 credit hours would cost the test-taker $108). After paying the fee, the student should return the form(s) to the Office of the Dean for Instruction, who schedules the test(s) in the College Assessment Center. The Assessment Center will notify the student when to take the examination(s). The following terms prevail:

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 and Advanced Placement).

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. He/She may not take a proficiency exam in a course in which he/she has previously received a grade or which he/she 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 refund drop period.

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

Credit for Military Experience

Students who have served one year or more of active duty and who have received an honorable discharge may receive two hours of physical education credit and two hours of health credit. Completion of only basic training will be awarded two hours of physical education credit.

Credit will be accepted for DANTES subject standardized courses within the limitations enforced for proficiency credit. No credit is allowed for college-level GED tests. In evaluating credit possibilities based upon formal service school training programs, the recommen-dations of the American Council on Education as set forth in the U. S. Government bulletin, *Guide to the Education Experiences in the Armed Forces*, are followed.

In order to receive credit for military service, veterans must present a copy of discharge or separation papers to the Office of Admissions.

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 department chair.

4. Students should notify the dean of student services when extensive absences are necessary (due to illness, hospitalization, or a death in the family).

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 extracurricular 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. The class to be audited 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 <u>following</u> 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 "<u>AU</u>" 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 semester, 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 semester.

7. An audited course may later be taken for credit.

Associate Degree Requirements

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

Associate in Applied Science
Associate in Arts
Associate in Engineering Science
Associate in General Studies
Associate in 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 (also applies to Certificates of Achievement).

Degree Requirements

1. The Associate in Arts, Associate in Science, and Associate in Engineering 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 and Associate in General Studies degrees will be awarded to graduates completing an approved two-year career curriculum.

Certificate of Achievement Requirements

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 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 advisor 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.

Graduation Procedures

Graduation ceremonies are held each year at the end of spring semester. Students meeting graduation require-ments during the fall, spring, or summer semester, and who desire to participate in graduation ceremonies, must apply by the posted graduation deadline. Students who meet graduation requirements, but who do not wish to participate in graduation ceremonies, should apply for graduation as soon as their final class schedules are completed and logged into the computer system in the Admissions Office. Graduation application forms are available in the Office of Admissions and by mail by writing that office.

A graduation fee is established for all persons receiving degrees. The costs of the cap and gown and five graduation announcements are included.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the College. Students should meet regularly with their advisor to ensure that progress is being made toward their degree objective. Even though the College does provide an academic check on graduating students, this is done primarily to be sure that it is graduating students who have met the requirements. The advising of individual students as to their progress is a service provided them and does not relieve students of their responsibility to make certain they are meeting the requirements.

Graduating students who have outstanding financial obligations or delinquent College accounts will not receive either the diploma or transcripts until their accounts are paid.

Educational Guarantee Program: The Logan Seal

John A. Logan College stands behind graduates of its programs through a warranty, or "guarantee," of their skills. If a graduate is found lacking in skills he or she should have acquired while studying at the College, the College will absorb the tuition and fee costs of retraining the graduate. Students who maintained an overall "C" average in an approved program at the College are eligible for free retraining or free additional coursework within fourteen months of their graduation. Additional information is to be found in the College brochure entitled The Logan Seal: A Certification of Competence.

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, electronic and print media, 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 or students participating in academic or extracurricular activities at John A. Logan College.

SUPPORTIVE SERVICES

Learning Resources Center (LRC)

The LRC plays a vital role in instructional programs of the College. As the materials center for the College, it provides books, magazines, pamphlets, microfilms, filmstrips, slides, films, audio tapes, video tapes, CD-ROMs, data bases, computer programs, and Internet access. The LRC is also a service center providing assistance in reference and research, in the use of computers as a research tool, and in independent study activities. The LRC provides the video equipment and copies of each telecourse for use in several public libraries in the district, and coordinates the scheduling of teleconferences and two-way interactive video.

Library Services

The main reading area is located on the library's lower level and provides a collection of books, microfilms, periodicals, pamphlets, maps, government documents, newspapers, full-text CD-ROMs, and Internet access to full-text periodicals. Library Services supervises the circulation of materials from this area, supervises materials placed on reserve, provides reference services and bibliographic instruction, and assists students with the use of the CD-ROM network, the on-line system, and the Internet. Students may request materials through interlibrary loan if the needed materials are not available in the LRC.

The library works cooperatively with other institutions to provide access to periodical articles via a facsimile machine. The library at John A. Logan College is an active, participating member of ILLINET library network, the Southern Illinois Learning Resources Cooperative, the NILRC, the Shawnee Library System's automated catalog, and the Southern Illinois Regional Information Network (SIRIN). Students with home computers may access the College's home

page, the on-line catalog, and some full-text periodicals. Copy machines are provided for student use. Study carrels are available for individualized study.

Open Access Computing Laboratories

There are two open-access academic computing laboratories--in E108 and E204. The purpose of these laboratories is to provide students with the opportunity to use computers as a learning or management tool. Students may use word processing, spreadsheet, and data base programs, choose from a variety of educational software that supports instruction, or use the Internet as a research tool.

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. The Learning Laboratory also serves telecourse students who use it as their contact with the College. Here, students pick up telecourse packets and video tapes, view video lessons, and receive testing as well as leave completed assignments and messages for telecourse instructors.

Media Services

Media Services supervises the scheduling, distribution, and use of audio-visual equipment and instructional materials used in classrooms. Scheduling and distri-bution of programs over the campus' closed-circuit television system is also available.

Media Services aids instructors with the production of audio-visual and multimedia materials, graphics, and Internet-based course material. Staff work with faculty to provide training and resources for interactive video and Internet-based distance learning. Media Services maintains a large collection of instructional videos and other multimedia materials. Requests for the purchase of instructional videos, multimedia CDs, etc., are made through the Media Services Office. Media Services also assists in the design and production of institutional graphics, publications, and other media.

Du Quoin Extension Center

The Du Quoin Extension Center is located on U. S. 51 south in the Southtowne Shopping Center. The center is host to regular College classes as well as adult and continuing education classes, children's classes, and seminars for business and industry. Call 542-9210 for more information.

West Frankfort Extension Center

The West Frankfort Extension Center is located on north Route 37 on Logan Street. The center is the site for regular College courses as well as adult and continuing education classes, children's classes, and seminars for business and industry. Call 932-6639 for more informa-tion.

Distance Learning

The College has a Distance Learning classroom (C229) with the ability to transmit two-way interactive audio and video. The College is connected to other similar classrooms at colleges, universities, high schools, hospitals, and businesses in the area. This interactive network is used to offer College courses to remote sites and to receive courses from other institutions, thus reducing the travel time and cost for many students.

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 individuals with disabilities. Use of these reserved areas requires the display of a special parking permit, which is available in the Security 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 be appealed in writing on a form available at the Security Office and must be filed within five days of issue. A copy of all parking regulations may be obtained at the Security Office in room C-115.

Security Police

The security police (room C-115) 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

John A. Logan College is a local area institution serving primarily students who live within commuting distance of the College. The College does not maintain dormitories or other housing facilities, but out-of-district students may live in dormitories at nearby Southern Illinois University, which is connected to the College with a bus line during regular college sessions. Information is with the College's associate dean for student services, phone extension 8283.

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 endeavors 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.

Career Testing

Individual testing is available and is administered through the career counselors. These tests can assist a student in discovering abilities and aptitudes in various areas. Interested students should contact the co-ordinator of the Career Development Center for further information.

Student Success Center

The Student Success Center is part of the federal TRIO program funded through the U. S. Department of Education. This program provides individual support to selected students. Services provided by the department include these:

Tutoring. The center offers students the opportunity to increase their educational skills through tutoring. Tutoring is offered in both transfer and career areas, including mathematics, science, business, 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.

Counseling Services. Often, students need assistance with academic and career concerns, as well as social and personal problems. For this reason, professionally trained counselors are available to help students understand and resolve these problems.

Educational Workshops. The Student Success Center offers a variety of workshops designed to enhance one's academic skills. Workshop topics include study skills, time management, stress management, instructor expectations, and relaxation techniques.

Minority Transfer Center

The Minority Transfer Center is designed to help students who plan to transfer to a four-year institution. A visit to the center is highly recommended for students who wish to make sure that credits earned at John A. Logan College will transfer to a four-year college or university. Services of the center include academic advisement to ensure proper course selection for transfer credit, travel opportunities to visit and tour selected four-year institutions, educational and career planning workshops, and assistance in securing scholarships and grants to help with college expenses. All services of the Minority Transfer Center are free. All students may utilize the center. E-mail information is available at: ngozi@jal.cc.il.us

Support Services for Students with Disabilities

John A. Logan College provides reasonable accommo-dations for students with disabilities and students who are deaf or hard-of-hearing. Students with disabilities or deafness who choose to use the available support services are required to meet with the coordinator of services for students with disabilities at least six weeks prior to the beginning of the semester in which they plan to attend. Students requesting accommodations must have appropriate documentation of a disability in order to receive reasonable accommodations.

Reasonable accommodations may include note takers/scribes, sign language interpreters, taped textbooks, extended time for exams, accessible seating, and parking permits.

Students needing such accommodations should contact the Admissions Office to make an appointment with the coordinator of services for students with disabilities.

Deaf and Hard-of-Hearing Services

Persons who are deaf or hard-of-hearing are provided services through the office of Deaf and Hard-of-Hearing Services (C205E). Professional sign language inter-preters are available for class lectures, tests, field trips, personal and career counseling, and other scheduled activities. A deaf-interest club, the American Sign Language Club, encourages appropriate social inter-action and provides a forum for increasing deaf aware-ness in the College community. The College's TTY number is (618) 985-2752.

Career Counseling and Job Placement Services

Career Development Center. The Career Development Center assists students in effectively realizing their career plans. This is achieved by computerized testing and personal interview. 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 adaptions to job market demands and/or changing lifestyles are important to successful career develop-ment.

Placement Office. John A. Logan College provides a placement service that is available to assist all students, graduates, and alumni in securing employment in positions directly related to their areas of academic preparation. Individuals seeking positions in Illinois and several other midwestern states are aided by a computerized list of jobs.

Students can further utilize the Placement Service by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills.

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.

In addition to assisting students in locating off-campus employment, the Placement Office is responsible for coordinating the student work program at John A. Logan College. There are limited positions available in the student work program, which has been designed to provide part-time employment for students who need financial assistance in order to attend college.

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 educa-tional 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. The College competes intercollegiately in basketball, baseball, and golf in the men's division and in volleyball, basketball, softball, and golf 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 National Junior College Athletic Association (NJCAA) and the Great Rivers Athletic Conference (GRAC).

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. In 1985 the Harold R. O'Neil Auditorium was built and now offers to students and the public a full season of performances by professional artists and in-house productions. 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 growing permanent collection of fine art and craft by student, regional, and national artists. Each year, the museum offers special exhibits and programs highlighting contemporary trends in art and craft, as well as exhibits which reflect the rich and varied history and culture of southern Illinois. The museum also oversees the preservation and ongoing activities of the Purdy School, an authentic one-room schoolhouse located on the John A. Logan College Carterville campus.

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 College Office of Student Activities.

Student Clubs and Organizations

John A. Logan College offers membership in many clubs and organizations. These groups are coordinated by the Office 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.

American Sign Language (ASL) Club — This group provides social/recreational activities for hearing-impaired students and bridges the gap between the hearing-impaired and others. It promotes a College-wide awareness of the deaf and hard of hearing. It also facilitates students in the Interpreter Training Program with skills development and introduces sign language to interested individuals.

Art Club — This club is for students involved in the visual arts. Social functions and off-campus trips are scheduled as well as additional creative study.

Auto Body Repair — This club is for students involved in automotive studies, especially those in the Auto Body Repair program. Social functions and off-campus trips are scheduled. The club is a VICA chapter and has competed in state and national competitions. It also conducts an annual car show and auto raffle.

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

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

Black Students Association — The Black Students Association is concerned with education, economics, and cultural enrichment as these pertain to the John A. Logan College Black population. Social functions and off-campus trips are scheduled annually.

College Scholastic Bowl — This team of students competes in academic tournaments with other community colleges from the state and region. Competitions are based on questions from science, mathematics, English literature, social sciences, arts, and other areas. The team travels to other colleges and hosts tournaments at John A. Logan College.

Cosmetology Club — This club enables students enrolled in the cosmetology program to experience additional opportunities to further their knowledge in all areas of the beauty industry.

The Cultural Connection — This group pursues literary, theatrical, musical, and other endeavors outside the classroom and encourages students to meet and discuss their own works as well as those from the professional media. The organization encourages fellowship among students and staff and plans one annual trip to a metropolitan area.

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 activities of the profession.

Educators for Tomorrow Club — This service organi-zation encourages and supports John A. Logan

College students who have chosen teaching as a career. The group awards scholarships and provides regular programs on educational issues and teaching as a career.

Electronic Circuit Breakers — This group is associated with the Electronics Program. Programming and travel are centered around professional activities based on student interests and social events.

French Club — This organization exists for the purpose of encouraging students of French or those in French classes to continue to speak French and learn more about French customs around the world. This group gives students with similar interests a chance to meet and talk about such interests.

Gays, Lesbians, Bisexuals, and Friends — This organization provides a supportive environment for the College's gay, lesbian, and bisexual students and their friends as well as offering educational, cultural, and social programs. The group also educates the community about these issues and promotes understanding among all people.

GPA (Goals, Persistence, and Achievement) — This organization serves as a vehicle for minority students in transfer programs to persist and achieve in higher education. It will provide a team approach for achieving personal and academic goals. Membership is opened to all John A. Logan College students.

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.

John A. Logan College Community Band — The band consists of volunteers from the student body and the community. The group plays at College and civic functions.

Life — 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 emphasizes the needs of individuals in our society and the world.

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.

Nursing Club — This is a group of students in nursing who travel to various professional events. The group also schedules social functions that encourage camaraderie among students.

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.

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. Membership is by invitation.

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 capitols.

Returning Students Association — This organization is for students returning to higher education, and for older students going to college for the first time.

Southern Illinois Writers Guild — The guild meets at the College on the third Thursday of the month at 7:00 p.m. Area writers discuss their past or present works. There are also frequent readings and other events.

Student Senate — The official student governing body is known as the Student Senate. The senate is comprised of representatives from each campus club and by members at large; officers are chosen by the members of the Student Senate. This organization concerns itself with student affairs, sponsors various social, educational, and community events, and strives to develop and maintain acceptable conduct within the student body.

Technology/CIM Club (Computer-Integrated Manufacturing) — This organization is for students in the College's drafting area. Students attend social functions and make off-campus site visits to various manufac-turers.

Theater Guild — The Theater Guild is an academic theater group whose activities complement in-class

instruction and theatrical productions. Typical activities involve set design, assistance with dramatic presen-tations, and striking of sets.

Volunteer Journalism Club — This club is open to any student interested in journalism. Most members are directly involved with The Volunteer, the John A. Logan College student newspaper. Students will travel to various printing places off-campus as available, attend social functions, and learn journalism skills.

Student Publications

The College has a student newspaper, The Volunteer, and a student literary magazine, Expressions.

INTERNATIONAL EDUCATION PROGRAMS

John A. Logan College offers a wife range of interna-tional education opportunities for students and the community. Lectures, exhibits, and performances fre-quently have an international flavor, and round table discussions on topics of international interest are also held several times each semester.

Numerous courses at the College include units or topics of international information. For example, an intro-duction to a marketing course might include a unit on marketing a product in Japan, or a child psychology course might cover childrearing practices in other countries. In addition, new courses have been developed in international relations and Latin American civili-zations.

Short-term travel/study opportunities (usually one-to-three weeks in length) are also available for academic credit. Examples of such programs include the study of tropical ecology on the islands of Trinidad and Tobago and European travel/study tours. These travel/study tours are also open to community members.

John A. Logan College actively explores global opportunities. Faculty and staff members participate regularly in exchanges with counterparts in other countries and are involved in both professional and personal travel around the globe. The College has established a sister college relationship with Jilin Teachers' College in Jilin, China, and is pursuing contacts in other parts of the world.

STUDY ABROAD PROGRAMS

John A. Logan College encourages students to explore the benefits of living and studying in a foreign culture. As a member of the Illinois Consortium for International Studies and Programs (ICISP), the College offers students a variety of study abroad opportunities. Any John A. Logan College student who has completed fifteen hours of college-level work with a cumulative grade-point average of 3.75 is eligible to participate in these programs. All programs provide John A. Logan College credit with a range of courses that should fit into most baccalaureate transfer programs.

The College foundation and faculty/staff provide financing for some partial scholarships for these programs. For more information about these programs contact the international education coordinator.

Semester Abroad Programs

There are four semester abroad programs: Canterbury Christ Church College, Canterbury, England; Salzburg College, Salzburg, Austria; Hogeschool Holland, Diemen, Netherlands (spring only); and Forester Instituto Internacional, San Jose, Costa Rica (summer only).

At Canterbury Christ Church College, located in sight of magnificent Canterbury Cathedral, students attend classes, college activities, and social events with British students and faculty, live with English families, and have the opportunity to travel in the British Isles and Europe. Part of the curriculum includes the study of British culture and institutions, enriched by class field trips. The majority of classes offered in this program are in the social sciences and humanities.

At Salzburg College, students live with Austrian families and attend classes in English taught by Austrian faculty. No prior knowledge of German is required, but students will study the German language and Austrian culture. The college is located in a picturesque setting where part of "The Sound of Music" was filmed.

At Hogeschool Holland, housing is in college-approved apartments near the central campus or in on-campus facilities. Students must be involved in a recognized business curriculum to participate in this program. Students may select courses in business administration, foreign languages, and Dutch culture. Instruction is in English. Field trips are a scheduled part of the program, and students will visit cultural sites in Amsterdam, The Hague, Rotterdam, historic Zaanse Schans, and Vollendam.

A five-week summer program designed to immerse students in Spanish language study is available at the Forester Instituto Internacional in San Jose, Costa Rica. Students live with Costa Rican families and study Latin American Culture and Civilization in

addition to Spanish. Coursework is augmented by a variety of field trips. Students may participate in this program with beginning-to-advanced language skills. The program is offered in cooperation with the College of DuPage.

Other Study Abroad Opportunities

The most current information on study abroad opportunities is available from the international education coordinator.

Students studying in career areas may be interested in a two-week reciprocal exchange program with King Willem I College in Den Bosch in The Netherlands. Exchanges are available in several career areas including (but not limited to) CAD/CAM, secretarial studies, and business marketing. This exchange program includes both academic and work experiences. Students live with Dutch families and are generally matched with a Dutch student in the same field. John A. Logan College students travel to The Netherlands in January, and Dutch students return the visit in April.

Students may also participate in short-term travel/study courses such as tropical ecology in Trinidad and Tobago or interdisciplinary travel/study in Europe. These courses may vary from semester to semester and are listed in the semester schedules and advertised throughout the campus.

COLLEGE FOUNDATION

The John A. Logan College foundation is a not-for-profit, tax exempt corporation established to provide financial and other types of support for the College. It encourages giving by individuals, businesses, and other organi-zations for scholarships, instructional equipment, campus improvements, and other projects that benefit the College. The foundation administers such gifts of money and property according to the wishes of the donors and the needs of the College. E-mail information regarding the foundation is at: foundation@jal.cc.il.us

ALUMNI SERVICES

In 1996, the College created an Office of Alumni Services to serve as a link between the College and alumni. Alumni are defined as all persons who have attended John A. Logan College, whether for college credit classes, continuing education classes, or work force training classes. The alumni office has created an alumni newsletter, Logan Link, which is mailed to all alumni for whom the office has a current address. Logan Link contains articles on alumni achievements, services available to alumni of the College, and scheduled special events. In addition, Alumni Services sells a variety of clothing and merchandise bearing the College logo. The Office of Alumni Services is located in Room C204, Ext. 8209.

BACCALAUREATE TRANSFER PROGRAM

Departments and Goals

All departments prepare students for transfer to four-year institutions. In addition, the departments have the following program goals:

English

The English Department prepares students to think clearly and critically so they can make informed decisions in their private and professional lives. It also teaches them to participate effectively in the entire communication process (reading, writing, speaking, listening). The study of literature prepares students to clarify their own values while developing an understanding of others' beliefs and an aesthetic awareness of life.

Humanities

The Humanities Department strives to expand students' awareness of, and sensitivity to, the human condition. By examining human needs, values, and achievements through the study of art, communications, languages, music, theater and philosophy, students develop insights, critical thinking skills, and practical applications necessary for private and professional goals. The humanities help students define who they are and who they may become.

Life Science

The Life Science Department provides students opportunities to acquire the knowledge and skills in biology, health education, and physical education to continue further studies and to function using related principles in a working environment.

Mathematics

The Mathematics Department emphasizes the mathematical reasoning skills necessary to function in the technologically oriented society and workplace. Students can become quantitatively literate and capable of applying quantitative methods to real-life situations.

Physical Science

The Physical Science Department provides students with opportunities to acquire the knowledge and skills in chemistry, computer science, earth science, and physics to continue further studies and to function using related principles in a working environment.

Social Science

The Social Science Department prepares students to understand the relationships between the individual and society, the process of human social evolution, and the institutions of complex societies. Students who major in the social sciences read primary and secondary sources in the social sciences, demonstrate knowledge of the basic concepts, models and theories of the social sciences, and use the basic analytical methods and techniques of the social sciences. Students also develop a critical analysis of the strengths and weaknesses of social science and an appreciation and understanding of human social and cultural diversity.

The College offers separate associate degree programs in the arts, science, and engineering science. Students may complete degree requirements by completing the general course requirements for 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 to these schools upon the completion of their studies at John A. Logan College.

The College's Minority Transfer Center is designed to help students transfer successfully from John A. Logan College to the four-year school of their choice. Services include checks of coursework requirements, visits to four-year colleges, and informational items. The center's services are available free of charge to all students.

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 appropriate programs 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 for Student Services. An advisor, counselor, or representative of the Minority Transfer Center 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.

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, faculty advisors, and Minority Transfer Center 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. In addition, students need to become familiar with any special requirements of their transferring institution.

Illinois Articulation Initiative (IAI)

John A. Logan College is a participant in a major statewide initiative to facilitate the transfer of students among Illinois colleges and universities. This major effort among public, private, two-year, associate, and baccalaureate degree granting institutions is called the Illinois Articulation Initiative (IAI).

The IAI was officially launched in January of 1993 by the Illinois Community College Board, the Illinois Board of Higher Education, and the transfer coordinators of Illinois colleges and universities to improve the transfer process for college students who enter college at one institution but finish their degree at another. In the past, courses were articulated, or accepted for transfer, between each community college and university on an individual institution basis. Therefore, a course accepted in transfer by one institution might not be accepted in transfer by another. Students who changed their transfer plans could end up losing credits and having to repeat coursework.

To improve the transfer process, the IAI first convened panels of faculty representing all institutions throughout the state to develop a list of courses in math, oral and written communication, social and behavioral science, physical and life science, and fine arts and humanities which form the General Education Core Curriculum. Students who take this "package" of coursework are assured that their credits will satisfy the general education requirements at the institution to which they transfer.

Next, panels of faculty were convened to identify courses in various majors, such as engineering, music, business, and agriculture, which are appropriate for students to take in their freshman and sophomore years. This group of courses rounds out the requirements for the first two years of college and enables students to transfer as juniors.

A database is being compiled for the IAI that contains all of the statewide articulated courses at each participating institution. Students who plan to transfer at some point during their college career can access this information through the World Wide Web at http://www.iTransfer.
org. This information should be invaluable to parents, high school and college counselors, as well as students.

The Illinois Articulation Initiative is one of the most comprehensive initiatives nationwide and, as a participant, John A. Logan College is helping college students make informed decisions and complete their degrees with a minimum of time and expense.

CURRICULUM GUIDES FOR ASSOCIATE IN ARTS

Possible curriculum guides for the Associate in Arts degree are as follows:

Art
Economics
English
History
Political Science
Psychology
Sociology

CREDIT HOUR REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE

Group	A.A.
Group I: Communications	9
Group II: Humanities	12
Group III: Mathematics *4+sh calculus	6*
Group IV: Social Sciences	12
Group V: Physical and Life Sciences	9
Group VI: Health	2
Group VII: General Electives	12-14
Total	62-64

ASSOCIATE IN ARTS DEGREE
CURRICULUM GUIDE

GROUP I - Communication (9)

_____ ENG 101 (C grade or higher)

_____ ENG 102 (C grade or higher)

_____ SPE 115

GROUP II - Humanities (9)

Nine hours must be selected with at least 1 course from Fine Arts and 1 course from Humanities.

_____ Fine Arts (_____)

_____ Humanities (_____)

_____ Fine Arts/Humanities (_____)

(Choices on next page)

GROUP III - Mathematics (3)

_____ MAT 113 (3)

_____ MAT 116 (3)

_____ MAT 117 (4)

_____ MAT 120 (3)

_____ MAT 125/CPS 202 (3)

_____ MAT 131 (5)

_____ MAT 201 (5)

GROUP IV - Social Science (9)

_____ HIS 201 (3) or HIS 202 (3) or PSC 131 (3)

_____ PSY 132 (3)

_____ Social Science (3)

(Choices on next page)

GROUP V - Physical and Life Sciences (9-10)

_____ BIO 100 or 101 or 110

_____ PHS 105

_____ Science Elective

(Choices on next page)

GROUP VI - Health (2)

_____ Health 110 (2)

GROUP VII - Supportive Skills (3)

_____ Skills Elective _____

CPS 176
CPS 102
Math Elective

(Choices on next page)

GROUP VIII - Integrative Studies (3)*

_____ Integrative Elective _____

(Choices on next page

GROUP IX - General Electives (13-23)**

_____ Elective _____

_____ Elective _____

_____ Elective _____

_____ Elective _____

_____ Elective _____

_____ Elective _____

(General Elective choices on next page)

*Designated courses taken to fulfill this requirement will also fulfill the general education requirements in groups II, IV and V.

**A minimum of 62 hours is required for an aa degree.

GROUP II - Humanities (9)

Nine hours must be selected with at least 1 course from Fine Arts and 1 course from Humanities.

Fine Arts

Art: ART 111, 220, 221
Drama/Speech: SPE 113
Literature: LIT 275
Music: MUS 105

Humanities

Foreign Language: FRE 202, GER 202, SPN 202
History: HIS 101, 102, 213
Humanities: HUM 101
Literature: LIT 211, 212, 231, 232, 235, 280, 281, 284
Philosophy: PHL 111, 121, 131, 200, 260

GROUP IV - Social Science (9)

HIS 201, 202 or PSC 131
PSY 132

Social Science Electives

Anthropology: ANT 111, 216
History: HIS 201, 202
Geography: GEO 112
Political Science: PSC 131, 211, 212, 213, 289
Psychology: PSY 262
Sociology: SOC 133, 215, 263, 264
Economics: ECO 201, 202

GROUP V - Physical and Life Sciences (9-10)

BIO 100 or 101 or 110
PHS 105

Science Electives

Life Science
Biology: BIO 101, 105, 110, 226
Physical Geography: GEO 215
Physical Science: PHS 101

Physical Science
Physical Science: PHS 102, 103, 104
Chemistry: CHM 101, 201
Physics: PHY 121, 155, 205

GROUP VII - Supportive Skills (3)

CPS 176 or CPS 102 or

Math Electives

MAT 108, MAT 109, MAT 111,MAT 113, MAT 116, MAT 117, MAT 120, MAT 125/CPS 202, MAT 201, MAT 282

GROUP VIII - Integrative Studies (3)

Integrative Electives

LIT 200[1], LIT 284[1], BIO 240, PHL 250[1], PHL 260[1], HIS 213[1], SOC 215[2], SOC 263[2], PHS 101[3]

[1]Will also satisfy a general education course requirement in group II.

[2]Will also satisfy a general education course requirement in group IV.

[3]Will also satisfy a general education course requirement in group V.

GROUP IX - General Electives (13-23 hours)

Acceptable Electives for An Associate in Arts Degree

Humanities Electives

Art: ART 101, 102, 111, 180, 205, 210, 220, 221, 255
Drama/Speech: SPE 113, 116, 117, 118, 119, 120,121, 122
Humanities: HUM 101, 152
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202, SPN 101, 102, 201, 202
Literature: LIT 211, 212, 231, 232, 235, 236, 275, 280, 281, 284
Music: MUS 101,102,105,106,110,111, 112,113,121, 122,211,212,213
Philosophy: PHL 111, 121, 131, 200, 260
History: HIS 101, 102, 213

Social Science Electives

Anthropology: ANT 111, 216
History: HIS 110, 201, 202, 223
Geography: GEO 112
Political Science: PSC 131, 211, 212, 213, 215, 220, 289
Psychology: PSY 110, 262, 265, 285
Sociology: SOC 133, 215, 263, 264
Economics: ECO 201, 202
Education: EDC 202, 203

Science Electives

Biology: BIO 101, 105, 106, 110, 115, 120, 125, 205, 206, 225, 226, 240, 241, 245, 275
Physical Science: PHS 101, 102, 103, 104, 220
Physics: PHY 121, 155, 156, 201, 202, 205, 206, 212, 215
Chemistry: CHM 101, 102, 201, 202
Physical Geography: GEO 215

Other Electives

Computer Science: CPS 176, 202, 203, 204, 206, 208, 215
Mathematics: MAT 108, 109, 111, 113, 116, 117, 120, 125, 131, 201, 202, 205, 208, 209, 221, 282
Health: HTH 115, 135
Physical Education Electives
Computer Information System: CIS 207
Education: EDC 208
Political Science: PSC 140A, 140B, 140C, 140D
Accounting: ACC 201, 202
Engineering: EGR 101
Interdisciplinary: ITD 200

ART

Toward a Bachelor of Arts Degree

Transfer Curriculum
Associate in Arts
Minimum Hrs. 64
Major Code: 1.1 500701A

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
ART	180	Beginning Drawing	3	____	____
ART	101	Exploring Art — Basic (two-dimensional)	4	____	____
PSC	131	American Government OR HIS 201 or 202 U. S. History	3	____	____
ENG	101	English Composition I	3	____	____
BIO	100	Biological Science	3	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ART	102	Fundamentals of Art (3D)	4	____	____
ART	260	Beginning Painting	3	____	____
ENG	102	English Composition II	3	____	____
PSY	132	General Psychology	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
PHS	101	Environmental Technology **	3	____	____
MAT	113	Contemporary Mathematics	3	____	____
HTH	110	Health	2	____	____
ART	220	History of Art	3	____	____
ART	165	Textiles and Fibers	3	____	____
		OR *Art Elective Or Elective*	17		

SECOND YEAR — Spring Semester***

Dept.	No.		Hrs.	Sem.	Cr.
		Social Science Elective	3	____	____
		Supportive Skills	3	____	____
ART	255	Life Drawing	3	____	____
ART	221	History of Art	3	____	____
		Humanities Elective	3	____	____
			15		

* It is recommended that art and art education majors take ART 101, ART 220, and ART 180 during their first semester at the College.
** This course satisfies both a science requirement and the integrative course requirement.
*** Students are strongly urged to take a second studio class during this semester.

Effective date: Fall, 1999

ECONOMICS

Toward a Bachelor of Arts Degree

Transfer Curriculum
Associate in Arts
Minimum Hrs. 64
Major Code: 1.1 450601A

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
SPE	115	Speech	3	____	____
PSC	131	American Government	3	____	____
		OR HIS 202 U.S. History			
		Foreign Language	4	____	____
		Humanities Elective	3	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
MAT	116	Finite Mathematics for Business and Management	5	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
		Foreign Language	4	____	____
HTH	110	Health Education	2	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ECO	201	Principles of Economics I	3	____	____
MAT	117	Calculus for Business and Social Sciences	4	____	____
BIO	100	Biology for Non-Science Majors	3	____	____
SOC	133	Principles of Sociology	3	____	____
HIS	101	Western Civilization I	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PSY	132	General Psychology	3	____	____
ECO	202	Principles of Economics II	3	____	____
		Science Elective	3	____	____
PHL	121	Introduction to Logic	3	____	____
		Fine Arts Elective	3	____	____
			15		

Effective Date: Summer, 1998

ENGLISH

Toward a Bachelor of Arts Degree

Transfer Curriculum
Associate in Arts
Minimum Hrs. 63
Major Code: 1.1 230101A

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
HIS	101	Western Civilization	3	____	____
BIO	100	Biology for Non-Science Majors	3	____	____
PSC	131	American Government	3	____	____
		Foreign Language	4	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
MAT	113	Introduction to Contemporary Mathematics	3	____	____
ART	111	Art Appreciation	3	____	____
PHS	105	Physics for Non-Science Majors	3		
		Foreign Language	4	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
MAT	120	Elementary Statistics	3	____	____
LIT	211	English Literature to 1750	3	____	____
LIT	231	American Literature to 1900	3	____	____
		Foreign Language	4	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PSY	132	General Psychology	3	____	____
LIT	212	English Literature: Romanticism to Present	3	____	____
LIT	232	American Literature: 1900 to Present	3	____	____
		Physical Science Elective	3	____	____
		Social Science Elective	3	____	____
			15		

Effective Date: Summer, 1998

HISTORY

Toward a Bachelor of Arts Degree

Transfer Curriculum
Associate in Arts
Minimum Hrs. 61
Major Code: 1.1 450801A

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	100	or 101 Biological Science	3-4	____	____
PSY	132	General Psychology	3	____	____
HIS	201	United States History I	3	____	____
ENG	101	English Composition I	3	____	____
MAT	108	College Algebra	3	____	____
			15-16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHS	105	Physics for Non-Science Majors	3	____	____
ENG	102	English Composition II	3	____	____
		Fine Arts Elective	3	____	____
SPE	115	Speech	3	____	____
HIS	202	United States History II	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
HIS	101	Western Civilization I	3	____	____
		Physical Science Elective	3	____	____
		Foreign Language	4	____	____
HIS	213	Eastern Civilization	3	____	____
HTH	110	Health Education	2	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
HIS	102	Western Civilization II	3	____	____
		Mathematics Elective	3	____	____
PSC	131	American Government	3	____	____
		Foreign Language	4	____	____
		Humanities Elective	3	____	____
			16		

Effective Date: Summer, 1998

POLITICAL SCIENCE

Transfer Curriculum
Associate in Arts
Minimum Hrs. 64
Major Code: 1.1 451001A

Toward a Bachelor of Arts Degree

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR - Fall Semester

Dept. No.		Hrs.	Sem.	Gr.
ENG 101	English Composition I	3	____	____
MAT 108	College Algebra	3	____	____
PSC 131	American Government	3	____	____
HIS 213	Eastern Civilization	3	____	____
LIT 2 12 OR LIT 280	English Literature: Romanticism to the Present OR Introduction to Literature	3	____	____
		15		

FIRST YEAR - Spring Semester

Dept. No.		Hrs.	Sem.	Gr.
ENG 102	English Composition II	3		
BIO 100	Biological Science	3		
HTH 110	Health Education	2		
	Humanities Elective	3		
HIS 202	United States History II	3		
SPE 115	Speech	3		
		17		

SECOND YEAR - Fall Semester

Dept. No.		Hrs.	Sem.	Gr.
PHS 105	Physics for Non-Science Majors	3	____	____
	Fine Arts Elective	3	____	____
PSY 132	General Psychology	3	____	____
	Foreign Language	4		
	Social Science Elective	3		
		16		

SECOND YEAR - Spring Semester

Dept. No.		Hrs.	Sem.	Cr.
	Science Elective	3	____	____
MAT 120	Elementary Statistics OR *Elective MAT or CPS)*	3	____	____
	Foreign Language	4	____	____
PSC 211	State and Local Government OR PSC 212 International Relations OR PSC 220 The Law and Society	3	____	____
EC0 201	Introduction to Macroeconomics	3	____	____
		16		

Effective Date: Summer, 1998

PSYCHOLOGY

Toward a Bachelor of Arts Degree

Transfer Curriculum
Associate in Arts
Minimum Hrs. 64
Major Code: 1.1 420101A

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BIO	100	Biological Science	3	____	____
MAT	108	College Algebra	3	____	____
PSY	132	General Psychology	3	____	____
		Humanities Elective	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
HIS	201	OR 202 U.S. History I or II	3	____	____
		Humanities Elective	3		
PSY	262	Child Psychology	3	____	____
HTH	110	Health Education	2	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
		Science Elective[1]	3	____	____
SPE	115	Speech	3	____	____
PSC	131	American Government	3	____	____
MAT	120	Elementary Statistics OR *Elective (MAT or CPS)*	3		
		Foreign Language	4		
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
		Fine Arts Elective	3	____	____
PSY	285	Psychology of Personality and Adjustment	3	____	____
		Foreign Language	4	____	____
		Social Science Elective	3	____	____
		Humanities Elective	3	____	____
			16		

[1]BIO 105, Anatomy and Physiology, is recommended.

Effective Date: Summer, 1998

SOCIOLOGY

Toward a Bachelor of Arts Degree

Transfer Curriculum
Associate in Arts
Minimum Hrs. 64
Major Code: 1.1 451101A

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Arts degree on pages 40-41 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BIO	100	Biological Science	3	____	____
MAT	108	College Algebra	3	____	____
SOC	133	Principles of Sociology	3	____	____
HUM	152	Death and Dying	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
		Humanities Elective	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History	3	____	____
SOC	215	Diversity in American Life	3		
HTH	110	Health Education	2	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
PHL	111	Ethics and Moral Problems	3	____	____
SOC	263	Marriage and Family	3	____	____
MAT	120	Elementary Statistics OR *Elective (MAT or CPS)*	3	____	____
		Foreign Language	4	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
		Science Elective	3	____	____
		Fine Arts Elective	3	____	____
		Foreign Language	4	____	____
PSY	132	General Psychology	3	____	____
SPE	122	Discussion and Conference	3	____	____
			16		

Effective Date: Summer, 1998

CURRICULUM GUIDES FOR ASSOCIATE IN SCIENCE

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

Agriculture
Art Education
Biological Science
Business Administration and Accounting
Business Teacher Education
Chemistry
Computer Science
Early Childhood Education-Transfer
Economics
Elementary Education
English Education
General Science
History Education
Mathematics
Mathematics Education
Physical Education
Physics
Pre-Chiropractic
Pre-Pharmacy
Pre-Professional Medicine
Secondary Education
Social Studies Education
Social Work
Special Education

CREDIT HOUR REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE

Group	A.S.
Group I: Communications	9
Group II: Humanities	9
Group III: Mathematics *4+sh calculus	6*
Group IV: Social Sciences	9
Group V: Physical and Life Science	12-13
Group VI: Health	0
Group VII: General Electives	17-18
Total	62-64

ASSOCIATE IN SCIENCE DEGREE
CURRICULUM GUIDE

GROUP I - Communication (9)

_____ ENG 101 (C grade or higher)

_____ ENG 102 (C grade or higher)

_____ SPE 115

GROUP II - Humanities (9)

Nine hours must be selected with at least 1 course from fine arts and 1 course from Humanities.

_____ Fine Arts (_____)

_____ Humanities (_____)

_____ Fine Arts/Humanities (_____)

(Choices on next page)

GROUP III - Mathematics (6)

Option #1 (4 or more credit hours (semester) of calculus)

_____ MAT 117 (4) or MAT 131 (5) or MAT 201 (5)

Option #2 (Restricted to declared elementary or special education majors)

_____ MAT 208 (3) and

_____ MAT 209 (3)

Option #3 (Two courses from the list below. At least one of the two courses must be MAT 113, MAT 120, or MAT 125/CPS 202.)

_____ MAT 108 (3)[1]

_____ MAT 109 (3)[1]

_____ MAT 111 (5)[1]

_____ MAT 113 (3)

_____ MAT 116 (3)

_____ MAT 120 (3)

_____ MAT 125/CPS 202 (3)

GROUP IV - Social Science (9)

_____ HIS 201 (3) or HIS 202 (3) or PSC 131 (3)

_____ PSY 132 (3)

_____ Social Science Elective (3)

(Choices on next page)

GROUP V - Physical and Life Sciences (12-16)

SCIENCE OPTIONS

Life Sciences Option #1

BIO 101 or BIO 100 or BIO 110	3-4
Life Science Elective	6
Physical Science Elective	3
	12-13

Mixed Sciences Option #2

Biology and Physical Science Electives	6
PHS 105 or PHY 155 or PHY 205	3-5
Life and/or Physical Science Electives	3-5
	12-16

Physical Sciences Option #3

PHY 155 or PHY 205	5
CHM 101	5
Life Science Elective	3
	13

(Science electives on next page)

GROUP VI - Supportive Skills (3)

Students who complete Option #2 or Option #3 in Group III will have met this requirement.

_____ Skills Elective _____

CPS 176
CPS 102
Math Elective--Will also satisfy the second math course requirement in group III.

GROUP VII - Integrative Studies (3)*

_____ Integrative Elective _____

(Choices on next page)

GROUP VIII - General Electives (12-22)**

_____ Elective _____

_____ Elective _____

_____ Elective _____

_____ Elective _____

(General Elective choices on next page)

[1]Students can only take one of these courses to meet the math requirement.
*Designated courses taken to fulfill this requirement will also fulfill the general education requirements in groups II, IV, and V.
**A minimum of 62 hours is required for an A.S. Degree.

GROUP II - Humanities (9)

Select 9 hours from below, selecting at least 1 course from humanities and 1 from fine arts.

Fine Arts

Art: ART 111, 220, 221
Drama/Speech: SPE 113
Literature: LIT 275
Music: MUS 105

Humanities

Foreign Language: FRE 202, GER 202, SPN 202
History: HIS 101, 102, 213
Humanities: HUM 101
Literature: LIT 211, 212, 231, 232, 235, 280, 281, 284
Philosophy: PHL 111, 121, 131, 200, 260

GROUP IV - Social Science (9)

Additional 3 hours select below:

Social Science Electives
Anthropology: ANT 111, 216
History: HIS 201, 202
Geography: GEO 112
Political Science: PSC 131, 211, 212, 213, 289
Psychology: PSY 262
Sociology: SOC 133, 215, 263, 264
Economics: ECO 201, 202

GROUP V - Physical and Life Science (9 hours)

Science Electives[1]

Life Science

Biology: BIO 100,101,105,110, 226, 240
Physical Geography: GEO 215
Physical Science: PHS 101

Physical Science

Physical Science: PHS 101,102, 103, 104, 105, 220
Chemistry: CHM 101, 102, 201, 202
Physics: PHY 121, 155,156, 205, 206

GROUP VI - Supportive Skills (3)

CPS 176 or CPS 102 or

Math Electives

MAT 108,MAT 109, MAT 111,MAT 113,MAT 116 MAT 117, MAT 120, MAT 125/CPS 202, MAT 201, mat 282
(The math electives listed will also satisfy the 2nd math course requirement in group iii.)

GROUP VII - Integrative Skills (3)

Integrative Electives

LIT 280[1], LIT 284[1], BIO 240, PHL 200[1], PHL 260[1], HIS 213[1], SOC 263[2], SOC 215[2], PHS 101[3]

[1]Will also satisfy a general education course requirement in group II.

[2]Will also satisfy a general education course requirement in group IV.

[3]Will also satisfy a general education course requirement in group V.

GROUP VIII - General Electives (12- 22 hours)

Acceptable Electives for An Associate of Science Degree

Science Electives

Biology: BIO 100, 101, 105, 106, 110, 115, 120, 205, 206, 225, 226, 240, 241, 275
Physical Science: PHS 101, 102, 103, 104, 105, 220
Physics: PHY 121, 155, 156, 201, 202, 205, 206, 212, 215
Chemistry: CHM 101, 102, 201, 202
Physical Geography: GEO 215

Humanities Electives

Art: ART 101, 102, 111, 180, 205, 210, 220, 221, 255
Drama/Speech: SPE 113, 116, 117, 118, 119, 120, 121, 122
Humanities: HUM 101, 152
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202, SPN 101, 102, 201, 202
Literature: LIT 211, 212, 231, 232, 235, 236, 275, 280, 281, 284
Music: MUS 101,102,105,106,110,111, 112,113,121, 122,211,212,213
Philosophy: PHL 111, 121, 131, 200, 260
History: HIS 101, 102, 213

Social Science Electives

Anthropology: ANT 111, 216
History: HIS 110, 201, 202, 223
Geography: GEO 112
Political Science: PSC 131, 211, 212, 213, 215, 220, 289
Psychology: PSY 110, 262, 265, 285
Sociology: SOC 133, 215, 263, 264
Economics: ECO 201, 202
Education: EDC 202, 203

Other Electives

Computer Science: CPS 102,176, 202, 203, 204, 206, 208, 215
Mathematics: MAT 108, 109, 111, 113, 116, 117, 120, 125, 131, 201, 202, 205, 221,282
Health: HTH 110, 115, 135
Physical Education Electives
Computer Information System: CIS 207
Education: EDC 208
Political Science: PSC 140A, 140B, 140C, 140D
Accounting: ACC 201, 202
Engineering: EGR 101
Interdisciplinary: ITD 200

AGRICULTURE*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 65
Major Code: 1.1 010101B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
AGR	100	Intro Animal Science†	4	____	____
ENG	101	English Composition I	3	____	____
BIO	101	Biological Science	4	____	____
MAT	108	College Algebra[1]	3	____	____
PSY	132	General Psychology	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
AGR	102	Intro Crop Science†	3	____	____
MAT	120	Elementary Statistics[1]	3	____	____
CHM	101	Chemical Principles	5	____	____
		Humanities Elective[3]	3	____	____
PSC	131	American Government	3	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
AGR	101	Intro Agricultural Economics†	3	____	____
ENG	102	English Composition II	3	____	____
BIO	110	General Botany	3	____	____
SPE	115	Speech	3	____	____
		Humanities Elective[2]	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
AGR	104	Intro Soil Science†	4	____	____
		Humanities Elective[4]	3	____	____
ECO	201	Principles of Economics	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
		Science Elective[5]	3	____	____
			16		

* Agricultural education majors are advised to enroll in physical education of 1-2 elective hours.
1 Algebra (108) and Elementary Statistics (120) may be replaced by Calculus I (131).
2 Choose from MUS 105 or ART 111 Music Appreciation or Art Appreciation.
3 Choose from PHL 111, 260, or SPE 113, Ethics and Moral Problems, World Religions, or Theater Appreciation.
4 Choose from PHL 121 or 131 or LIT 280 or 281.
5 Science elective may be any science course above 100 level.
† These courses are taught on the SIU-C campus.

Effective Date: Summer, 1998

ART EDUCATION

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 61
Major Code: 1.1 131302B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
ART	101	Exploring Art--Basic (two-dimensional)	4	____	____
ART	220	History of Art I	3	____	____
ART	180	Beginning Drawing	3	____	____
ENG	101	English Composition I	3	____	____
BIO	100 OR 101	Biological Science	3-4	____	____
			16-17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ART	102	Exploring Art--Basic (three-dimensional)	3	____	____
ART	221	History of ART II	3	____	____
PSY	132	General Psychology	3	____	____
ENG	102	English Composition II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
		Art Elective	3	____	____
		Humanities Elective	3	____	____
MAT	108 OR 113	College Algebra OR Contemporary Math	3	____	____
		Science Elective	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
ART	260	*Elective*	3	____	____
		Science Elective	3	____	____
SPE	115	Speech	3	____	____
		Social Science Elective	3	____	____
MAT	120	Elementary Statistics	3	____	____
			15		

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

Effective Date: Summer, 1998

Art majors who plan to attend a four-year college will be required to have a portfolio. The student should prepare a portfolio while at John A. Logan College.

BIOLOGICAL SCIENCE

Transfer Curriculum
Associate in Science
Minimum Hrs. 62
Major Code: 1.1 260101B

Toward a Bachelor of Science Degree

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BIO	101	Biological Science	4	____	____
		Humanities Elective [3]	3	____	____
MAT	111	Pre-Calculus	3	____	____
PSC	131	American Government	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	120	Vertebrate Zoology[1]	3	____	____
CHM	101	Chemical Principles	5	____	____
PHL	121	Introduction to Logic	3	____	____
PSY	132	General Psychology	3	____	____
SPE	115	Speech	3	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	110	General Botany	3	____	____
MAT	120	Elementary Statistics	3	____	____
ENG	102	English Composition II	3	____	____
HIS	202	United States History II	3	____	____
		Humanities Elective [4]	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
HTH	110	Health Education	2	____	____
BIO	115	Invertebrate Zoology[1]	3	____	____
		Biology Elective[2]	3-4	____	____
CHM	102	Chemical Principles	5	____	____
		Physical Education	1	____	____
			14-15		

[1] BIO 120 and BIO 115 may be replaced by BIO 205 and BIO 206 (Anatomy & Physiology); or either BIO 105 or 106 (Anatomy & Physiology) and BIO 115.

[2] Biological elective may be any biology course above 100 level.

[3] Humanities elective should be chosen from Music Appreciation (MUS 105); or Art Appreciation (ART 111).

[4] Humanities elective should be chosen from Ethics and Moral Problems (PHL 111); World Religions (PHL 260); or Theater Appreciation (SPE 113).

Effective Date: Summer, 1998

BUSINESS ADMINISTRATION AND ACCOUNTING

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 520201B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
MAT	116	Finite Math for Business and Management	3	____	____
ACC	200	Financial Accounting I	3	____	____
PSY	132	General Psychology	3	____	____
		Humanities Elective	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
MAT	117	Calculus for Business and Social Sciences	4	____	____
ACC	201	Financial Accounting II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
SPE	115	Speech	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSC	131	American Government OR HIS 201 OR 202, U. S. History I OR II	3	____	____
ACC	202	Managerial Accounting	3	____	____
ECO	201	Intro to Macroeconomics	3	____	____
BIO	100	Biological Science	3	____	____
BUS	235	Business Correspondence	3	____	____
		Fine Arts Elective	3	____	____
			18		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PHS	101	Environmental Technology	3	____	____
ECO	202	Intro to Microeconomics	3	____	____
CIS	207	Computer Applications	3	____	____
BUS	121	Business Statistics	3	____	____
		Humanities Elective	3	____	____
			15		

* Business majors transferring to the University of Illinois should consult with their advisors for special mathematics courses required by the University of Illinois School of Business.

Effective Date: Spring, 1999

BUSINESS TEACHER EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 131303B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
		Science Elective	3	____	____
ENG	101	English Composition I	3	____	____
PSY	132	General Psychology	3	____	____
HTH	110	Health Education	2	____	____
MUS	105	Music Appreciation	3	____	____
			14		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
BIO	100	Biological Science	3	____	____
BUS	110	Introduction to Business	3	____	____
HIS	213	OR PHL 200 Eastern Civilizations OR Eastern Philosophy	3	____	____
		Mathematics Elective	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
MAT	120	Elementary Statistics	3	____	____
ECO	201	Intro to Macroeconomics	3	____	____
SPE	115	Speech	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
PSC	131	American Government	3	____	____
			18		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PHS	101	OR PHS 103 OR PHS 104 Environmental Technology OR Earth Science OR Chemistry for Non-Science Majors	3	____	____
ACC	201	Financial Accounting II	3	____	____
BUS	235	Business Correspondence	3	____	____
LIT	280	Introduction to Literature	3	____	____
BUS	221	Business Law	4	____	____
			16		

* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

* Students should consider completing CIS 207 (Computer Applications) and EDC 202 (Human Growth, Development and Learning) before transferring to a 4-year institution.

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

Effective Date: Fall, 1997

CHEMISTRY

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 400501B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
MAT	131	Calculus I	5	____	____
CHM	101	Chemical Principles	5	____	____
BIO	101	Biological Science	4	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
CHM	102	Chemical Principles with Qualitative Analysis	5	____	____
		Fine Arts Elective	3	____	____
PSC	131	OR HIS 201 OR HIS 202 American Government OR U. S. History	3	____	____
			14		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	201	Organic Chemistry	5	____	____
SPE	115	Speech	3	____	____
PHY	155	OR PHY 205 College Physics I OR University Physics I[1]	5	____	____
		Humanities Elective	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
CHM	202	Organic Chemistry	5	____	____
		Humanities Elective	3	____	____
PSY	132	General Psychology	3	____	____
		Social Science Elective	3	____	____
		General Electives[2]	3	____	____
			17		

[1] Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155/ PHY 156) or University Physics (PHY 205/PHY 206) is needed for their program.

[2] Students are strongly advised to take Calculus II and Physics II before transferring. This may be done by taking an extra class during fall or spring or by attending summer sessions. These courses would then satisfy the general electives required hours.

Effective Date: Summer, 1998

COMPUTER SCIENCE

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 110101B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	131	Calculus I	5	____	____
ENG	101	English Composition I	3	____	____
CPS	202	Discrete Structures	3	____	____
		Fine Arts Elective	3	____	____
			14		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
CPS	206	Intro to C Programming[1]	4	____	____
PHL	121	Introduction to Logic	3	____	____
MAT	201	Calculus II	5	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	205	University Physics I[2]	5	____	____
		Humanities Elective	3	____	____
		Biological Science Elective (BIO 101 or see footnote if transferring to SIUC)[3]	3	____	____
CPS	215	Data Structures	3	____	____
SPE	115	Speech	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PHY	206	University Physics II[2]	5	____	____
		Social Science Elective	3	____	____
PSY	132	General Psychology	3	____	____
MAT	221	Intro to Linear Algebra	3	____	____
PSC	131	American Government OR HIS 201 United States History OR HIS 202 United States History II	3	____	____
			17		

[1] A prior programming course is assumed (CPS 176 or equivalent).

[2] Students should consult with an advisor and/or appropriate transfer institution catalog to determine the proper lab science courses needed for their program. (SIUC College of Science will accept a substitution of CHM 101 and CHM 102 for PHY 205 and PHY 206, whereas some transfer institutions will accept only the PHY course sequence).

[3] SIUC College of Science requires six semester hours of courses in the biological sciences departments. Students may choose an alternate course approved by SIUC to satisfy both the biology elective for JALC and one of the SIUC required biology courses. BIO 101 will satisfy JALC requirements, but **will not** satisfy the College of Science requirement at SIUC.

Effective Date: Fall, 1999

EARLY CHILDHOOD EDUCATION— TRANSFER

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 131204B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CCT	160	Intro to Pre-School Children	3	____	____
PSY	132	General Psychology	3	____	____
ENG	101	English Composition	3	____	____
SPE	115	Speech	3	____	____
HTH	110	Health	2	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PSY	262	Child Psychology	3	____	____
SOC	215	Diversity in American Life	3	____	____
BIO	100	Biology	3	____	____
ART	111	Art Appreciation	3	____	____
PHS	101	Environmental Technology	3	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHS	104	Chemistry for Non-Science Majors	3	____	____
LIT	280	Intro to Literature	3	____	____
PSC	131	American Government	3	____	____
MAT	208	Math for Elementary Teachers I	3	____	____
HIS	202	U. S. History II	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHS	105	Physics for Non-Science Majors	3	____	____
MAT	209	Math for Elementary Teachers II	3	____	____
LIT	232	American Literature 1900 to Present	3	____	____
MUS	110	Music Fundamentals	3	____	____
PNE	100	Nutrition	3	____	____
			15		

Effective Date: Fall, 1998

Students interested in transferring should consider completing the following courses: EDC 202 Human Growth, Development and Learning, EDC 203 School and Society, PSY 265 Introduction to Special Education, SOC 263 Marriage and Family.

ECONOMICS

Transfer Curriculum
Associate in Science
Minimum Hrs. 60
Major Code: 1.1 450601B

Toward a Bachelor of Science Degree

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3		
PSY	132	General Psychology	3		
MAT	116	Finite Mathematics for Business and Management	5		
BIO	100	OR BIO 101 Biology for Non-Science Majors OR Biological Science for Science Majors	3-4 14-15		

FIRST YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3		
MAT	1 17	Calculus for Business and Social Sciences	4		
PHS	105	Physics for Non-Science Majors	3		
SPE	115	Speech	3		
		Fine Arts Elective	3		
			16		

SECOND YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSC	131	OR HIS 201 OR HIS 202 American Government OR U. S. History I OR U. S. History II	3		
ECO	201	Principles of Economics I	3		
HIS	101	Western Civilization I	3		
CIS	207	Computer Applications	3		
		Science Elective	3		
			15		

SECOND YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
ECO	202	Principles of Economics II	3		
SOC	133	Principles of Sociology	3		
		Physical Science Elective	3		
PHL	121	Introduction to Logic	3		
		General Elective *	3		
			15		

* Recommended: ACC 200, 201, and 202

Effective Date: Summer, 1998

ELEMENTARY EDUCATION*

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 131202B

Toward a Bachelor of Science Degree

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	100	OR 101 Biological Science	3-4	____	____
PSC	131	American Government	3	____	____
ENG	101	English Composition I	3	____	____
MAT	208	Mathematics for Elementary Teachers I	3	____	____
PSY	132	General Psychology	3	____	____
			15-16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHS	105	Physics for Non-Science Majors	3	____	____
PSY	262	Child Psychology OR *General Elective*	3	____	____
ENG	102	English Composition II	3	____	____
MAT	209	Mathematics for Elementary Teachers II	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MUS	105	Music Appreciation	3	____	____
HIS	201	OR 202 U. S. History I OR II	3	____	____
LIT	280	Introduction to Literature OR LIT 212 English Literature	3	____	____
BIO	240	Plant and Animal Ecology OR BIO 245 Conservation: Natural Resources OR GEO 215 Survival of Man	3	____	____
		Physical Education Elective	1		
SPE	115	Speech	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
ART	111	Art Appreciation	3	____	____
EDC	203	School and Society	2	____	____
		Physical Education Elective	1	____	____
SOC	215	Diversity in American Life	3	____	____
		Physical Science Elective	3	____	____
HIS	213	Eastern Civilizations	3	____	____
HTH	110	Health Education	2	____	____
			17		

* Students who will be seeking special education certification should complete PSY 265. Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

Effective Date: Summer, 1998

ENGLISH EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 61
Major Code: 1.1 131305B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
PSY	132	General Psychology	3	____	____
BIO	100	Biology for Non-Science Majors	3	____	____
PSC	131	American Government	3	____	____
HTH	110	Health Education	2	____	____
LIT	281	Introduction to Mythology	3	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
MAT	113	Introduction to Contemporary Mathematics	3	____	____
LIT	211	English Literature to 1750	3	____	____
HIS	213	Eastern Civilizations OR PHL 200 Eastern Philosophy	3	____	____
EDC	203	School and Society	2	____	____
			14		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
MAT	120	Elementary Statistics	3	____	____
ART	111	OR MUS 105 OR SPE 113 Art Appreciation OR Music Appreciation OR Theater Appreciation	3	____	____
PHS	105	Physics for Non-Science	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
HIS	202	United States History II	3	____	____
LIT	212	English Literature: Romanticism to Present	3	____	____
LIT	232	American Literature: 1900 to Present	3	____	____
		Physical Science Elective	3	____	____
		Science Elective	3	____	____
			15		

* Students who intend to receive a Bachelor of Arts degree should consider satisfying the foreign language requirement of the transfer institution while at John A. Logan College.

Effective Date: Summer, 1998

GENERAL SCIENCE

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 61
Major Code: 1.1 269999B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
MAT	108	OR 113 College Algebra OR Contemporary Mathematics	3	____	____
		Science[1]	3	____	____
		Elective	3	____	____
SPE	115	Speech	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PSY	132	General Psychology	3	____	____
		Science[1]	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History I or II	3	____	____
		Elective	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
		Foreign Language	4	____	____
HTH	110	Health Education	2	____	____
		Science[1]	3	____	____
MAT	120	Elementary Statistics	3	____	____
		Elective	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
		Science[1]	3	____	____
		Foreign Language	4	____	____
		Electives	9	____	____
			16		

[1] Students must choose one of the below science options. Options may be mixed or modified with division consent or approval by the vice-president for instruction.

Effective Date: Summer, 1998

Science Options

Option #1 Life Sciences

BIO 101 OR BIO 100	3-4
BIO Elective	6
Physical Science Elective	3
Life Science Elective	6

Mixed Sciences

Option #2

BIO 101 OR BIO 100	3-4
PHS 105 OR PHY 155 OR PHY 205	3-5
Life and/or Physical Science Electives*	6

Physical Sciences

Option #3

PHY 155 OR 205	5
CHM 101	5

*Sixteen (16) 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).

Science Electives

Life Science
Biology: BIO 100, 101, 105, 110, 115, 120, 225, 226, 240, 241, 275
Physical Science
Physical Science: PHS 101, 102, 103, 104, 105, 220
Physics: PHY 151, 155, 205
Chemistry: CHM 101, 102, 201, 202
Physical Geography: GEO 215

HISTORY EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 131328B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	100	Biological Science	3	____	____
PSY	132	General Psychology	3	____	____
HIS	201	United States History I	3	____	____
ENG	101	English Composition I	3	____	____
MAT	108	College Algebra	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHS	105	Physics for Non-Science Majors	3	____	____
ENG	102	English Composition II	3	____	____
MAT	120	Elementary Statistics	3	____	____
SPE	115	Speech	3	____	____
HIS	202	United States History II	3	____	____
HTH	110	Health Education	2	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSC	131	American Government	3	____	____
		Science Elective	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
HIS	101	Western Civilization I	3	____	____
HIS	213	Eastern Civilizations OR PHL 200 Eastern Philosophy	3	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
HIS	102	Western Civilization II	3	____	____
EDC	203	School and Society	2	____	____
		Literature Elective: LIT 212 232, or 280	3	____	____
		Fine Arts Elective	3	____	____
SOC	215	Diversity in American Life OR LIT 284 Ethnic Literature	3	____	____
GEO	215	Survival of Man	3	____	____
			17		

* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

Effective Date: Fall, 1997

MATHEMATICS

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 270101B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	131	Calculus I[1]	5	____	____
ENG	101	English Composition I	3	____	____
CPS	206	Introduction to C Programming	4	____	____
BIO	101	Biological Science	4	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	201	Calculus II	5	____	____
ENG	102	English Composition II	3	____	____
PHL	121	Introduction to Logic	3	____	____
		Fine Arts Elective	3	____	____
PSY	132	General Psychology	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	202	Calculus III	3	____	____
MAT	205	Differential Equations	3	____	____
SPE	115	Speech	3	____	____
		Fine Arts OR Humanities Elective	3	____	____
PHY	155	OR PHY 205 College Physics I OR University Physics I[2]	5	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
MAT	221	Intro to Linear Algebra	3	____	____
PHY	156	OR PHY 206 College Physics II OR University Physics II[2]	5	____	____
		Social Science Elective	3	____	____
PSC	131	OR HIS 201 OR HIS 202 American Government OR U. S. History I or II	3	____	____
			14		

[1] For students who have had two years of algebra, one year 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 and one year of geometry, the suggested starting point in the mathematics sequence is MAT 111, Pre-Calculus.

For students lacking two years of algebra and/or one year of geometry, it will be necessary to start the mathematics sequence with MAT 052 (Basic Algebra with Geometry), or MAT 062 (Intermediate Algebra), and catch up by attending summer sessions.

[2] Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155/ PHY156) or University Physics (PHY 205/PHY 206) is needed for their program.

Effective Date: Fall, 1999

MATHEMATICS EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 131311B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	131	Calculus I[1]	5	____	____
ENG	101	English Composition I	3	____	____
Computer Programming[2]			3	____	____
BIO	100	Biological Science	3	____	____
HTH	110	Health Education	2	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	201	Calculus II	5	____	____
ENG	102	English Composition II	3	____	____
PHL	121	Introduction to Logic	3	____	____
		Fine Arts Elective	3	____	____
PSY	132	General Psychology	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	202	Calculus III	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
SPE	115	Speech	3	____	____
HIS	213	Eastern Civilization OR PHL 200 Eastern Philosophy	3	____	____
PHY	155	OR PHY 205 College Physics I OR University Physics I[2]	5	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
MAT	221	Intro to Linear Algebra	3	____	____
PHY	156	OR PHY 206 College Physics II OR University Physics II[2]	5	____	____
LIT	212	English Literature: Romanticism to the Present	3	____	____
PSC	131	OR HIS 201 OR HIS 202 American Government OR U. S. History	3	____	____
			14		

* This curriculum guide is intended for secondary education majors. Students are encouraged to complete MAT 205 (Differential Equations) and EDC 203 (School and Society) before transferring.

Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

[1] For students who have had two years of algebra, one year 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 and one year of geometry, the suggested starting point in the mathematics sequence is MAT 111, Pre-Calculus.

For students lacking two years of algebra and/or one year of geometry, it will be necessary to start the mathematics sequence with MAT 052 (Basic Algebra with Geometry), or MAT 062 (Intermediate Algebra), and catch up by attending summer sessions.

[2] CPS 206 is currently recommended, but this may vary according to preference of transfer institution.

[3] Students should consult with an advisor and/or appropriate transfer institution catalog to determine if College Physics (PHY 155/ PHY156) or University Physics (PHY 205/PHY 206) is needed for their program.

Effective Date: Fall, 1999

PHYSICAL EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 131314B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BIO	100	Biological Science	3	____	____
HTH	110	Health Education	2	____	____
PED	191	Intro to Physical Education	2	____	____
		PED Electives	2	____	____
HIS	213	Eastern Civilizations	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
BIO	205	Anatomy & Physiology I	4	____	____
PSY	132	General Psychology	3	____	____
MAT	108	College Algebra	3	____	____
		PED Elective	1	____	____
LIT	212	English Literature: Romanticism to the Present	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	120	Elementary Statistics	3	____	____
PSC	131	American Government	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
BIO	206	Anatomy and Physiology II	4	____	____
SPE	115	Speech	3	____	____
		PED Elective	1	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
SOC	263	Marriage and Family	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
MUS	105	Music Appreciation	3	____	____
EDC	203	School and Society	2	____	____
HIS	101	Western Civilizations	3	____	____
		PED Elective	1	____	____
			15		

* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

Effective Date: Fall, 1997

PHYSICS*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 400801B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	131	Calculus I	5	____	____
ENG	101	English Composition I	3	____	____
		Social Science Elective	3	____	____
PHY	205	University Physics I	5	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	201	Calculus II	5	____	____
ENG	102	English Composition II	3	____	____
PHY	206	University Physics II	5	____	____
PSY	132	General Psychology	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	101	Chemical Principles	5	____	____
MAT	202	Calculus III	3	____	____
		Humanities Elective	3	____	____
PHY	201	Statics	3	____	____
		Life Science Elective	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
SPE	115	Speech	3	____	____
MAT	205	Differential Equations	3	____	____
		Fine Arts Elective	3	____	____
PSC	131	OR HIS 201 OR HIS 202 American Government OR U. S. History I or II	3	____	____
		Humanities Elective	3	____	____
			15		

* Students may wish to complete additional courses, such as PHY 202, PHY 212, PHY 215, or CHM 102, CPS 203, for transfer into a bachelor's degree program by attending summer sessions or taking an additional course during fall or spring semesters. See advisor for possible courses for specific transfer institutions.

Effective Date: Summer, 1998

*PRE-CHIROPRACTIC**

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 510101B

Toward a Bachelor of Science Degree

PRE-PROFESSIONAL CURRICULM: 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.

FIRST YEAR - Fall Semester

Dept. No.	Hrs.	Sem. Gr.
ENG 101 English Composition I	3	____ ____
MAT 131 Calculus I	5	____ ____
CHM 101 Chemical Principles	5	____ ____
Science Elective	3	____ ____
	16	

FIRST YEAR - Spring Semester

Dept. No.	Hrs.	Sem. Cr.
ENG 102 English Composition	3	____ ____
CHM 102 Chemical Principles with Quantative Analysis	5	____ ____
PSY 132 General Psychology	3	____ ____
BIO 105 Anatomy and Physiology	3	____ ____
Fine Arts Elective	3	____ ____
	17	

SECOND YEAR - Fall Semester

Dept. No.	Hrs.	Sem. Cr.
CHM 201 Organic Chemistry I	5	____ ____
PHY 155 College Physics I	5	____ ____
PSC 131 American Government OR HIS 201 OR 202 U. S. History I or II	3	____ ____
Humanities Electives	3	____ ____
	16	

SECOND YEAR - Spring Semester

Dept. No.	Hrs.	Sem. Cr.
CHM 202 Organic Chemistry II	5	____ ____
Humanities Elective	3	____ ____
SPE 115 Speech	3	____ ____
Social Science Elective	3	____ ____
	14	

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

Effective Date: Summer, 1998

PRE-PHARMACY*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 511103B

PRE-PROFESSIONAL CURRICULM: 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.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	101	Chemical Principles	5	____	____
MAT	131	Calculus I	5	____	____
ENG	101	English Composition I	3	____	____
		Science Elective	3	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	102	Chemical Principles with Qualitative Analysis	5	____	____
SPE	115	Speech	3	____	____
BIO	110	General Botany[1]	3	____	____
ENG	102	English Composition II	3	____	____
PSY	132	General Psychology	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	201	Organic Chemistry I	5	____	____
PHY	155	College Physics I	5	____	____
PSC	131	American Government OR HIS 201 History I	3	____	____
		Humanities Electives	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
CHM	202	Organic Chemistry II	5	____	____
		Fine Arts Elective	3	____	____
SOC	133	Principles of Sociology	3	____	____
		Humanities Elective	3	____	____
			14		

* This is a general guide for pre-pharmacy students. Variations in pharmacy programs at transfer institutions make it imperative that students have a particular school in mind and be aware of its requirements.

[1] BIO 110 will be offered only in alternating spring semesters.

Effective Date: Summer, 1998

PRE-PROFESSIONAL MEDICINE*

(Dental, Medicine, Veterinary)

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1 511199B

PRE-PROFESSIONAL CURRICULM: 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.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
MAT	131	Calculus I	5	____	____
CHM	101	Chemical Principles	5	____	____
		Science Elective	3	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
CHM	102	Chemical Principles with Qualitative Analysis	5	____	____
BIO	120	Vertebrate Zoology	3	____	____
SPE	115	Speech	3	____	____
PSY	132	General Psychology	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	201	Organic Chemistry[1]	5	____	____
PHY	155	College Physics I	5	____	____
		Humanities Elective	3	____	____
PSC	131	American Government OR HIS 201 OR U. S. History I or II	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PHY	156	College Physics II	5	____	____
		Humanities Elective[2]	3	____	____
		Fine Arts Elective	3	____	____
		Social Science Elective	3	____	____
			14		

* This is a general guide for pre-professional medicine students. Variations in programs at transfer institutions make it imperative that students have a particular school in mind and be aware of its requirements.

[1] It is strongly suggested that the second semester of organic chemistry be completed before transfer. This may be done by adding it to the suggested schedule above, or by taking some of the required courses during summer semesters.

[2] Some transfer institutions require 8 hours of foreign language. (Fourth semester foreign language courses may be used to satisfy one of the humanities electives.)

Effective Date: Summer, 1998

SECONDARY EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 131205B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
		Elective[1]	3	____	____
BIO	100	Biological Science	3	____	____
PSC	131	American Government	3	____	____
		Humanities Elective	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
ART	111	Art Appreciation OR MUS 105 Music Appreciation	3	____	____
MAT	108	College Algebra	3	____	____
PSY	132	General Psychology	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
EDC	203	School and Society	2	____	____
SPE	115	Speech	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
		Science Elective	3	____	____
		Humanities Elective	3	____	____
		Elective[1]	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
HIS	202	United States History II	3	____	____
		Science Elective	3	____	____
		Social Science Elective	3	____	____
MAT	120	Elementary Statistics	3	____	____
HIS	213	Eastern Civilizations OR PHL 200 Eastern Philosophy	3	____	____
HTH	110	Health Education	2	____	____
			17		

* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

[1] Students should select as many electives as possible in their academic major.

Effective Date: Summer, 1998

SOCIAL STUDIES EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 64
Major Code: 1.1 131318B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
HIS	201	United States History I	3	____	____
BIO	100	Biological Science	3	____	____
PSC	131	American Government	3	____	____
LIT	280	Introduction to Literature	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
ART	111	Art Appreciation OR MUS 105 Music Appreciation	3	____	____
MAT	108	College Algebra	3	____	____
PSY	132	General Psychology	3	____	____
HTH	110	Health Education	2	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
EDC	203	School and Society	2	____	____
SPE	115	Speech	3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
BIO	240	Plant & Animal Ecology OR BIO 245 Construction: Natural Resources OR GEO 215 Survival of Man	3	____	____
PSC	211	State & Local Government	3	____	____
			14		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
HIS	202	United States History II	3	____	____
		Physical Science Elective	3	____	____
SOC	215	Diversity in American Life	3	____	____
MAT	120	Elementary Statistics	3	____	____
HIS	213	Eastern Civilizations	3	____	____
ECO	201	Principles of Economics	3	____	____
			18		

* It is suggested that students complete HIS 102 Western Civilizations before transferring.

* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

Effective Date: Summer, 1998

SOCIAL WORK

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 62
Major Code: 1.1 440701B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BIO	100	Biological Science	3	____	____
PSY	132	General Psychology	3	____	____
MAT	108	OR MAT 113 Math Elective	3	____	____
SOC	133	Principles of Sociology	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	102	English Composition II	3	____	____
PHS	105	Physics for Non-Science Majors	3	____	____
		General Elective	3	____	____
SOC	263	Marriage and Family	3	____	____
		Fine Arts Elective	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
		Science Elective	3	____	____
MAT	120	Elementary Statistics	3	____	____
		Humanities Elective	3	____	____
HTH	110	Health Education	2	____	____
SPE	115	Speech	3	____	____
SOC	215	Diversity in American Life	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
		Science Elective	3	____	____
PSC	131	American Government	3	____	____
		Humanities Elective	3	____	____
		General Elective	6	____	____
			15		

Effective Date: Summer, 1998

SPECIAL EDUCATION*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Science
Minimum Hrs. 63
Major Code: 1.1131001B

TRANSFER CURRICULUM: This is a common general education transfer curriculum for this major. See the general education requirements for the Associate in Science degree on pages 50-51 in this catalog. **Consult the catalog** of the college or university you are transferring to for specific courses required for your major. See a college counselor for professional guidance.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	100	or 101 Biological Science	3-4	____	____
PSC	131	American Government	3	____	____
PSY	132	General Psychology	3	____	____
ENG	101	English Composition I	3	____	____
MAT	208	Mathematics for Elementary Teachers I	3	____	____
		Physical Education Elective	1	____	____
			16-17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHS	105	Physics for Non-Science Majors	3	____	____
ENG	102	English Composition II	3	____	____
MAT	209	Mathematics for Elementary Teachers II	3	____	____
MUS	105	or MUS 110 Music Appreciation or Music Fundamentals	3	____	____
ART	210	Art for Children	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
Science Elective			3	____	____
EDC	202	Human Growth, Development, and Learning	3	____	____
HTH	110	Health Education	2	____	____
HIS	202	United States History II	3	____	____
SPE	115	Speech	3	____	____
		Physical Education Elective	1	____	____
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
ART	111	Art Appreciation	3	____	____
		Science Elective	3	____	____
EDC	203	School and Society	2	____	____
PSY	262	Child Psychology	3	____	____
LIT	280	Introduction to Literature	3	____	____
HIS	213	Eastern Civilizations or PHL 200 Eastern Philosophy	3	____	____
			17		

* Students should become aware of specific requirements at their transfer school of choice, e.g., Southern Illinois University presently requires an ACT of 18 for admission into the Education Department.

Effective Date: Summer, 1998

ENGINEERING SCIENCE*

Toward a Bachelor of Science Degree

Transfer Curriculum
Associate in Engineering Science
Minimum Hrs. 68
Major Code: 1.1 140101B

This program is designed to meet the specific needs for pre-engineering students which allows more math and science requirements to be completed during the first two years and leaves more general core courses to be completed during the last years of a baccalaureate program. Since completion of **this curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.** Students may also **elect** to enroll in additional courses before transferring which will complete the general core curriculum requirement. To transfer as a junior in a baccalaureate engineering program, students must complete a minimum of 60 semester credit hours to a maximum of 68 semester credit hours as indicated on the curriculum guide. Students who have completed fewer than 68 semester credits may require more than two years after transfer to a senior institution to complete the baccalaureate degree. Students should select courses in consultation with an advisor appropriate for specific engineering majors such as those in mechanical, electrical, or civil engineering.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	131	Calculus I	5	____	____
ENG	101	English Composition I	3	____	____
PHY	205	University Physics I	5	____	____
		Humanities Elective[1]	3	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	201	Calculus II	5	____	____
ENG	102	English Composition II	3	____	____
PHY	206	University Physics II	5	____	____
EGR	101	Engineering Graphics[2]	2	____	____
		Elective[1]	2	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	202	Calculus III	3	____	____
CHM	101	Chemical Principles	5	____	____
PHY	201	Statics[3]	3	____	____
		Computer Programming[4]	3	____	____
		Social Science Electives[1]	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
CHM	102	Chemical Principles with Qualitative Analysis	5	____	____
MAT	205	Differential Equations	3	____	____
PHY	202	Dynamics[3]	3	____	____
PHY	215	Introduction to Circuits[3]	3	____	____
		Humanities/Social Science Elective[1]	3	____	____
			17		

[1] Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioural sciences that emphasizes non-Western cultures or minority cultures within the United States. Check with transfer institution for preferred list.

[2] Not required for electrical or computer engineering majors. Students should substitute SPE 115.

[3] This is only a general outline. The specific engineering major requirements at the transfer institution vary. Student should consult with appropriate transfer institution catalog. An appropriate substitution must be made to meet JALC degree requirements.

[4] Choose from CPS 203 or CPS 206 depending on preference of transfer institution

Effective Date: Fall, 1999

DEVELOPMENTAL COURSES FOR TRANSFER STUDENTS

Transfer students who score low on entrance exams pertaining to reading, writing, and mathematics--or in all three areas--should take the appropriate developmental courses shown below:

SCORES LOW IN READING AND WRITING

Fall Semester

Course	Credit
ENG 050* (Reading and Writing) or	5
ENG 052 (Writing)	
ENG 053 (Reading)	3
PSY 110 (Career and Life Planning)	3
PED Activity Class	1
BUS 116A (Keyboarding)	1
	13

* For students with an Asset score of 24 or below or Compass score of 10 or below.

Spring Semester

Course	Credit
ENG 052* (Writing) or	3-5
ENG 101	
PHS 101, 103 or 105	3
HTH 110	2
PED Activity Class	1
SPE 115	3
MAT 108, 113, 120 or 208	3
	15-17

* Students who had ENG 050 in the fall should enroll in ENG 052 for spring semester.

SCORES LOW IN MATH

Fall Semester

Course	Credit
MAT (Appropriate Level)	3-5
PSY 110 (Career and Life Planning)	3
PED Activity Class	1
HTH 110 (Health)	2
ENG 101	3
BUS 116A	1
	13-15

Spring Semester

Course	Credit
MAT (Appropriate Level)	3-5
SPE 115	3
ENG 102	3
PSY 132	3
PHS 101, 103, or 105	3
	15-17

SCORES LOW IN WRITING

Fall Semester

Course	Credit
ENG 052	5
PSY 110	3
MAT (Appropriate Level)	3-5
BUS 116A	1
PED Activity Class	1
	13-15

Spring Semester

Course	Credit
ENG 101	3
HTH 110	2
MAT (Appropriate Level) or CPS 102	3-5
SPE 115	3
PHS 101, 103, or 105	3
	14-16

SCORES LOW IN READING, WRITING, AND MATH

(If ENG 050 is required)

Fall Semester

Course	Credit
ENG 050	5
MAT (Appropriate Level)	3-5
PSY 110	3
PED Activity	1
BUS 116A	1
	13-15

Spring Semester

Course	Credit
ENG 052	5
ENG 053	3
MAT (Appropriate Level)	3-5
HTH 110	2
	13-15

(If ENG 052 and 053 are required)

Fall Semester

Course	Credit
ENG 052	5
ENG 053	3
MAT (Appropriate Level)	3-5
BUS 116A	1
PSY 110	3
	15-17

Spring Semester

Course	Credit
ENG 101	3
HTH 110	2
MAT (Appropriate Level)	3-5
SPE 115	3
PHS 101, 103, or 105	3
	14-16

CAREER EDUCATION

Departments, Programs and Goals

Applied Technology

Auto Collision Repair

The Auto Collision Repair program provides students with instruction on the procedures and practices used in automotive body repair and refinishing and instruction on body shop management.

Auto Services Technology

The Automotive Services Technology program prepares students for employment as line mechanics, diagnostic technicians and industrial maintenance personnel, as well as shop managers, company technicians, factory representatives or teachers.

Computer-Aided Design and Drafting

The Computer Aided Design and Drafting program provides a thorough understanding of standard mechanical drafting practices, design, and an understanding of manufacturing processes. The student will become proficient in standard projections, sectioning, auxiliary, assembly drawings, and tolerancng. Students specialities include: product design, advanced tolerancing, tool design, detail and assembly, and 3D drawings. Upon completion, students are prepared for a job as a CAD operator or if desired may transfer to a university to complete a bachelor's degree.

Computer-Integrated Manufacturing (CIM)

The CIM program provides a thorough understanding of manufacturing, CAD/CIM, and programming. Students may choose one of the following four concentration areas: Computer Aided Design and Drafting; Computer Aided Machining; Electronics; or Computer Information Systems.

Student specialities include: blueprint reading, advanced CIM manufacturing, industrial electricity, machine tool operation, industrial robots, and programmable logic controllers. Upon completion, students are prepared for a job in one of the concentration areas, a CIM operator, or if desired may transfer to a university to complete a bachelor's degree.

Computer-Aided Machining

The machinist program provides the student with a thorough understanding of the basic skill, operations, procedures, and machine tools used in industry. Graduates will find employment as a tool room machinist, CNC machine programmer, CNC machine tool operator, model maker or maintenance machinist.

Construction Management

The Construction Management program prepares students for employment in the construction industry as a project manager, project coordinator, superintendent, cost engineer, field engineer, estimator, scheduler, office engineer or a safety inspector. Upon graduation, students may continue their education at SIUC to earn a bachelor's degree with an emphasis in construction management.

Electronics

The electronics program provides a thorough understanding of DC/AC fundamentals, solid state electronics, digital electronics, microprocessor operations, and industrial electronics. Completers of the program will be able to assume an entry-level position in the electronics industry. Students who wish to continue their education will be eligible for articulated programs with the College of Engineering and Technology, the College of Applied Science and Arts and the College of Education at SIUC, and with some programs at Southeast Missouri State University and Murray State University.

Heating and Air Conditioning

The Heating and Air Conditioning program assists students to develop entry-level workplace readiness skills as applied in the area of heating and air conditioning services. Students can expect to learn how to meet industry standards for technicians, including sheet metal layout skills, and become proficient in refrigeration cycles and systems, heating theory and systems, and electricity and its uses in industry.

Industrial Maintenance

The Industrial Maintenance program provides students with an understanding of DC/AC fundamentals, solid state electronics, and industrial electronics applications. Graduates of this program will be qualified for an entry-level position in any industrial setting as an industrial electronics maintenance specialist.

Tool and Die Manufacturing

The Tool and Die Manufacturing program provides the in-depth training required to develop tool and die

manufacturing skills. Students will learn to program CNC equipment, read working drawings, design basic jigs and fixtures, build progressive dies, form dies, modify and repair tooling, heat treat materials, and other operations necessary in industry.

Business

The Business Department provides students with knowledge and skills to compete for entry-level jobs in the business world. The program also prepares business students for job promotions, career advancements, and lifelong learning experiences in the business working environment and prepares students in business for transfer to four-year institutions.

Health

Associate Degree Nursing

The Associate Degree Nursing program at John A. Logan College will enable the student to demonstrate safe nursing care, effective communication skills, appropriate utilization of the nursing process and application of sound scientific principles for clients throughout the life span within the limits set forth by the Illinois Nurse Practice Act.

Dental Assisting

The dental assisting student who successfully completes one year of education at John A. Logan College will meet the professional standards required in the program, be clinically proficient, recognize his/her role as an invaluable member of the dental health team, and be sensitive to the dental needs of vairous communities. Completion of the program allows the student to sit for the Dental Assistant National Board exam and become certified.

Emergency Medical Services

The Emergency Medical Services courses are designed to prepare students to assess trauma patients, administer management techniques competently, and safely transport victims.

Nursing Assistant

This course is designed to train students to be competent in skills necessary for the nursing assistant to function successfully 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, special procedures, care of the Alzheimer's patient, death, dying, and post-mortem care.

Practical Nursing

The Associate Degree Nursing program at John A. Logan College will enable the student to demonstrate safe nursing care, effective communication skills, appropriate utilization of the nursing process and application of sound scientific principles for clients throughout the life span within the limits set forth by the Illinois Nurse Practice Act at the Practical Nursing level.

Public Service

Cosmetology

The purpose of this program is to give students thorough training in the arts, skills, and sciences that pertain to the care and treatment of the hair, skin, and nails, and to prepare the students with the necessary skills to be creative, employ critical thinking, and to treat clients tactfully and judiciously. The students should know the Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 which govern the cosmetology profession to enable them to practice cosmetology safely and lawfully.

Criminal Justice

Students will demonstrate and understand the structure, administration, and role of the criminal justice system in American society.

Early Childhood Education

Graduates of this two-year Early Childhood Education program will be trained to provide education and care for children in public and private child care settings. Specifically, graduates will be trained to: provide a safe and healthy environment; provide experiences to promote physical, intellectual, social/emotional, and language/literacy development; use positive guidance/ discipline strategies; establish positive and productive relationships with families; and operate a program for children that adheres to legal requirements and a professional code of ethics.

Interpreter Preparation

The goal is to have graduates who are competent entry level interpreters who have the capability to analyze their own performances and recognize their

own abilities and limitations. These graduates will be capable of interpreting between English and ASL, making appropriate cultural adjustments. They will have an understanding of the interpreting process, the dynamics that occur between minority/majority cultures, professional ethics and protocol, the dynamics of human interaction and the professional team work.

Travel and Tourism

The Travel/Tourism program is designed to educate the student in all areas of the travel industry; to fully prepare the student for an entry-level travel position; and to develop competencies to advance in this profession.

These curricula prepare students for employment in occupations related to business, education, 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. Note: Due to their specialized technical nature, some courses are offered each semester and some are not; students beginning in the spring semester may not be able to carry a full load of courses.

The overall objective of career-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 career curricula 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 the 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 pros-pective occupation in relationship to manage-ment, 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 transferable, depending on the institution.

   Although career programs are not designed for transfer to a four-year institution, any student completing a career associate degree may transfer to SIU using the Capstone Option. This alternative gives the student the opportunity to obtain a B. S. degree using the first two years of the vocational degree. Advisors and associate deans can furnish complete information. The following vocational programs have articulated agreements with specific departments at SIU: Electronics with the College of Engineering and Technology at SIU, and Fashion Merchandising with Clothing and Textiles at SIU.

GENERAL ADVISORY COMMITTEE FOR CAREER 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 career education that are based on the real needs of the community. The public can have confidence in these programs when the experiences and counsel of responsible citizens are solicited and acted upon by the College.

This committee is comprised of community and business representatives plus the chairperson of each program's advisory committee.

Community and Business Representatives

Mr. Glenn Edwards, Director of Personnel
Marion Pepsi-Cola
P. O. Box 129
Marion, Illinois 62959

Mr. Dan Finke
P. O. Box 520
Herrin, Illinois 62948

Mr. Willard Strain, General Manager
Roe Machine Company
Johnston City, Illinois 62951

Mr. Warren Willis
Banterra Corporation
P. O. Box 266
Eldorado, Illinois 62930

Mr. John Youngman
J. T. Blankenship & Associates
401 South 17th Street
Murphysboro, Illinois 62966

General Advisory Committee

Mr. Kenneth Akins, President
West Frankfort Chamber of Commerce
Standard Insurance Agency
112 E. Main
West Frankfort, Illinois 62896

Executive Director
Marion Chamber of Commerce
P. O. Box 307
Marion, Illinois 62959

Mr. James Cook
Magic Chef
Lyerla Drive
Herrin, Illinois 62948

Mr. Paul Crawford
Penn Aluminum
Route 149 and 127
Murphysboro, Illinois 62966

Mr. Darrel Dillon, Acting Hospital Administrator
Marion Memorial Hospital
917 W. Main
Marion, Illinois 62959

Ms. Sue Douglass, Executive Director
Herrin Chamber of Commerce
1 South Park Avenue
Herrin, Illinois 62948

Ms. Jeannie Geralds, Executive Director
Carterville Chamber of Commerce
151 S. Division
Carterville, Illinois 62918

Mr. Ron Hudson
Olin Corporation
P. O. Box 278
Marion, Illinois 62959

Mr. George Maroney, Administrator
Memorial Hospital of Carbondale
404 W. Main
Carbondale, Illinois 62901

Ms. Nelda Miesner, Executive Director
Murphysboro Chamber of Commerce
1331 Walnut
Murphysboro, Illinois 62966

Executive Director
Carbondale Chamber of Commerce
714 E. Walnut
Carbondale, Illinois 62901

President
Du Quoin Chamber of Commerce
P. O. Box 57
Du Quoin, Illinois 62832

Ms. Rose Stallings, Vice-President
Johnston City Chamber of Commerce
First Bank and Trust
P. O. Box B
Johnston City, Illinois 629051

Mr. James Thomas, Administrator
UMWA Union Hospital
517 St. Louis Street
West Frankfort, Illinois 62896

Mr. William Huff, Administrator
Marshall Browning Hospital
900 N. Washington
Du Quoin, Illinois 62832

Mr. Mike Cooksey, Warden
Marion Federal Penitentiary
Marion, Illinois 62959

Ms. Jodi Wheeler, Director
TIP of Illinois
Route 3, Box 692
Carterville, Illinois 62918

Mr. Steve Wheeler, General Manager
WSIL-TV 3
Route 13
Carterville, Illinois 62918

Program Advisory Committee

Accounting/Data Processing	Home Economics
Allied Health/Nursing	Industrial
Business	Interpreter Preparation
Criminal Justice	Manufacturing
Cosmetology	Secretarial
Dental Assisting	Travel/Tourism
Students in Free Enterprise	Transportation
High Tech	

CAREER EDUCATION CURRICULUM GUIDES

Associate in Applied Science

Curriculum guides are available on the following pages, with counselors, and on the College's homepage: www.jal.cc.il.us

Associate in General Studies

Curriculum guides are available on the following pages, with counselors, and on the College's homepage: www.jal.cc.il.us

Certificate Programs

Curriculum guides are available on the following pages, with counselors, and on the College's homepage: www.jal.cc.il.us

Note: The Division of Health and Public Service and the Division of Business and Applied Technologies entry requirements are found on the following pages.

CAREER EDUCATION ENTRY REQUIREMENTS

The John A. Logan College Career Education programs require prospective students to achieve certain scores on the
Level I, Form B ASSET or COMPASS test prior to program entry. Practical Nursing students are assessed on Level I, Form C ASSET for program selection. Most programs also have made provision for probationary entry. Students whose ASSET or COMPASS scores fall into this area may enter their chosen program but must concurrently enroll in the Desk Lab to develop their basic skills in reading and/or mathematics. Currently, Desk Lab instruction personnel are present but working with students individually rather than with the entire group.

Division of Allied Health and Public Service Programs
ASSET/COMPASS Placement Requirements

READING				
	Regular Entry		*Probationary Entry	
	ASSET	COMPASS	ASSET	COMPASS
PROGRAM			Desk Lab 3 hrs.	
ECE	37--55	69-100	34-36	57-68
COS-Cert.	37-55	69-100	34-36	57-68
COS-Deg.**	n/a	n/a	n/a	n/a
CRJ**	n/a	n/a	n/a	n/a
DNA**	n/a	n/a	n/a	n/a
IPP**	n/a	n/a	n/a	n/a
PNE**	41-55	n/a	n/a	n/a
NAD (CNA)	28-55	30-100	n/a	n/a
TRT	37-55	69-100	34-36	57-68

*Probationary entry students may be enrolled in the program only if they are enrolled in the Desk Lab as indicated above.

**English 101 Asset/Compass placement requirements are followed.

ASSET NUMBERICAL SKILLS OR PRE-ALGEBRA COMPASS				
	Regular Entry		*Probationary Entry	
	ASSET	COMPASS	ASSET	COMPASS
PROGRAM			Desk Lab 3 hrs.	
ECE	37--55	29-100	36 or below	28 or below
COS	33-55	22-100	32 or below	21 or below
CRJ	37-55	29-100	36 or below	28 or below
DNA	33-55	22-100	32 or below	21 or below
IPP**	n/a	n/a	n/a	n/a
PNE	39-55	n/a	38 or below	n/a
TRT	37-55	29-100	36 or below	28 or below

ADDITIONAL ENTRANCE ASSESSMENT REQUIREMENTS		
PROGRAM	GENERAL ASSESSMENT TEST	PROGRAM TEST/REQUIREMENTS
AND	PNE ASSET	REGISTERED NURSE ENTRANCE EXAM
DNA	n/a	HEALTH OCCUPATION APTITUDE TEST
HIT	ASSET--INTERMEDIATE ALGEBRA	n/a
MLT	ASSET/COMPASS	HEALTH OCCUPATION APTITUDE EXAM
OTA	ASSET/COMPASS	HEALTH OCCUPATION APTITUDE EXAM
ORT		LICENSED PN OR RN IN ILLINOIS

*Probationary entry students may be enrolled in the program only if they are enrolled in the Desk Lab as indicated above.

**Math requirements are followed.

Division of Business and Applied Technologies
ASSET/COMPASS Placement Requirements

READING				
	Regular Entry		*Probationary Entry	
	ASSET	COMPASS	ASSET	COMPASS
PROGRAM			Desk Lab 3 hrs.	
Auto Body	33	51-100	32 or below	50 or below
Heating & A/C	33	51-100	32 or below	50 or below
Industrial Maint.	33	51-100	32 or below	50 or below
Machinist	33	51-100	32 or below	50 or below
Welding	33	51-100	32 or below	50 or below
Auto Technician	37	69-100	36 or below	68 or below
Banking	37	69-100	36 or below	68 or below
CIS	37	69-100	36 or below	68 or below
Drafting	37	69-100	36 or below	68 or below
Marketing	37	69-100	36 or below	68 or below
Med. Office Asst.	37	69-100	36 or below	68 or below
Med. Transcript	37	69-100	36 or below	68 or below
Secretarial	37	69-100	36 or below	68 or below
Accounting	41	81-100	40 or below	80 or below
CIM	37	69-100	36 or below	68 or below
Electronics	37	69-100	36 or below	68 or below

*Probationary entry students may be enrolled in the program only if they are enrolled in the Desk Lab as indicated above.

ACCOUNTING

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 30
Major Code: 1.2 520302J

This program, composed largely 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

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
CIS	104	Spreadsheet Design	3	____	____
		Business Elective	3	____	____
			9		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ACC	102	Financial Accounting II	3	____	____
ACC	105	Payroll Accounting	3	____	____
		Business Elective	3	____	____
			9		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ACC	215	Intermediate Accounting	3	____	____
ACC	218	Tax Accounting	3	____	____
			6		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
ACC	216	Intermediate Accounting II	3	____	____
ACC	217	Cost Accounting	3	____	____
			6		

Recommended Electives:

ACC	225	Integrated Accounting on Computers	3
BUS	221	Business Law	4
BUS	110	Introduction to Business	3
BUS	111	Business Mathematics	3
CIS	104	Spreadsheet Design	3
CIS	207	Computer Applications	3

Effective Date: Fall, 1998

ACCOUNTING

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 64
Major Code: 1.2 520302C

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

Graduates of the program are qualified to become bookkeepers, junior accountants, accounting aides, payroll clerks, and government and civil service workers. Completion of the program leads to the Associate in Applied Science degree. BUS 116 or one year of high school keyboarding is a prerequisite for entry into the program.

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition OR ENG 113 Professional Technical Writing	3	____	____
ACC	200	Financial Accounting I	3	____	____
BUS	111	Business Mathematics	3	____	____
CIS	207	Computer Applications	3	____	____
PSY	132	General Psychology	3	____	____
BUS	116A	Beginning Keyboarding	1	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech OR SPE 116 Interpersonal Communication	3	____	____
ACC	201	Financial Accounting II	3	____	____
CIS	104	Spreadsheet Design	3	____	____
PSC	131	American Government	3	____	____
BUS	236	Records Management	1		
MAT	102	Math Applications for Accounting	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ECO	201	Intro to Economics I	3	____	____
ACC	225	Integrated Accounting on Computer	3	____	____
ACC	105	Payroll Accounting	3	____	____
BUS	221	Business Law	4	____	____
		Specialty	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
BUS	235	Business Correspondence	3	____	____
BUS	138	Employment Strategy	1	____	____
MGT	116	Supervisory Techniques of Management	3	____	____
		Specialty	9	____	____
			16		

Effective Date: Fall, 1998

Specializations

Financial

ACC	215	Intermediate Accounting I	3
ACC	216	Intermediate Accounting II	3
ACC	217	Cost Accounting	3
ACC	258	Not-for-Profit Accounting	3

Systems

CIS	102	Programming I	3
CIS	120	Data Base Management	3
CIS	220	Advanced Spreadsheet Design	3
CIS	230	Operating Systems	3

Tax

ACC	218	Tax Accounting I	3
ACC	232	Tax Accounting II	3
ACC	234	Tax Accounting III	3
ACC	236	Tax Research	3

ACCOUNTING

Night Rotation

Career Curriculum
Associate in Applied Science
Minimum Hrs. 64
Major Code: 1.2 520302C

SPRING SEMESTER 1999

Dept.	No.		Hrs.	Sem.	Gr.
ACC	216	Intermediate Accounting II	4	____	____
ACC	217	Cost Accounting	3	____	____
ACC	258	Not-for-Profit Accounting	3	____	____
ACC	232	Tax Accounting 2: Individuals	3	____	____
ACC	234	Tax Accounting 3: Corp. and Partnerships	3	____	____
ACC	236	Tax Accounting 4: Research	3	____	____
			19		

FALL SEMESTER 1999

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
ACC	105	Payroll Accounting	3	____	____
ACC	215	Intermediate Accounting I	3	____	____
ACC	225	Integrated Accounting on Computers	2	____	____
			11		

SPRING SEMESTER 2000

Dept.	No.		Hrs.	Sem.	Gr.
ACC	201	Financial Accounting II	3	____	____
ACC	216	Intermediate Accounting II	4	____	____
ACC	217	Cost Accounting	3	____	____
ACC	258	Not-for-Profit Accounting	3	____	____
			13		

FALL SEMESTER 2000

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
ACC	218	Tax Accounting	3	____	____
ACC	105	Payroll Accounting	2	____	____
ACC	225	Integrated Accounting on Computers	2	____	____
			10		

SPRING SEMESTER 2001

Dept.	No.		Hrs.	Sem.	Gr.
ACC	201	Financial Accounting II	3	____	____
ACC	232	Tax Accounting 2: Individuals	3	____	____
ACC	234	Tax Accounting 3: Corp. and Partnerships	3	____	____
ACC	236	Tax Accounting 4: Research	3	____	____
			12		

FALL SEMESTER 2001

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
ACC	105	Payroll Accounting	2	____	____
ACC	215	Intermediate Accounting I	4	____	____
ACC	225	Integrated Accounting on Computers	2	____	____
			11		

SPRING SEMESTER 2002

Dept.	No.		Hrs.	Sem.	Gr.
ACC	201	Financial Accounting II	3	____	____
ACC	216	Intermediate Accounting II	4	____	____
ACC	217	Cost Accounting	3	____	____
ACC	258	Not-for-Profit Accounting	3	____	____
			13		

FALL SEMESTER 2002

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
ACC	218	Tax Accounting	3	____	____
ACC	105	Payroll Accounting	2	____	____
ACC	225	Integrated Accounting on Computers	2	____	____
			10		

SPRING SEMESTER 2003

Dept.	No.		Hrs.	Sem.	Gr.
ACC	201	Financial Accounting II	3	____	____
ACC	232	Tax Accounting 2: Individuals	3	____	____
ACC	234	Tax Accounting 3: Corp. and Partnership	3	____	____
ACC	236	Tax Accounting 4: Research	3	____	____
			12		

Note: Specialty course and prerequisites ACC 200 & 201 are offered every semester at night. **ALL** general education, business math, and economics courses are offered at night every semester.

Effective Date: Spring 1999

ASSOCIATE DEGREE NURSING (ADN)

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70.5
Major Code: 1.2 511601C

FIRST YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	141	General Chemistry I	4	____	____
BIO	205	Human Anatomy and Physiology I*	4	____	____
ALH	101	OR ALH 102 Cardiopulmonary Resuscitation	.5-1	____	____
			8.5-9		

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	206	Human Anatomy and Physiology II*	4	____	____
ADN	201	Health Assessment and Nursing Care	4	____	____
ADN	202	Nursing Care of Adult I	7	____	____
ADN	213	Nursing Today & Tomorrow	2	____	____
ADN	218	Mental Issues in Nursing	3	____	____
			20		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	226	General Microbiology	4	____	____
ADN	220	Nursing Care of Adult II	7	____	____
ADN	221	Family Nursing	5	____	____
ADN	222	Community Health Nursing	2	____	____
			18		

SECOND YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
			3		

Requirements fulfilled by PN Certificate or ACT-PEP

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
PSY	132	General Psychology	3	____	____
PNE	100	Nutrition	3	____	____
BIO	106	Human Body Structure and Function	4	____	____
PNE	101	Fundamentals of Nursing	2	____	____
PNE	105	Nursing throughout the Life Cycle	2	____	____
PNE	161	Pharmacology I	1	____	____
PNE	171	Pharmacology II	2	____	____
PNE	194	Medical-Surgical Clinic III	1	____	____
			21		

* Courses are not offered every semester and must be taken the semester indicated or before.

Students must maintain “C” overall average plus “C” or better in all ADN courses.

NOTE: Transfers must complete PSY 132 and ENG 101 or equivalents.

Effective Date: Fall, 1999

ASSOCIATE DEGREE NURSING (ADN) (CONTINUED)

The Associate Degree Nursing Program provides practical nurses (or equivalent) the opportunity to achieve an associate degree in nursing and take the NCLEX-RN Exam; builds on the practical nurse program of education in communication skills, nursing process, anatomy, physiology, pathophysiology, nutrition, pharmacology, psychology, and basic nursing skills; provides appropriate educational opportunities to prepare the graduate to adhere to standards and scope of practice as set forth in the Illinois Nursing Act of 1987; and creates an environment which encourages lifelong learning and professional development.

This unique program is designed to prepare the student for the practice of professional nursing as defined in the Illinois Nurse Act and meets the requirements for schools approved for associate degree nursing by the Illinois Department of Professional Regulations.

The applicant should contact the Admissions Office at the College and request an admissions packet for the Associate Degree 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 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 and the ASSET Test; successfully demonstrate knowledge and abilities of fundamental nursing skills; provide proof of sound health to practice nursing; and be eligible for nursing licensure in Illinois.

The selection procedures are listed in the admissions packet.

<u>The goals of the ADN program are as follows</u>:

1. To prepare nurses who possess the competencies defined by the ADN Council of the NLN in 1991 and adhere to the stanards and scope of practice set forth in the Illinois Nursing Act of 1987.

2. To support and encourage professional continuing education.

3. To actively maintain and pursue articulation with baccalaureate-level nursing programs.

4. To collaborate with district and regional health care providers to identify entry level employment skills required of ADN graduates.

5. To work with all College departments to provide a high-quality education.

6. To prepare graduates to live and work in a globally interdependent and multicultural society.

7. To maintain faculty, physical facilities, equipment, and clinical facility contracts conducive to a positive learning environment.

8. To serve as a resource to nursing professionals in the area.

Associate degree nursing students must earn a minimum of a “C” in all nursing classes and must have an overall “C” average to graduate from the College. Upon satisfactory completion of the program, the student will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ASSOCIATE DEGREE NURSING (ADN)

Part-Time
Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 71
Major Code: 1.2 511601C

FIRST YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
CHM	141	General Chemistry I	4	____	____
BIO	205	Human Anatomy and Physiology I*	4	____	____
ALH	101	OR 102 Cardiopulmonary Resuscitation	.5-1	____	____
			8.5-9		

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ADN	201	Health Assessment and Nursing Care	4	____	____
ADN	202	Nursing Care of Adult I	7	____	____
			11		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ADN	213	Nursing Today and Tomorrow	2	____	____
ADN	218	Mental Health Issues In Nursing	3	____	____
BIO	206	Human Anatomy and Physiology II	4	____	____
			9		

SECOND YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
ALH	102	Cardiopulmonary Resuscitation-Recert.	.5	____	____
SPE	115	Speech	3	____	____
			3.5		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ADN	221	Family Nursing	5	____	____
BIO	226	General Microbiology	4	____	____
			9		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ADN	220	Nursing Care of Adult II	7	____	____
ADN	222	Community Health Nursing	2	____	____
			9		

Requirements fulfilled by PN Certificate or ACT-PEP

ENG	101	English Composition I	3	____	____
PSY	132	General Psychology	3	____	____
PNE	100	Nutrition	3	____	____
BIO	106	Human Body Structure and Function	4	____	____
PNE	101	Fundamentals of Nursing	2	____	____
PNE	105	Nursing throughout the Life Cycle	2	____	____
PNE	161	Pharmacology I	1	____	____
PNE	171	Pharmacology II	2	____	____
PNE	194	Medical-Surgical Clinic III	1	____	____
			21		

* Courses are not offered every semester and must be taken the semester indicated or before.
Students must maintain "C" overall average plus "C" or better in all ADN courses.
Note: Transfer students must complete PSY 132 and ENG 101 or equivalents.

Effective Date: Fall, 1999

ASSOCIATE DEGREE NURSING (ADN) (CONTINUED)

The philosophy of the ADN program is as follows:

We believe in the inherent worth and dignity of the individual regardless of age, economic status, race, or social station; that the individuals who meet the admission requirements and enter the ADN program build upon prior experiences and education and bring to the program a variety of social and cultural backgrounds and a desire and readiness to learn; humans are biopsychosocial beings with certain needs which must be met before satisfying higher needs; and that individual humans operate as open systems within and inclusive of the open systems of families and communities.

We believe that the individual as a system is in a constant state of change which in many ways is sequential and predictable; is continually striving towards self-actualization and optimal health; is comprised of many interrelated elements with the whole greater than and different from the sum of the parts; and learns throughout life in a variety of settings but at different rates individually.

We believe that the family and community as systems experience growth as a result of educational processes and experiences; need to participate in the process of identifying the types of traditional and non-traditional educational opportunities that would be of benefit to them; and are comprised of many interrelated elements with the whole greater than and different from the sum of its parts.

We believe that health is an internal state which enables a system to adapt to changes, and is a function of interactions among the physical, psychological, and spiritual environments of the system.

We believe that illness is a disruption of physiological, psychological, and/or social well-being, and is evidenced to different degrees depending on the perception of the capacity of health.

Nursing practice at the associate degree level is a creative, dynamic, educative, therapeutic, and caring process; is an art; is a science; utilizes knowledge from other sciences (natural and behavioral) and the humanities; assists humans to attain their highest level of wellness using palliative, restorative, preventive, and rehabilitative measures; relates both independently and dependently to other health care professionals; requires the therapeutic use of self and the ability to communicate effectively with clients, families and members of the health care team; is constantly changing and evolving professionally, technologically, and societally; is able to function in a variety of settings using critical thinking skills and a synthesis of learning; provides the basis for baccalaureate education; and requires the use of the nursing process to meet health needs, supervise personnel in direct care, and collaborate with members of the health care team.

AUTO COLLISION TECHNOLOGY

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 44
Major Code: 1.2 470602J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	190	Auto Body Repair I	2	____	____
ACT	191	Metal Finishing & Painting	2	____	____
ACT	196	Auto Body Repair and Paint Lab	5	____	____
ACT	294	Plastics & Adhesives	2	____	____
WEL	160	MIG Welding	2	____	____
WEL	150	Oxy-Acetylene Fusion Welding I	1	____	____
WEL	196	MIG Welding	1	____	____
		Welding II	15		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	192	Frame and Body	2	____	____
ACT	193	Advanced Auto Body	1	____	____
ACT	194	Body Shop Management	1	____	____
ACT	197	Auto Body Repair and Paint Lab II	5	____	____
ACT	273	Chassis Electrical	3	____	____
ACT	291	Machine Systems for Collision Technology	2	____	____
			14		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
AST	181	Suspension and Steering	4	____	____
AST	173	Brakes	4	____	____
AST	280	Auto Air Conditioning	4	____	____
SPE	115	Speech	3	____	____
			15		

Effective Date: Fall, 1998

This program is designed to provide complete and current coverage of the procedures and practices used in the field of automotive body repair and refinishing. The program covers automobile construction and the repair and refinishing of car parts. Major emphasis will be placed on hands-on activities. Body shop management is also included.

AUTO COLLISION
STRUCTURAL DAMAGE REPAIR

Career Curriculum
Certificate Program
Minimum Hrs. 49
Major Code: 1.2 470604J

Certificate Program

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	190	Auto Body Repair	2	____	____
ACT	191	Metal Finishing & Painting	2	____	____
ACT	196	Auto Body Lab	5	____	____
WEL	150	Oxy-Acetylene Welding	1	____	____
WEL	160	MIG Welding	2	____	____
WEL	196	MIG Welding	1	____	____
ACT	294	Plastics and Adhesives	2	____	____
			15		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	192	Frame and Body Alignment	2	____	____
ACT	193	Advanced Auto Body Repair	1	____	____
ACT	194	Body Shop Management	1	____	____
ACT	197	Auto Body Lab	5	____	____
ACT	273	Chassis Electrical	3	____	____
ACT	291	Mechanical Systems for Collision Technology	2	____	____
			14		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	293	Unibody Construction and Repair	1	____	____
ACT	296	Structural Damage Repair Lab	4	____	____
			5		

FALL SEMESTER

Dept.	No		Hrs.	Sem.	Gr.
AST	280	Air Conditioning	4	____	____
AST	173	Brakes	4	____	____
AST	181	Suspension and Steering	4	____	____
SPE	115	Speech	3	____	____
			15		

Effective Date: Fall, 1998

ASSOCIATE IN GENERAL STUDIES WITH A SPECIALIZATION IN AUTO COLLISION TECHNOLOGY

Degree Program

Career Curriculum
Certificate Program
Minimum Hrs. 64
Major Code: 1.2 470603D

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	190	Auto Body Repair	2	____	___
ACT	191	Metal Finishing and Painting	2	____	____
ACT	196	Auto Body Lab	5	____	____
WEL	150	Oxy-Acetylene Welding	1	____	____
WEL	160	MIG Welding	2	____	____
WEL	196	Mig Welding	1	____	____
MAT	106	Technical Mathematics	4		
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	192	Frame and Body Alignment	2	____	____
ACT	193	Advanced Auto Body Repair	1	____	____
ACT	194	Body Shop Management	1	____	____
ACT	197	Auto Body Lab	5	____	____
ACT	273	Chassis Electrical	3	____	____
ENG	101	English Composition I	3	____	____
			15		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	293	Unibody Construction and Repair	1	____	____
ACT	296	Structural Damage Repair Lab	4	____	____
			5		

FALL SEMESTER*

Dept.	No.		Hrs.	Sem.	Gr.
AST	280	Air Conditioning	4	____	____
SPE	115	Speech	3	____	____
AST	181	Suspension and Steering	4	____	____
ACT	294	Plastics and Adhesives	2	____	____
			13		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACT	291	Mechanical Systems for Collision Tech	2	____	____
PHS	101	Environmental Technology	3	____	____
PSC	131	American Government OR HIS 201 OR HIS 202 U. S. History I OR II	3	____	____
ENG	113	Professional Technical Writing OR SPE 116 Interpersonal Communication	3	____	____
PSY	132	General Psychology	3	____	____
			14		

*AST 173 Recommended

Effective Date: Fall, 1998

AUTOMOTIVE SERVICES TECHNOLOGY

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 36
Major Code: 1.2 470604J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
AST	173	Brakes	4	____	____
AST	171A	Engine Performance A	5	____	____
AST	180A	Electrical Systems A	4	____	____
MAT	105	Vocational Mathematics	3	____	____
IND	138	Industrial Seminar	1	____	____
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
AST	181	Suspension & Steering	4	____	____
AST	171B	Engine Performance B	5	____	____
AST	180B	Electrical Systems B	4	____	____
AST	177	Automotive Clinic	2	____	____
AST	179	ASE Testing-Part 1	1	____	____
ENG	101	English Composition	3	____	____
			19		

Effective Date: Fall, 1998

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.

All students registered for Automotive Services Technology classes beginning with the fall 1999 semester will be required to furnish a basic tool set. The basic tool set will be necessary by the beginning of the fifth week of the semester. The set includes the following:

Drive Sockets (1/4" sq.)
- (10) 6-pt Standard (5/32" through 1/2")
- (10) 6-pt. Metric (4, 5, 5.5, 6 through 12 mm)
- (1) Quick Release Ratchet
- (1) Extension

Drive Sockets (3/8" sq.)
- (9) 6-pt. or 12-pt. Standard (3/8" through 7/8")
- (10) 6-pt. or 12-pt. Metric (10mm through 19mm)
- (1) Ratchet
- (1) Extension (3")
- (1) Extension (6")

Drive Sockets (1/2" sq.)
- (4) 6-pt. or 12-pt. Standard (15/16", 1", 1 1/16", 1 1/8")
- (4) 6-pt. or 12-pt. Metric (21mm, 22mm, 24mm, 27mm)
- (1) Ratchet
- (1) Extension (3")

Wrenches (combination)
- (7) Standard (3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4")
- (7) Metric (10mm, 12mm, 13mm, 14mm, 15mm, 17mm, 19mm)

Screwdrivers
- (2) Slotted (1 small, 1 large)
- (2) Phillips (1 small, 1 large)

Pliers
- (1) Slip Joint Pliers
- (1) Diagonal Cutting

Additional Tools
- (1) Hammer
- (1) Locking Tool Box

Note: Approximate cost is $130-150. Tools may be purchased at Sears, Snap-On, etc.

AUTOMOTIVE SERVICES TECHNOLOGY

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 470604C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
AST	173	Brakes	4	____	____
AST	171A	Engine Performance A	5	____	____
AST	180A	Electrical Systems A	4	____	____
MAT	105	Vocational Mathematics	3	____	____
IND	138	Industrial Seminar	1	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
AST	181	Suspension & Steering	4	____	____
AST	171B	Engine Performance B	5	____	____
AST	180B	Electrical Systems B	4	____	____
AST	177	Automotive Clinic	2	____	____
AST	179	ASE Testing-Part 1	1	____	____
ENG	101	English Composition OR ENG 113 Professional Technical Writing	3	____	____
			19		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
AST	272	Automotive Engine Repair	4	____	____
AST	280	Air Conditioning	4	____	____
AST	270	Manual Drive Trains and Axles	4	____	____
SPE	115	Speech	3	____	____
CIS	101	Introduction to Computers	3	____	____
			18		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
AST	271	Automotive Transmission	4	____	____
AST	277	Auto Clinic	2	____	____
AST	275	Service Management	2	____	____
AST	279	ASE Testing-Part II	1	____	____
AST	200	Alternative Fuels	1	____	____
PSY	132	General Psychology	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History I OR II	3	____	____
			16		

Effective Date: Fall, 1998

Principles of design and operation provide for an exact appreciation of the functions of automotive units. Coordinated laboratory work develops the ability to execute diagnostic tests and complete the repairs that 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.

All students registered for Automotive Services Technology classes beginning with the fall 1999 semester will be required to furnish a basic tool set. The basic tool set will be necessary by the beginning of the fifth week of the semester. The set includes the following:

Drive Sockets (1/4" sq.)
- (10) 6-pt Standard (5/32" through 1/2")
- (10) 6-pt. Metric (4, 5, 5.5, 6 through 12 mm)
- (1) Quick Release Ratchet
- (1) Extension

Drive Sockets (3/8" sq.)
- (9) 6-pt. or 12-pt. Standard (3/8" through 7/8")
- (10) 6-pt. or 12-pt. Metric (10mm through 19mm)
- (1) Ratchet
- (1) Extension (3")
- (1) Extension (6")

Drive Sockets (1/2" sq.)
- (4) 6-pt. or 12-pt. Standard (15/16", 1", 1 1/16", 1 1/8")
- (4) 6-pt. or 12-pt. Metric (21mm, 22mm, 24mm, 27mm)
- (1) Ratchet
- (1) Extension (3")

Wrenches (combination)
- (7) Standard (3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4")
- (7) Metric (10mm, 12mm, 13mm, 14mm, 15mm, 17mm, 19mm)

Screwdrivers
- (2) Slotted (1 small, 1 large)
- (2) Phillips (1 small, 1 large)

Pliers
- (1) Slip Joint Pliers
- (1) Diagonal Cutting

Additional Tools
- (1) Hammer
- (1) Locking Tool Box

Note: Approximate cost is $130-150. Tools may be purchased at Sears, Snap-On, etc.

BANKING

Toward an Associate in Applied Science Degree

Career Curriculum
Associate in Applied Science
Minimum Hrs. 64
Major Code: 1.2 520803c

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition OR ENG 113 Professional Technical Writing	3	____	____
ACC	200	Financial Accounting I	3	____	____
BUS	111	Business Mathematics	3	____	____
CIS	207	Computer Applications	3	____	____
ECO	220	Money and Banking	3	____	____
BUS	116A	Beginning Keyboarding	1	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech OR SPE 116 Interpersonal Communication	3	____	____
ACC	201	Financial Accounting II	3	____	____
CIS	104	Spreadsheet Design	3	____	____
BUS	236	Records Management	1	____	____
		Banking Elective	6	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ECO	201	Principles of Economics I	3	____	____
ACC	225	Integrated Accounting on Computers	3	____	____
PSY	132	General Psychology	3	____	____
BUS	221	Business Law	4	____	____
		Banking Elective	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	235	Business Correspondence	3	____	____
BUS	138	Employment Strategy	1	____	____
MGT	116	Supervisory Techniques of Management	3	____	____
PSC	131	American Government	3	____	____
		Banking Elective	6	____	____
			16		

Effective Date: Fall, 1998

BOOKKEEPER-CLERICAL STUDIES

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 30
Major Code: 1.2 520302J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACC	200	Financial Accounting I	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	111	Business Math	3	____	____
BUS	117	Keyboarding II	3	____	____
BUS	236	Records Management	1	____	____
BUS	138	Employment Strategy	1	____	____
			14		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACC	201	Financial Accounting II	3	____	____
PSY	128	Human Relations	2	____	____
ACC	105	Payroll Accounting	3	____	____
CIS	104	Spreadsheet Design	3	____	____
BUS	205	Word Processing	3	____	____
		Business Elective	2-3	____	____
			16-17		

RECOMMENDED ELECTIVES:

Dept.	No.		Hrs.
BUS	235	Business Correspondence	3
BUS	110	Introduction to Business	3
BUS	128	Machine Transcription	3
CIS	120	Database Management	3

Effective Date: Fall, 1998

This is a one-year program leading to a Certificate of Achievement. It is 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.

BUS 116 or one year of high school keyboarding within the last two years is a prerequisite for entry into the program.

A proficiency exam is available for BUS 117 for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

COAL MINE TECHNOLOGY (CMT)

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 150901

FIRST SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
CML	112	Intro to Coal Mining	3	____	____
CML	142	Mine Atmosphere and Detection Instruments	4	____	____
CML	152	Roof and Rib and Personal Safety	4	____	____
MAT	105	Vocational Mathematics I	3	____	____
		Social Science Elective	3	____	____
			17		

SECOND SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
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	____	____
			18		

THIRD SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
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	____	____
			18		

FOURTH SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
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	____	____
			16		

Effective Date: Fall, 1998

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 aspects of modern technical mining. Course descriptions are available from the CMT office on campus.

COMPUTER-AIDED DESIGN AND DRAWING

Career Curriculum
Association Applied Science
Minimum Hrs. 68
Major Code: 1.2 150810C

Toward an Associate in Applied Science Degree

FIRST YEAR - Fall Semester

Dept.	No.		Hrs.	Sem. Gr.	
DRT	181	Technical Drafting I	6	____	____
ENG	101	English Composition I OR	3	____	____
ENG	113	Professional Technical Writing			
MAT	106	Technical Mathematics'	4	____	____
IND	121	Manufacturing Processes I	2	____	____
DRT	185	Computer Graphics I	2	____	____
			17		

FIRST YEAR - Spring Semester

Dept.	No.		Hrs.	Sem. Cr.	
DRT	182	Technical Drafting II	4	____	____
IND	201	Metallurgy	2	____	____
DRT	285	Descriptive Geometry	3	____	____
SPE	115	Speech	3	____	____
DRT	187	Product Design	3	____	____
DRT	186	Geometric Dimensioning and Tolerancing	2	____	____
			17		

SECOND YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSC	13 1	American Government OR	3	____	____
HIS	201	United States History I OR			
HIS	202	United States History II			
IND	101	Materials	3	____	____
DRT	183	Detail and Assembly	2	____	____
DRT	281	Computer Graphics II	4	____	____
DRT	283	Advanced Technical Drawing	4	____	____
			16		

SECOND YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIM	101	Introduction to CIM	3	____	____
PHY	121	Technical Physics	3	____	____
IND	122	CAD-CAM Operations	2	____	____
DRT	282	Tool Design	4	____	____
DRT	286	Computer Graphics III	4	____	____
PSY	128	Human Relations OR	2-3	____	____
PSY	132	General Psychology	18-19		

[1] MAT 106 offered only in fall

Effective Date: Fall, 1998

This curriculum is designed specifically to prepare men and women for positions in the field of mechanical 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 standardized agencies. The graduate of this program will be qualified as a junior draftsperson, detailer, junior tool designer, or engineering draftsperson.

COMPUTER-AIDED MACHINING

Career Curriculum
Certificate Program
Minimum Hrs. 35
Major Code 1.2 480503J

Certificate Program

FALL SEMESTER

Dept.	No.		Hrs.	Sem. Gr.	
MAT	106	Technical Math	4		
MAC	180	Blueprint Reading	3	____	____
MAC	150	Machine Tool Operations	2	____	____
MAC	151	Machine Tool Laboratory	2	____	____
MAC	152	Machine Tool Laboratory	2	____	____
MAC	153	Machine Tool Laboratory	2	____	____
DRT	185	Computer Graphics I	2		
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem. Gr.	
CIM	101	Introduction to CIM	3	____	____
SPE	115	Speech	3	____	____
MAC	154	Introducion to CNC	2	____	____
MAC	155	Machine Tool Laboratory	2	____	____
MAC	156	Machine Tool Laboratory	2	____	____
MAC	157	Machine Tool Laboratory	2	____	____
CIM	102	Industrial Electronics	4	____	____
			18		

Effective Date: Fail, 1998

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 student will be awarded a Certificate of Achievement.

COMPUTER-AIDED MACHINING

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 35
Major Code: 1.2 480503J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Math	4	____	____
MAC	180	Blueprint Reading	3	____	____
MAC	150	Machine Tool Operations	2	____	____
MAC	110	Machine Tool Laboratory	6	____	____
DRT	185	Computer Graphics I	2	____	____
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
CIM	101	Introduction to CIM	3	____	____
MAC	154	Introducion to CNC	2	____	____
MAC	20	Machine Tool Laboratory	6	____	____
SPE	115	Speech	3	____	____
CIM	102	Industrial Electronics	4	____	____
			18		

Effective Date: Fall, 1999

COMPUTER INFORMATION SYSTEMS (CIS)

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 33
Major Code: 1.2 521202J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
CIS	101	Introduction to Computers	3	____	____
BUS	117	Keyboarding	3	____	____
ACC	100	Business Accounting	3	____	____
CIS	120	Data Base Management	3	____	____
BUS	138	Employment Strategy	1	____	____
BUS	111	Business Mathematics	3	____	____
			16		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
CIS	104	Spreadsheet Design	3	____	____
PSY	128	Human Relations	2	____	____
BUS	205	Word Processing	3	____	____
BUS	237	Office Procedures	3	____	____
ACC	105	Payroll Accounting	3	____	____
		Business Elective	3	____	____
			17		

Effective Date: Fall, 1998

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.

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

Upon graduation from this program, the student will be awarded a Certificate of Achievement.

COMPUTER INFORMATION* SYSTEMS (CIS)

Career Curriculum
Associate in Applied Science
Minimum Hrs. 65
Major Code: 1.2 521202C

Degree Program

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	101	Introduction to Computers	3		
CIS	120	Database Management	3		
ACC	200	Financial Accounting I	3		
ENG	101	OR ENG 113 English Composition OR Professional Technical Writing	3		
BUS	111	Business Mathematics	3		
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	104	Spreadsheet Design	3		
CIS	102	Programming 1	3		
		Elective	3		
ACC	105	Payroll Accounting	3		
BUS	110	Introduction to Business	3		
PSY	132	General Psychology	3		
			18		

* Prerequisite: BUS 116 or equivalent
** Offered only in semester listed.

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	230	Operating Systems	3		
CIS	225	Advanced Database Management**	3		
CIS	103	Information Systems**	3		
SPE	115	Speech	3		
		Elective	3		
ACC	225	Integrated Accounting on Microcomputers	3		
			18		

SECOND SEMESTER — Spring Semester

CIS	201	Programming II**	5		
BUS	138	Employment Strategy	1		
CIS	220	Advanced Spreadsheet Design	3		
PSC	131	OR HIS 201 OR HIS 202 American Government OR History	3		
CIS	235	Current Topics in Information Systems	2		
			14		

Effective Date: Fall, 1998

Students who successfully complete this program will have the skills and knowledge necessary to design, install, and maintain a microcomputer system in a highly automated business environment. Programming, database management, and spreadsheet design provide students with the framework for developing custom solutions to processing and maintaining office records and reports. Courses in accounting, payroll, and business math provide the foundation necessary to apply traditionally manual procedures to an automated office. Analytical thinking and problem solving are developed in all CIS courses and provide the students with the ability to adapt to the rapidly changing, highly technical modern business office.

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

COMPUTER INFORMATION SYSTEMS (CIS)

Night Rotation

Career Curriculum
Certificate Program
Minimum Hrs. 32
Major Code: 1.2 521202J

FALL SEMESTER 1999

Dept.	No.		Hrs.	Sem.	Gr.
ACC	225	Integrated Accounting on Microcomputer	3	____	____
CIS	120	Database Management	3	____	____
CIS	104	Spreadsheet Design	3	____	____
			9		

SPRING SEMESTER 2000

Dept.	No.		Hrs.	Sem.	Gr.
ACC	105	Payroll Accounting*	3	____	____
CIS	225	Advanced Database Management	3	____	____
CIS	220	Advanced Spreadsheet Design	3	____	____
			9		

FALL SEMESTER 2000

Dept.	No.		Hrs.	Sem.	Gr.
CIS	201	Programming II*	5	____	____
CIS	230	Operating Systems	3	____	____
		Elective	1	____	____
			9		

SPRING SEMESTER 2001

Dept.	No.		Hrs.	Sem.	Gr.
CIS	235	Current Topics in Information Systems	2	____	____
CIS	103	Information Systems	3	____	____
BUS	138	Business Seminar	1	____	____
			6		

FALL SEMESTER 2001

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
BUS	110	Introduction to Business	3	____	____
			6		

SPRING SEMESTER 2002

Dept.	No.		Hrs.	Sem.	Gr.
PSC	131	American Government	3	____	____
		Elective	2	____	____
			5		

FALL SEMESTER 2002

Dept.	No.		Hrs.	Sem.	Gr.
CIS	101	Intro to Computers	3	____	____
BUS	111	Business Math	3	____	____
ENG	101	English Composition	3	____	____
			9		

*Class meets during two evenings.

Effective Date: Fall, 1999

COMPUTER-INTEGRATED MANUFACTURING
Electronics Concentration
Degree Program

Career Curriculum
Association Applied Sciences
Minimum Hrs. 70
Major Code: 1.2 150411C

FIRST YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Cr.
MAT	106	Technical Math	4	____	____
MAC	180	Machine Trades Blueprint Reading	3	____	____
IND	121	Manufacturing Processes I	2	____	____
DRT	185	Computer Graphics I	2	____	____
CIM	103	Intro to Industrial Robots and PLCs	3	____	____
CIM	102	Industrial Electricity	4	____	____
			18		

FIRST YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSY	132'	General Psychology OR PSY 128 Human Relations	2-3		
CIM	101	Introduction to CIM	3		
ELT	150	Applied Solid State Electronics	4		
MAC	154	Introduction to CNC	2		
ELT	11 1	Digital Electronics	6		
			17-18		

SECOND YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	113	Professional Technical Writing	3	____	____
PSC	131	American Government OR HIS 201 or 202 U. S. History	3	____	____
MAC	159	CAM Operations	2	____	____
ELT	230	Applications of PLCs	2	____	____
ELT	236	Intro to Fiber Optics	3	____	____
ELT	200	Introduction to Microprocessors	5	____	____
			18		

SECOND YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	12 1	Technical Physics	3	____	____
CIM	201	CIM Cell	3	____	____
IND	122	CAD/CAM Operations	2	____	____
SPE	115	Speech	3	____	____
CIM	104	Software Applications for CIM	2	____	____
ELT	224	Power Distribution and Motors	3	____	____
			16		

Effective Date: Fall, 1999

COMPUTER-INTEGRATED MANUFACTURING (CIM) (CONTINUED)

CIM is the utilization of modern computers by the science of manufacturing to manage all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of CIM: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both a two-year associate degree and a one-year certificate program are offered. The degree programs are designed to prepare men and women for a variety of positions in computer-integrated manufacturing (CIM). The student will be exposed to the total CIM environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of CIM including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsperson, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician,-or CNC operator/programmer.

COMPUTER-INTEGRATED MANUFACTURING
Machine Tool Concentration
Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 150411C

FIRST YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Math	4	____	____
MAC	180	Machine Trades Blueprint Reading	3	____	____
MAC	150	Machine Tool Operation	2	____	____
DRT	185	Computer Graphics I	2	____	____
MAC	151	MAC 152, MAC 153 Machine Tool Lab	A 17		

FIRST YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
PSY	132	General Psychology or PSY 128 Human Relations	2-3	____	____
CIM	101	Introduction to CIM	3	____	____
CIM	102	Industrial Electricity	4	____	____
MAC	154	Introduction to CNC	2	____	____
MAC	155	MAC 156, MAC 157 Machine Tool Lab	6 17-18	____	____

SECOND YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	113	Professional Technical Writing	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History	3	____	____
MAC	159	CAM Operations	2	____	____
CIM	103	Introduction to Robotics	3	____	____
MAC	158	MAC 160, MAC 161 Machine Tool Lab	6 17	____	____

SECOND YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	121	Technical Physics	3	____	____
CIM	201	CIM Cell	3	____	____
IND	122	CAD/CAM Operations	2	____	____
SPE	115	Speech	3	____	____
CIM	104	Software Applications	2	____	____
MAC	162	MAC 163, MAC 164	6 19	____	____

Effective Date: Fall, 1999

CIM is the utilization of modern computers by the science of manufacturing to manage all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of CIM: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both a two-year associate degree and a one-year certificate program are offered. The degree programs are designed to prepare men and women for a variety of positions in computer-integrated manufacturing (CIM). The student will be exposed to the total CIM environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of CIM including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsperson, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.

COMPUTER-INTEGRATED MANUFACTURING

Computer Information Systems Concentration

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 150411C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Math	4	____	____
MAC	180	Machine Trades Blueprint	3	____	____
IND	121	Manufacturing Processes I	2	____	____
DRT	185	Computer Graphics I	2	____	____
CIS	101	Introduction to Computers	3	____	____
CIS	102	Programming I	3	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSY	132	General Psychology OR PSY 128 Human Relations	2-3	____	____
CIM	101	Introduction to CIM	3	____	____
CIM	102	Industrial Electricity	4	____	____
MAC	154	Introduction to CNC	2	____	____
CIS	104	Spreadsheet Design	3	____	____
CIS	120	Database Management	3	____	____
			17-18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	113	Professional Technical Writing	3	____	____
PSC	131	American Government OR HIS 201 OR HIS 202 U. S. History	3	____	____
MAC	159	CAM Operations	2	____	____
CIM	103	Introduction to Robotics	3	____	____
CIS	230	Operating Systems	3	____	____
CIS	103	Information Systems	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	121	Technical Physics	3	____	____
CIM	201	CIM Cell	3	____	____
IND	122	CAD/CAM Operations	2	____	____
SPE	115	Speech	3	____	____
CIM	104	Software Applications for CIM	2	____	____
CIS	220	Advanced Spreadsheet Design	3	____	____
CIS	225	Advanced Database Management	3	____	____
			19		

Effective Date: Fall, 1999

COMPUTER-INTEGRATED MANUFACTURING (CIM) (CONTINUED)

CIM is the utilization of modern computers by the science of manufacturing to manage all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of CIM: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both a two-year associate degree and a one-year certificate program are offered. The degree programs are designed to prepare men and women for a variety of positions in computer-integrated manufacturing (CIM). The student will be exposed to the total CIM environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of CIM including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsperson, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.

COMPUTER-INTEGRATED MANUFACTURING

Computer-Aided Drafting Concentration

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 150411C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Math	4	____	____
DRT	181	Technical Drafting	6	____	____
IND	121	Manufacturing Processes I	2	____	____
ENG	113	Professional Technical Writing	3	____	____
DRT	185	Computer Graphics I	2	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
DRT	182	Technical Drafting II	4	____	____
CIM	101	Introduction to CIM	3	____	____
CIM	102	Industrial Electricity	4	____	____
MAC	154	Introduction to CNC	2	____	____
SPE	115	Speech	3	____	____
PSY	128	Human Relations	2-3	____	____
		OR PSY 132 General Psychology	18-19		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
DRT	283	Advanced Technical Drawing II	4	____	____
PSC	131	American Government OR HIS 201 or 202 U. S. History	3	____	____
MAC	159	CAM Operations	2	____	____
CIM	103	Introduction to Robotics	3	____	____
DRT	281	Computer Graphics II	4	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	121	Technical Physics	3	____	____
CIM	201	CIM Cell	3	____	____
IND	122	CAD/CAM Operations	2	____	____
DRT	282	Tool Design	4	____	____
CIM	104	Software Applications for CIM	2	____	____
DRT	286	Computer Graphics III	4	____	____
			18		

Effective Date: Fall, 1999

COMPUTER-INTEGRATED MANUFACTURING (CIM) (CONTINUED)

CIM is the utilization of modern computers by the science of manufacturing to manage all of the technologies used to operate a manufacturing business and to increase overall efficiency and productivity in manufacturing. The concern is for how the product is manufactured, distributed, documented, and supported. The following are included in the study of CIM: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both a two-year associate degree and a one-year certificate program are offered. The degree programs are designed to prepare men and women for a variety of positions in computer-integrated manufacturing (CIM). The student will be exposed to the total CIM environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of CIM including these: CAD/CAM, industrial electricity, industrial robots, PLCs, material handling systems, storage and retrieval systems, quality control, production control, manufacturing control, and computer machine tool set-up and operation. Students will design and manufacture a product on an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsperson, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.

COMPUTER-INTEGRATED MANUFACTURING (CIM)

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 30
Major Code: 1.2 150411J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
IND	121	Manufacturing Processes I	2	____	____
DRT	185	Computer Graphics I	2	____	____
CIM	101	Introduction to CIM	3	____	____
CIM	102	Industrial Electricity	4	____	____
CIM	103	Introduction to Industrial Robots and PLCs	3	____	____
IND	122	CAD-CAM Operations	2	____	____
CIM	104	Software Applications for CIM	2	____	____
CIM	201	CIM Cell	3	____	____
		Electives	9	____	____
			30		

SPRING SEMESTER

Dept.	No.		Hrs.
MAC	159	CAM Operations	2
MGT	116	Supervisory Techniques of Management	3
DRT	182	Technical Drafting II	4
DRT	186	Geometric Dimensioning and Tolerancing	2
ELT	111	Digital Electronics	6
ELT	200	Intro to Microcomputers	5
ELT	230	Applications of PLCs	2

Nine Hours Electives from the following courses:

Dept.	No.		Hrs.
WEL	160	MIG Welding	2
CIS	101	Introduction to Computers	3
CIS	104	Spreadsheet Design	3
CIS	120	Database Management	3
ACC	101	Business Accounting	4
MGT	112	Principles of Management	3
MAC	150	Machine Tool Operations	2
MAC	154	Introduction to CNC	2

Effective Date: Fall, 1998

Students will complete a total of 30 hours, 21 of which are listed as requirements above and 9 will be electives selected from the listed courses. Students should meet with an advisor to develop a course sequence that will meet their needs.

COMPUTER TECHNICIAN

Toward an Associate in Applied Science Degree

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 470104C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	100	DC/AC Fundamentals	8	____	____
CIM	103	Introduction to Industrial Robots & PLCs	3	____	____
MAT	106	Technical Mathematics	4	____	____
ENG	101	English Composition	3	____	____
			18		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	110	Solid State Electronics	8	____	____
ELT	111	Digital Electronics	6	____	____
PHY	153	Physics for Electronics	4	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	200	Introduction to Microprocessors	5	____	____
ELT	210	Computer Systems	3	____	____
ELT	212	Monitor Theory and Repair	3	____	____
CIS	102	Programming I	3	____	____
PSC	131	American Government OR	3	____	____
HIS	201	U. S. History I OR	17		
HIS	202	U. S. History II			

SECOND SEMESTER — Spring Semester

ELT	214	Computer Servicing	3	____	____
ELT	216	Printer Theory and Repair	3	____	____
SPE	115	Speech	3	____	____
ELT	230	Application of PLCs	2	____	____
ELT	236	Introduction to Fiber Optics	3	____	____
ENG	113	Professional Technical Writing	3	____	____
			17		

Effective Date: Fall, 1999

CONSTRUCTION MANAGEMENT TECHNOLOGY

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 460201 C

Toward an Associate in Applied Science Degree

FIRST YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Math	4	____	____
CMG	100	Construction Orientation	1	____	____
CMG	102	Construction Materials I	3	____	____
CMG	104	Building Layout	4	____	____
CMG	110	Wood Frame Construction	4	____	____
			16		

FIRST YEAR - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition	3	____	____
CMG	103	Construction Safety	2	____	____
CMG	107	Construction Document Interpretation	3	____	____
CMG	108	Construction Materials II	4	____	____
CMG	105	Estimating Techniques	3	____	____
CIS	101	Introduction to Computers	3	____	____
			18		

SECOND YEAR - Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech OR SPE 116 Interpersonal Communication	3	____	____
CMG	208	Processes in Estimating	3	____	____
CMG	220	Construction Scheduling	3	____	____
PHY	121	Technical Physics	3	____	____
CMG	211	Commercial Construction	3	____	____
ENG	113	Professional Technical Report Writing	3	____	____
			18		

SECOND SEMESTER - Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
CMG	210	Building Renovations	3	____	____
CMG	207	Construction Management	3	____	____
CMG	212	Construction Administration	3	____	____
CMG	225	Structural Mechanics II	3	____	____
PSY	132	General Psychology	3	____	____
CMG	209	Environmental Systems	3	____	____
			18		

Effective Date: Fall. 1999

What is "2 + 2"?

John A. Logan College and Southern Illinois University Carbondale have created a special 2+2 program that prepares students to complete an Associate in Applied Science degree in construction management technology at John A. Logan College in 2 years while living on the SIUC campus. Students may then continue at SIUC to earn a bachelor's degree with an emphasis in construction management for 2 additional years - 2 + 2.

A Unique Partnership

This unique partnership allows students who enroll in the AAS construction management technology program at John A. Logan College to experience the advantages of both a community college and a four-year university.

While attending John A. Logan College, students will enjoy the low tuition and small class sizes of a community college and the option of living in housing at SIUC and experiencing the benefits of a university campus.

Transportation is not a problem because the John A. Logan College campus is located just minutes away from SIUC, and the Saluki Express provides transportation between the two campuses throughout the day.

COSMETOLOGY

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 65
Major Code: 1.2 120403C

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	101	Cosmetology Theory I	5	____	____
COS	111	Cosmetology Lab I	10	____	____
COS	115	Cosmetology Rel. Lab	1	____	____
			16		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	102	Cosmetology Theory II	4	____	____
COS	112	Cosmetology Lab	11	____	____
			15		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	113A	Cosmetology Lab III	3	____	____
COS	113B	Cosmetology Internship	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
			7		

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Cr.
PSC	131	OR HIS 201 OR HIS 202 American Government OR U. S. History 201 OR HIS 202	3	____	____
BUS	130	Salesmanship I	3	____	____
PSY	132	General Psychology	3	____	____
SPE	115	Speech	3	____	____
ACC	100	Business Accounting	3	____	____
			15		

SPRING SEMESTER

CIS	207	Computer Applications	3	____	____
		Business Elective	3	____	____
BUS	111	Business Math	3	____	____
BUS	235	Business Correspondence	3	____	____
			12		

Effective Date: Fall, 1999

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 Professional Regulation, 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.

COSMETOLOGY

Career Curriculum
Certificate Program
Minimum Hrs. 38
Major Code: 1.2 120403J

Licensure Program

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	101	Cosmetology Theory I	5	____	____
COS	111	Cosmetology Lab	10	____	____
COS	115	Cosmetology Rel. Lab	1	____	____
			16		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	102	Cosmetology Theory II	4	____	____
COS	112	Cosmetology Lab	11	____	____
			15		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	113A	Cosmetology Lab III (Summer only)	3	____	____
COS	113B	Cosmetology Internship (Summer only)	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
			7		

Effective Date: Fall, 1999

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 Cosmetology Licensure Certificate Program meets the standards of the Department of Professional Regulation, State of Illinois, in total hours, teaching staff, equipment, facilities, library, and course content.

Graduates are prepared for licensure by the Illinois Department of Professional Regulation, which qualifies the graduate for employment, and a Certificate of Achievement.

NAIL TECHNICIAN

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 8
Major Code: 1.6 120403J

FALL, SPRING, OR SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
COS	103	Nail Technology Theory	3	____	____
COS	115	Cosmetology-Related Lab	1	____	____
COS	116	Internship	.5	____	____
COS	117	Nail Technology	5	____	____
			9.5		

Effective Date: Summer, 1999

The Nail Technician Certificate of Achievement offers students training in nail enhancement, anatomy and physiology, decontamination, bacteriology, and salon management. Instruction is given through demonstrations and lectures with student participation and applications of nail services to peers and clients. The program follows the guidelines established by the Department of Professional Regulation, State of Illinois.

The one-semester program prepares the graduate for licensure by the Illinois State Board of Cosmetology and qualifies the graduate for employment.

CRIMINAL JUSTICE

Career Curriculum
Associate in Applied Science
Minimum Hrs. 63
Major Code: 1.2 430107C

Degree Program

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSC	131	American Government	3	____	____
ENG	101	English Composition	3	____	____
CIS	207	Computer Applications	3	____	____
CRJ	103	Intro to Criminal Justice	3	____	____
CRJ	105	Criminal Behavior	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
PSY	132	General Psychology	3	____	____
CRJ	203	Intro to Security	3	____	____
CRJ	205	Survey of Crime Detection Methods	3	____	____
SOC	133	Principles of Sociology	3	____	____
			15		

SECOND YEAR — Summer Semester (Optional)

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	201	Criminal Justice Internship (Optional)	4	____	____
CRJ	210	Introduction to Forensic Investigation (Optional)	3	____	____
			7		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	115	Interpersonal Relations	3	____	____
CRJ	209	Criminal law I	3	____	____
CRJ	218	Introduction to Corrections	3	____	____
ENG	113	Professional Technical Writing	3	____	____
SPN	101	Elementary Spanish I	4	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	219	Criminal Law II	3	____	____
		Criminal Justice Elective (CRJ 220 Probation, Parole, and Community-Based Corrections, OR CRJ 223 Juvenile Justice OR CRJ 222 Conservation and the CRJ System)	3	____	____
CRJ	221	Police Administration	3	____	____
		*Science Elective**	3	____	____
SPN	102	Elementary Spanish II	4	____	____
			16		

Science Electives

*BIO	100	Biology for Non-Science Majors 3
PHS	101	Environmental Technology3
PHS	103	Earth Science3
PHS	104	Contemporary Chemistry3 for Non-Science Majors
PHS	105	Physics for Non-Science 3 Majors

Effective Date: Fall, 1998

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.

CRIMINAL JUSTICE

Career Curriculum
Associate in Applied Science
Minimum Hrs. 62
Major Code: 1.2 430107C

Night Rotation

MONDAY AND WEDNESDAY ROTATION

Fall 1999

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	103	Intro to Criminal Justice	3	____	____
CRJ	105	Criminal Behavior	3	____	____
ENG	101	English Composition	3	____	____
CIS	207	Computer Applications	3	____	____
			12		

Spring 2000

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	203	Introduction to Security	3	____	____
CRJ	205	Survey of Crime Detection Methods	3	____	____
SPE	115	Speech	3	____	____
PSY	132	General Psychology	3	____	____
			12		

Fall 2000

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	115	Interpersonal Relations	3	____	____
CRJ	209	Criminal Law II	3	____	____
SPN	101	Elementary Spanish I	4	____	____
ENG	113	Professional Technical Writing	3	____	____
			13		

Spring 2001

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	218	Introduction to Corrections	3	____	____
CRJ	219	Criminal law II	3	____	____
SPN	102	Elementary Spanish II	4	____	____
		*Science Elective**	3	____	____
			13		

Fall 2001

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	220	Probation, Parole, and Community Based Corrections	3	____	____
CRJ	221	Police Administration	3	____	____
SOC	133	Principles of Sociology	3	____	____
PSC	131	American Government	3	____	____
			12		

TUESDAY AND THURSDAY ROTATION

Fall 1999

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	223	Juvenile Justice	3	____	____
CRJ	221	Police Administration	3	____	____
SOC	133	Principles of Sociology	3	____	____
PSC	131	Political Science OR	3	____	____
HIS	201	U. S. History I OR	12		
HIS	202	U. S. History II			

Spring 2000

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	103	Intro to Criminal Justice	3	____	____
CRJ	105	Criminal Behavior	3	____	____
ENG	101	English Composition	3	____	____
CIS	207	Computer Applications	3	____	____
			12		

Fall 2000

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	203	Introduction to Security	3	____	____
CRJ	205	Survey of Crime Detection Methods	3	____	____
SPE	115	Speech	3	____	____
PSY	132	General Psychology	3	____	____
			12		

Spring 2001

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	115	Interpersonal Relations	3	____	____
CRJ	209	Criminal Law I	3	____	____
SPN	101	Elementary Spanish I	4	____	____
ENG	113	Professional Technical Writing	3	____	____
			13		

Fall 2001

Dept.	No.		Hrs.	Sem.	Gr.
CRJ	218	Introduction to Corrections	3	____	____
CRJ	219	Criminal Law II	3	____	____
SPN	102	Elementary Spanish II	4	____	____
		*Science Elective**	3	____	____
			13		

* BIO 100 Biology for Non-Science Majors
* PHS 101 Environmental Technology
* PHS 103 Earth Science
* PHS 104 Contemporary Chemistry for Non-Science Majors
* PHS 105 Physics for Non-Science Majors

Effective Date: Fall, 1999

DENTAL ASSISTING

Career Curriculum
Certificate Curriculum
Minimum Hrs. 40
Major Code: 1.2 510601J

Certificate Program

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
DNA	107A	Dental Materials I	2	____	____
DNA	100	Oral & Dental Anatomy	2	____	____
DNA	102	Dental Assisting Procedures I	4	____	____
DNA	104	Dental Radiography I	3	____	____
DNA	108	Head and Neck Anatomy	2	____	____
DNA	110	Infection Control	1	____	____
DNA	113	Oral Histology and Embryology	2	____	____
			16		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
DNA	107B	Dental Materials II	2	____	____
DNA	101	Dental Emergencies and Pathology	2	____	____
DNA	103	Dental Assisting Procedures II	3	____	____
DNA	105	Dental Radiography II	2	____	____
DNA	106	Preventive Dental Health	2	____	____
DNA	111	Dental Assisting Externship I	2.5	____	____
DNA	109	Dental Office Procedures	2	____	____
			15.5		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
DNA	112	Dental Assisting	2.5	____	____
PSY	132	General Psychology	3	____	____
SPE	116	Interpersonal Communication	3	____	____
			8.5		

Effective Date: Fall, 1998

The Dental Assisting Program prepares students to become highly competent individuals possessing the skills and knowledge necessary for performing the many tasks required to provide quality dental care. As a member of the dental health team, the dental assistant is responsible for providing such services as assisting the dentist with operative and surgical procedures, manipulating of dental materials, taking radiographs, providing oral health instructions, and performing office management skills. Classroom theory, laboratory practice, and clinical training on campus and in the dental office are included in this certificate program.

Graduates will be eligible to sit for the Dental Assisting National Board Exam, and successful candidates may use the title Certified Dental Assistant (CDA). This certificate program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the council on Post-Secondary Accreditation and by the United States Department of Education. The Southern Illinois Dental Society endorses the John A. Logan College Dental Assisting Program.

Entrance exams will be given with the ranking of raw scores and weighting of the two general education classes, SPE 116 and PSY 132. Selection and registration will be completed in late April. A final entrance exam will be given in early July for any unfilled slots.

DENTAL ASSISTING

Career Curriculum
Certificate Curriculum
Minimum Hrs. 40
Major Code: 1.2 510601J

Part-Time

SPRING — 1st Semester

Dept.	No.		Hrs.	Sem.	Gr.
DNA	100	Oral and Dental Anatomy	2	____	____
DNA	108	Head & Neck Anatomy	2	____	____
DNA	113	Oral Histology and Embryology	2	____	____
DNA	110	Infection Control	1	____	____
			7		

SUMMER — 2nd Semester

Dept.	No.		Hrs.	Sem.	Gr.
DNA	101	Dental Emergencies and Pathology	2	____	____
DNA	107A	Dental Materials I	2	____	____
			4		

FALL — 3rd Semester

Dept.	No.		Hrs.	Sem.	Gr.
DNA	103	Dental Assisting Procedures	4	____	____
DNA	104	Dental Radiography I	3	____	____
DNA	107B	Dental Materials II	2	____	____
			9		

SPRING — 4th Semester

Dept.	No.		Hrs.	Sem.	Gr.
DNA	103	Dental Assisting Procedures II	3	____	____
DNA	105	Dental Radiography II	2	____	____
DNA	106	Preventative Dental Health Education	2	____	____
DNA	109	Dental Office Procedures	2	____	____
			9		

SUMMER — 5th Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	116	Interpersonal Communications	3	____	____
PSY	132	General Psychology	3	____	____
			6		

FALL — 6th Semester

Dept.	No.		Hrs.	Sem.	Gr.
DNA	111	Dental Assisting Externship I	2.5	____	____
DNA	112	Dental Assisting Externship II	2.5	____	____
			5		

Effective Date: Fall, 1998

EARLY CHILDHOOD EDUCATION— CAREER

Career Curriculum
Associate in Applied Science
Minimum Hrs. 66
Major Code: 1.2 200202C

Degree Program

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CCT	150	Infancy Development	3	____	____
CCT	155	The Early Childhood Profession	3	____	____
CCT	160	Development and Care of Children	3	____	____
MUS	115	Music for Children	3	____	____
PSY	132	General Psychology	3	____	____
CCT	272	Language and Literacy Development	3	____	____
			18		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ALH	101	Cardiopulmonary Resuscitation I	1	____	____
CCT	265	Pre-School Curriculum Development	3	____	____
ART	210	Art for Children	3	____	____
ENG	101	English Composition OR ENG 113 Professional Technical Writing OR BUS 235 Business Correspondence	3	____	____
PSY	262	Child Psychology	3	____	____
LIT	264	Literature for Children	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CCT	260	Parenting	3	____	____
SPE	115	Speech	3	____	____
EDC	208	Characteristics and Methods of Teaching Exceptional Children	3	____	____
BUS	111	Business Math	3	____	____
CCT	267	Child Care Laboratory	5	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PNE	100	Nutrition	3	____	____
SOC	263	Marriage and Family	3	____	____
CCT	266	Pre-School Administration	4	____	____
CCT	268	Child Care Laboratory	5	____	____
			15		

Effective Date: Fall, 1999

Graduates of this two-year Early Childhood Education program will be trained to provide education and care for children in public and private child care settings to include: maintaining a safe and healthy learning environment; providing experiences to promote physical, intellectual, social/emotional, and language/literacy development; using positive guidance/discipline strategies; establishing positive and productive relationships with families; and operating a well-run program for children that adheres to legal requirements and a professional code of ethics. Students are also trained to provide important support services in elementary and secondary public schools as teacher assistants, school office assistants, school library assistants, and playground assistants.

HEALTH CARE LEADERSHIP

Toward an Associate in General Studies Degree

Career Curriculum
Associate in General Studies
Minimum Hrs. 63
Major Code: 1.2 510799D

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition	3	____	____
PSY	132	General Psychology	3	____	____
BIO	100	Biology for Non-Science Majors	3	____	____
		General Electives	6	____	____
		Business Elective	3	____	____
			18		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	116	Interpersonal Communication	3	____	____
PSC	131	Political Science	3	____	____
BIO	105	Anatomy and Physiology	3	____	____
ALH	250	Principles of Health Care Management	3	____	____
		General Elective	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr
BUS	215	Medical Terminology	3	____	____
ALH	251	Financial Resources in Health Care	3	____	____
		*General Electives**	6		
		Business Elective	3		
			15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ALH	252	Human Resource Management in Health Care	3	____	____
		Business Elective	3	____	____
		*General Electives**	9	____	____
			15		

Effective Date: Fall, 1999

*Students wishing to transfer to SIUC Health Care Management must take the following General Education core courses: PHL 111; SOC 215; SOC 263; PHS 103 OR PHS 104 OR PHS 105; and a Fine Arts elective.

Suggested General Electives:

HUM 152	Death & Dying	3 cr.
BUS 280	Computer Applications for the Medical Office	3 cr.
BUS 216	Medical Terminology II	3 cr.
CIS 240	Electronic Publishing and Media (Prerequisite: BUS 205)	3 cr.
MGT 240	Office Management	3 cr.
IPP 141	American Sign Language I	3 cr.
ACC 102	Fundamentals of Accounting II	3 cr.
BUS 221	Business Law	4 cr.
ECO 101	Business Economics	3 cr.

Suggested Business Electives:

MGT 112	Principles of Management	3 cr.
CIS 120	Database Management	3 cr.
ACC 101	Fundamentals of Accounting I	3 cr.
CIS 104	Spreadsheet Design	3 cr.
BUS 205	Word Processing	3 cr.
ACC 200	Financial Accounting	3 cr.

ELECTRICAL ENGINEERING TECHNOLOGY*

Toward a Bachelor of Science Degree

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 150301

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	100	DC/AC Fundamentals	8	____	____
CIM	103	Introduction to Industrial Robots and PLCs	3	____	____
ENG	101	English Composition I	3	____	____
MAT	111	Pre-Calculus	5	____	____
			19		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	110	Solid State Circuits	8	____	____
ELT	111	Digital Electronics	6	____	____
MAT	131	Calculus I	5	____	____
			19		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	200	Introduction to Microprocessors	5	____	____
ELT	224	Power Distribution and Motors	3	____	____
PHY	153	Physics for Electronics	4	____	____
CPS	203	Introduction to Fortran OR (Scientific Programming)	3	____	____
CPS	206	Introduction to C Programming	15		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Cr.
ELT	220	Industrial Electronics	8	____	____
PSC	131	American Government OR	3	____	____
HIS	201	United States History I OR			
HIS	202	United States History II			
ENG	113	Professional Technical Writing	3	____	____
SPE	115	Speech	3	____	____
			17		

*Completion of MAT 201 and ENG 102 is recommended prior to transfer to SIU-C.

Effective Date: Fall, 1999

ELECTRONICS TECHNOLOGY

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 66
Major Code: 1.2 150303C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	100	DC/AC Fundamentals	8	____	____
MAT	106	Technical Mathematics	4	____	____
CIM	103	Introduction to Industrial Robots and PLCs	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	110	Solid State Circuit	8	____	____
ELT	111	Digital Electronics	6	____	____
PHY	153	Physics for Electronics	4	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	200	Intro to Microprocessors	5	____	____
ELT	230	Applications of PLCs	2	____	____
CIS	102	Progamming	3	____	____
ELT	236	Intro to Fiber Optics	3	____	____
ELT	224	Power Distribution and and Motors	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	220	Industrial Electronics	8	____	____
ENG	101	English Composition I OR ENG 113 Professional Technical Writing	3	____	____
PSC	131	American Government OR HIS 201 OR HIS 202 U.S. History I OR II	3	____	____
SPE	115	Speech	3	____	____
			17		

SERVICE COURSE

ELT 240 FCC General Class License Preparation

This course is designed to help prepare the student to take the General Radio Telephone Operator's exam.

Effective Date: Fall, 1998

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 students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. For additional information, students should see their advisor or the chairperson of the Division of Applied Technologies.

Because the electronics curriculum has been articulated with the College of Engineering and Technology at SIU, a graduate of this program has the option of seeking employment directly after graduation or transferring to SIU to pursue a B. S.

ELECTRONICS TECHNOLOGY

Career Curriculum
Associate in Applied Science
Minimum Hrs. 66
Major Code: 1.2 150303C

Night Rotation

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	111	Digital Electronics	6	____	____
MAT	106	Mathematics for Electronics[1]	4	____	____
			10		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	100	DC/AC Fundamentals	8	____	____
CIM	103	Introduction to Industrial Robots and PLCs	3	____	____
			11		

SECOND OR THIRD YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	110	Solid State Circuit	8	____	____
ENG	101	English Composition OR ENG 113	3	____	____
			11		

SECOND OR THIRD YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	200	Introduction to Microprocessors	5	____	____
PHY	153	Physics for Electronics	4	____	____
			9		

FOURTH YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	220	Industrial Electronics	8	____	____
			8		

SECOND OR THIRD YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	224	Power Distribution and Motors	3	____	____
CIS	102	Programming	3	____	____
ELT	236	Introduction to Fiber Optics	3	____	____
			9		

SECOND OR THIRD YEAR — Fall Semester

PSC	131	OR HIS 201 OR HIS 202 American Government OR U.S. History I OR II	3	____	____
SPE	115	Speech	3	____	____
ELT	230	Applications of PLCs	2	____	____
			8		

[1] Only offered in fall.

Effective Date: Fall, 1998

The first semester classes are offered every year.

The semesters listed as second, third and fourth will only be offered every other year.

EMERGENCY MEDICAL SERVICES

Paramedic Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 32
Major Code: 1.2 510904K

FIRST SEMESTER

Dept. No.		Hrs.	Sem.	Gr.
EMT 111	Emergency Medical Technician I	8	____	____

(Eligible to take state exam for EMT-B certificate)

SECOND SEMESTER

Dept. No.		Hrs.	Sem.	Gr.
EMS 250	Paramedic I	8	____	____

(Eligible to take state exam for EMT-I certificate)

THIRD SEMESTER

Dept. No.		Hrs.	Sem.	Gr.
EMS 251	Paramedic II	8	____	____

FOURTH SEMESTER

EMS 252	Paramedic III	8	____	____

(Eligible to take state exam for EMT-P certificate)

Effective Date: Fall, 1997

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

EXECUTIVE SECRETARY

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 520402C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	110	Introduction to Business	3	____	____
BUS	111	Business Mathematics	3	____	____
PSY	132	General Psychology	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	236	Records Management	1	____	____
BUS	127	Electonic Calculating	1		
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	118	Keyboarding III	2	____	____
PSC	131	American Government	3	____	____
		OR HIS 201 OR HIS 202			
		U.S. History I OR II			
BUS	128	Machine Transcription	3	____	____
ACC	100	Business Accounting	3	____	____
BUS	221	Business Law	4	____	____
BUS	205	Word Processing	3	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	104	Spreadsheet Design	3	____	____
BUS	124	Shorthand I	3	____	____
BUS	235	Business Correspondence	3	____	____
SPE	115	Speech	3	____	____
		*Business Elective**	3	____	____
		*Business Elective**	3	____	____
			18		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	120	Database Management	3	____	____
BUS	138	Employment Strategy	1	____	____
BUS	237	Office Procedures	3	____	____
BUS	125	Shorthand II	3	____	____
CIS	230	Operating Systems	3	____	____
		*Business Elective**	3	____	____
			16		

Courses Offered One Semester Only

Fall	**Spring**
BUS 247	BUS 248
BUS 124	BUS 237
BUS 127	BUS 125
	BUS 118

* Preferred Business Electives:

BUS 215	3	BUS 248 (Spring)	3
BUS 216	3	ACC 225	3
BUS 247 (Fall)	3	MGT 240	3

Additional Elective:
CIS 240 (Fall) 3

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on 3-minute straight copy timing.

Effective Date: Fall, 1999

The Executive Secretary 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.

A proficiency exam is available for BUS 117 (including 55 wpm with no more than three errors on a three-minute straight copy timing) and BUS 124 and BUS 125 for students entering the program with a sound background in shorthand and keyboarding. See your advisor or the chairperson of the Business Department for information.

HEATING AND AIR CONDITIONING

Certificate

Career Curriculum
Certificate Program
Minimum Hrs. 34
Major Code: 1.2 470201J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
HAC	100	Basic Electricity and Circuits	4	____	____
WEL	150	Oxy-Acetylene Fusion Welding I	1	____	____
WEL	152	Brazing and Soldering	1	____	____
HAC	121	Heating and Air Conditioning I	4	____	____
HAC	131	Refrigeration I	4	____	____
MAT	105	Vocational Mathematics I	3	____	____
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
HAC	105	Basic Sheet Metal Layout	3	____	____
HAC	107	Electrical Controls and Circuitry	3	____	____
HAC	110	Blueprint Reading	3	____	____
HAC	122	Heating and Air Conditioning II	4	____	____
HAC	132	Refrigeration II	4	____	____
			17		

Effective Date: Fall, 1998

This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience to prepare students for immediate employment. Students will be trained for competency in installing, operating, troubleshooting, and maintaining all types of environmental control equipment. The graduate will receive a certificate of achievement.

HEATING AND AIR CONDITIONING

Degree

Career Curriculum
Associate in Applied Science
Minimum Hrs. 67
Major Code: 1.2 470201C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
HAC	100	Electricity and Electrical Controls	4	____	____
WEL	150	Oxy-Acetylene Fusion Welding	1	____	____
WEL	152	Brazing and Soldering	1	____	____
HAC	121	Heating and Air Conditioning I	4	____	____
HAC	131	Refrigeration I	4	____	____
MAT	105	Vocational Mathematics	3	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
HAC	105	Basic Sheet Metal Layout	3	____	____
HAC	110	Blueprint Reading	3	____	____
HAC	122	Heating and Air Conditioning II	4	____	____
HAC	132	Refrigeration II	4	____	____
HAC	107	Electrical Controls	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr
HAC	106	Sheet Metal II	2	____	____
ELT	224	Power Distribution and Motors	3	____	____
ENG	113	Technical Writing	3	____	____
PSY	132	General Psychology	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History I OR II	3	____	____
		Elective[1]	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
HAC	142	Commercial Refrigeration	4	____	____
ELT	150	Applied Solid State Electronics	4	____	____
SPE	115	Speech	3	____	____
PHY	121	Technical Physics	3	____	____
WEL	160	MIG Welding	2	____	____
			16		

1 Suggested Elective — BUS 130 Introduction to Sales

Effective Date: Fall, 1998

This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience to prepare graduates for immediate employment. Students will be trained for competency in installing, operating, troubleshooting, and maintaining all types of environmental control equipment. The graduate will receive an AAS degree.

HEALTH INFORMATION TECHNOLOGY (HIT)

(SICCM Cooperative Program)*

Career Curriculum
Associate in Applied Science
Minimum Hrs. 67
Major Code: 1.2 510707C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
HIT	101	Introduction to Health Information	3	____	____
BIO	101	Biology	4	____	____
CIS	101	Introduction to Computers	3	____	____
BUS	116	OR 117 Keyboarding I or II	3	____	____
BUS	215	Introduction to Medical Terminology	3	____	____
MAT	120	Elementary Statistics	3	____	____
			19		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
HIT	102	Health Records Systems	3	____	____
HIT	103	Health Records Systems Lab	1	____	____
HIT	215	Fundamentals of Medical Science	4	____	____
BIO	105	Anatomy and Physiology	3	____	____
BUS	216	Advanced Medical Terminology	3	____	____
BUS	261	HIT Transcription	3	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr
HIT	201	Health Data and Statistics	2	____	____
HIT	202	Clinical Practicum I	2	____	____
HIT	203	Management in Health Care	3	____	____
HIT	204	Coding	4	____	____
HIT	211	Medico Legal Aspects	2	____	____
ENG	101	English Composition	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
HIT	210	Clinical Application of Health Data	2	____	____
HIT	212	UR/QA/Risk Management	3	____	____
HIT	213	Clinical Practicum II	2	____	____
HIT	214	Health Information in Non-Traditional Setting	2	____	____
ENG	102	English Composition II	3	____	____
		Elective (Social Science, Math, or Physical Science)	3	____	____
			15		

* This program is offered as a cooperative program with Shawnee Community College, Southeastern Illinois College, and Rend Lake College. All courses are offered at the SICCM office and appropriate clinic sites.

Students must maintain "C" overall average plus "C" or better in HIT 101, 102, 103, 203, 204, and 215.

Effective Date: Fall, 1998

HEALTH INFORMATION TECHNOLOGY (HIT)

The Health Information Technology Associate Degree program is offered through the Southern Illinois Collegiate Common Market (SICCM). The program is accredited by the American Medical Association and American Health Information Management Association.

The health information technician possesses the technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical, legal, accreditative, and regulatory requirements of the health care delivery system. The health information technician technically analyzes and evaluates health records according to standards; compiles various types of administrative and health statistics for use in planning and evaluating; codes symptoms, diseases, operations, procedures, and other therapies; releases health information; and maintains and utilizes a variety of health record indexes and storage and retrieval systems. In addition, the health information technician operates word processing equipment, abstracts discharge data to support quality assurance activities, supports committee chairpersons in carrying out committee functions, and supervises one or more health record service activities.

Retention in the HIT program requires that the HIT student earn a grade of "C" or better in specific HIT courses. These courses include the following:

HIT 101 Introduction to Health Information
HIT 102 and 103 Health Records Systems and Lab
HIT 204 Coding
HIT 203 Management in Health Care
HIT 215 Fundamentals of Medical Science

Grades of "D", "E", or "F" are considered failing. If a student fails any one of the above courses, the course must be repeated with a passing grade ("A", "B", or "C"). HIT courses are only offered once a year, so the student will have to wait to take courses until a prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director.

The applicant should contact the Admissions Office of the College and request an admissions packet to the Health Information Technology Program. The steps to be followed are specified in the packet.

INDUSTRIAL ELECTRONICS MAINTENANCE

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 44
Major Code: 1.2 150303J

REQUIRED COURSES:

Dept.	No.		Hrs.
ELT	100	DC/AC Fundamentals	8
MAT	106	Mathematics for Electronics[1]	4
ELT	110	Solid State Circuits	8
ELT	111	Digital Electronics	6
ELT	230	Applications of PLCs	2
PHY	153	Physics for Electronics	4
ELT	220	Industrial Electronics	8
CIM	103	Introduction to Industrial Robots and PLCs	4
			44

SUGGESTED SCHEDULE FOR DAY STUDENTS:

Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	100	DC/AC Fundamentals	8	____	____
MAT	106	Technical Mathematics	4	____	____
CIM	103	Introduction to Industrial Robots and PLCs	4	____	____
ELT	230	Application of PLCs	2	____	____
			18		

Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ELT	110	Solid State Circuits	8	____	____
ELT	111	Digital Electronics	6	____	____
PHY	153	Physics for Electronics	4	____	____
			18		

Fall Semester

ELT	220	Industrial Electronics	8	____	____
			8		

[1] Only offered in fall.

Effective Date: Fall, 1998

This is a certificate 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 certificate in industrial electronics maintenance.

For students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. For additional information, students should see their advisor or the chairperson of the Division of Industry.

INDUSTRIAL MAINTENANCE

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 470303C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Mathematics	4	____	____
HAC	100	Basic Electricity & Circuits	4	____	____
MAC	180	Blueprint Reading	3	____	____
MAC	150	Machine Tool Operations	2	____	____
MAC	200	Machine Tool Laboratory	4	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
WEL	201A	Industrial Welding	3	____	____
SPE	115	Speech	3	____	____
CIS	101	Introduction to Computers	3	____	____
ELT	150	Applied Solid State	4	____	____
IDM	120	Safety and Environmental Management	2	____	____
PSC	131	American Government OR HIS 201 OR HIS 202 U. S. History I OR II	3	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
WEL	201B	Industrial Welding Lab	3		
IDM	210	Fluid Power I	3	____	____
HAC	121	Heating and Air Conditioning I	4	____	____
HAC	131	Refrigeration I	4	____	____
CIM	103	Introduction to Industrial Robots and PLCs	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	121	Technical Physics	3	____	____
IDM	220	Fluid Power II	3	____	____
ELT	224	Power Distribution and Motors	3	____	____
ELT	230	Application of PLCs	2	____	____
ENG	113	Technical Writing	3	____	____
PSY	132	General Psychology	3	____	____
			17		

Effective Date: Fall, 1998

The diversified training required for persons employed in plant maintenance positions is provided in this program. Graduates are trained in welding, machine processes, electricity, and refrigeration, as well as in related courses.

INFORMATION PROCESSING*

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 38
Major Code: 1.2 520408J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	236	Records Management	1	____	____
BUS	111	Business Mathematics	3	____	____
BUS	138	Employment Strategy	1	____	____
BUS	110	Introduction to Business	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	127	Electronic Calculating	1	____	____
			15		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
CIS	120	Database Management	3	____	____
BUS	128	Machine Transcription	3	____	____
BUS	237	Office Procedures	3	____	____
BUS	235	Business Correspondence	3	____	____
BUS	205	Word Processing	3	____	____
ACC	100	Business Accounting	3	____	____
			18		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
PSY	128	Human Relations	2	____	____
CIS	104	Spreadsheet Design	3	____	____
			5		

Courses Offered One Semester Only

Fall	Spring
BUS 127	BUS 237

* Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on three-minute straight copy timing.

Effective Date: Fall, 1999

Students who successfully complete this one-year program will receive a Certificate of Achievement. The curriculum is designed for the individual desiring a clerical office position that does not involve shorthand. Emphasis is placed on word processing, keyboarding, filing, records management, bookkeeping, basic skills, and office procedures.

Graduates of this program will be qualified for entry level employment as data entry operators, word processing operators, receptionists, file clerks, transcriptionists, general office clerical employees, and civil service employees.

A proficiency exam is available for BUS 117 (including 55 wpm with no more than three errors on a three-minute straight copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

INTERPRETER PREPARATION

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 48
Major Code: 1.2 510205J

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	141	American Sign Language I	5	____	____
IPP	111	Non-Verbal Language	3	____	____
			8		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	142	American Sign Language II	4	____	____
IPP	201	Introduction to Interpreting	3	____	____
IPP	151	Deaf Studies/Culture	3	____	____
			10		

FIRST YEAR — Summer (Optional)

IPP	220	ASL for Interpreters	1	____	____
			1		

SECOND YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
IPP	143	American Sign Language III	5	____	____
IPP	211	ASL Linguistics I	3	____	____
IPP	231	Interpreting I	4	____	____
IPP	222	Interpreting ASL--English	4	____	____
			16		

SECOND YEAR — Spring Semester

IPP	212	ASL Linguistics II	3	____	____
IPP	251	Interpreting II	4	____	____
IPP	250	Field Experience	3	____	____
IPP	223	Introduction to Transliterating	3	____	____
			13		

Effective Date: Fall, 1998

This certificate program is designed to train individuals to become competent interpreters for the deaf and hard-of-hearing population. The program introduces students to the history, characteristics, and needs of the hearing-impaired along with American Sign Language and interpreting techniques and interpreting responsibilities.

*Competency in American Sign Language communication must be achieved before starting second year of training.

Students must complete the core curriculum classes within one year beyond normal completion time.

INTERPRETER PREPARATION

Part-Time Certificate of Achievement

Career Curriculum
Certificate Program
Minimum Hrs. 48
Major Code: 1.2 510205J

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	141	American Sign Language I	5	____	____
IPP	111	Non-Verbal Language	3	____	____
			8		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	142	American Sign Language II	4	____	____
IPP	151	Deaf Studies/Culture	3	____	____
			7		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	143	American Sign Language III	5	____	____
IPP	211	American Sign Language Linguistics I	3	____	____
			8		

SECOND YEAR —Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	212	ASL* Linguistics II	3	____	____
IPP	201	Introduction to Interpreting	3	____	____
			6		

THIRD YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	231	Interpreting I	4	____	____
IPP	222	Interpreting ASL-English	4	____	____
			8		

THIRD YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	251	Interpreting II	4	____	____
IPP	223	Introduction to Transliterating	3	____	____
IPP	250	Field Experience	3	____	____
			10		

*ASL = American Sign Language

Effective Date: Fall, 1999

Students must complete the core curriculum classes within one year beyond normal completion time.

ASSOCIATE IN GENERAL STUDIES WITH A SPECIALIZATION IN INTERPRETER PREPARATION*

Degree Program

Career Curriculum
Associate in General Studies
Minimum Hrs. 65
Major Code: 1.2 510205D

FIRST YEAR — Fall Semester*

Dept.	No.		Hrs.	Sem.	Gr.
IPP	111	Non-Verbal Language	3	____	____
ENG	101	English Composition I	3	____	____
ANT	216	Cultural Anthropology OR SOC 215 Diversity in American Life	3	____	____
PSC	131	American Government OR HIS 201 OR 202 U. S. History[1] I OR II	3	____	____
			12		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	142	American Sign Language II	4	____	____
IPP	201	Introduction to Interpreting	3	____	____
IPP	151	Deaf Studies/Culture	3	____	____
BIO	100	Biology	3	____	____
		Math Elective[2]	3	____	____
			16		

FIRST YEAR — Summer

Dept.	No.		Hrs.	Sem.	Gr.
PSY	132	General Psychology	3	____	____
IPP	220	ASL for Interpreters (Optional)	1	____	____
			4		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	143	American Sign Language III	5	____	____
IPP	211	ASL Linguistics I	3	____	____
IPP	231	Interpreting I	4	____	____
IPP	222	Interpreting ASL--English	4	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
IPP	212	ASL Linguistics II	3	____	____
IPP	251	Interpreting II	4	____	____
IPP	250	Field Experience	3	____	____
IPP	223	Introduction to Transliteration	3	____	____
SPE	115	Speech	3	____	____
			16		

SECOND YEAR — SUMMER (Optional)

Dept.	No.		Hrs.	Sem.	Gr.
IPP	224	Educational Interpreting	3	____	____
			3		

* Please note that IPP 141 is prerequisite for program admission. It can be taken in the first semester.
[1] Students transferring to SIUC should take HIS.
[2] Students transferring to SIUC should take MAT 108.

Effective Date: Fall, 1999

LEGAL OFFICE SPECIALIST

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 520403C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	111	Business Mathematics	3	____	____
BUS	215	Medical Terminology I	3	____	____
PSY	132	General Psychology	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	236	Records Management	1	____	____
BUS	127	Electronic Calculating	1	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ACC	100	Business Accounting	3	____	____
BUS	205	Word Processing	3	____	____
BUS	118	Keyboarding III	2	____	____
BUS	128	Machine Transcription	3	____	____
BUS	221	Business Law	4	____	____
		*Business Elective**	3	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	104	Spreadsheet Design	3	____	____
BUS	124	Shorthand I	3	____	____
BUS	247	Legal Office Procedures I	3	____	____
BUS	235	Business Correspondence	3	____	____
SPE	115	Speech	3	____	____
PSC	131	American Government OR	3	____	____
		HIS 201 OR 202 U.S. History I OR II	18		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	138	Employment Strategy	1	____	____
BUS	125	Shorthand II	3	____	____
BUS	237	Office Procedures	3	____	____
BUS	248	Legal Office Procedures II	3	____	____
CIS	120	Database Management	3	____	____
CIS	230	Operating Systems	3	____	____
			16		

Courses Offered One Semester Only

Fall	**Spring**
BUS 247	BUS 248
BUS 124	BUS 237
BUS 127	BUS 118
	BUS 125

*Preferred Business Electives:

BUS		110	3
BUS		216	3
ACC	225	3	
MGT	240 (Spring)	3	

Effective Date: Fall, 1999

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on three-minute straight copy typing.

The Legal/Office Specialist curriculum is a two-year program leading to the Associate in Applied Science degree. It 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.

A proficiency exam is available for BUS 117 (including 55 wpm with no more than three errors on a three-minute straight copy timing) and BUS 124 and 125 for students entering the program with a background in shorthand and keyboarding. See your advisor or the chairperson of the Business Department for information.

MARKETING
(Specialty Merchandising)

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 62
Major Code: 1.2 080102C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BUS	111	Business Mathematics	3	____	____
MKT	113	Principles of Marketing I	3	____	____
MKT	130	Sales I	3	____	____
BUS	110	Introduction to Business	3	____	____
BUS	138	Business Seminar	1	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MGT	112	Principles of Management	3	____	____
MKT	224	Advertising	3	____	____
MKT	228	Small Business Management	3	____	____
		Business Elective	3	____	____
MKT	250	Introduction to Fashion	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	221	Business Law	4	____	____
ACC	100	Business Accounting	3	____	____
BUS	235	Business Correspondence	3	____	____
PSY	132	General Psychology	3	____	___
MKT	251	Retail Buying	3	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
		Business Electives	6	____	____
PSC	131	American Government OR HIS 201 OR HIS 202 U. S. History I OR II	3	____	____
MKT	252	Visual Display	3	____	____
			15		

Summer Options (Cannot be used as BUS electives)

MGT 225	Coordinated Marketing Mid-Management Training	3
MGT 226	Coordinated Marketing Mid-Management Training	3
BUS 239	Business Seminar	1

Recommended Business Electives:

CIS 102	3	MKT 150A	1
CIS 104	3	MKT 150B	1
CIS 120	3	MKT 150C	1
BUS 205	3	MKT 253	3
CIS 210	3	MKT 250	3
CIS 240	3		

Effective Date: Fall, 1998

The Specialty 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.

Because the Specialty Merchandising curriculum has been articulated with the Clothing and Textiles Department at SIU, a graduate of this program has the option of seeking employment directly after graduation or transferring to SIU to pursue a B. S.

MARKETING
(Mid-Management)

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 62
Major Code: 1.2 080706C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
BUS	110	Introduction to Business	3	____	____
BUS	111	Business Mathematics	3	____	____
MKT	113	Principles of Marketing I	3	____	____
MKT	130	Sales I	3	____	____
BUS	138	Business Seminar	1	____	____
			16		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
MGT	112	Principles of Management	3	____	____
MKT	224	Advertising	3	____	____
MKT	131	Sales II	3	____	____
		Business Elective	3	____	____
			15		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	221	Business Law	4	____	____
ACC	100	Business Accounting	3	____	____
BUS	235	Business Correspondence	3	____	____
		Electives	6	____	____
			16		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MKT	228	Small Business	3	____	____
PSY	132	General Psychology	3	____	____
PSC	131	American Government OR	3	____	____
		HIS 201 OR HIS 202			
		U. S. History I OR II			
		Business Electives	6	____	____
			15		

Summer Options (Cannot be used as BUS electives)

MGT 225	Coordinated Marketing Mid-Management Training	3
MGT 226	Coordinated Marketing Mid-Management Training	3
BUS 239	Business Seminar	1

Recommended Business Electives:

BUS 116	2	MKT 150A	1
BUS 205	3	MKT 150B	1
CIS 102	3	MKT 150C	1
CIS 104	3	MKT 253	3
CIS 120	3	MKT 260	3
CIS 210	3		

Effective Date: Fall, 1998

The overall purpose of the Mid-Management Program is to help prepare individuals for employment or advancement in marketing, mid-management, sales, and retailing. Some career opportunities in the field exist as 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 with the marketplace.

MEDICAL LABORATORY TECHNOLOGY (MLT)

(SICCM Cooperative Program)

Career Curriculum
Associate in Applied Science
Minimum Hrs. 67
Major Code: 1.2 511004C

FIRST YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	205	Human Anatomy and Physiology I	4	____	____

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	206	Human Anatomy and Physiology II	4	____	____
MLT	120	Introduction to Clinical Lab	3	____	____
MAT	108	College Algebra	3	____	____
CHM	101	Chemical Principles*	5	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
MLT	121	Serology	3	____	____
MLT	122	Clinical Microscopy	3	____	____
CHM	102	Chemical Principles with Qualitative Analysis	5	____	____
BIO	226	General Microbiology	4	____	____
			15		

SECOND YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
SPE	115	Speech	3	____	____
			6		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MLT	223	Immunohematology (1st 10 1/2 weeks)	4	____	____
MLT	224	Hematology (1st 10 1/2 weeks)	4	____	____
MLT	251	Clinical Rotation I (Last 6 1/2 weeks)	3	____	____
MLT	227	Coagulation (1st 10 1/2 weeks)	2	____	____
			13		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSY	132	General Psychology	3	____	____
MLT	252	Clinical Rotation II (Last 6 1/2 weeks)	3	____	____
MLT	225	Clinical Chemistry (1st 10 1/2 weeks)	4	____	____
MLT	226	Applied Clinical Microbiology (1st 10 1/2 weeks)	4	____	____
			14		

*Students must have consent of insructor if they take MAT 108 concurrently.

Students must maintain “C” overall average plus “C” or better in <u>all</u> MLT classes and natural science courses (chemistry, anatomy and physiology).

Effective Date: Summer, 1998

MEDICAL LABORATORY TECHNOLOGY (MLT) (Continued)

The Profession

The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices, and other health care facilities performing varied laboratory procedures and diagnostic tests. Laboratory tests are performed on body fluids such as blood, which is obtained by the technician through venipuncture. The MLT works as a bench technician under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology. The MLT is an integral part of the health care team focused on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results (taking corrective action when indicated), relates laboratory findings to common disease processes, and interacts with other health care personnel and patients.

The Program

The Medical Laboratory Technology (two-year) Associate Degree Program is offered through the Southern Illinois Collegiate Common Market (SICCM) and is a cooperative program with John A. Logan College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College. Each spring semester students from each college are admitted to begin the program the following fall semester. Biology 205 should be taken prior to beginning the program.

MLT Program admission is non-discriminatory, but certain personal and physical attributes are key to success in the profession. These may include the following: good general physical health, good vision (may be corrected), good color vision, and good manual dexterity.

Students are admitted to the MLT program and register for all courses through their home campus. General education courses are taken at the home campus, but MLT core courses are taught at various campuses, requiring students to travel an hour or more to classes. When registering for courses, students should consider travel time between their home campus and campuses where MLT core courses are scheduled. MLT courses may be taught in the day and/or evening based on part-time faculty availability. MLT courses of the second year are taught in the first 10 1/2 weeks of the semester. Courses are scheduled back-to-back to reduce student travel time. Clinical rotations are required in the second year of the program. These consist of two 16-day rotations during the last 6 1/2 weeks of the semester and are completed in labs of area hospitals. Students will be assigned to clinical sites as close to their home as possible, but students may have to travel considerable distances.

The SICCM MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Students who have completed the program requirements are eligible to take the national certification examination offered by the Board of Registry of the American Society of Clinical Pathologists (ASCP). The certified graduate may then use the title, MLT (ASCP).

Retention in the MLT program requires that the MLT students earn a grade of "C" or better in all MLT and natural science courses (chemistry and anatomy and physiology). The student must achieve a "C" average in the MLT curriculum in order to graduate. If a student fails an MLT or a required natural science course, the course must be repeated with a passing grade ("A", "B", or "C"). MLT courses are only offered once a year, so the student will have to wait to take courses until the prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director. "C" average = 2.0 on a 4- pt. scale; 3.0 on a 5 pt. scale.

MEDICAL OFFICE ASSISTANT

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 65
Major Code: 1.2 520404C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	215	Medical Terminology I	3	____	____
BUS	128	Machine Transcription	3	____	____
PSY	132	General Psychology	3	____	____
BUS	135	Office Language Skills	3	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	205	Word Processing	3	____	____
BUS	216	Medical Terminology II	3	____	____
BUS	111	Business Math	3	____	____
BUS	249	Beginning Medical Transcription	4	____	____
BUS	270	Medical Office Procedures	3	____	____
BUS	236	Records Management	1	____	____
			17		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ACC	100	Business Accounting	3	____	____
BUS	124	Shorthand I	3	____	____
SPE	115	Speech	3	____	____
CIS	104	Spreadsheet Design	3	____	____
CIS	120	Database Management OR CIS 230 Operating Systems	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
BUS	127	Electronic Calculating	1	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	235	Business Correspondence	3	____	____
BUS	125	Shorthand II	3	____	____
BUS	275	Medical Coding and Insurance	3	____	____
PSC	131	American Government OR HIS 201, 202 History I OR II	3	____	____
BUS	280	Computer Applications for Medical Office	3	____	____
BUS	138	Employment Strategy	1	____	____
			16		

Courses Offered One Semester Only

Fall	**Spring**
BUS 127	BUS 249
BUS 124	BUS 125
	BUS 270
	BUS 280
	BUS 275

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on a three-minute straight copy timing.

Effective Date: Fall, 1999

This is a two-year program leading to an Associate in Applied Science degree. The Medical Office Assistant Program prepares students for office support positions in a doctor's office, clinic, hospital, or other health care-related organizations. Besides exposure to executive secretarial courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and The Medical Manager ©.

A proficiency exam is available for BUS 117 (including 55wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

MEDICAL OFFICE ASSISTANT

Night Rotation

Career Curriculum
Associate in Applied Science
Minimum Hrs. 65
Major Code: 1.2 520404C

FALL 1999

Dept.	No.		Hrs.	Sem.	Gr.
CIS	120	Database Management OR CIS 230 Operating Systems	3	____	____
ACC	100	Business Accounting	3	____	____
BUS	270	Medical Office Procedures	3	____	____
			9		

SPRING 2000

Dept.	No.		Hrs.	Sem.	Gr.
SPE	115	Speech	3	____	____
PSC	131	American Government OR HIS 201 U. S. History I OR HIS 202 U. S. History II	3	____	____
BUS	138	Employment Strategy	1	____	____
			7I		

FALL 2000

Dept.	No.		Hrs.	Sem.	Gr.
BUS	275	Medical Coding and Insurance	3	____	____
BUS	127	Electronic Calculating	1	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
			5		

SPRING 2001

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	215	Medical Terminology I	3	____	____
BUS	135	Office Language Skills	3	____	____
			9		

FALL 2001

Dept.	No.		Hrs.	Sem.	Gr.
BUS	205	Word Processing	3	____	____
BUS	216	Medical Terminology II	3	____	____
BUS	128	Machine Transcription	3	____	____
			9		

SPRING 2002

Dept.	No.		Hrs.	Sem.	Gr.
BUS	111	Business Math	3	____	____
PSY	132	General Psychology	3	____	____
			6		

FALL 2002

Dept.	No.		Hrs.	Sem.	Gr.
BUS	249	Beginning Medical Transcription	4	____	____
BUS	280	Computer Applications for the Medical Office	3	____	____
			7		

SPRING 2003

Dept.	No.		Hrs.	Sem.	Gr.
BUS	235	Business Correspondence	3	____	____
BUS	236	Records Management	1	____	____
CIS	104	Spreadsheet Design	3	____	____
			7		

BUS 124 and BUS 125 are offered during the day.

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on a three-minute straight copy timing.

Effective Date: Fall, 1998

MEDICAL TRANSCRIPTION

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 41
Major Code: 1.2 510708J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
BUS	236	Records Management	1	____	____
BUS	117	Keyboarding II	3	____	____
PSY	132	General Psychology	3	____	____
BUS	215	Medical Terminology I	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	128	Machine Transcription	3	____	____
			16		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
BUS	280	Computer Applications for the Medical Office	3	____	____
BUS	235	Business Correspondence	3	____	____
BUS	249	Beginning Medical Transcription	4	____	____
BUS	216	Medical Terminology II	3	____	____
BUS	270	Medical Office Procedures	3	____	____
			16		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
BUS	138	Employment Strategy	1	____	____
BUS	250	Advanced Medical Transcription	5	____	____
CIS	205	Word Processing	3	____	____
			9		

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on a three-minute straight copy timing.

Effective Date: Fall, 1998

This is a one-year certificate program leading to a Certificate of Achievement. It is 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.

A proficiency exam is available for BUS 117 (including 55 wpm with no more than three errors on a three-minute straight copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

NURSING ASSISTANT

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 7
Major Code: 1.2 511614K

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 other health care facilities. A criminal background check is completed as a part of the program. This program is approved by the Illinois Department of Public Health.

NAD 101	Nursing Assistant Training	7

Effective Date: Fall, 1997

OCCUPATIONAL THERAPY ASSISTANT (OTA)

(SICCM Cooperative Program)

Career Curriculum
Associate in Applied Science
Minimum Hrs. 68
Major Code: 1.2 510803C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	205	Human Anatomy and Physiology I	4	____	____
PSY	132	General Psychology	3	____	____
BUS	215	Introduction to Medical Terminology	3	____	____
OTA	100	Introduction to Occupational Therapy	3	____	____
OTA	210	Occupational Therapy Theory I	4	____	____
OTA	110	Clinical Observation I	2	____	____
			19		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BIO	206	Human Anatomy and Physiology II	4	____	____
SPE	116	Interpersonal Communications	3	____	____
OTA	112	Activities of Daily Living	3	____	____
OTA	202	Occupational Therapy in Physical Disabilities	4	____	____
OTA	120	Occupational Therapeutic Media	3	____	____
			17		

FIRST YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	101	English Composition I	3	____	____
SOC	133	Sociology	3	____	____
			6		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
PSY	262	Child Psychology	3	____	____
OTA	200	Psychosocial Therapy and Practice	3	____	____
OTA	211	Occupational Therapy Theory II	3	____	____
OTA	204	Occupational Therapy in Pediatrics	3	____	____
OTA	111	Clinical Observation II	2	____	____
			14		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
OTA	121	Occupational Therapy Group Process (Class meets 4 weeks)	3	____	____
OTA	250	Occupational Therapy Administration (Class meets 4 weeks)	3	____	____
OTA	215	Fieldwork Experience I (Class meets 6 weeks)	3	____	____
OTA	216	Fieldwork Experience II (Class meets 6 weeks)	3	____	____
			12		

Students must maintain "C" overall average plus "C" or better in all OTA classes and all required general education classes.

Effective Date: Fall, 1998

The Occupational Therapy Assistant Associate Degree in Applied Science program is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). Five students are admitted from each college (John A. Logan, Rend Lake, Southeastern Illinois, Shawnee Community College) for an entering total of twenty. Students take general education courses on their own campuses and OTA courses together in a central laboratory.

Retention procedure: all students must have a "C" or better in all core and general education classes in the Occupational Therapy Assistant curriculum.

The OT assistant student develops the entry level technical skills to provide services, under the supervision of a registered occupational therapist, to individuals of all ages who have physical, psychological, or developmental

OCCUPATIONAL THERAPY ASSISTANT (OTA) (CONTINUED)

disabilities, including those suffering from strokes, heart diseases, arthritis, diabetes, serious burns, spinal cord injuries, and psychiatric disorders. The profession tailors the rehabilitation process individually for each patient and, through evaluation and treatment, seeks to achieve restoration or improvement of impaired functions. Occupational therapy serves a diverse population in a variety of settings such as hospitals and clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, schools and camps, private homes, and community agencies. The goal of occupational therapy is to assist patients in achieving a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability.

Admission Requirements

1. Graduate from an approved high school, or demonstrate equivalent competency (G.E.D. examination).

2. Complete general admission procedures for John A. Logan College.

3. By March 1, file the following OTA application information with the Assessment Office at John A. Logan College:

   A. Completed OTA application form.
   B. Health Occupations Aptitude Test results.
   C. Official transcripts of previous college experience.

4. Achieve competitive level on a composite selection score for the College. The five top-scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Examination--Revised test results and weighted grades for previous college coursework taken within, or transferring to, the Occupational Therapy Assistant required curriculum.

Accreditation Status

The SICCM Occupational Therapy Assistant Program has accreditation with the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 29824-1220. AOTA's phone number is 301-652-AOTA. SICCM OTA graduates qualify to sit for the National Board for Certification in Occupational therapy (NBCOT) national certification examination. This examination is administered each March and September. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Most states also require licensure to practice, usually basing this on the AOTCB examination results.

OFFICE SUPERVISION AND MANAGEMENT

Degree Program

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 520204C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
		Accounting Elective	3	____	____
BUS	111	Business Mathematics	3	____	____
PSY	132	General Psychology	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	236	Records Management	1	____	____
BUS	127	Electronic Calculating	1	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	118	Keyboarding III	2	____	____
PSC	131	American Government	3	____	____
		OR HIS 201 OR 202 U.S. History I OR II			
BUS	128	Machine Transcription	3	____	____
ACC	105	Payroll Accounting	3	____	____
BUS	221	Business Law	4	____	____
BUS	205	Word Processing	3	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CIS	104	Spreadsheet Design	3	____	____
BUS	235	Business Correspondence	3	____	____
CIS	120	Database Management	3	____	____
MGT	116	Supervisory Techniques of Management	3	____	____
SPE	115	Speech	3	____	____
		Elective	3	____	____
			18		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ALH	101	Cardiopulmonary Resuscitation	1	____	____
ACC	225	Integrated Accounting on Computers	3	____	____
BUS	138	Employment Strategy	1	____	____
BUS	237	Office Procedures	3	____	____
		Elective	3	____	____
CIS	230	Operating Systems	3	____	____
MGT	240	Office Management	3	____	____
			17		

Courses Offered One Semester Only

Spring
BUS 277
BUS 118
MGT 116
MGT 240

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on a three-minute straight copy timing.

Effective Date: Fall, 1999

Students successfully completing this program will receive an Associate in Applied Science degree. This is a two-year curriculum designed to provide specialized training for the office support person who aspires to be eligible for a management position in the office environment. Participants in the program may choose one of four specialties: Accounting, Computer, Marketing, or Secretarial.

Accounting Specialty

ACC	200	Financial Accounting I	3
ACC	201	Financial Accounting II	3
ACC	218	Tax Accounting (Fall only)	3

Computer Specialty

ACC	100	Business Accounting	3
CIS	102	Programming I	3
CIS	220	Advanced Spreadsheet Design	3

Marketing Specialty

MKT	113	Principles of Marketing	3
ACC	100	Business Accounting	3
MKT	224	Advertising (Spring only)	3

Secretarial Specialty

ACC	100	Business Accounting	3
BUS	124	Shorthand I (Fall only)	3
BUS	125	Shorthand II (Spring only)	3

Proficiency exams are available for BUS 117 (including 55 wpm with no more than three errors on a three-minute straight copy timing) BUS 124, and BUS 125 for those students entering the program with a sound background in shorthand and keyboarding. See your advisor or the chairperson of the Business Department for information.

OFFICE SUPERVISION AND MANAGEMENT

Night Rotation

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 520204C

FALL 1999

Dept.	No.		Hrs.	Sem.	Gr.
CIS	120	Data Base Management	3	____	____
ACC	225	Integrated Accounting on Computers	3	____	____
		Accounting specialty course OR computer specialty course OR secretarial specialty course	3 9	____	____

SPRING 2000

Dept.	No.		Hrs.	Sem.	Gr.
BUS	221	Business Law	4	____	____
SPE	115	Speech	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
		Accounting specialty course OR computer specialty course OR secretarial specialty course	3 11	____	____

FALL 2000

Dept.	No.		Hrs.	Sem.	Gr.
PSC	131	American Government OR HIS 201, History I, OR HIS 202, History II	3	____	____
CIS	230	Operating Systems	3	____	____
BUS	138	Employment Strategy	1	____	____
		Accounting specialty course OR Computer specialty course Or Secretarial specialty course	3 10	____	____

SPRING 2001

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	111	Business Math	3	____	____
BUS	135	Office Language Skills	3 9	____	____

FALL 2001

Dept.	No.		Hrs.	Sem.	Gr.
BUS	205	Word Processing	3	____	____
BUS	128	Machine Transcription	3 6	____	____

SPRING 2002

Dept.	No.		Hrs.	Sem.	Gr.
MGT	116	Supervisory Techniques of Management	3	____	____
BUS	235	Business Correspondence	3	____	____
BUS	127	Electronic Calculating	1 7	____	____

FALL 2002

Dept.	No.		Hrs.	Sem.	Gr.
Bus	237	Office Procedures	3	____	____
ACC	105	Payroll Accounting	3	____	____
PSY	132	General Psychology	3 9	____	____

SPRING 2003

Dept.	No.		Hrs.	Sem.	Gr.
MGT	240	Office Management	3	____	____
BUS	236	Records Management	1	____	____
CIS	104	Spreadsheet Design	3	____	____
BUS	118	Keyboarding III	2 9	____	____

*See Office Supervision and Management curriculum for specialty course listings.

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on a three-minute straight copy timing.

Effective Date: Fall, 1998

PRACTICAL NURSING

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 47
Major Code: 1.2 511613J

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ALH	101	Cardiopulmonary Resuscitation*	1	____	____
PNE	101	Fundamentals of Nursing	2	____	____
PNE	102	Nursing Procedures	3	____	____
PNE	103	Clinical Nursing	3	____	____
PNE	104	Affective Domain of Nursing	1	____	____
PNE	105	Nursing throughout the Life Cycle	2	____	____
PNE	100	Nutrition	3	____	____
BIO	106	Human Body Structure and Function**	4	____	____
PNE	161	Pharmacology in Nursing I	1	____	____
			20		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PNE	171	Pharmacology in Nursing II	2	____	____
PNE	183	Maternal and Newborn Health	3	____	____
PNE	184	Obstetrics Clinical	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	132	General Psychology	3	____	____
			18		

FIRST YEAR — Summer Semester

Dept.	No.		Hrs.	Sem.	Gr.
PNE	206	Medical/Surgical Nursing Part II	2	____	____
PNE	207	Medical/Surgical Clinic Part II	3	____	____
PNE	208	Mental Health Nursing	1	____	____
ENG	101	English Composition	3	____	____
			9		

* Students must be certified in CPR before starting clinical rotation.

** BIO 106 must be completed by the end of first semester or before.

Students must maintain “C” overall average plus “C” or better in all PNE courses.

Effective Date: Fall, 1998

PRACTICAL NURSING (CONTINUED)

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. This program is accredited by the North Central Association of Colleges and Schools and approved by the Illinois Department of Professional Regulations, and the ICCB. The accreditation and approval of these agencies allows a graduate of the program to do the following:

1. Write the CAT-NCLEX-PN Examination. (This is the licensing examination that a graduate of any nursing program must pass in order to be employed as a practical nurse.)

2. Be employed as a practical nurse in any health care setting of choice, including state and federal institutions.

3. Be employed in any state in the nation.

Some agencies and the military may have additional requirements for employment.

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 ASSET Test; or COMPASS Test and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission packet.

The graduate of John A. Logan College Practical Nursing Program will be able to do the following:

1. The graduate will have satisfactory knowledge of nursing theory and skill in all areas of the developed curriculum to produce a satisfactory score on the CAT-NCLEX-PN.

2. The graduate will have sufficient competencies needed by individuals preparing for gainful employment in the vocation of practical nursing to be recognized as a safe and effective beginning practitioner.

3. The graduate will be able to relate effectively with people in daily endeavors through verbal and nonverbal communication.

4. The graduate will be able to utilize the nursing process in problem solving.

5. The graduate will be able to assist in planning and implementing a health care/teaching plan designed to meet the identified needs of the client.

6. Each graduate will accept responsibility of his/her own attitudes and actions.

7. The graduate will recognize his/her individual capabilities and limitations when functioning as a member of a health care team in a variety of settings.

8. The graduate will recognize the importance of integrity and self-imposed high standards of performance as a means of perpetuating regard for the vocation of practical nursing.

9. To maintain faculty, physical facilities, equipment and clinical agency contracts conducive to a positive learning environment.

10. To serve as a resource to nursing professionals in the area.

11. To support and encourage professional continuing education.

12. To actively maintain and pursue articulation with ADN level nursing programs.

PRACTICAL NURSING

(5 Semester, Part-Time Option)

Career Curriculum
Certificate Program
Minimum Hrs. 47
Major Code: 1.2 511613J

This curriculum is designed to be completed over five semesters. It does not include the required general education courses. It is recommended that those courses be completed prior to entry into the program; however, the required general education courses may be taken concurrent with the nursing classes. The required general education courses are as follows:

REQUIRED GENERAL EDUCATION COURSES

Dept.	No.		Hrs.	Sem.	Gr.
PNE	100	Nutrition	3	____	____
ALH	101	Cardiopulmonary Resuscitation*	1	____	____
BIO	106	Human Body Structure and Function**	4	____	____
PSY	132	General Psychology	3	____	____
ENG	101	English Composition I	3	____	____
			14		

FIRST SEMESTER — SPRING

Dept.	No.		Hrs.	Sem.	Gr.
PNE	101	Fundamentals of Nursing	2	____	____
PNE	102	Nursing Procedures	3	____	____
PNE	103	Clinical Nursing	3	____	____
			8		

SECOND SEMESTER — SUMMER

Dept.	No.		Hrs.	Sem.	Gr.
PNE	193	Pediatric Nursing	2	____	____
PNE	105	Nursing throughout the Life Cycle	2	____	____
PNE	194	Medical-Surgical Clinical Part III	1	____	____
			5		

THIRD SEMESTER — FALL

Dept.	No.		Hrs.	Sem.	Gr.
PNE	161	Pharmacology in Nursing I	1	____	____
PNE	171	Pharmacology in Nursing II	2	____	____
PNE	204	Medical-Surgical Nursing Part I	2	____	____
PNE	205	Medical-Surgical Clinical Part I	3	____	____
			8		

FOURTH SEMESTER — SPRING

Dept.	No.		Hrs.	Sem.	Gr.
PNE	206	Medical-Surgical Nursing Part II	2	____	____
PNE	104	Affective Domain of Nursing	1	____	____
PNE	208	Mental Health Nursing	1	____	____
PNE	207	Medical-Surgical Clinical Part II	3	____	____
			7		

FIFTH SEMESTER — SUMMER

Dept.	No.		Hrs.	Sem.	Gr.
PNE	183	Maternal and Newborn Health	3	____	____
PNE	184	Obstetric Clinical	2	____	____
			5		

*Students must be certified in CPR before starting clinical rotations.

**BIO 106 must be completed by end of first semester.

Students must maintain "C" overall average plus "C" or better in all PNE courses.

Effective Date: Spring, 1997

PRACTICAL NURSING (PART-TIME) (CONTINUED)

The faculty believe that practical nursing as a vocation can best be taught within the framework of an institution which considers its main function to be providing education for the community of which it is a part. Therefore, the Practical Nursing Program and John A. Logan College have philosophies which are interrelated to assist in developing the potential of the student.

This program exists primarily because there is a great need for licensed practical nursing personnel in the health services of the community college district. In addition, there is a need for many individuals to become employable, some of whom desire a health career.

Nursing is defined as a process of assessing, planning, implementing and evaluating care through cognitive (knowledge), affective (attitude), and psychomotor (skills) techniques. In striving for the attainment and maintenance of health, nursing encompasses preventive, supportive, therapeutic, and rehabilitative measures provided in a manner which allows for preserving the dignity of individuals.

Education is a continuing process, offering a constant source of stimulation and self-evaluation, and necessitating change. The education offered in this program allows for participation of students in determining their best learning situations. The teaching-learning process is a responsibility shared by faculty and students.

The nursing faculty is responsible for providing stimulating learning experiences and allowing for individual creativity and flexibility of performance. The nursing student's responsibility is to demonstrate interest in and stive toward achievement of the goals and objectives of the Practical Nursing Program.

Practical Nursing education prepares the graduate of the program to function as a member of the health care team under the direction of the registered professional nurse and/or the licensed physician or dentist. The student practical nurse, upon completion of the John A. Logan College Practical Nursing Program, will have the ability to exercise sound nursing judgment based on cognitive, affective and psychomotor preparation and, therefore, have the capabilities to pass the State Licensing Examination.

The Practical Nursing Program of John A. Logan College is not static. It reflects national health care trends and meets community needs.

Practical Nursing students must earn a minimum grade of "C" in all nursing courses and must have an overall "C" average to graduate.

RETAILING

Certificate Program

Transfer Curriculum
Certificate Program
Minimum Hrs. 33
Major Code: 1.2 080705J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ENG	111	Communications I	3	____	____
BUS	111	Business Mathematics	3	____	____
MKT	113	Principles of Marketing I	3	____	____
BUS	130	Salesmanship I	3	____	____
BUS	138	Business Seminar	1	____	____
		Elective	3	____	____
			16		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ENG	112	Communications II	3	____	____
MGT	112	Principles of Management	3	____	____
MKT	224	Advertising	3	____	____
MKT	228	Small Business Management	3	____	____
ACC	100	Business Accounting	3	____	____
PSY	128	Human Relations	2	____	____
			17		

Effective Date: Fall, 1998

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.

STENOGRAPHY

Certificate Program

Transfer Curriculum
Certificate Program
Minimum Hrs. 44
Major Code: 1.2 520401J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
BUS	117	Keyboarding II	3	____	____
BUS	124	Shorthand I	3	____	____
BUS	111	Business Mathematics	3	____	____
BUS	138	Employment Strategy	1	____	____
BUS	110	Introduction to Business	3	____	____
BUS	135	Office Language Skills	3	____	____
BUS	127	Electronic Calculating	1	____	____
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
CIS	120	Database Management	3	____	____
BUS	125	Shorthand II	3	____	____
BUS	128	Machine Transcription	3	____	____
BUS	236	Records Management	1	____	____
BUS	235	Business Correspondence	3	____	____
BUS	237	Office Procedures	3	____	____
BUS	205	Word Processing	3	____	____
			19		

SUMMER SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
ACC	100	Business Accounting	3	____	____
CIS	104	Spreadsheet Design	3	____	____
PSY	128	Human Relations	2	____	____
			8		

Courses Offered One Semester Only

Fall	Spring
BUS 124	BUS 237
BUS 127	BUS 125

Prerequisite to program: BUS 116 or one year of high school keyboarding within the last two years and a minimum of 35 wpm with no more than three errors on 3-minute straight copy timing.

Effective Date: Fall, 1999

This is a one-year program leading to a Certificate of Achievement. It is designed for the person desiring a stenographic position. Because of placement procedures used in shorthand and keyboarding classes, it is designed for students with a sound background in shorthand or keyboarding, or both, and also for 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.

A proficiency exam is available for BUS 117 (including 55 wpm with no more than three errors on a three-minute straight copy timing) and BUS 124 and125 for students entering the program with background in shorthand and keyboarding. See your advisor or chairperson of the Business Department for Information.

SURGICAL TECHNOLOGY

Certificate Program

Transfer Curriculum
Certificate Program
Minimum Hrs. 48
Major Code: 1.2 5100909

FIRST SEMESTER — FALL

Dept.	No.		Hrs.	Sem.	Gr.
BIO	205	Basic Anatomy and Physiology I*	4	____	____
ORT	121	Introduction to Surgical Technology	3	____	____
ORT	122	Principles and Practices of Surgical Technology	6	____	____
ORT	123	Surgical Procedures I	4	____	____
			17		

SECOND SEMESTER — SPRING

Dept.	No.		Hrs.	Sem.	Gr.
BIO	206	Basic Anatomy and Physiology II	4	____	____
BIO	226	Microbiology*	4	____	____
ORT	125	Clinical Rotation in Surgical Technology I	8	____	____
ORT	127	Medical Awareness	3	____	____
			19		

THIRD SEMESTER — SUMMER

Dept.	No.		Hrs.	Sem.	Gr.
ORT	124	Surgical Procedures II	4	____	____
ORT	126	Clinical Rotation in Surgical Technology II	8	____	____
			12		

*Students are strongly recommended to complete general education courses prior to entering the ORT program.

Effective Date: Fall, 1999

This program is designed to provide students with the knowledge, skills, and attitudes necessary to practice as certified surgical technologists. Students successfully completing the program will be fully qualified for jobs as scrub surgical technologists in circulating surgical centers, clinics, and physicians' offices.

TEACHER AIDE

Associate in Applied Science

Transfer Curriculum
Associate in Applied Science
Minimum Hrs. 66
Major Code: 1.2 200202C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CCT	150	Infancy Development	3	____	____
CCT	160	Introduction to Preschool Children	3	____	____
MUS	115	Music for Children	3	____	____
PSY	132	General Psychology	3	____	____
CCT	272	Language and Literacy Development	3	____	___
CCT	155	The Early Childhood Profession	3	____	____
			18		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
ALH	101	Cardiopulmonary Resuscitation	1	____	____
CCT	265	Preschool Curriculum Development	3	____	____
ART	210	Art for Children	3	____	____
ENG	101	English Composition I OR ENG 113 Professional Technical Writing OR ENG 235 Business Correspondence	3	____	____
PSY	262	Child Psychology	3	____	____
LIT	264	Literature for Children	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
CCT	260	Parenting	3	____	____
SPE	115	Speech	3	____	____
EDC	208	Characteristics and Methods of Teaching Exceptional Children	3	____	____
BUS	111	Business Mathematics	3	____	____
CCT	267	Teacher Aide Laboratory	5	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PNE	100	Nutrition	3	____	____
SOC	263	Marriage and Family	3	____	____
CCT	266	Preschool Administration	4	____	____
CCT	268	Teacher Aide Laboratory	5	____	____
			15		

Effective Date: Fall, 1999

Graduates of the Teacher Aide curriculum are prepared to give important support to educational activities at day care centers, preschools, 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.

TOOL AND DIE MANUFACTURING

Toward an Associate in Applied Science Degree

Career Curriculum
Associate in Applied Science
Minimum Hrs. 70
Major Code: 1.2 480507

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
MAT	106	Technical Mathematics	4	____	____
MAC	180	Blueprint Reading	3	____	____
MAC	150	Machine Tool Operations	2	____	____
MAC	110	Machine Tool Laboratory	6	____	____
DRT	185	Computer Graphics I	2	____	____
			17		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
WEL	162	Welding	1	____	____
MAC	154	Intro to CNC	2	____	____
MAC	120	Machine Tool Laboratory	6	____	____
IND	106	Math for Metrology	3		
IND	201	Metallurgy	2	____	____
DRT	282	Tool Design	4	____	____
			18		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
ENG	113	Professional Technical Writing	3	____	____
TDM	201	Tool & Die Laboratory I	6	____	____
MAC	159	CAM Operations	2		
DRT	290	Die Design	3	____	____
PSY	110	College Success and Career Planning	3	____	____
			17		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
PHY	121	Technical Physics	3	____	____
SPE	115	Speech	3	____	____
TDM	203	Nontraditional Machining	3	____	____
PSC	131	American Government OR	3	____	____
HIS	201	History I OR			
HIS	202	History II			
TDM	202	Tool & Die Laboratory II	6	____	____
			18		

Effective Date: Fall, 1999

TRAVEL/TOURISM

Certificate Program

Career Curriculum
Certificate Program
Minimum Hrs. 33
Major Code: 1.2 081105J

FALL SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
TRT	130	Introduction to Travel and Tourism	3	____	____
TRT	140	Travel Agency I	5	____	____
TRT	141	Travel Geography I	3	____	____
BUS	110	Introduction to Business	3	____	____
TRT	163	Hotel/Motel Management	3	____	____
			17		

SPRING SEMESTER

Dept.	No.		Hrs.	Sem.	Gr.
TRT	143	Travel Relations and Marketing	3	____	____
BUS	111	Business Mathematics	3	____	____
TRT	241	Travel Geography II	3	____	____
PSY	132	General Psychology	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
SPE	115	Speech	3	____	____
			16		

Effective date: Fall, 1997

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

TRAVEL/TOURISM

Associate in Applied Science

Career Curriculum
Associate in Applied Science
Minimum Hrs. 61
Major Code: 1.2 081105C

FIRST YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
TRT	130	Introduction to Travel and Tourism	3	____	____
TRT	140	Travel Agency I	5	____	____
TRT	141	Travel Geography I	3	____	____
BUS	110	Introduction to Business	3	____	____
BUS	116A	Keyboarding*	1	____	____
			15		

FIRST YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
BUS	111	Business Mathematics	3	____	____
TRT	143	Travel Relations and Marketing	3	____	____
TRT	241	Travel Geography II	3	____	____
PSY	132	General Psychology	3	____	____
ALH	101	Cardiopulmonary Resuscitation	1	____	____
SPE	115	Speech	3	____	____
			16		

SECOND YEAR — Fall Semester

Dept.	No.		Hrs.	Sem.	Gr.
TRT	253	Tour and Destination Development	4	____	____
TRT	163	Hospitality Management	3	____	____
PSC	131	American Government OR HIS 201 OR 202, U.S. History I OR II	3	____	____
FRE	101	Elementary French I OR SPN 101 Elementary Spanish OR GER 101 Elementary German	4	____	____
			14		

SECOND YEAR — Spring Semester

Dept.	No.		Hrs.	Sem.	Gr.
TRT	240	Travel Agency II	5	____	____
TRT	255	Introduction to Travel and Business Management	3	____	____
TRT	256	Marketing Research	2	____	____
ART	221	Art History	3	____	____
BUS	235	Business Correspondence	3	____	____
			16		

*Required if student has not had 1 year of high school typing.

Effective Date: Fall, 1998

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

VOCATIONAL SKILLS CERTIFICATES

Tractor/Trailer Driver Training Program

Designed for individuals with little or no commercial driving experience, the program includes everything students need. They will receive a Department of Transportation physical, Commercial Driver's License Learner's Permit and endorsement preparation, Department of Transportation rules and regulations, log books, map reading, trip planning, and complete vehicle training to prepare them for an entry-level position in the trucking industry. In addition, the program includes the Illinois Secretary of State administered Class A road test. The course generates 7 credit hours approved by the Illinois Community College Board. A certificate is awarded upon completion.

The program can be completed in 4 weeks by attending full-time, Monday through Friday 8:00 a.m. to 4:30 p.m. The part-time evening program can be completed in 8 weeks, Monday through Friday 6:00 p.m. to 10:00 p.m. Thirty hours of home study are required during the program. Students may register at any time. Full-time programs start every month. Part-time programs start every 12 to 16 weeks. Training is scheduled around holidays and interruptons caused by weather or other unforeseen circumstances.

Early Childhood Education

The following courses are offered to students who have completed a program of study and desire additional hours to enhance their employment opportunities. The fields of study and the courses associated are as follows:

CCT 290 Methods of Teaching Special Children II 4
CCT 291 Special Children Practicum 4

OUT-OF-DISTRICT COOPERATIVE PROGRAMS

Program Available through Lincoln Land Community College

Air Frame and Power Plant Aviation Mechanics

John A. Logan College offers courses which fulfill the first 19 hours of the Airframe Mechanics Technology programs offered on the campus of Lincoln Land Community College in Springfield. Admission to the program is granted through Lincoln Land Community College. All application forms can be picked up from the Admissions Office. The following John A. Logan College courses and the Lincoln Land equivalents are listed below:

Community John A. Logan College		Lincoln Land College
ENG 101 English Composition I	3	COM 104 or COM 111
ENG 102 English Composition II	3	COM 105 or COM 112
PSC 131 American Government	3	POS
MAT 107 Technical Mathematics	4	TEM 103
Elective	1	IND 199
PHY 121 Technical Physics	3	TES 121
DRT 185 Computer Graphics I	2	TES 151
	19	

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 a 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 Technology	Degree
Chemical Technology	Certificate
Construction Management Technology	Degree
Deckhand Studies	Degree
Desktop Publishing	Degree
Engineering Technology	Degree
Fire Science	Degree/Certificate
Horticulture	Degree/Certificate
Hospitality/Food Service Management	Degree/Certificate
Major Appliance Technology	Degree/Certificate
Marketing--Real Estate	Degree
Music Performance	Degree
Paralegal Studies	Degree
Physical Therapist Assistant	Degree
Process Operations Technology	Certificate
Radiologic Technology	Degree
Respiratory Care Technology	Certificate

Programs Available at Illinois Eastern Community Colleges (Olney, Wabash, and Lincoln Trail) through a Cooperative Agreement with John A. Logan College

Students residing in John A. Logan College District No. 530 may enroll at Illinois Eastern Community Colleges in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by a 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.

AgriculturalTechnology/Production	Degree
Cabinet Making	Degree
Radio-Television Broadcasting	Degree
Telecommunications Technology	Degree/Certificate

Programs Available at Rend Lake 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 a 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
Agricultural Mechanics	Degree/Certificate
Agricultural Production	Degree/Certificate
Architectural Technology	Degree/Certificate
Building Maintenance/ Custodial Service	Certificate
Culinary Arts	Degree/Certificate
Heating/AC Refrigeration	Degree
Microcomputer Maintenance	Degree
Mining Technology	Degree/Certificate

Programs Available at Southeastern Illinois College through a Cooperative Agreement with John A. Logan College

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

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

Forestry Technology	Degree
Habilitation Aide	Certificate
Human Services	Degree
Truck Driving	Courses
Urban Forestry	Degree

Programs Available at Shawnee Community College through a Cooperative Agreement with John A. Logan College

Students residing in John A. Logan College District No. 530 may enroll at Shawnee Community College in the program listed below. Entry to this expanded career opportunity is provided by a joint agreement entered into by the Boards of Trustees of Shawnee Community College and John A. Logan College.

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

Deck Hand Training	Certificate

All mutually approved courses in the distance learning program.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Office of Continuing Education 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 career-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. Classes are offered in the following areas: occupational classes, microcomputers, general education, health, classes for children, physical education, homemaking, music, and arts and crafts.

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 9:00 a.m. to 1:00 p.m.

OFF-CAMPUS CREDIT PROGRAM

(Delayed-Start)

Off-campus credit courses are conveniently offered in surrounding community high schools during evening hours. These courses are of the same content 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. Credit classes are also offered at the Du Quoin and West Frankfort Extension Centers.

GENERAL STUDIES AND CONTINUING EDUCATION COURSES AND PROGRAMS

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

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
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 Social Studies Skills I
Review of Basic Social Studies Skills II

Continuing Education Classes

Representative Health Care

Adult Heartsaver CPR
ACLS (Advanced Cardiac Life Support) Certification
ACLS Provider Refresher Course
Basic CPR Review and First Aid
Basic Life Support (BLS) Instructor Certification
Health Care Provider (CPR)
Introduction to Emergency Nursing
12 Lead Class
Medicine on the Internet
Phlebotomy
Venipuncture and Basics of I.V. Therapy for Adults

Real Estate

Illinois Law Refresher
Real Estate Essentials
Real Estate Practices
Real Estate Principles
Real Estate Procedures
Real Estate Services
Real Estate Transactions

Small Business

Starting a Small Business
Operating a Small Business
Pricing in Small Business

Vocational Skills

Arc Welding (Adv.)
Arc Welding (Beg.)
Aviation Meteorology
Baking I
Baking II
Baking III
Bookkeeping (Adv.)
Bookkeeping I
Bookkeeping II
Bookkeeping III
Business Filing (Intro.)
Calligraphy I
Classroom Applications for Microcomputers
Computer-Aided Design II
Cosmetology (Basic Brush-Up)
Data Processing I
Data Processing II
Data Processing III
Database Management
Desktop Publishing I
Drafting (Architectural)
Drawing and Illustration I
Drawing and Illustration II
Educational Application for Microcomputers
Electricity and Electronics
Electronic Office
Electronics: An Introduction
Elements of Drawing and Illustration
Firearms Training for Security Guards (Adv.)
First Aid (Advanced)
Fundamentals of Electricity
Graphic Design II
Heating and Air Conditioning Part I
Heating and Air Conditioning Part II
Interior Decorating I
Interior Decorating II
Intro Microcomputers-DOS Systems
Investigative Tech.-Security Guards
Investment Management I
Investments I
Keyboarding I
Lotus 1-2-3 for Office
Management Communication
Manual Communication I
Manual Communication II
Manual Communication III
Medical Terminology (Basic)
Medical Terminology II
Medications I (Adv.)
Medications II
Microcomputers for Older Beginners
Microcomputer Software Overview
Money and Banking
Money Management (Basic)
Oxy-Acetylene Welding
Painting and Design
Photography I (Commercial)
Photography II (Commercial)
Photography III (Commercial)
Principles of Bank Operation
Private Pilot/Ground Course
Quality Control and Inspection I
Quality Control and Inspection II
Quicken for Financial Procedures
Real Estate Review
Refrigeration (Basic)
Refrigeration II (Domestic Refrigerator-Freezer)
Refrigeration III (Electrical Circuitry)
Security Officer Defensive Training
Tailoring/Alterations I
Tailoring/Alterations II
Tailoring/Alterations III
Training for Security Guards (Adv.)
Training for Security Guards (Beg.)
Typewriter-Electromechanical: Theory Operation-Repair
Typewriter-Electronic: Theory Operation-Repair
Typing I
Typing II
Typing III
Visual Communication in Advertising
Wastewater Treatment (Adv.)
Wastewater Treatment (Basic)
Waterworks Operation (Adv.)
Waterworks Operation (Basic)
Waterworks Operation (Inter.)
Welding (Introduction)
Windows on IBM
Word Processing
Word Processing for Writers

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. Representative courses are shown below:

ABCs of Children's Cooking
Aerobic Dance (Adv.)
Aerobic Dance (Inter.)
Aerobic Dance (Beg.)
Art for Kids (8-11)
Ballroom Dancing (Inter.)
Basketball (Men)
Bird Taxidermy
Bowling
Cake Decorating (Adv.)
Community Recreation
Conversational German
Cosmetology (Adv.)
Diversified Financial Planning
Dog Obedience (Beg.)
Drawing and Painting of Birds and Wildlife
Electronics (Beg.)
Genealogy and Family Genetics
General Crafts
General Horticulture
Golf (Adv.)
Golf (Beg.)
Guitar (Beg.)
Gymnastics
Home Construction
Home Decorating
Home Vegetable Gardening
How to Invest in the Stock Market
Interior Decorating (Adv.)
Introduction to 35 mm Cameras
Investigative Technique for Security Guards
Italic Calligraphy (Inter.)
Karate (Adv.)
Matting and Framing of Artwork
Meteorology
Stained Glass Windows
Stitchery (Creative)
Volleyball (Men and Women)

CENTER FOR BUSINESS AND INDUSTRY

A variety of educational courses, seminars, workshops, and conferences are available to southern Illinois businesses through John A. Logan College's Center for Business and Industry.

The training is offered on site or at the campus to new or existing businesses in order to help employees become more productive. Representative courses of instruction include accounting, office procedures, records management, stress reduction, computer software programs, blueprint reading, receptionist training--and many more.

One popular new course is Tractor-Trailer Driver Training, offered for both four and eight weeks and generating seven hours of credit. This training is designed for the individual with no commercial driving experience. The course includes commercial driver's license learner's permit preparation, D.O.T. rules and regulations, log books, map reading, and complete vehicle training to prepare individuals for an entry level position in the trucking industry. A Secretary of State administered Class A road test is included.

The courses of the Center for Business and Industry are designed to serve the unique needs of the business and industrial communities for short-term training and non-traditional programs. All instruction is offered at-cost to area businesses.

The Center for Business and Industry offers customized training courses, technical training courses, high-impact training services, internships, technical assistance, placement, and referral services.

The instruction is carried out by John A. Logan College instructors--or through instructors contracted by the College.

The Center for Business and Industry trained or re-trained over 2,000 southern Illinoisans in 1993; 4,500 in 1994; over 5,000 in 1995; over 7,000 in 1996; and over 13,000 in 1997 and 1998.

PROCUREMENT TECHNICAL ASSISTANCE CENTER

John A. Logan College's Procurement Technical Assis-tance Center assists small businesses seeking potential federal and state 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. The center provides individua-lized 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 are available free of charge. Short-term, low-cost programs and workshops on a wide variety of topics are offered throughout the year. Information and referral services are provided to any adult interested in any of the educational opportunities at John A. Logan College.

Workshops, Conferences, and Seminars

Short-term, intensive learning experiences 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.

Early School Leavers Program

The Early School Leaver program offers an opportunity for high school drop-outs, age 16-24, to obtain career training through an individualized plan. Job seeking skills and short-term training opportunities prepare adults for the world of work. All services are free.

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 is closely planned and supervised by the College coordinator and the employer in order that the student may obtain maximum benefit. Students are evaluated by the College coordinator after a conference with the trainer at the training station.

Illinois Employment and Training Center (IETC)

The Illinois Employment and Training Center contains considerable resources to enable employers and workers to meet the challenges of today's job market. The center provides a wide range of professional personnel services for employers and career assistance/job search service to job seekers at no cost.

The IETC encompasses independent organizations that have joined together to provide an array of employment and training programs that are responsive to the needs of individuals, employers, students, schools, and other community organizations. Training includes job training and retraining, job readiness skills, job referral and placement, vocational testing, interest assessments, and prescreening of job applicants)

Single Parent/Displaced Homemaker Services

This program provides counseling and advisement, financial assistance with textbooks, tuition, child care, and transportation for students pursuing career education.

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 associate dean 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 diploma. Courses are offered on the College campus during the day. Students inter-ested in obtaining more information regarding regis-tration 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.

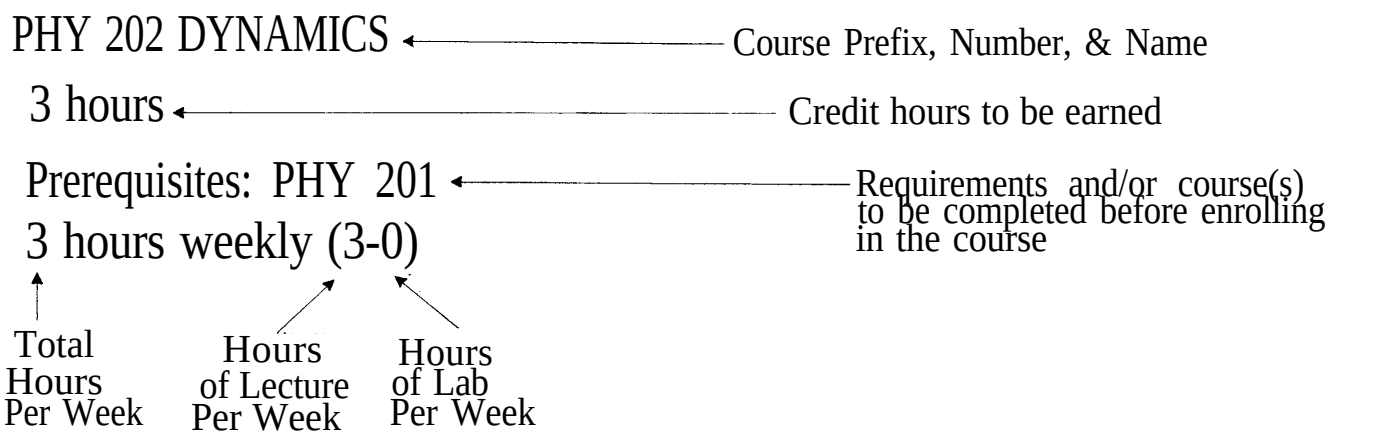
College Videos

Videos on College transfer programs, career programs, and high-technology programs are available to individuals and groups through the College's Office for College Relations.

Speakers Bureau

John A. Logan College offers the resources of its administration, faculty, and staff to speak to groups within the College district. The service, known as the Speakers Bureau, is provided on a volunteer basis by representatives of the College. The purpose of the Speakers Bureau is to share the experiences and expertise of College personnel with the area's civic, social, and educational groups. Speaking engagements are free of charge. Organizations requesting a speaker should do so a minimum of two weeks in advance of the planned speaking date. Interested individuals should contact the Office for College Relations for more information.

Explanation of Course Descriptions



A continuation of PHY 201, this class focuses on methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively

Course description

COURSE DESCRIPTIONS

DEPARTMENT OF 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 accessing the emergency medical system. Beginning first aid procedures are also discussed.

ALH 102 Cardiopulmonary Resuscitation Recertification
.5 Hour

Prerequisites: CPR certification nearing expiration or expiration within the previous 6 months.
8 hours total

A recertification course designed for those whose basic CPR card is nearing expiration or has expired within the previous six months. Early identification of cardio-pulmonary distress, the immediate care for the victim, and methods of obtaining appropriate assistance for the victim will be stressed.

ALH 105 Alzheimer's Disease & Related Disorders
1 Hour

Prerequisites: None
1 hour (1-0)

This course is designed to increase the student's understanding of Alzheimer's Disease and related dementia, by introducing current etiological theories, the physiological changes that occur in the different forms of dementia, and the common behavioral changes and the techniques used to cope with these changes. Communication strategies along with the care and treatment modalities will be explored.

ALH 151 A-C School-to-Work Transition Development
1 Hour

Prerequisites: None
1 hour weekly (0-1)

The broad objective is to meet the students' needs that are not covered in regular classes. Specific objectives and other elements in the syllabus will be developed when the course is offered.

Application of workplace readiness skills to specific problems through observation, simulation, special class projects, or problem-solving procedures.

(Topic to be listed on the student's permanent academic record.)

ASSOCIATE DEGREE NURSING

ADN 201 Health Assessment and Nursing Care
4 Hours

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

This course introduces the student to the concepts that are the foundation of the nursing curriculum. Emphasis is placed on the study of basic human needs and the components of the nursing process. Physical assessment skills will be reviewed utilizing a systems approach. Other topics that will be covered include venipuncture and IV therapy, methods of documentation and principles of good interpersonal communication.

ADN 202 Nursing Care of Adult I
7 Hours

Prerequisites: Acceptance in the Associate Degree Nursing Program and concurrent enrollment in ADN 201
10 hours weekly (4-6)

This course introduces concepts related to nursing care of adult and geriatric individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in their cardiovascular, respiratory, and

neurological systems. Nursing roles, psychosocial needs of the client and family, teaching/learning principles, legal/ethical implications of care, and related health trends and issues are integrated through the class.

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 are 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 emphasis on community resources for special health problems, communicable diseases, problems accompanying disasters, and special problems of senior citizens.

ADN 213 Nursing Today and Tomorrow
2 Hours

Prerequisites: ADN 201
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 218 Mental Health Issues in Nursing
3 Hours

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

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Nursing roles, psychosocial needs of the client, and family teaching/learning principles, legal/ethical implications of care, commonly used medications, related health trends and issues are integrated throughout the course. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

ADN 219 Cardiovascular Nursing Interventions
3 Hours

Prerequisites: AND 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.

ADN 220 Nursing Care of Adult II
7 Hours

Prerequisites: ADN 201, 202
10 hours weekly (4-6)

This course provides expanded concepts related to nursing care for individuals experiencing complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Care for patients with alterations in GI-GU metabolic/endocrine, orthopedics and skin function will be addressed. Nursing roles, psychosocial needs of the client and family, legal/ethical implications of care, teaching/learning principles and related health trends and issues are integrated throughout the class.

ADN 221 Family Nursing
5 Hours

Prerequisites: ADN 201
7 hours weekly (3-4)

This course includes nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families. The role of the associate degree nurse as a provider of care is emphasized, integrating the concepts of caring, health care trends, cultural diversity, nutrition,pharmacology, and teaching/learning principles.

COSMETOLOGY

COS 101 Cosmetology Theory I
5 Hours

Prerequisites: None
5 hours weekly (5-0)

This course is a study of professional ethics, personal hygiene and grooming, visual poise and personality development for application in our daily relationships with others. The study of bacteriology, decontamination, and infection control for application of safe and necessary disinfection methods is emphasized. Also included is the study of hair, skin, and their disorders for use in chemical and physical applications. The basic introduction of anatomy and physiology to be applied in specific skill areas will also be emphasized.

COS 102 Cosmetology Theory II
4 Hours

Prerequisites: COS 101
4 hours weekly (4-0)

The cosmetology program is designed to give students thorough training in the arts, skills, and applied science that deals with the adornment of the hair, skin, and nails. This course is designed to provide the students with a study of basic principles of salon management, nail disorders, preparing a resume, and provide the students with a study of basc principles of electricity and light therapy as applied to beauty science, Illinois law, and chemistry as applied to cosmetics.

COS 103 Nail Technology Theory
3 Hours

Prerequisites: Concurrent enrollment in COS 115, 116, and 117
3 hours weekly (3-0)

This course is a study in salon conduct, professional ethics, and the correct image a nail technician should project for a successful career. This course also emphasizes the study of bacteria and other agents, utilizing sanitation and disinfection for control over spreading infections. The introduction of nail product chemistry and safety in the salon for proper handling, use of, and disposal of, hazardous materials is included. A basic introduction to anatomy and physiology, nail and nail disorders, and a study of skin and skin disorders is included.

COS 111 Cosmetology Lab I
10 Hours

Prerequisites: None
30 hours weekly (0-30)

This course includes demonstrations and lectures by instructors with student participation and application of beauty services which include finger waving, hairstyling, application of permanent waving, hair coloring, superfluous hair removal, basic make-up application, and demonstrates how to achieve basic skill areas in shampooing, draping, brushing, thermal waving, blow drying, and hair shaping. Sudents will exchange beauty services on each other and will perform beauty skills on patrons in clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic as required by the Department of Professional Regulation, State of Illinois.

COS 112 Cosmetology Lab II
11 Hours

Prerequisites: COS 111
33 hours weekly (0-33)

This course is a continuation of hairstyling, chemistry and application of permanent waving, chemical hair relaxing and hair transofrmations and includes review and practice of skill areas taught in Cosmetology 111 with demonstration and lectures by instructors. Students will participate and demonstrate skills learned through performance by exchanging services on each other and patrons in the clinical laboratory. Each student is responsible for sanitation duties to be practiced in the clinic laboratory as required by the Department of Professional Regulation, State of Illinois

COS 113 Cosmetology Lab III
3 Hours

Prerequisites: COS 101, 111, and 115
9 hours weekly (0-9)

This course is a review and practice of skill areas taught in previous courses through demonstrations and lectures taught by an instructor. Each student will practice skills on each other, mannequins, and clients during laboratory time. Each student is responsible for sanitation duties to be practiced in the laboratory as required by the Department of Professional Regulation, State of Illinois.

COS 114 Cosmetology Internship Program
2 Hours

Prerequisites: COS 101, 111, 115 and 750 clock hrs.
9 hours weekly (0-9)

This course is designed to be an extended salon experience, a supplemental, off campus, on-the-job experience for qualified students.

COS 115 Cosmetology-Related Lab
1 Hour

Prerequisites: Concurrent enrollment with Cosmetology 111A or enrollment in Nail Technician Program
3 hours weekly (0-3)

This course is designed for those enrolled in both Cosmetology 111 and nail technology. It will include manicuring, pedicuring, theory of massage, and nail art.

COS 116 Internship
.5 Hours

Prerequisites: COS 115, 117 and 175 clock hrs.
2.5 hours weekly (0.2.5)

This course is designed to be an extended salon experience which is a supplemental, off-campus, on-the- job, experience for qualified students.

COS 117 Nail Technology
5 Hours

Prerequisites: Concurrent enrollment in COS 103, 115, 116

This course is designed to train the student in concepts, procedures, application, product knowledge, and theory of nail technology. This will prepare students for the state board examination, as well as make them employable.

CRIMINAL JUSTICE PROGRAM

CRJ 103 Introduction to Criminal Justice
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

CRJ 105 Criminal Behavior
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offender and his/her community context as problems for rehabilitation efforts; criticism of typical treatment programs.

CRJ 115 Interpersonal Relations
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is an introduction to police and community relationships. The various problems, historical and contemporary perspectives, racial and community tensions, and law enforcement implications of intergroups and interracial relations, as well as community relations programming will be studied. Upon completion of this course, the student will have an understanding of the importance of police and community relations, and the persuasive techniques utilized in making a better rapport between the police and the community.

CRJ 201 Criminal Justice Internship
4 Hours

Prerequisites: Consent of Health and Public Service Associate Dean
20 hours weekly (0-20)

An optional internship to give the students supervised on-the-job work experience and exposure to various operations of a criminal justice agency. Students will work in approved work sites in criminal justice agencies for a total of 320 hours. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade skills and strengthen weaknesses. An overall GPA of 3.75 is required.

CRJ 203 Introduction to Security
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course covers the substantive criminal law

encompassed in the Criminal Code. Upon completion of the course, the student will be familiar with the key provisions of the Criminal Code, including elements of the offenses, parties to crimes, and defenses to criminal liability.

CRJ 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 of the skills of investigation. He or she will also have learned the value and techniques of preserving evidence and how the claim of evidence is vital to a successful prosecution.

CRJ 209 Criminal Law I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The study of the due process functions of the criminal law. Upon completion of the course, the student will have an understanding of the laws and constitutional considerations concerning probable cause, arrest, search and seizure, stop and frisk, confessions and admissions, and legal evidence. Recent Supreme Court decisions affecting these areas will be covered.

CRJ 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, hair and fiber examination, drug analysis, serial numbers restoration, crime scene investigation, and the investigator's role in the post-mortem examination.

CRJ 218 Introduction to Corrections
3 Hours

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

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

CRJ 219 Criminal Law II
3 Hours

Prerequisites: CRJ 209
3 hours weekly (3-0)

This course will examine the due process functions of the criminal law. Upon completion of the course, the student will have an understanding of the law and constitutional considerations concerning probable cause, arrest, search and seizure, stop and frisk, confessions and admissions, and legal evidence. Recent Supreme Court decisions affecting these areas will be covered.

CRJ 220 Probation, Parole, and Community-Based Corrections
3 Hours

Prerequisites: CRJ 103 and 105
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.

CRJ 221 Police Administration
3 Hours

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

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

CRJ 222 Conservation and the Criminal Justice System
3 Hours

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

This course is to introduce the criminal justice student to the basic principles of conservation as related to the criminal justice system; protection of natural resources; the legal and administrative considerations affecting conservation areas; legal, administrative and social factors of the criminal justice system; and the need and basis for trained and qualified personnel.

CRJ 223 Juvenile Justice
3 Hours

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

This course is a general overview of the juvenile justice system in the United States, with a concentration on the methods available for dealing with juvenile victims and offenders in the State of Illinois. The course includes historical and contemporary perspectives on the justice system's handling of minors as well as definitions of the different categories of juvenile court cases, techniques for treating juvenile victims and offenders, types of foster care and residential treatment facilities available for minors, and types of community-based programs that deal with juvenile offenders. A major portion of the course will deal with delinquency issues, including informal and formal supervision, detention, institutionalization, gangs, and alcohol/drug use by minors.

DENTAL ASSISTING

DNA 100 Oral and Dental Anatomy
2 Hours

Prerequisites: None
3 hours weekly (1-2)

Dental anatomy is designed to give the student a basic understanding of crown and root development, morphology, and functional and positional relationships of the teeth within the dentition. Laboratory application of didactic concepts is emphasized in all areas, but especially in relation to the crown and root morphology.

DNA 101 Dental Emergencies & Pathology
2 Hours

Prerequisites: DNA 100, 108, 110, 113
2 hours weekly (2-0)

This course is designed to introduce the student to the signs, symptoms, and treatment of medical emergencies in the dental office, and identify the supplies and materials needed in managing medical emergencies. Basic knowledge about oral pathology and associated terminology will be used to describe deviations from the normal in the patient's mouth.

DNA 102 Dental Assisting Procedures I
4 Hours

Prerequisites: None
6 hours weekly (2-4)

An introduction to the basic equipment, instruments, and procedures associated with the dental office, with emphasis being placed on learning to assist the dentist during four-handed dental procedures utilizing manne-quins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation procedures, and instrument use, care, and sterilization will be presented. The principles of cavity preparation and choice of materials and instrumentation for restoring amalgam and composite restorations will be used.

DNA 103 Dental Assisting Procedures II
2 Hours

Prerequisites: DNA 100, 102, 104, 107A, 108, 110, 113,
5 hours weekly (1-4)

This course utilizes the basic knowledge and skills required in DNA 102 to increase skill competency levels in operative dentistry with major emphasis given to principles and procedures of the dental specialties, including endodontics, periodontics, orthodontics, prosthodontics, pedodontics, and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing mannequins, demonstrations, and student practice. This class must be successfully completed before beginning an externship in a dental office.

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/patient protection during radiographic

procedures. The types of exposures included in this course include bitewings and periapicals (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). The student will receive practical experience exposing and processing radiographs on mannequins and selected patients. Students must show appropriate proof of physicals and inoculations.

DNA 105 Dental Radiography II
2 Hours

Prerequisites: DNA 100, 104, 108
3 hours weekly (1-2)

Utilizing the basic knowledge and skills emphasized in DNA 104, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using paralleling and bisecting techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. Developing skills in the extraoral techniques will be included. The student will receive practical experience exposing radiographs on mannequins and selected patients.

DNA 106 Preventive Dental Health Education
2 Hours

Prerequisites: DNA 100, 102, 108, 113
2 hours weekly (2-0)

A review of the etiology of dental caries and a study of dental plaque and periodontal disease with emphasis on the prevention and control. The role of the dental assistant in regard to oral health education will be the primary focus. The basic content, including proper nutrition and oral hygiene, directs students toward the ability to practice their communication skills and nutritional counseling skills as they relate to preventive dental health education. The student will receive practical experience for the delivery of dental health education.

DNA 107A Dental Materials
2 Hours

Prerequisites: None
3 hours weekly (1-2)

A study of the physical and chemical properties and origin of dental materials, including the manufacturing process of specific materials. Identification, manipulation, application and storage will be presented along with their relationship to the oral environment and various dental procedures. Laboratory experiences are designed to develop competency in skills of manipulation and application of the materials to dental procedures. Emphasis is on gypsum products, reversible and irreversible hydrocolloid, impressions, cements and bases, synthetic resins and amalgams.

DNA 107B Dental Materials II
2 Hours

Prerequisites: DNA 107A
3 hours weekly (1-2)

This course is an extension of DNA 107A with further exposure and practical application of the materials and equipment used in the dental office at chairside and lab bench. The information in this course will be specific to polymers, waxes, gold alloy, investments, castings, porcelain, abrasives, and polishing materials. Labora-tory experiences are designed to develop competency skills in manipulation and application of some of the materials.

DNA 108 Head and Neck Anatomy
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Head and Neck Anatomy is designed to give the student a basic understanding of the major anatomical landmarks of the head and neck, their location, innervation, blood supply, and function.

DNA 109 Dental Office Procedures
2 Hours

Prerequisites: DNA 100, 102, 104, 108
3 hours weekly (1-2)

Business skills needed to function successfully as a dental secretary/office manager will be explored. Written skills (appointment book, accounts receivable and payable, fee collection, and recording) will be stressed. Proper bookkeeping (check writing, statement reconciliation, petty cash, etc.) will be explained and practiced. Prepaid dental care plans, payment plans, and necessary forms will be discussed. Effective oral and written communication with the public will be stressed. The student will receive computer experience using the Premier dental software program. Knowledge and mastery of these procedures will enable the student to assist in the operation of an efficient dental office.

DNA 110 Infection Control
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to provide the student with the basic concepts, procedures, and current regulatory mandates related to infection control and the management of hazardous materials for the dental team.

DNA 111 Dental Assisting Externship I
2.5 Hours

Prerequisites: Successful completion of all dental assisting courses, current CPR card, and consent of DNA coordinator
10.5 hours weekly (.5-10)

A clinical practice learning experience for competency development in performing dental assisting duties in dental offices or dental clinics. Clinical practice, primarily in general dentistry, will include performing those duties routinely performed by a dental assistant under the supervision of the dentist. The student will acquire beginning basic communication skills for effective communication with the patient and dental health team. Professional development, clinical practice experiences, ideas, and opinions involving current techniques, materials, and equipment will be discussed in group sessions to determine the diversity and depth of learning experiences, and to evaluate and plan subsequent assignments. Some class time will be scheduled for visiting lectures. Successful completion of DNA 103 is required before beginning dental office responsibilities.

DNA 112 Dental Assisting Externship II
2.5 Hours

Prerequisites: DNA 111, current CPR card, and consent of DNA coordinator
10.5 hours weekly (.5-10)

A clinical practice learning experience to increase dental assisting skills to job-entry level competency. Clinical assignments in various dental specialty practices, as well as general dentistry practices will provide opportunities for advanced skill development in chairside assisting techniques, clinical support, and business office procedures. Students will demonstrate effective therapeutic communication skills. Ethical, legal, and personal responsibilities, testing and certification requirements, employer-employee relationships, job opportunities, professional development and continuing education, and current techniques/equipment will be discussed in group sessions.

DNA 113 Oral Embryology & Histology
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Oral Embryology and Histology is designed to provide the student with the knowledge to understand the embryological development and microscopic examination of orofacial organs and structures.

EARLY CHILDHOOD EDUCATION

CCT 150 Infancy Development
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course introduces students to the beginnings of human life, including conception, pregnancy stages, child development theory, and quality infant-toddler care. Emphasis is placed upon developmentally appropriate practices and providing culturally sensitive care to diverse families.

CCT 155 The Early Childhood Profession
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will introduce students to the broad field of early childhood education to include an overview of diverse early childhood programs and settings; career opportunities and professional personnel; history and philosophy; legislation impacting child care; and major child and family issues. Emphasis will be placed on value clarification, making the right career choice, and personal and professional development as preparation for working with children, parents, and staff. Understanding of developmentally appropriate practices and quality programming will be fostered through classroom and field experiences.

CCT 160 Development and Care of Children
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to acquaint the student with stages of development from age 3 through age 5. At the end of the semester, the student should have developed an understanding of the needs, wants, and abilities of preschool children. Students are introduced to DCFS guidelines and criteria for providing quality education and care to children.

CCT 260 Parenting
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course introduces students to the fundamental tasks and issues in childrearing, including adjustments to preschool, sibling birth, kindergarten, divorce, single parenting, step-parenting, working parents and stepfamilies. Suggestions are given for handling problems using a variety of techniques.

EDC 208 Characteristics and Methods of Teaching Exceptional Children
3 Hours

Prerequisites: PSY 262
3 hours weekly (3-0)

This course is designed to equip the student with several methods of dealing with special children. The basic part of the class is devoted to gathering ideas and sources to aid in planning activities for each special type of child.

CCT 265 Curriculum Development
3 Hours

Prerequisites: None
5 hours weekly (2-3)

This course will teach students how to design a pre-school classroom, develop lesson plans, and present activities to young children. This course will help students generate ideas appropriate for children. Emphasis is placed on the writing of objectives, classroom management, and the use of positive guidance techniques with children.

CCT 266 Preschool Administration
4 Hours

Prerequisites: CCT 160, 265, 267
6 hours weekly (3-3)

This course is 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 available to support preschool centers will also be discussed.

CCT 267 Child Care/Teacher Aide Laboratory
5 Hours

Prerequisites: CCT 150, 160, 265
15 hours weekly (0-15)

This course involves actual work experience with young children that will give the student an opportunity to apply knowledge of child development theory and principles of developmentally appropriate care and education. The student will assist the supervising teacher with guiding children, implementing activities, and maintaining a clean, safe, and attractive environment.

Note: Combined enrollment of CCT 267 and 268 will not exceed 22 students.

CCT 268 Child Care Laboratory
5 Hours

Prerequisites: CCT 267
15 hours weekly (0-15)

This course will provide the student with additional work experience with children in a child care center. The student is expected to gradually take more initiative in assisting the supervising teacher in the classroom. The experience will include observing and analyzing children's behavior; planning and implementing developmentally appropriate activities/lessons; using positive discipline techniques; maintaining a clean, safe, and attractive classroom; and helping children to develop their potential socially, emotionally, physically, and intellectually.

Note: Combined enrollment of CCT 267 and 268 will not exceed 22 students.

CCT 268 Teacher Aide Laboratory
5 Hours

Prerequisites: CCT 267
15 hours weekly (0-15)

This course will provide the student with additional work experience with children in a public school setting. The student is expected to gradually take more initiative in assisting the supervising teacher in the classroom. The experience will include observing

and analyzing children's behavior; planning and implementing developmentally appropriate activities/lessons; using positive discipline techniques; maintaining a clean, safe, and attractive classroom; and helping children to develop their potential socially, emotionally, physically, and intellectually.

CCT 269 Child Care Internship
3 Hours

Prerequisites: CCT 267, 268
15 hours weekly (0-15)

This course will provide the student with advanced experience in a child care setting chosen by College personnel. The student will develop competencies in caring for and teaching young children and handling the paperwork involved in operating a child care program.

CCT 270 Teacher Aide Internship
3 Hours

Prerequisites: CCT 267, 268
15 hours weekly (0-15)

This course will provide the student with supervised experience in a public school setting. The student will perform the functions of a teacher aide.

CCT 272 Language and Literacy Development
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is a study of language and literacy development beginning in infancy and progressing through the primary years. Emphasis will be placed on promoting family literacy, approaches to reading and writing instruction, application of research to practice, and evaluation of commercialized instructional programs. Students will be introduced to elementary school reading programs, reading problems, and remediation concerns.

CCT 290 Methods of Teaching Special Children II
4 Hours

Prerequisites: CCT 267 and EDC 208
4 hours weekly (4-0)

This course is a detailed study of children with disabilities and how to integrate them with children who do not have these challenges. Characteristics, communication methods, feeding techniques, body mechanics, and basic equipment usage for children with disabilities will be emphasized. The course will also include information on legal, medical, and professional responsibilities of parents, children, and teachers/workers.

CCT 291 Special Children Practicum
4 Hours

Prerequisites: CCT 268, 290
20 hours weekly (0-20)

This course is a practical learning experience for planning, caring, and evaluating activity plans for children with disabilities in mainstreamed environments. Students will develop competencies in communicating with a variety of types of children as well as develop competencies in feeding, transporting non-ambulatory children, care and usage of common equipment, and day-to-day activities of children with disabilities.

EMERGENCY MEDICAL TECHNICIAN

EMT 100 First Responder Care
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is developed to provide training in emergency medical care for police and fire personnel, voluntary emergency personnel, school bus drivers, postal employees, or county employees who arrive at an accident scene before trained paramedics and emergency medical technicians.

EMT 111 Emergency Medical Technician I
8 Hours

Prerequisites: 18 years of age, H.S. diploma or equivalency
8 hours weekly (8-0)

A course designed to provide the student with techniques of emergency care and transportation of the sick and injured. Emphasis is also placed upon the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, cardiopulmonary resuscitation, defibrillation, and techniques of using emergency equipment.

EMT 112 Emergency Medical Technician II
2 Hours

Prerequisites: EMT 111 or equivalent
2 hours weekly (2-0)

Designed as a refresher course for students who are registered EMT-As with two years' experience. The EMT-As are required to participate in a review and improved-technique session.

EMT 113 Emergency Rescue Technician
3 Hours

Prerequisites: EMT 111 or equivalent
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 areas that deal with the victim's and rescuer's safety.

EMS 250 Paramedic I
8 Hours

Prerequisites: EMT 111 or equivalent, valid CPR card, 6 months' EMT-A experience
12 hours weekly (6-6)

This course expands on the basic EMT level material in the areas of medical, legal, moral, and ethical responsibilities, and human anatomy and physiology. Trauma patient assessment is stressed utilizing BTLS standards. The student will be given advanced training in the pathophysiology and management of shock utilizing MAST and intravenous therapy. Respiratory system anatomy and physiology and diseases, injury, and other dysfunctions will be studied as well as advanced airway management techniques including use of EOAs, EGTAs, and endotracheal intubation. Students must show evidence of appropriate inoculations.

EMS 251 Paramedic II
8 Hours

Prerequisites: EMS 250 or EMT-I certification with successful completion of a written proficiency and a practical plus 64 additional clinical hours in surgery and intubation practice
14 hours weekly (5-9)

This course introduces students to the anatomy and physiology of the cardiovascular system, emphasizing the structure, function, and electrical conduction system of the heart, and the pathophysiology and emergency management of the cardiovascular system. The student will study the EKG interpretation and treatment of various arrhythmias and specific treatment techniques including CPR, EKG, monitoring, defribillation and cardioversion. Students are also taught the anatomy and physiology of the nervous system and management
of soft tissue disorders.

EMS 252 Paramedic III
8 Hours

Prerequisites: EMS 251, valid CPR card
14 hours weekly (5-9)

The course is designed to provide the paramedic student with the pathophysiology and emergency management of muscular-skeletal injuries and abdominal injuries. Assessment and treatment of common medical emergencies will also be studied, including obstetric and gynecologic, pediatric-neonatal, and psychiatric emergencies. Students are introduced to the emotional aspects of illness, injury, death, and dying.

HEALTH CARE LEADERSHIP

ALH 250 Human Resource Management in Health Care
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to provide the student with an understanding of the basic organizational and legal environments the health care supervisor must operate within. Emphasis will be placed on the typical health care organization structures, employment discrimination laws, relevant regulatory and accreditation agencies, and risk management. Students will also develop knowledge and skills in interviewing others, determining salary and benefit levels,and measuring and improving quality and patient satisfaction.

ALH 251 FINANCIAL MANAGEMENT IN HEALTH CARE

3 Hours

Prerequisites: ALH 250
3 hours weekly (3-0)

This course is designed to provide the student with an

understanding of key financial considerations in managing in the health care environment. The course will address topics such as the significance of finance in decision-making, general accounting principles, financial statements and reports, budgeting and costing, and financial planning.

ALH 252 PRINCIPLES OF HEALTH CARE MANAGEMENT

3 Hours

Prerequisites: ALH 251

3 hours weekly (3-0)

This course is designed to provide the student with an understanding of a comprehensive approach to performance management in the context of being a coach. Individuals will learn how to manage performance of individuals and work units to align them with organizational and department objectives, by applying basic principles of performance coaching.

HEALTH INFORMATION TECHNOLOGY

HIT 101 Introduction to Health Information
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Introduction to Health Information is a course that will initiate the student to the field of medical records technology. It is an overview of the functions and responsibilities of the technologist and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record systems consistent with the medical administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system.

HIT 102 Health Records Systems
3 Hours

Prerequisites: HIT 101 and acceptance into HIT program
3 hours weekly (3-0)

Study of the content, format, evaluation and completeness of the medical record; licensing, accrediting, and regulatory agencies; numbering systems; patient index; filing systems; and record retention, storage, and retrieval.

HIT 103 Health Records Systems Lab
1 Hour

Prerequisites: HIT 101 and acceptance into HIT program
2 hours weekly (0-2)

This course allows the student the laboratory hands-on experience in evaluating content, format, and completeness of actual medical records. Also included in this lab is experience with numbering systems, patient indexes, filing systems and records retention, storage, and retrieval. Computer experience will be utilized as a teaching method.

HIT 201 Health Data and Statistics
2 Hours

Prerequisites: MAT 120 and acceptance into HIT program
2 hours weekly (2-0)

Study of the sources and uses of health data; computation of rates and percentage; vital records registration, reporting, and display.

HIT 202 Clinical Practicum I
2 Hours

Prerequisites: HIT 101 and acceptance into HIT program
10 hours weekly (0-10)

Clinical experience in the areas of patient registration; registration procedures in the medical record department; storage and retrieval of medical records; technical analysis of the medical record; coding and indexing; and medical transcription, with related experiences.

HIT 203 Management in Health Care
2 Hours

Prerequisites: HIT 101 and acceptance into HIT program
2 hours weekly (2-0)

Study of management principles as applied to the medical record department. Includes an introduction to management; the functions of planning; organizing; controlling; actuating/supervising; problem solving; and quality assurance in the medical record department.

HIT 204 Coding
4 Hours

Prerequisites: HIT 215 and BIO 105
4 hours weekly (4-0)

Study of classifications and nomenclatures, with in-depth coverage of ICD-9-CM and CPT-4 indexing.

HIT 210 Clinical Applications of Health Data
2 Hours

Prerequisites: HIT 204
2 hours weekly (2-0)

This course provides the student with in-depth clinical application knowledge regarding the medical record process. Includes hands-on auditing of lab medical records and automated and electronic data processing; including computer systems, data collection, storage, retrieval, and general application for health care facilities.

HIT 211 Medical Legal Aspects
2 Hours

Prerequisites: HIT 101 and acceptance into HIT program
2 hours weekly (2-0)

Study of the basic concepts and principles of law and their application to the health care field and specifically to the medical record department; laws dealing with confidentiality and release of information; liability of health care providers and other topics.

HIT 212 UR/QA/Risk Management
3 Hours

Prerequisites: HIT 101 and acceptance into HIT program
3 hours weekly (3-0)

Study of quality assurance systems. Includes the purpose and philosophy of quality assurance; utilization management quality assessment and risk management in the acute care facility; coordination of quality assurance activities with physician credentialing/re-appointment and employee performance evaluation; quality assurance requirements for acute care facilities in specific programs; quality assurance in non-acute care facilities; confidentiality of quality assurance information; and the expanding quality assurance function.

HIT 213 Clinical Practicum II
2 Hours

Prerequisites: HIT 202
10 hours weekly (0-10)

Clinical experience in the areas of medical staff; JCAH; quality assurance; utilization review, PRO, Medicare, DRGs; coding reinforcement and health information.

HIT 214 Health Information In Non-Traditional Settings
2 Hours

Prerequisites: HIT 101 and acceptance into HIT program
2 hours weekly (2-0)

Study of medical record services in health care institutions other than acute care hospitals. Includes regulating agencies, reporting systems, controls, the health record system, and other regulated topics.

HIT 215 Fundamentals of Medical Science
4 Hours

Prerequisites: Acceptance into HIT program
4 hours weekly (4-0)

Introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings, and treatment.

INTERPRETER PREPARATION

IPP 111 Nonverbal Language
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course examines the profound and overlooked contribution of nonverbal behavior to the communication processes, particularly in American Sign Language. It compares and contrasts actions rather than speech and signs. Nonverbal language is inseparable from the feelings that we knowingly or inadvertently project in our everyday social interaction and determines the effectiveness and well-being of our intimate, social, and working relationships. Facial expressions, postures, movements, and gestures are so important that when our words/signs contradict the silent messages contained within them, others mistrust what we say, for they rely almost completely on what we do. Additionally, this course lays the

foundation for learning American Sign Language by concentrating on body language, natural gestures, and facial expressions.

IPP 141 American Sign Language (ASL) I
5 Hours

Prerequisites: None
7 hours weekly (3-4)

This course is designed for students who have no knowledge of American Sign Language. This course is also designed for individuals with previous knowledge of sign language but not American Sign Language.

IPP 142 American Sign Language (ASL) II
4 Hours

Prerequisites: IPP 141 or Equivalent
6 hours weekly (2-4)

This course is a continuation of American Sign Language I. It is designed to develop further communicative proficiencies at the intermediate level. Students will be writing transcription symbols, sentence types, time, pronominalization, subjects and objects, classifiers, locatives, pluralization, and temporal and distribution aspects for execution. Students will experience additional in-depth receptive and expressive proficiency development. Nonmanual aspects (grammar markers) will be featured and emphasized. Additional information about the deaf community/deaf world and its culture will be featured.

IPP 143 American Sign Language (ASL) III
5 Hours

Prerequisites: IPP 142
7 hours weekly (3-4)

This course is a continuation of American Sign Language: level II. It is designed to develop further communicative proficiencies at the beginning of the advanced level.

IPP 151 Deaf Studies/Culture
3 Hours

Prerequisites: IPP 111, 141
3 hours weekly (3-0)

This course is designed to provide students with awareness and in depth information on the history of the deaf world/deaf community with its embedded cultural traditions from a sociological and humanistic viewpoint on deafness.

IPP 201 Introduction to Interpreting
3 Hours

Prerequisites: IPP 111, 141
3 hours weekly (3-0)

This course is designed to introduce students to the basic concepts and vocabulary in the field of interpreting. We will focus on the psychological impact of having interpreters involved in the communication event. Students will participate in a cultural role play to begin to understand the feelings of people on every side of the communication. Students will also be exposed to working interpreters through structured observations.

IPP 211 ASL Linguistics I
3 Hours

Prerequisites: IPP 142
3 hours weekly (3-0)

This course will introduce students to the basic linguistic principles behind ASL in an effort to continue their development of sign language skills. The students will develop knowledge of the structure of the language to complement their proficiency in language use. The phonological rules of ASL and English will also be studied.

IPP 212 ASL Linguistics II
3 Hours

Prerequisites: IPP 211
3 hours weekly (3-0)

A continuation of the first semester course in ASL linguistics, this course is also designed to reinforce students' acquisition of language skills in ASL by providing the knowledge competency component. This course focuses on the morphology, syntax, and use of ASL.

IPP 220 ASL for Interpreters
1 Hour

Prerequisites: IPP 142
2 hours weekly (0-2)

This course provides students with additional American Sign Language skills and provides remediation of linguistic deficits prior to starting interpreting courses. Students with ASL deficits

measured by earning a grade of C or lower in IPP 142 will be required to take this course. Others may take it at their option. This course will provide students with practice using American Sign Language in real world situations by using the scenario approach.

IPP 222 Interpreting ASL to English
4 Hours

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

This course explores the theory and skills necessary to interpret from an American Sign Language text to appropriate spoken English. This course will explore the concepts of register, processing time, and the interpretation process. Course materials will be sequenced from paraphrasing, translation, consecutive interpretation, and simultaneous interpretation. Emphasis will be placed on message equivalence and appropriate vocabulary choices.

IPP 223 Introduction to Transliterating
3 Hours

Prerequisites: IPP 211, 231, 143
6 hours weekly (2-4)

This course explores the theory and skills necessary to transliterate and shows in which contexts transliteration is used. In class, students will practice transliterating in conceptually accurate ASL signs and principles executed in English word order. Course materials will be sequenced from preschool to adult level material and from non-technical to technical use of vocabulary. Emphasis will be placed on speed, conceptual accuracy, fingerspelling, and appropriate vocabulary.

IPP 224 EDUCATIONAL INTERPRETING
3 Hours

Prerequisites: Completion or near completion of IPP program

3 hours weekly (3-0)

This course explores of educational interpreting in both theory and practice. It is presented in the innovative format of the Internet. This course will capitalize on the capability of the Internet to support threaded discussion forums. The students will discuss ethical decision making and dilemmas that often arise in education. They will talk about background information that is needed for successfully interpreting in the classroom. There will be discussion of administration's role in educational interpreting and the interpreter's role as part of the education team. Course materials and discussion will be sequenced from pre-school to adult level. This course is intended for the experienced practitioner.

IPP 231 Interpreting I
4 Hours

Prerequisites: IPP 141, 142, 201
6 hours weekly (2-4)

This course focuses on the acquisition of the interpreting process. Students develop processing skills by paraphrasing, translating, consecutive interpreting, and finally simultaneously interpreting spoken and signed messages. Ethical decision making will be reinforced. Diagnostic observation of working interpreters will also be a focus on this course.

IPP 250 Field Experience I
3 Hours

Prerequisites: IPP 143, 211, 231
11 hours weekly (1-10)

This practicum will expose students to interpreting experiences, continued observation of working interpreters, and continued interaction with deaf and hard of hearing people. The students will participate in a one-hour seminar session per week and ten hours of practicum per week.

IPP 251 Interpreting II
4 Hours

Prerequisites: IPP 231
6 hours weekly (2-4)

This course is a continuation of Interpreting I. The students will simultaneously interpret various spoken and signed texts and participate in role plays related to settings in which interpreters work. Vocabulary development will also be an emphasis and discussions of the application of ethical principles to various situations.

MEDICAL LABORATORY TECHNOLOGY

MLT 120 Introduction to Clinical laboratory
3 Hours

Prerequisites: Admission to Medical Laboratory Technology Program
3 hours weekly (3-0)

Acquaints the student with the profession of medical laboratory technology. Includes an overview of the major disciplines in laboratory medicine, basic

laboratory mathematics, collection and handling of specimens, handling and care of laboratory equipment, preparation of solutions and media, methods of sterilization, and the basic elements of quality control. The student is introduced to the disciplines of hematology, immunohematology, clinical chemistry, urinalysis, and microbiology.

MLT 121 Serology
3 Hours

Prerequisites: MLT 120
3 hours weekly (3-0)

An introduction to immunology with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigen, and antibody reactions, and the serological procedures most widely performed in the clinical laboratory are the major topics for discussion.

MLT 122 Clinical Microscopy
3 Hours

Prerequisites: MLT 120
3 hours weekly (3-0)

A study of the theory and microscopic examination of urine and other body fluids (i.e., synovial fluid, thoracentesis fluid, semen, and gastric fluid).

MLT 223 Immunohematology
4 Hours

Prerequisites: MLT 121, 122
6 hours weekly (6-0)

A study of the blood groups of man and their significance in bloodbanking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes, and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed.

MLT 224 Hematology
4 Hours

Prerequisites: MLT 121, 122
6 hours weekly (6-0) Course meets the first 10½ weeks of the semester

An introduction to the study of clinical hematology. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of hematological disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed. The collection, handling, and processing of samples are covered in detail.

MLT 225 Clinical Chemistry
4 Hours

Prerequisites: MLT 223, 224, 227
6 hours weekly (6-0) Course meets the first 10½ weeks of the semester.

A study of the diagnostic chemistry tests in the average clinical laboratory. Includes normal physiology, principles of the reactions and interpretation of test results. Includes basic instrumentation, laboratory mathematics, and quality control.

MLT 226 Applied Clinical Microbiology
4 Hours

Prerequisites: MLT 223, 224, 227
6 hours weekly (6-0) Course meets the first 10½ weeks of the semester.

A study of the normal and pathogenic microflora of man with emphasis on the methods used for isolation, recognition, and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing, and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, parasitology, and mycobacteriology.

MLT 227 Coagulation
2 Hours

Prerequisites: MLT 223, 224
3 hours weekly (3-0) Course meets the first 10½ weeks of the semester.

A study of hemostasis with an in-depth study of coagulation factors and platelets. The laboratory tests include diagnosis and treatment of bleeding and coagulation and monitoring anti-coagulant therapy.

MLT 251 Clinical Rotation I
3 Hours

Prerequisites: MLT 121, 122
240 clinical hours (0-240)

Supervised clinical experience. Students rotate in hematology/coagulation and immunohematology during the last 6½ weeks of the semester.

MLT 252 Clinical Rotation II
3 Hours

Prerequisites: MLT 225, 226, 251
240 clinical hours (0-240)

Supervised clinical experience. Students rotate in clinical chemistry/clinical microscopy, and clinical microbiology/serology.

NURSING ASSISTANT

NAD 101 Nursing Assistant Training
7 Hours

Prerequisites: None
9.5 hours weekly (5.5-4)

This course is designed to train students to be competent in skills necessary for the nursing assistant to function successfully in a hospital, long-term care facility, or other health care facilities. 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, Alzheimer patient care, dying, and post-mortem care. Cardiopulmonary resuscitation is also included.

NUTRITION

PNE 100 Nutrition
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The course focuses on why the human body needs food and what is in the different foods that the body uses. Also, the student develops an awareness for the necessity of careful selection and preparation of food that is to be used in the human body. Special emphasis is placed upon the six basic nutrients, their functions, and diet therapy.

OCCUPATIONAL THERAPY ASSISTANT

OTA 100 Introduction to Occupational Therapy
3 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program
5 hours weekly (2-3)

Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel in various disability areas.

OTA 110 Clinical Observation I
2 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program
4 hours weekly (1-3)

Clinical Observation I experience provides the student introductory contact with persons of different age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice the following: critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and therapeutic communication techniques.

OTA 111 Clinical Observation II
2 Hours

Prerequisites: OTA 112, 120, and 202
6 hours weekly (0-6)

Clinical Observation II experience provides the student contact with patients/residents of different ages and disabilities. Students will be placed in an approved agency and continue to practice observation and communication techniques under supervision. They will begin the process of developing potential treatment plans and procedures, and adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention will be explored.

OTA 112 Activities of Daily Living
3 Hours

Prerequisites: OTA 100, 110, 210, and BIO 205
5 hours weekly (2-3)

Basic self-care skills of feeding, hygiene, and dressing, independent living skills of communication, home management, architectural barrier modification, and community resources are stressed. Adaptation to equipment and assistive devices necessary to perform ADL tasks are reviewed.

OTA 120 Occupational Therapeutic Media
3 Hours

Prerequisites: OTA 100, 110, 210 and BIO 205
5 hours weekly (2-3)

Theory and practice of selected creative manual arts, includes acquisition of basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem solving, therapeutic application, and laboratory and equipment maintenance.

OTA 121 Occupational Therapy Group Process
3 Hours

Prerequisites: OTA 111, 200, 204 and 211
5 hours weekly (2-3)

Exploration of the use of groups in all diagnostic categories of occupational therapy treatment. Occupational therapy models of practice are emphasized. Group leadership, group facilitation, and activity selection skills will be developed. This course will be taught within a block format.

OTA 200 Psychosocial Therapy and Practice
3 Hours

Prerequisites: OTA 112, 120, 202
5 hours weekly (2-3)

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, and use of self as a therapeutic modality are emphasized.

OTA 202 Occupational Therapy in Physical Disabilities
4 Hours

Prerequisites: OTA 100, 110, 210, and BIO 205
6 hours weekly (3-3)

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of preventing, reducing, or alleviating aspects of disease or illness which impede activities and self-care performance.

OTA 204 Occupational Therapy in Pediatrics
3 Hours

Prerequisites: OTA 112, 120, 202
5 hours weekly (2-3)

Focus of the course is on outlining occupational therapy intervention of childhood developmental deviations. Principles and theories of human growth and development will be reviewed.

OTA 210 Occupational Therapy Theory I
4 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program
6 hours weekly (3-3)

Introduction to the fundamental concepts of joint and muscle movement. Methods of data collection and adaptation of therapeutic activities and exercises will be emphasized. Explores theories of remediation in movement difficulties.

OTA 211 Occupational Therapy Theory II
3 Hours

Prerequisites: OTA 112, 120, 202
5 hours weekly (2-3)

Provides a basic knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles across all ages and conditions.

OTA 215 Fieldwork Experience I
3 Hours

Prerequisites: Successful completion of all academic coursework of first three program semesters; successful completion of any portion of Occupational Therapy Group Process and Occupational Therapy Administration taught prior to fieldwork in the final semester schedule; valid CPR card

40 hours weekly (0-0-40)

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for six weeks in each of two different sites (I and II) for a total of twelve weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. **Fieldwork Experience I must be successfully completed within 18 months of academic coursework.**

OTA 216 Fieldwork Experience II
3 Hours

Prerequisites: Successful completion of all academic coursework of first three program semesters; successful completion of any portion of Occupational Therapy Group process and Occupational Therapy Adminis-tration taught prior to fieldwork in the final semester schedule; valid CPR card.
40 hours weekly (0-0-40)

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for six weeks in each of two different sites (I and II) for a total of twelve weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. **Fieldwork Experience II must be successfully completed within 18 months of academic coursework.**

OTA 250 Occupational Therapy Administration
3 Hours

Prerequisites: OTA 111, 200, 204, and 211
5 hours weekly (3-0)

Introduction to basic management knowledge and skills essential to occupational therapy practice. Topics included are planning, marketing, supervision, communications, quality assurance, supervision issues and techniques of departmental operations, standard setting, developing a resume, practice job interviewing and certification examination review. This course will be taught within a block format.

PRACTICAL NURSING

PNE 101 Fundamentals of Nursing
2 Hours

Prerequisites: Acceptance into Practical Nursing Program
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
3 Hours

Prerequisites: Acceptance into Practical Nursing Program
6 hours weekly (0-6)

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. Students will have an opportunity to develop skills to administer selected medications safely in a supervised clinical setting.

PNE 103 Clinical Nursing
3 Hours

Prerequisites: Acceptance into Practical Nursing Program
9 hours weekly (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. Students must show proof of

appropriate physicals and inoculations.

PNE 104 Affective Domain of Nursing
1 Hour

Prerequisites: Acceptance into Practical Nursing Program
1 hour weekly (1-0)

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

PNE 105 Nursing throughout the Life Cycle
2 Hours

Prerequisites: Acceptance into Practical Nursing Program
2 hours weekly (2-0)

This course is designed to present the theory material necessary to introduce the student to the normal growth and development of man from birth to death. The course will introduce the student to development in terms of maturation, psychological, cognitive, and motor functions. Age groupings will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. Without an awareness of the range and complexity of distinctions between age groups, a nurse cannot be cognizant of the client's special needs or obvious factors related to health conditions. The individual will be discussed in relation to the health care system. The nurse's influence on the client's growth and development will be emphasized.

PNE 161 Pharmacology in Nursing I
1 Hour

Prerequisites: Acceptance into Practical Nursing Program
1 hour weekly (1-0)

Because nurses play a vital role in treatment regimens involving the use of drugs, this course provides an introduction to drugs and drug administration. The student will learn the major factors affecting drug actions and drug therapy for special patient populations. Calculation of medication dosage will be given special emphasis. Information concerning common dosage, therapeutic action, and contraindications of selected groups of drugs will be presented.

PNE 171 Pharmacology in Nursing II
2 Hours

Prerequisites: 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 contra-indications.

PNE 183 Maternal and Newborn Health
3 Hours

Prerequisites: PNE 101, 102, 103, 105, 161
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 for supervised practice, in caring for the mother and newborn while recognizing deviations from normal. Reproductive functions of the human body are emphasized.

PNE 184 Obstetrics Clinical
2 Hours

Prerequisites: Successful completion of first semester
6 hours weekly (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: PNE 101, 102, 103, 105, 161
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: PNE 101, 102, 103, 105, 161
3 hours weekly (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: PNE 101, 102, 103, 105, 161
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: PNE 101, 102, 103, 105, 161
9 hours weekly (0-9)

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

PNE 206 Medical/Surgical Nursing (Part II)
2 Hours

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

Nursing care for persons with medical and surgical health deviations is learned and practiced. Legal aspects of nursing are presented.

PNE 207 Medical/Surgical Clinic (Part II)
3 Hours

Prerequisites: PNE 161, 171, 204 and 205
9 hours weekly (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: Acceptance into Practical Nursing Program
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.

SURGICAL TECHNOLOGY

ORT 121 Intro to Surgical Technology
3 Hours

Prerequisites: Acceptance into the Surgical Technology Program
3 hours weekly (3-0)

This course introduces the student to the broad field of surgical technology. This introductory course has three basic sections: General Introductory Information, Introduction to the Basic Principles of Aseptic Technique, and Introduction to Patient Care.

ORT 122 Principles and Practices of Surgical Technology
6 Hours

Prerequisites: Acceptance into the Surgical Technology Program
8 hours weekly (4-4)

This course introduces the student to the practice of surgical technology. The focus of this course is on skills that are specifically those of the scrub role and the circulating role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for the practice and testing of the skills is required.

ORT 123 Surgical Procedures I
4 Hours

Prerequisites: RN or PN License
6 hours weekly (2-4)

This course is designed to prepare students for clinic practice training. Instruction combines lectures and lab to introduce students to all surgical specialities.

ORT 124 SURGICAL PROCEDURES II
4 Hours

Prerequisites: Successful completion of Surgical Procedures I
6 hrs weekly (2-4)

This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialities not covered in its first course.

ORT 125 CLINICAL ROTATION IN SURGICAL TECHNOLOGY I

8 Hours

Prerequisites: ORT 121, 122
24 hours weekly (0-24)

This is a course designed to provide the student with a solid introduction to the operating room and its routines. This course functions to expand knowledge gained in the Introduction to Surgical Technology and supports the knowledge being gained in the Principles and Practice of Surgical Technology.

ORT 126 CLINICAL ROTATION IN SURGICAL TECHNOLOGY II

8 Hours

Prerequsites: ORT 125
24 hours weekly (0-24)

This course is continuation of Clinical Rotation in Surgical Technician I

ORT 127 MEDICATION AWARENESS

3 Hours

Prerequisites: None
3 hours weekly (3-0)

Provides basic knowledge of the most commonly used medications. Discusses commonly prescribed medications such as sedatives, antidepressants, antianxiety agents, etc. Includes indications, potential adverse reactions, dietary response to treatment, and desired effect.

TRAVEL/TOURISM

TRT 130 Introduction to Travel and Tourism
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A comprehensive course designed to explore the dynamics of worldwide tourism. The course deals with tourism as it relates to transportation, the hospitality industry, the retail travel agent, communities seeking to attract the tourist, and other businesses that offer services directly or indirectly to the visitor.

TRT 140 Travel Agency I
5 Hours

Prerequisites: None
7 hours weekly (3-4)

A study of the world of travel with an emphasis on retail travel agency operations and the role of the travel agent. Emphasis will be placed upon using official airline guides, and domestic air tariffs and routings, as well as the practical experiences of hand ticketing and making computer reservations.

TRT 141 Travel Geography I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Many people stress the fact that we are inadequate in our knowledge of world geography and world cultures. But in our ever-changing world, it is an asset to our work, travel, government, and society to understand as much about the world as possible. Travel Geography I will cover physical features, the cultures, and major points of interest of the countries of the Western Hemisphere.

TRT 143 Travel Relations and Marketing
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will present the practical application of sales and marketing theory to the student of the travel and tourism industry. The student will be introduced to the various tours and services offered by the industry and

will study how these tours and services meet the needs of the consumer. Also covered will be the basics of human relations on the job, business correspondence, telecommunications, and resumes.

TRT 152 Safety and Sanitation
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to provide students with the educational background needed to assist them in passing the Illinois Food Sanitation Examination, which is necessary for employees in food service establishments. Topics included are these: sanitation, health, microbiology, safe food handling practices, and the sanitation regulations and standards of the State of Illinois. The student's knowledge will be tested during the last class period through a state-administered examination.

TRT 163 Hospitality Management
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will introduce the student to the role of management in the hotel/motel business and will include the various managerial jobs related to the five functions of management. The student will have the opportunity to observe management styles in Heartland Hotel/Motel establishments. This will be accomplished through visitations and guest speakers.

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
3 hours weekly (3-0)

Many people stress the fact that we are inadequate in our knowledge of world geography and world cultures. But in our ever-changing world, it is an asset to our work, travel, government, and society to understand as much about the world as possible. Travel Geography II will cover physical features, the cultures and major points of interest of the countries of the Eastern Hemisphere.

TRT 253 Tour and Destination Development
4 Hours

Prerequisites: TRT 130 and 140
4 hours weekly (4-0)

A course designed for comprehensive study of the factors necessary to promote tour and destination development. Students will study a variety of existing tours, learn how to deal with suppliers for group movements and services, design tours, and study the complexities of tour conduction and escorting. Emphasis will be placed on analyzing the factors necessary for successful destination development and trends that influence or lead to a destination's growth or decline.

TRT 255 Introduction to Travel and Business
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course introduces the student to general business skills necessary in operation of a travel business. Current legislation and laws that affect the tourism industry are studied.

TRT 256 Marketing Research
2 Hours

Prerequisites: TRT 143
2 hours weekly (2-0)

Students will learn the importance of marketing in the tourism industry. Emphasis is placed on methods of gathering information for market tours, trips, and hospitality services.

DEPARTMENT OF BUSINESS

ACCOUNTING

ACC 100 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, and payroll accounting.

ACC 105 Payroll Accounting
3 Hours

Prerequisites: ACC 100 or 200 or consent of department chair
3 hours weekly (3-0)

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.

ACC 200 Financial Accounting I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Financial Accounting is designed to be a complete learning package for the first accounting course at the college level. It is designed for students in varied backgrounds and educational goals. The course will expose students to such topics as alternative forms of business organization; typical business practices; legal instruments such as notes, bonds, and stocks; and financial statements and analysis. Woven throughout is the step-by-step instruction needed to understand and apply the concepts, principles, and practices of modern accounting systems.

ACC 201 Financial Accounting II
3 Hours

Prerequisites: ACC 200
3 hours weekly (3-0)

Financial Accounting is designed to continue the learning package for the first accounting course at the college level. It is designed for students in varied backgrounds and educational goals. The course will expose students to such topics as corporation accounting, bonds, stock investments, and an introduction to managerial process and job cost procedures. Concepts, principles, and practices of modern accounting systems are emphasized.

ACC 202 Managerial Accounting
3 Hours

Prerequisites: ACC 201 (SIU 220) and sophomore standing
3 hours weekly (3-0)

The objective of Managerial Accounting is to familiarize students with the requisite technical skills for problem solving: determining unit product costs, measuring production process costs, budgeting, performance reporting, allocating resources efficiently within the firm, and maximizing profits while maintaining the ability to meet long-term goals. The emphasis in Managerial Accounting is on the presentation and analysis of that data to internal decision makers. The course focuses on identifying relevant information, the appropriate method for analyzing information, and the manner in which to communicate observations and recommendations to others in the organization.

ACC 215 Intermediate Accounting I
3 Hours

Prerequisites: ACC 201 or consent of department chair
3 hours weekly (3-0)

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 II
3 Hours

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

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 cash flows.

ACC 217 Cost Accounting
3 Hours

Prerequisites: ACC 210 or consent of department chair
3 hours weekly (3-0)

Stresses the fundamentals involved in the relation of cost accounting to management for control, with emphasis in the following areas: general principles involved in the construction of a cost system; distribution of the cost elements--materials, labor, and factory overhead; and job order, process, and standard cost accounting.

ACC 218 Tax Accounting
3 Hours

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

An introduction to the federal income tax structure as related to the individual and to the small business person. 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 225 Integrated Accounting on Computers
3 Hours

Prerequisites: ACC 100 or 200 or consent of department chair
3 hours weekly (2--2)

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

COMPUTER INFORMATION SYSTEMS

CIS 101 Introduction to Computers
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This introductory course in computer applications and terminology provides the student with a study of hardware, software, and information system concepts. The laboratory portion of the course provides hands-on exposure to popular business software.

CIS 102 Programming I
3 Hours

Prerequisites: CIS 101 or previous computer experience
4 hours weekly (2-2)

This is an introductory programming course in Visual Basic. The course is designed to concentrate on the fundamentals of computer programming through an object-oriented/event-driven programming language. The techniques used can be applied to the business environment and also aid in problem solving techniques. The student will obtain the skills and logic techniques needed for a solid programming foundation. The application is in a Windows-based environment. Prospective students for this course must have previous computer skills.

CIS 103 Information Systems
3 Hours

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

This course is designed to provide the student with skills in developing the ability to study business problems and develop information systems literacy. The student will study hardware, software, and telecommunications and networking within the framework for a total information system. The course will present an overview of how business systems and computer systems work together.

CIS 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.

CIS 120 Data Base Management
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course is designed to provide the student with experience in the use of commercially prepared data base management software. The student will design, search, analyze, and generate reports. The techniques used in the business environment for application development will be utilized. The software used in class will be Microsoft Office Access.

CIS 201 Programming II
5 Hours

Prerequisites: CIS 120
6 hours weekly (4-2)

This is an advanced level programming course. Programming techniques used in the business environment will be emphasized. The applications will be Windows-based and incorporate object-oriented/event-driven programming concepts. Business simulated projects will be a major part of the curriculum. Visual Basic will be the software utilized in the class.

CIS 204 DATA PROCESSING PRACTICUM
4 Hours

Prerequisites: Consent of chair of Division of Business
20 hours weekly (0-20)

This course provides on-the-job 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 to help them upgrade skills and strengthen weaknesses.

CIS 207 Computer Applications for Business
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course is an introduction to basic computer skills and knowledge necessary in a highly automated office environment. An appreciation of hardware and software will provide the framework for understanding how the computer functions, and hands-on instruction and practice will provide a foundation for developing the fundamental skills necessary for using standard office programs such as word processors, databases, and spreadsheets.

CIS 210 Information Processing
2 Hours

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

This course provides the student with hands-on experience with business applications software. Spreadsheet design, database management, and operating systems with widely used business software will be taught. Also covered is an introduction to computer terminology and hard drive management for IBM-compatible computers.

CIS 220 Advanced Spreadsheet Design
3 Hours

Prerequisites: CIS 104
4 hours weekly (2-2)

This course is a continuation of CIS 104 and builds upon basic design skills. It provides the student with an opportunity to develop advanced techniques in the design of business applications. Advanced study of special mathematics, logical, and database statistical functions will provide the foundation for advanced program design. Problem solving for managerial and accounting decision making is emphasized, and design techniques incorporating the use of macros, menu layout, and data transfer are included.

CIS 225 Advanced Database Management
3 Hours

Prerequisites: CIS 120 and one programming language
4 hours weekly (2-2)

This course is a continuation of CIS 120. This course is designed to provide the business student with experience in the utilization of advanced database management. The concepts needed to develop and maintain a database system at an advanced level will be emphasized. Business simulated projects will be a major part of the curriculum. The software that will be utilized in class will be Microsoft Office Access.

CIS 230 Operating Systems
3 Hours

Prerequisites: Any language or application
3 hours weekly (3-0)

This course provides an introduction to the microcomputer disk operating system with comprehensive coverage of the commonly used prompt and

shell commands found in most current versions of Microsoft DOS. The Windows environment will also be covered extensively. Students will learn to manage files, organize screens, create custom groups of files, and execute programs directly from the Windows desktop environment. Students will practice using many of the special Windows applications, including the word processor, calendar, card file, and paintbrush.

CIS 235 Current Topics in Information Processing
2 Hours

Prerequisites: CIS 103, 230
3 hours weekly (1-2)

This course is designed to introduce the student to current topics in the information processing field. The student will be given the opportunity to review a variety of hardware and software systems. These current information systems will be analyzed to determine system capabilities and limitations. Emphasis will be placed on installation, trouble-shooting, and evaluation of the latest computer products and concepts.

ECONOMICS

ECO 201 Principles of Macroeconomics
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

ECO 202 Principles of Microeconomics
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

ECO 220 Money and Banking
3 Hours

Prerequisites: None
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 operation; Treasury Department operations; and the changing international monetary system.

GENERAL BUSINESS

Bus 035A Pre-Office Language Skills A
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to review reading, listening, and language skills and to improve the use of the dictionary. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

BUS 035B Pre-Office Language Skills B
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to review language skills and to improve recognition of the various parts of a sentence and punctuation of a sentence. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

BUS 035C Pre-Office Language Skills C
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to review language skills and to improve the use of the following: spelling, punctuation, various parts of a sentence, proper capitalization, and skills for sentence composition. This course will help prepare the student for the language skills course and other courses requiring a basic knowledge of grammar.

BUS 045A Business Math Fundamentals
1 Hour

Prerequisites: None
1 hour weekly (1-0)

The first level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

BUS 045B Business Math Fundamentals
1 Hour

Prerequisites: None
1 hour weekly (1-0)

The second level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

BUS 045C Business Math Fundamentals
1 Hour

Prerequisites: None
1 hour weekly (1-0)

The third level of a three-level course designed to prepare the student to enter the college-level business math course. In addition to the basic functions of math, the student will learn business terminology and applications.

BUS 110 Introduction to Business
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This overview 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 designed to prepare the student to enter the business world and successfully apply math principles to everyday business problems. After a brief review of basic math, some of the topics covered are percentages, discounts, interest, discounting notes, depreciation, inventory, commissions, bank statements, account sales and account purchases, basic statistics, markup-markdown, distribution of profits, and over-head expenses. Good basic math skills are highly recommended.

BUS 115 Basic Keyboarding
1 Hour

Prerequisites: None
2 hours weekly (0-2)

This course is an introduction to the computer keyboard. The primary goal is mastery of the keyboard demonstrated by the touch operation of the alpha-numeric keyboard and symbols. The course is designed to be completed in 5 weeks in a regular semester. Assignments may be completed outside of class.

BUS 116 Keyboarding I
3 Hours

Prerequisites: None
5 hours weekly (1-4)
Mastery of the keyboard with speed and accuracy in the touch operation of the typewriter or computer. Skill is developed for vocational and personal uses. Business office standards are used in keyboarding 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.

BUS 117 Keyboarding II
3 Hours

Prerequisites: BUS 116 or consent of department chair
5 hours weekly (1-4)

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

BUS 118 Keyboarding III
2 Hours

Prerequisites: BUS 117 or consent of department chair
3 hours weekly (1-2)

Emphasis is on a high degree of accuracy and speed. All practice will be geared toward developing the highest speed possible on straight copy and on digits. The following grade scale is used for 5-minute timings on straight copy: A-70 wpm; B-65 wpm; C-60 wpm; and D-55 wpm.

BUS 121 Business Statistics
3 Hours

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

An introductory course emphasizing the statistical analysis of business and economic data and how it aids in controlling operations and in making sound business decisions. Included in the course are methods of collection, interpretation, and presentation of economic data. Topics include measures of central tenancy, measures of dispersion and skewness, probability and probability distributions, testing hypotheses, analysis of variance, chi-square analysis, time-series analysis, and linear regression and analysis.

BUS 124 Shorthand
3 Hours

Prerequisites: BUS 116 or equivalent or concurrent enrollment in BUS 116
5 hours weekly (1-4)

This is the first course in a sequence of two shorthand courses. It is a basic course in the principles of Gregg Shorthand, Series 90. Included are the shorthand alphabet, basic theory, brief forms, and frequently used phrases. Reading and writing practice are given on familiar and new materials. Students receive training in beginning transcription, spelling, punctuation, and proofreading. Shorthand speed grades are based on three-minute takes with at least 95% accuracy. The following grade scale is used: A-60 wpm at 1%; B-50 wpm at 1%.

BUS 125 Shorthand
3 Hours

Prerequisites: BUS 124
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-90 wpm at 1%; B-80 wpm at 1%; C-70 wpm at 1%.

BUS 127 Electronic Calculating
1 Hour

Prerequisites: None
2 hours weekly (0-2)

This course is designed for students to reinforce fundamental business math concepts while developing touch speed and accuracy skill using the 10-key electronic calculator.

BUS 128 Machine Transcription
3 Hours

Prerequisites: BUS 116 or equivalent
4 hours weekly (2-2)

This course provides training and instruction in the use of transcribing machines and dictation practices. The students receive a review of basic language skills necessary for effective and efficient machine transcription. Through transcription and textbook assignments, emphasis is placed on spelling, punctuation, proofreading, word selection, and document preparation.

BUS 135 Office Language Skills
3 Hours

Prerequisites: None
3 hours (3-0)

Designed to review language skills and to improve the use of the following: proofreading skills; spelling; punctuation; other grammatical skills including the

proper use of capital letters, abbreviations, number styles, and word division; and the use of antonyms, eponyms, and homonyms in business.

BUS 138 Employment Strategy
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to provide students with the skills necessary to secure and maintain employment. Topics covered include organizing the job search, locating job leads and getting interviews, identifying skills, developing interview strategies, completing applications and creating effective resumes. Job survival skills are also covered within the class.

BUS 150 (A-D) Case Studies/Procedures in Business and Industry
1-4 Hours

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

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 151 (A-C) School-to-Work Transition Development
1 Hour

Prerequisites: None
1 hour weekly (0-5)

The broad objective is to meet the students' needs that are not covered in regular classes. Specific objectives and other elements in the syllabus will be developed when the course is offered.

Application of workplace readiness skills to specific problems through observation, simulation, special class projects, or problem-solving procedures. (Topic to be listed on the student's permanent academic record.)

BUS 205 Word Processing
3 Hours

Prerequisites: BUS 117 or consent of department chair
6 hours weekly (0-6)

BUS 205 is a word/information processing course featuring WordPerfect, Windows taught on the microcomputer (IBM and IBM-compatibles). This course was developed to provide students with the opportunity for increased proficiency in business and personal communications. Through hands-on exercises that have been selected and field tested for use with the entire spectrum of technology together with a text-workbook, students will learn to keyboard, revise, and print documents.

BUS 215 Medical Terminology I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is an introduction to the correct spelling, pronunciation, and meaning of roots, prefixes and suffixes of common medical terms which relate to body systems and pathological conditions. In addition, students will study abbreviations, lab tests and clinical procedures, and analyze medical documents.

BUS 216 Medical Terminology II
3 Hours

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

This is a continuation of the study of the correct spelling, pronunciation and meaning of roots, prefixes and suffixes of common medical terms which relate to body systems, pathological conditions, pharmacology, radiology, psychiatry and other related areas. In addition, students will study abbreviations, lab tests and clinical procedures, analyze medical documents, and be introduced to medical forms and punctuation used in transcription.

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. This 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 235 Business Correspondence
3 Hours

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

After a brief review of grammar, punctuation, word usage, and letter formats, the principles of letter writing will be presented. Attention is given to the various types of written business correspondence, interoffice communications, employment communications, and dictation techniques. Two written assignments per week are required. Dictation practice will be provided.

BUS 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, chrono-logical, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, coding, charge-outs, and color-coding devices as well as the use of microcomputers.

BUS 237 Office Procedures
3 Hours

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

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

BUS 239 Business Seminar II
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to help students acquire human relations skills and to develop career maturity essential to successful employment.

BUS 240 Supervised Executive Secretary Work Experience
2 Hours

Prerequisites: Consent of Chair of Department of Business
10 hours weekly (0-10)

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

BUS 241 Supervised Legal Secretary Work Experience
2 Hours

Prerequisites: Consent of Chair of Department of Business
10 hours weekly (0-10)

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

BUS 242 Supervised Executive/Legal Secretary Work Experience
4 Hours

Prerequisites: Consent of Chair of Department of Business
20 hours weekly (0-20)

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

BUS 247 Legal Office Procedures
3 Hours

Prerequisites: Completion of BUS 128 and 205 or concurrent enrollment
4 hours weekly (2-2)

A specialized course including the study of legal terminology, court structure, and legal office procedures. Legal correspondence and various documents involved in litigation are transcribed and prepared using transcription equipment and a word processing application on the computer.

BUS 248 Legal Office Procedures II
3 Hours

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

A continuation of BUS 247. Legal documents will be transcribed and prepared dealing with probate practice, family law, contracts, real estate, business organization, bankruptcy, and appellate practice.

BUS 249 Beginning Medical Transcription
3 Hours

Prerequisites: BUS 116, BUS 128 and BUS 215 or consent of department chair
8 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 249A Beginning Medical Transcription A
2 Hours

Prerequisites: BUS 116, 128 and 215 or consent of department chair
4 hours weekly (0-4)

An introductory course in developing skills for transcribing medical reports and forms similar to those used by the medical profession. Actual case histories of patients are transcribed using transcription equipment similar to that used in the profession. Accuracy is stressed on the transcription equipment with increa-singly higher standards required as the students progress through the case studies and other related medical material.

BUS 249B Beginning Medical Transcription B
2 Hours

Prerequisites: BUS 249A
4 hours weekly (0-4)

This is a continuation of BUS 249A. It will further develop skills for transcribing medical reports and forms similar to those used by the medical profession. Actual case histories of patients are transcribed using transcription equipment similar to that used in the profession. Accuracy is stressed on the transcription equipment with increasingly higher standards required as the students progress through the case studies and other material.

BUS 250 Advanced Medical Transcription
5 Hours

Prerequisites: BUS 249 or 249A & B with A,B, or C grade
10 hours weekly (0-10)

Simulated on-the-job medical transcription that will enable 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 250A Advanced Medical Transcription A
2 Hours

Prerequisites: BUS 249 or 249A & B with A,B, or C grade
4 hours weekly (0-4)

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

BUS 250B Advanced Medical Transcription B
2 Hours

Prerequisites: BUS 250A
4 hours weekly (0-4)

This is a continuation of BUS 250A. Simulated on-the-job medical transcription that will enable the students to apply the skills and knowledge learned in previous medical classes. Students will work in three-to-four-hour blocks of time transcribing from medical tapes. Tapes of doctors with foreign accents are included.

BUS 250C Advanced Medical Transcription C
1 Hour

Prerequisites: BUS 250B
2 hours weekly (0-2)

This is a continuation of BUS 250B. Simulated on-the-job medical transcription that will enable the students to apply the skills and knowledge learned in previous medical classes. Students will work in three-to-four-hour blocks of time transcribing from medical tapes. Tapes of doctors with foreign accents are included.

BUS 261 HIT Transcription
3 Hours

Prerequisites: BUS 116 and 215 and/or 216 or consent of department chair
6 hours weekly (0-6)

Development of skills in interpreting, editing, and transcribing physician and professional dictation into well-organized reports using medical terminology, effective language, and reference skills. Actual case histories of patients are transcribed using transcription equipment. Accuracy is placed on the transcription equipment with increasingly higher standards required as the students progress through case studies and other medical material.

BUS 270 Medical Office Procedures
3 Hours

Prerequisites: None
4 hours weekly (2-2)

Basic office procedures and practices. The course is designed to prepare the student for duties that will be performed in medical offices--in a hospital or a physician's private practice. Duties include these: mailing procedures; receiving patients; telephone communications; travel and meeting arrangements; preparing appointments; medical and financial records; and insurance forms.

BUS 275 Medical Office Coding and Insurance
3 Hours

Prerequisites: BUS 215 and BUS 216 (or concurrent enrollment in BUS 216) or consent of department chair.
3 hours weekly (3-0)

This course will provide students preparing to work in medical offices with a basic knowledge of national diagnostic (ICD-9-CM) and procedural (CPT-4) coding systems. In addition, students will develop skills in the preparation of insurance claim forms for the major medical insurance programs.

BUS 280 Computer Applications for the Medical Office
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course will provide instruction in MEDICAL MANAGER®, a computerized account management software package, to enable students to go into any medical office and perform computerized account management duties within a short period of time. Previous computer knowledge is not required.

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 116 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.

MGT 225, 226 Coordinated Marketing Mid-Management Training
3 Hours

Prerequisites: Consent of Chair of Department of Business
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 240 Office Management
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The principles of management as applied to office situations. Emphasis is placed on the role of the office in business management; office organization; physical facilities and layout of the office; office services, procedures, standards and controls.

MARKETING

MKT 113 Principles of Marketing I
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 130 Sales I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A course in the theory of professional salesmanship, includes its value to economic society and its vital role in an individual firm's marketing mix. Emphasis is given to a nonmanipulative approach to personal selling, focusing on prosperity, preapproach, approach, presentation, handling of objections, close, and follow-up.

MKT 131 Sales II
3 Hours

Prerequisites: BUS 130 or equivalent
3 hours weekly (3-0)

A continuation of MKT 130, consisting of a review of the entire sales presentation, with emphasis placed on suggestion selling, closing, and the handling of objections. In addition, emphasis will be placed on informed sales presentations, while the student will also be responsible for a video-taped sales presentation.

MKT 150A Case Studies--Students in Free Enterprise (SIFE)
1 Hour

Prerequisites: None
1 hour weekly (1-0)

Students learn the techniques of brainstorming, planning, and group involvement for projects specifically designed to promote the free enterprise system.

MKT 150B Case Studies--Students in Free Enterprise (SIFE)
1 Hour

Prerequisites: MKT 150A
1 hour weekly (1-0)

Continuation of MKT 150A; students plan projects in detail, organize an advisory board, and finalize project planning.

MKT 150C Case Studies--Students in Free Enterprise (SIFE)
1 Hour

Prerequisites: MKT 150B
1 hour weekly (1-0)

Students complete projects with schools and the community to help create a better understanding of the free enterprise system.

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: BUS 110
3 hours weekly (3-0)

Attention is focused upon transitions in retailing, careers available in retailing, store location and makeup, 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 or her self-employment potential and to guide him or her 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
3 Hours

Prerequisites: None
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: None
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 Visual Display
3 Hours

Prerequisites: None
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.

MKT 253 Retail Management
3 Hours

Prerequisites: MKT 251 or consent of instructor
3 hours weekly (3-0)

This course will acquaint the student of retailing with the field of retail management by presenting a discussion of retail planning and management. Emphasis is also placed on the need for good strategic planning and the environmental factors that are influenced by it. It also includes a look at location analysis, managing retail operations, retail planning, administration and control, and the future of retailing.

MKT 260 Commercial Art
3 Hours

Prerequisites: None
4 hours weekly (2-2)

A course designed to include the introduction to the profession of commercial art, dealing with layouts, mechanicals, lettering, type, and renderings for the creation of art for advertising. Students will be exposed to tools of the trade and solve problems involving paste-ups, type specifications, scaling, and color separation.

MKT 290 International marketing
3 Hours

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

Summarizes the significance and benefits of international marketing to the U. S. The student will be able to state the importance of cultural, legal, economic and environmental factors in marketing. Identifies marketing mix options for specific world markets. Evaluates the effect of tariffs, quotas, subsidies, nationalization, and state-owned corporations on growth of world trade. Analyzes foreign markets through secondary research (Internet). Organizes and administers global marketing activities. Develops a portfolio for marketing a product in a foreign market.

DEPARTMENT OF APPLIED TECHNOLOGIES

AUTOMOTIVE

ACT 190 Auto Body Repair I
2 Hours

Prerequisites: None
2 hours weekly (2-0)

A study of the basics of minor dent and rust repair, using fiberglass polyester, two-agent chemically activated fillers, dent puller, and shaping tools. Plastic identification and flex panel repair are included.

ACT 191 Metal Finishing and Painting I
2 Hours

Prerequisites: None
2 hours weekly (2-0)

A study in the use of abrasives and solvent type paint preparations, application of lacquer, enamel and water base types of paint and automotive cleanup and buffing equipment.

ACT 192 Frame and Body Alignment
2 Hours

Prerequisites: ACT 190, 191, 196
2 hours weekly (2-0)

This course teaches how to analyze and correct one or more damaged automobile sections in order to accomplish a perfect profile and to correct damage in stretching or shrinking of the metal. Studies of heavy auto damage and the use of porto-powers, frame straightening machines and gauging and alignment tools, as well as alignment of door, hood, and deck lid and replacement of detachable parts are also included. A major emphasis is placed on unitized body repair.

ACT 193 Advanced Auto Body Repair
1 Hour

Prerequisites: ACT 190, 191, 196
1 hour weekly (1-0)

A study in the use of abrasives and solvent type paint preparations, applications of lacquer, and enamel types of paint. Interior and accent application, custom painting and fiberglass finishings, and use of water base and baked-on finishes are emphasized.

ACT 194 Body Shop Management
1 Hour

Prerequisites: ACT 190, 191, 196
1 hour weekly (1-0)

A study of body shop management, time management, space, tools, employees, insurance, safety, and estimate writing will be covered.

ACT 196 Auto Body Repair and Paint Lab I
5 Hours

Prerequisites: Concurrent enrollment in ACT 190, 191
15 hours weekly (0-15)

This lab will enable students to practice the topics covered in AAM 190 and AAM 191 with the basic application of auto repair filler, patches, and paints. The student will also use buffers, solvents, and chemicals appropriate for new and used car cleanup.

ACT 197 Auto Body Repair and Paint Lab II
5 Hours

Prerequisites: Concurrent enrollment in
ACT 192, 193, 194
15 hours weekly (0-15)

This lab will enable students to practice the topics covered in AAM 192, 193, and 194 with the basic application of auto repair filler, patches, and paints. The uses of frame straightening, gauging, and major panel replacement are strongly stressed.

ACT 273 Chassis Electrical
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A study of the electrical accessories of automobiles such as power windows, power seats, directional signals, and all other wiring. Diagnosis, repair, and trouble-shooting are stressed. Theory is supplemented by laboratory work in ACT 197.

AST 171A Engine Performance
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides instruction on the job of the ignition, fuel, and emission systems. Accurately metering and delivering

air and fuel to the combustion chamber for the improvement of economy, driveability, and emission controls is mandatory. The course will concentrate on the ignition and fuel delivery systems.

AST 171B Engine Performance
4 Hours

Prerequisites: AST 171A
6 hours weekly (3-3)

Provides instruction on the job of the ignition, fuel, and emission systems. Accurately metering and delivering air and fuel to the combustion chamber for the improvement of economy, driveability, and emission controls is mandatory. The course will concentrate on the fuel injection, emission, and computer controlled systems.

AST 173 Brakes
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides instruction in hydraulic principles, brake lines and hoses, disc and drum brake components, anti-lock braking systems and traction-assist system as needed to perform accurate brake services.

AST 177 Automotive Clinic I
2 Hours

Prerequisites: None
6 hours weekly (0-6)

This course is designed to provide practical work experience in a simulated shop environment. Each student will address deficiencies in the four ASE areas of brakes, suspension and steering, engine performance, and electrical systems. Students will be evaluated and experience provided by live work, College lab vehicles, and simulators and/or trainers.

AST 179 ASE Testing--Part I
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to give the student practice in taking ASE style tests. These tests are not from ASE tests, but are similar in content and style. The National Institute for Automotive Service Excellence (ASE) has been organized to promote and encourage high standards of automotive service and repair. ASE offers tests in specific areas of automobile repair, including suspension and steering brakes, electrical systems, and engine performance.

AST 180A Electrical Systems
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides instruction on electrical and electronic principles, components operation, and circuit design and testing procedures essential to the diagnosis, repair, and maintenance of the automobile electrical systems. Course will concentrate on the basics--batteries, starting, charging systems, and the controls of each.

AST 180B Electrical Systems
4 Hours

Prerequisites: AST 180A
6 hours weekly (3-3)

Provides instruction on electrical and electronic principles, components operation, circuit design, and testing procedures essential to the diagnosis, repair, and maintenance of automobile electrical systems. Course will concentrate on the lighting, instrumentation, accessories, safety and security systems and the controls of each.

AST 181 Suspension and Steering
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides instruction on vehicle tires, wheels, and suspension and steering systems. Also the diagnosis, repair, and maintenance of conventional and MacPherson Strut Suspension as well as four-wheel steering, and active and adaptive suspension systems.

AST 200 Alternate Fuels and Propulsion Systems
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is a continually evolving study of alternative ways to propel an automobile. For example, compressed natural gas, propane, hydrogen fuels, electrical vehicles, etc., will be studied.

AST 270 Manual Drive Trains and Axles
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides comprehensive study of manual drive trains and axle design, components, operation, diagnosis, and repair. Included are manual transmissions, transaxles, clutches, final drive units, drive axles, four-wheel-drive operation, and transfer cases. Theory will be supplemented with practical hands-on experiences in the latest diagnostic and service techniques required of current drive trains and axles. Laboratory units as well as live work will be utilized in the proper diagnosis, disassembly, inspection, and reassembly.

AST 271 Automatic Transmission/Transaxles
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides a comprehensive study of automatic transmission/transaxle torque converters, clutch systems, planetary gear sets, hydraulic clutch units, computer-related controls, and hydraulic controls. Emphasis will be placed on theory of operation and current diagnostic procedures. Theory will be supplemented with practical hands-on experiences in the latest diagnostic and service techniques required of current automatic transmissions and utilized in the proper diagnosis, disassembly, inspection, and reassembly, along with dynamic testing on a transmission/transaxle dynamometer.

AST 272 Automotive Engine Repair
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides a comprehensive study of automotive power plants and their components, theory of operation, and diagnosis and repair of the various systems and subsystems required by current automotive vehicles. In-vehicle repairs as well as out-of-vehicle repairs are discussed in conjunction with reconditioning/rebuilding procedures. Theory will be supplemented with practical hands-on experiences in the latest diagnostic and service techniques required of current automotive power plants. Laboratory units as well as live work will be utilized in the proper diagnosis, disassembly, inspection, and reassembly.

AST 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.

AST 277 Automotive Clinic II
2 Hours

Prerequisites: None
6 hours weekly (0-6)

Provides a practical work experience in a simulated shop environment. Each student will address deficiencies in the four ASE areas of engine repair, automatic transmission/transaxle, manual drive train and axle, and heating and air conditioning. Students will be evaluated and work experience will be provided by live work, College lab vehicles, and simulators and/or trainers.

AST 279 ASE Testing--Part II
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to give the student practice in taking ASE style tests. These tests are not from ASE tests, but are similar in content and style. The National Institute for Automotive Service Excellence (ASE) has been organized too promote and encourage high standards of automotive service and repair. ASE offers tests in specific areas of automobile repair, including engine repair, automatic transmission/transaxle, manual drive train and axle, and heating and air conditioning.

AST 280 Automotive Heating and Air Conditioning
4 Hours

Prerequisites: None
6 hours weekly (3-3)

Provides a comprehensive study of automotive heating and air conditioning system theory of operation, servicing, diagnosis, repair, and the effects of refrigerants on the environment. Theory will be

supplemented with practical hands-on experience in the latest diagnostic and service procedures required of current automotive heating and air conditioning systems. Laboratory units as well as live work will be utilized in the proper servicing, diagnosis, disassembly, inspection, and reassembly.

COMPUTER-INTEGRATED MANUFACTURING

CIM 101 Introduction to CIM
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course introduces the student to computer-integrated manufacturing (CIM). It will include the study of computer, CAD, CAM, industrial robots, PLCs, CNC applications, materials handling, inspection by vision, production, planning, scheduling, purchasing, inventory management, and other processes that insure optimum productivity. The student will gain an understanding of how these entities must be integrated for the total CIM concept.

CIM 102 Industrial Electricity
4 Hours

Prerequisites: None
6 hours weekly (2-4)

This course is designed to give students a basic understanding of industrial electricity and power systems to include industrial control circuits.

CIM 103 Introduction to Industrial Robots and PLCs
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course introduces the student to industrial robots. Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots. The student will also write programs to integrate various equipment using the PLCs.

CIM 104 Software Application for Computer-Integrated Manufacturing
2 Hours

Prerequisites: IND 122 or DRT 185 and MAC 154

This course will allow students to become familiar with software specific to computer-integrated manufacturing. This CIM course features Metashop software. This course will expose students to data processing hardware for inventory control, order entry, process planning, tracking, order inquiry, cost analysis, master scheduling, and job-cost estimating. The student will learn to use existing software to perform all functions integrated with the CIM cell.

CIM 201 CIM Cell
3 Hours

Prerequisites: CIM 101 and CIM 103 or consent of instructor
5 hours weekly (1-4)

This course gives the student hands-on experience with CIM technologies. Included are certain technical and internal integration technologies utilizing automated manufacturing systems to demonstrate how CIM works in application. Supporting equipment will also be used.

COMPUTER TECHNICIAN

ELT 210 Computer Systems
3 Hours

Prerequisites: ELT 200
4 hours weekly (2-2)

This course will give the student a thorough understanding of the theory, terminology, purpose and interaction of each of the major elements of a microcomputer. Some of the areas of study will include components such as the system board (mother board), buses, power supply, disk expansion slots, memory, drives, and their controllers.

ELT 212 Computer Monitor Servicing
3 Hours

Prerequisites: ELT 200
4 hours weekly (2-2)

This course will introduce the student to personal computer monitor block diagram theory and troubleshooting techniques. Various monitor types and interface cards will be introduced. The associated lab will allow students to receive hands-on experience in computer monitor safety procedures, component identification, signal recognition, and trouble shooting.

ELT 214 Computer Servicing
3 Hours

Prerequisites: ELT 210
4 hours weekly (2-2)

The student will become familiar with investigative techniques used in the diagnosing of personal computer problems. The main emphasis of this course will be the development of essential troubleshooting skills needed by the personal computer technician. Demonstrations and applications of general troubleshooting aids available will be covered. This course will give the student hands-on experience in areas such as personal computer testing, diagnostic software use, board replacement, logic troubleshooting, and fault diagnosing.

ELT 216 Printer Theory and Servicing
3 Hours

Prerequisites: ELT 200
4 hours weekly (2-2)

This course will introduce the student to printer block diagram theory and troubleshooting techniques. Types of printers covered in this course will include dot-matrix, inkjet, and laser. The basics of printer setup and interfacing will be covered. The associated lab will involve the student in hands-on experience in laser printer component identification, assembling and disassembling, maintenance, and troubleshooting.

DRAFTING TECHNOLOGY

DRT 181 Technical Drafting I
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, auxiliary dimensioning, and tolerancing will be studied with the major emphasis on the fundamentals of orthographic projection.

DRT 182 Technical Drafting II
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 assembly drawing. Specific problems are undertaken in the drawing and dimensioning of mechanical elements.

DRT 183 Detail and Assembly
2 Hours

Prerequisites: DRT 181, 185
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 185 Computer Graphics I
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 186 Geometric Dimensioning and Tolerancing
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Geometric dimensioning and tolerancing (GD and T) is the accepted language industry uses to communicate with engineering drawings. This course is designed to provide the student with an introduction to the practical uses of GD and T. Specific engineering problems are undertaken in the control of manufacturing design and production. Some areas of study include how the system works, datums, flatness, perpendicularity, profiles, and position.

DRT 187 Product Design
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The course will allow the student to become familiar with components used in product design. These include materials, injection molding, pneumatics, hydraulics, motors, and coatings. Students will eventually design systems based on given requirements.

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 Computer Graphics II
4 Hours

Prerequisites: DRT 185
7 hours weekly (1-6)

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

DRT 282 Tool Design
4 Hours

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

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

DRT 283 Advanced Technical Drawing II
4 Hours

Prerequisites: DRT 181, 185
7 hours weekly (1-6)

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

DRT 285 Descriptive Geometry
3 Hours

Prerequisites: None
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 286 Computer Graphics II
4 Hours

Prerequisites: DRT 185
7 hours weekly (1-6)

The student will study Autocad's 3-dimensional program, the text editor, developing libraries, script files, attributes, and slide shows. Theory is supplemented by practical hands-on lab experience in actual industrial problems.

ELECTRONICS

ELT 100 DC/AC Fundamentals
8 Hours

Prerequisites: None
12 hours weekly (4-8)

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 and Norton's superposition will be reinforced by appropriate lab experiments.

ELT 110 Solid State Circuits
8 Hours

Prerequisites: ELT 100 or consent of instructor
12 hours weekly (4-8)

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

ELT 111 Digital Electronics
6 Hours

Prerequisites: None
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 150 Applied Solid State Electronics
4 Hours

Prerequisites: AIR 100 or CIM 102 or ELT 100 or consent of instructor
6 hours weekly (2-4)

This course is designed to introduce the student to solid state devices, controls, and their applications. Basic theory of operation and troubleshooting practices will be introduced using meters and the oscilloscopes. Some of the devices covered will include diodes, transistor amplifiers, logic circuits, thyristors and timers.

ELT 200 Introduction to Microprocessors
5 Hours

Prerequisites: ELT 111 or consent of instructor
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 220 Industrial Electronics
8 Hours

Prerequisites: ELT 110 or consent of instructor
12 hours weekly (4-8)

This course will introduce the student to applications 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.

ELT 224 Power Distribution and Motors
3 Hours

Prerequisites: ELT 100, or CIM 102, or AIR 100, or consent of instructor
4 hours weekly (2-2)

This course will be concerned with power distribution systems and motor loads. Both three phase and single phase will be discussed.

ELT 230 Applications of PLCs
2 Hours

Prerequisites: CIM 103 or ELT 150 or ELT 110
2 hours weekly (1-2)

This course will introduce the student to programmable logic controllers (PLCs): components, specifications, system layout, installation procedures, maintenance and troubleshooting. Basic theory of operation, wiring and maintenance along with PLC programming will be included in the hands-on lab experiences.

ELT 236 Introduction to Fiber Optics
3 Hours

Prerequisites: ELT 110 or 111 & 150 or consent of instructor
4 hours weekly (2-2)

This course will give students a basic understanding of fiber optic electronics. It will explore the basic principle of light, light sources, and light carrying links. Fiber optic communications systems will be discussed, including optic receivers, optic transmitters, and optic system power losses.

ELT 240 FCC General Class License Preparation
3 Hours

Prerequisites: ELT 110 & 111 or consent of instructor
3 hours weekly (3-0)

This course is designed to prepare the student to take the General Radio Telephone Operator's Exam admin-istered by the FCC. After successful completion of the course, the student will be eligible to sit for the exam at an FCC testing site.

HEATING AND AIR CONDITIONING

HAC 100 Electricity and Electrical Controls
4 Hours

Prerequisites: None
5 hours weekly (3-2)

A study of electrical-magnetic fundamentals, Ohm's Law, series and parallel circuits, including controls, overloads, and relays. Equipment testing of components and circuits is included.

HAC 105 Basic Sheet Metal Layout
3 Hours

Prerequisites: None
4 hours weekly (2-2)

A basic course for sheet metal pattern layout techniques as used in residential air conditioning and ventilation.

HAC 106 Advanced Sheet Metal Layout
3 Hours

Prerequisites: AIR 105
4 hours weekly (3-1)

An advanced course for sheet metal layout techniques as used in residential and commercial air conditioning and ventilation systems. The triangulation method of sheet metal layout will be emphasized in this course.

HAC 110 Blueprint Reading
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Covers architectural and mechanical blueprints of residential and small commercial buildings. Structure elevations, mechanical systems, and specifications will be covered.

HAC 121 Heating and Air Conditioning I
4 Hours

Prerequisites: None
6 hours weekly (2-4)

The introduction of ventilating and air conditioning systems with emphasis placed on gas and electric furnaces. Maintenance and repair of winter air conditioners, summer air conditioners, and combination units used in home and industry.

HAC 122 Heating and Air Conditioning II
4 Hours

Prerequisites: None
6 hours weekly (2-4)

Introduction to air distribution, air cleaning, and calculation of heat loads. Special emphasis will be placed on heat pump testing and servicing.

HAC 131 Refrigeration I
4 Hours

Prerequisites: None
6 hours weekly (2-4)

This course covers the fundamentals of refrigeration, refrigeration cycle, and basic refrigeration systems. Compression systems, refrigeration controls, charging, evacuating, and refrigeration tools and materials will be covered.

HAC 132 Refrigeration II
4 Hours

Prerequisites: AIR 131
6 hours weekly (2-4)

This course covers the operation and design of domestic refrigerators, freezers, window units, and split systems. Air conditioning controls and troubleshooting will also be covered.

HAC 142 Commercial Refrigeration
4 Hours

Prerequisites: AIR 131
5 hours weekly (3-2)

This course is designed to introduce the student to the operation and application of commercial refrigeration, evaporators, condensers, compressors, expansion devi-ces, and related system components. Troubleshooting and typical operating conditions will be studied.

INDUSTRIAL MAINTENANCE

IDM 120 Safety and Environmental Management
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed to provide the student with an understanding of proper safety precautions involved in using various shop equipment and solutions. Also, proper material handling, storage, and disposal of hazardous materials are discussed.

IDM 210 Fluid Power I
3 Hours

Prerequisites: MAT 106
5 hours weekly (1-4)

A study of basic industrial fluid power systems common to automated industrial equipment, including hydraulic and pneumatic.

IDM 220 Fluid Power II
3 Hours

Prerequisites: IDM 210
5 hours weekly (1-4)

To increase the student knowledge of fluid power systems relating to electro-hydraulic and electro-pneumatic systems. Advanced principles also include proportional and servo technologies.

INDUSTRIAL PROCESSES

IND 101 Materials
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

IND 106 Math for Metrology
3 Hours

Prerequisites: MAT 106 or equivalent
3 hours weekly (3-0)

This course will introduce students to basic concepts and principles of metrology. During the course, students will apply mathematical principles to solve problems relevant to the field of metrology.

IND 121 Manufacturing Processes I
2 Hours

Prerequisites: None
4 hours weekly (0-4)

This course is an introductory study of conventional machining processes. The student will become familiar with machine shop safety, hand tools, precision measurement, identification of materials, machinability, layout, metal cutting, drilling, turning, milling, and grinding machines. The students will also be introduced to computer numerical control (CNC) programming and machine processes.

IND 122 CAD/CAM Operations
2 Hours

Prerequisites: IND 121 or DRT 185
4 hours weekly (0-4)

This course is designed to provide advanced machining experiences in the use of CAD/CAM machining processes. The students will develop the drawing, part program, text files, and document files using Auto-CAD and EZ-CAM software. The students will use their programs to produce various component parts as assigned. Various applications of 2D and 3D machining techniques will be emphasized as they apply to CNC machining operations.

IND 138 Industrial Seminar
1 Hour

Prerequisites: None
1 hour weekly (1-0)

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

IND 201 Metallurgy
2 Hours

Prerequisites: None
2 hours weekly (2-0)

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

COMPUTER-AIDED MACHINING

MAC 150 Machine Tool Operation
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is an introductory study of shop safety,

measurement and layout techniques, drills and tapping procedures, materials and fasteners, hand tools, lathes, milling operations, beginning manual CNC part programming operations, and supportive equipment used in the machine tool industry.

MAC 151 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 150, IND 121, or Consent of Instructor
4 hours weekly (0-4)

This course provides laboratory experiences involved in basic drilling operations, machines, holding devices, taps, tapping, reaming, countersinking, counterboring, boring operations, mechanical hardware, and fastening devices as used by the machinist.

MAC 152 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 150, IND 121, or Consent of Instructor
4 hours weekly (0-4)

This course is designed to provide laboratory experiences emphasizing conventional turning processes. Turning operations using tapering, external and internal threading, four-jaw chucking procedures, indicating, radius turning, and turning between centers will be emphasized.

MAC 153 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 150, IND 121, or Consent of Instructor
4 hours weekly (0-4)

This course is designed to provide laboratory experiences using conventional vertical and horizontal milling techniques. The student will complete assign-ments with emphasis on milling set-ups, feeds and speeds, holding jigs and fixtures, flycutting, end milling, and indicating and alignment procedures necessary to develop skills in milling. Introductory CNC milling concepts will also be emphasized.

MAC 154 Introduction to CNC
2 Hours

Prerequisites: MAC 154, IND 121, or Consent of Instructor
2 hours weekly (2-0)

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

MAC 155 Machine Tool Laboratory
2 Hours

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

This course is a continuation of the study of precision measuring techniques with emphasis on the use of the surface plate, height gage, sine bar, gage blocks, layout procedures, and thread measurement. Advanced conventional and CNC turning and milling assignments will be used to apply these measuring skills.

MAC 156 Machine Tool Laboratory
2 Hours

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

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Assignments will be used which emphasize the cutting of threads, chucking procedures, holding devices, cutting speeds and feeds, horsepower requirements, offset boring, recessing, grooving, and tapering procedures.

MAC 157 Machine Tool Laboratory
2 Hours

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

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Advanced chucking procedures, mandrel turning, indexing operations, offset boring, angular milling, and CNC machine techniques will be emphasized.

MAC 158 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 154, 156
4 hours weekly (0-4)

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Emphasis will be placed on the CNC part

program development using EZ-CAM software in the production of various jigs, fixtures, and machine parts.

MAC 159 Cam Operations
2 Hours

Prerequisites: MAC 154 or Consent of Instructor
2 hours weekly (2-0)

A continuation of the study of CNC programming with emphasis on advanced milling and turning machine techniques, program set-up, carbide tooling, program editing, ISO/EIA program input, and introductory 3D machining techniques. Students will develop programs through the EZ-CAM 3D software, the EZ-TURN software, and the Smart-CAM software. CNC applications will be applied to the development of projects through secondary laboratory experiences.

MAC 160 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 156, 157
4 hours weekly (0-4)

An advanced study of CNC lathe and milling processes with an emphasis on additional thread form turning, turning eccentrics, precision boring, ring grooving, and form tool cutting procedures.

MAC 161 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 156, 157
4 hours weekly (0-4)

An advanced study of CNC lathe and milling processes with emphasis on the use of the follow rest, steady rest, faceplace turning, carbide tooling, advanced threading, metric threading, and advanced four-jaw indicating procedures.

MAC 162 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 159, 160, 161
4 hours weekly (0-4)

An advanced study of CNC milling and lathe 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 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 159, 160, 161
4 hours weekly (0-4)

A study of advanced CNC milling and lathe 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 Machine Tool Laboratory
2 Hours

Prerequisites: MAC 159, 160, 161
4 hours weekly (0-4)

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

MAC 180 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.

MAC 200 Machine Tool Laboratory
4 Hours

Prerequisites: None
8 hours weekly (0-8)

This course is designed to provide laboratory experiences in machine tool processes and procedures, and skills necessary for the industrial maintenance students. Emphasis will be placed on precision measuring, drilling processes, turning, milling, grinding, and beginning CNC processes as well as other maintenance and repair procedures.

CONSTRUCTION MANAGEMENT TECHNOLOGY

CMG 100 Construction Orientation
1 Hour

Prerequisites: None
1 hour weekly (1-0)

The student will be given an overview of the construction industry and the various job opportunities available. Guest speakers and field trips are included.

CMG 102 Construction Materials I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The student will gain knowledge of physical properties, material composition, and use of materials in residential and light commercial construction.

CMG 103 Construction Safety
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is deigned to make the student aware of safety practices on the job site, OSHA standards, and accident prevention. Also, knowledge of building codes, architect and government specifications and building inspection procedures as commonly found in residential and commercial construction will be discussed.

CMG 104 Building Layout
4 Hours

Prerequisites: None
6 hours weekly (2-4)

The student will perform basic surveying operations necessary for the location, layout, and construction of a building. Techniques will include taping, differential leveling, laying off vertical and horizontal angles, topographic surveys, and construction control surveys.

CMG 105 Estimating Techniques
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to familiarize the student with construction cost estimating. Emphasis is placed on the student's ability to do accurate quantity takeoffs. Upon successful completion of this course the student will be familiar with the estimating process and be able to perform the tasks necessary to complete a construction cost estimate.

CMG 107 Construction Document Interpretation
3 Hours

Prerequisites: None
4 hours weekly (2-2)

The student will perform basic blueprint reading and basic drafting necessary for the location, layout, and construction of a building. Interpretation of site plans, floor plans, elevations, sections, schedules, and details will be covered.

CMG 108 Construction Materials II
4 Hours

Prerequisites: CMG 102 or consent of instructor
6 hours weekly (4-2)

Students will learn fundamental principles of mechanics as they apply to stationary structures. Students will apply these principles and use tables and formulas in the determination of loads and the selection of wooden members and steel connectors which will safely carry these loads on floor and roof systems.

CMG 110 Wood Frame Construction
4 Hours

Prerequisites: None
5 hours weekly (3-2)

Students taking this course will acquire the basic skills necessary to lay out and build a wood frame home. Emphasis is placed on proper layout, fabrication, and erection techniques for floor, wall, and roof frame systems.

CMG 207 Construction Management
3 Hours

Prerequisites:None
3 hours weekly (3-3)

Students will gain knowledge of construction management functions, primarily from the point of view of the building contractor. Emphasis will be placed on the business operations as they relate specifically to the construction industry.

CMG 208 Processes in Estimating
3 Hours

Prerequisites: CMG 105 or consent of instructor
3 hours weekly (3-0)

This course builds upon CMG 105, Estimating Techniques, and will introduce more advanced methods of cost estimating. Students will use blueprints and apply hours, labor costs, and material costs to quantity takeoffs.

CMG 209 Environmental Systems
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The student will study electrical, plumbing, heating, and air conditioning systems commonly found in residential and light commerical building.

CMG 210 Building Renovations
3 Hours

Prerequisites: None
5 hours weekly (1-4)

Students will acquire knowledge of the techniques and technologies necessary to remodel, repair, or renovate existing residential and commercial buildings. The student will study the design and construction techniques requried to convert unused areas into additional living space, make additions to existing structures, upgrade mechanical and electrical systems to meet building codes and repair, renovate, and maintain older buildings.

CMG 211 Commercial Construction
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will acquaint the student with the latest methods, materials, and equipment used in the construction industry. The student will acquire the technical background necessary to perform construction practices that have stood the test of time.

CMG 212 Construction Administration
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will acquaint the student with the legal system as it applies to the construction industry. The student will understand the importance of safety and OSHA standards along with the concepts of quality control and quality assurance.

CMG 220 Construction Scheduling
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will introduce the student to modern scheduling techniques used in the construction industry. Computer applications will be covered, and students will develop construction schedules using computer software.

CMG 225 Structural Mechanics
3 Hours

Prerequisites: None
4 hours weekly (2-2)

Students will learn fundamental principles of mechanics as they use tables and formulas in the determination of loads and the selection of wooden members and steel connectors which will safely carry these loads on floor and roof systems.

TOOL AND DIE MANUFACTURING

TDM 201 Tool and Die Laboratory I
6 Hours

Prerequisite: MAC 154, 156, 157
12 hours weekly (0-12)

The student will be introduced to the concepts and principles involved in basic die construction. Students will be required to demonstrate their ability in generating CNC programs and operate conventional as well as CNC machine tools in the manufacturing of die components. Precision grinding applications will be emphasized in the construction of tool and die components.

TDM 202 Tool and Die Laboratory II
6 Hours

Prerequisite: MAC 159, TDM 201
12 hours weekly (0-12)

Students will be required to demonstrate their ability to generate CNC programs and to operate conventional as well as CNC machine tools in the manufacturing of die design and components in relationship to blanking, progressive or forming dies, precision die grinding applications, precision measuring, and inspection.

TDM 203 Nontraditional Machining
3 Hours

Prerequisite: MAC 159, 161 or consent of instructor
4 hours weekly (2-2)

The student will perform specialized nontraditional machining using electrical discharge and CNC machining skills involved in the construction of various types of dies and their components. Emphasis will be focused on EDM processes, electrode machining, wire-cut EDM, selecting machine settings, precision grinding, and CNC machine setup applications.

DRT 290 Die Design
3 Hours

Prerequisite: DRT 185
4 hours weekly (1-4)

A theory-practice course in the design of press-work dies, including typical blanking, forming, and drawing dies. Press accessories are studied as they are applied to design problems.

WELDING

WEL 150 Oxy-Acetylene Fusion Welding I
1 Hour

Prerequisites: None
2 hours weekly (0-2)

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

WEL 151 Oxy-Acetylene Fusion Welding II
2 Hours

Prerequisites: WEL 151
4 hours weekly (0-4)

A study of torch types, their construction and classification and specifications of gas welding rods. Joints welded will be the lap joint and horizontal tee joint. Also a study of the principles of joint design, their preparation, and control of expansion and contraction. Joints welded will be the butt and T joints in the vertical and overhead positions.

WEL 152 Brazing and Soldering
1 Hour

Prerequisites: None
2 hours weekly (0-2)

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

WEL 153 Oxy-Acetylene Cutting
1 Hour

Prerequisites: None
2 hours weekly (0-2)

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

WEL 154 Arc Welding I
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 American Welding Society (AWS) weld symbols, including the fillet weld symbol. Weaves, flat position, and three different patterns are taught.

WEL 155 Arc Welding II
2 Hours

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

A study of metal properties, basic joint designs, weld defects, and distortion control. Study will also include fillet welds in the flat position, lap joints, and single- and multiple-pass techniques. Also, a study of electrode classification systems, including selection, properties, use, and storage. The use of large diameter iron powder electrodes in various fillet weld configurations, including circumferential welds, will also be studied.

WEL 156 Arc Welding III
1 Hour

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

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

WEL 157 Arc Welding IV
1 Hour

Prerequisites: WEL 156
2 hours weekly (0-2)

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

WEL 158 Arc Welding V
1 Hour

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

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

WEL 159 Arc Welding
1 Hour

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

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

WEL 160 M.I.G. Welding
2 Hours

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

A study of power sources, wire fedders, their maintenance and adjustment, and types of transfer, shielding gases 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 gases, flow meters, and accessory equipment. Emphasis will be placed on the butt and T joint in the vertical P welding position and practice on the overhead T joint.

WEL 161 Cored Wire Welding
2 Hours

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

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

WEL 162 T.I.G. Welding
1 Hour

Prerequisites: WEL 150-151
2 hours weekly (0-2)

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

WEL 163 Weld Testing and Inspection
2 Hours

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

A study of the definition of welding qualifications, welding codes, and procedures and testing. Also included will be the AWS limited-thickness bend test in the flat, horizontal, and vertical position using E-7018, 5/32" diameter electrodes. Also, the study of procedure and operator qualifications and the interpretation of the test results. Emphasis will be placed on the preparation and testing of welded joints.

WEL 181 Introduction to Oxy-Acetylene Welding
1 Hour

Prerequisites: None
2 hours weekly (0-2)

A study of oxy-acetylene equipment, types of flames, general safety precautions, and flame-cutting principles. Joints welded will be the outside corner, lap and butt joints in the flat positions, and horizontal fillet. Also, brazing and soldering.

WEL 182 Introduction to Arc Welding
1 Hour

Prerequisites: None
2 hours weekly (0-2)

A study of process and work habits, striking the arc, running beads, padding, fillet welds in the horizontal position, and butt joints in the flat position.

WEL 183 Intermediate Arc Welding
1 Hour

Prerequisites: WEL 182
2 hours weekly (0-2)

A study of electrode classification, butt joints in the flat position with 100% penetration, fillet welds in the horizontal and vertical positions, and butt joints in the vertical position.

WEL 188 Welding Laboratory I
1 Hour

Prerequisites: WEL 150-163
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee-joint butt welds in vertical positions with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 189 Welding Laboratory
1 Hour

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

This course will consist of supervised laboratory assignments on T joint welds in the vertical position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 190 Welding Laboratory
1 Hour

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

This course will consist of supervised laboratory assignments on vee/butt joint welds in 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.

WEL 191 Welding Laboratory
1 Hour

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

This course will consist of supervised laboratory assignments on T butt joint welds in the overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 192 Introduction to Pipe Welding
1 Hour

Prerequisites: Consent of Instructor
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 2F and 2G positions with E-6010 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 5G 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 E-7018 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: WEL 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 positions.

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 201 Industrial Maintenance Welding Lab
6 Hours

Prerequisites: None
12 hours weekly (0-12)

This is a laboratory class that will develop cognitive and manipulative skills to use the SMAW, GMAW, GTAW, PAC, OFC, and DAW welding and cutting processes. Fillet and groove welds will be performed on carbon steels, stainless steel, and aluminum material in all welding positions.

DEPARTMENT OF ENGLISH

ENGLISH

ENG 050 Basic Reading and Writing
5 Hours

Prerequisites: None
5 hours weekly (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
5 Hours

Prerequisites: None
5 hours weekly (5-0)

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-revising skills that enable them to recognize strengths and weaknesses in their own and others' writings. 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. Students must earn a grade of "C" or better in order to progress to ENG 101.

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. Students must earn a grade of "C" or better in order to progress to context-area courses involving intensive reading.

ENG 101 English Composition I
3 Hours

Prerequisites: Asset score of 38 or COMPASS score of 45 or ENG 052 (grade of "C" or better)
3 hours weekly (3-0)

The primary objective of English 101 is to write effective expository prose. ENG 101 emphasizes the use of standard English and appropriate sentence structures in unified, developed, and coherent paragraphs and essays. Writing assignments require various patterns of development as students learn the process of writing. The course also includes an introduction to library research skills and research writing.

ENG 101 English Composition by Word Processor
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

ENG 102 English Composition II
3 Hours

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

In this course students further develop skills in writing expository prose. English 102 is literature-based and includes documented research analysis of at least one of the literary genres (poetry, drama, or fiction).

ENG 103 Creative Writing
3 Hours

Prerequisites: ENG 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 112 Communications II
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. This course is only offered during the fall semester.

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, science, social science, and vocational-technical students. Encompassing many different approaches to solving specific communication problems and emphasizing critical thinking skills, this course covers the written communication required in a job situation in the technical fields.

ENGLISH AS A SECOND LANGUAGE

LIN 101 English Composition I for Interna-tional Students
3 Hours

Prerequisite: TOEFEL score of 520+ and Concurrent Enrollment in LIN 104
3 hours weekly (3-0)

Non-native speakers of English learn to write effective expository prose, focusing on particular second-language problems. The course emphasizes the use of standard English and appropriate sentence structures in unified, developed, and coherent paragraphs and essays. Writing assignments are based on assigned readings and require various patterns of development as students learn the writing process. The course also includes an introduction to library research skills and research writing. This course is equivalent to ENG 101.

LIN 102 English Composition II for International Students
3 Hours

Prerequisite: LIN 101 and LIN 104
3 hours weekly (3-0)

In this course non-native speakers of English further develop skills in writing expository prose. The course focuses on academic writing, reading skills, and research. By the end of the course, students should be able to write well-planned, developed essays in standard English. This course is equivalent to ENG 102.

LIN 104 Grammar for International Students
2 Hours

Prerequisite: TOEFEL score of 520+ and concurrent enrollment in LIN 101
2 hours weekly (2-0)

This course will help the students understand the system of language, particularly English, and the rules that operate within that system. While learning and reviewing the basic concepts of grammar, students will apply what they learn as they edit their own and each others' writings.

JOURNALISM

JRN 201 Newswriting and Editing I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A study of the newspaper story, the course focuses on writing, revising, and copy editing.

JRN 202 Newswriting and Editing II
3 Hours

Prerequisites: JRN 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 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 1920
3 Hours

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

This is a survey of American literature from the Colonial Period through the Naturalistic Period. The emphasis is on the major writers of the Puritan, Colonial, Romantic, Realistic, and Naturalistic periods in American literature. Selected works of each major American writer within a certain period are analyzed for style of presentation, for recurring themes, and for the unique contributions of each writer to the total heritage of American Literature.

LIT 232 American Literature: 1865 to the Present
3 Hours

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

This is a study and analysis of selected major American writers from the Naturalistic Period to the present. Selected works of each major American writer are analyzed for style of presentation, for recurring themes, and for the unique contributions of each writer to the total heritage of American literature.

The recurring themes in the separate works of literature are studied in light of their relationship to the major movements in American literature.

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 275 The Art of the Cinema
3 Hours

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

This is a survey of the development of the motion picture art from its beginnings in the 1890s to the present. This study will require the acquisition of a working knowledge of basic motion picture film terms and film techniques. An integral part of the course is the viewing of films that demonstrate certain motion picture techniques and that are representative of the best in 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, and 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 course introduces the student to the major stories of classical Greek and Roman mythology. The student is expected to acquire a knowledge of the principal Greek and Roman gods and a knowledge of the role of the major characters in classical Greek and Roman mythology. The stories are analyzed for their recurring themes and for their relationship to modern literature and the culture of the Western world.

LIT 284 Ethnic Literature in America
3 Hours

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

An introduction to contemporary ethnic literature with primary focus on important Asian-American, African-American, Native American, and Latino writers and an analysis of their works. Students will explore critical socio-economic, political, and cultural themes with emphasis on these concepts: the similarities and differences within and among ethnic groups, the changing demographics of America, the dynamic nature of ethnicity, and the effects of stereotyping.

LIT 290 Non-Western Literature
3 Hours

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

The purpose of Non-Western Literature is to introduce students to literary masterpieces from a variety of nationalities and epochs. Emphasis will be given to selections of poetry, short stories, memoirs, and drama from the twentieth century.

DEPARTMENT OF HUMANITIES

ART

ART 101 Exploring Art--Basics (Two-Dimensional)
4 Hours

Prerequisites: None
7 hours weekly (1-6)

This course centers around basic things that help students to improve upon visual design and composition so that 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: None
7 hours weekly (1-6)

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: ART 101 or consent of instructor
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 165 Textiles and Fibers
3 Hours

Prerequisite: None
6 hours weekly (2-4)

This is an introduction to fibers as an art form, emphasizing esthetic and technical development using existing fiber surfaces and/or fabricated surfaces.

ART 180 Beginning Drawing
3 Hours

Prerequisites: None
6 hours weekly (0-6)

This is an introduction to basic concepts and procedures as experienced through a variety of drawing media that function as graphic expression. Basic information and practice in drawing still life, landscape, human figure, and perspective constitute the format of this course.

ART 205 Graphic Design
3 Hours

Prerequisites: ART 101 or consent of instructor
6 hours weekly (0-6)

An introduction to the theoretical and practical aspects of visual communication, including techniques, processes, terminology, and basic compositional and conceptual skills of graphic design. Emphasis will be placed on design problems that will develop perceptual skills and critical judgment.

ART 210 Art for Children
3 Hours

Prerequisites: None
5 hours weekly (1-4)

This concerns a study of the creative development of the child from preschool through elementary level, including participation in methods of using various materials that 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 or her art. This course meets elementary education require-ments 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 255 Life Drawing
3 Hours

Prerequisites: ART 180 or consent of instructor
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, and 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, gauche, or casein. The class offers excellent training in the drawing discipline.

ART 256 Drawing
3 Hours

Prerequisites: ART 255 or consent of instructor
6 hours weekly (0-6)

This course provides the opportunity to extend knowledge and practice in drawing still life, landscape, human figure, and perspective, while gaining increased control of assorted drawing media. It gives the student opportunity for additional development beyond beginning drawing and life drawing. A minimum of 120 hours of studio work is required.

ART 257 Pastel
3 Hours

Prerequisites: ART 255 or consent of instructor
6 hours weekly (0-6)

This course is designed to allow concentration of the use of dry media of a very soft nature such as pastel, charcoal, and chalk products. The student can select a given subject or a variety of subjects. It is expected that the work be more advanced than beginning drawing. A minimum of 120 hours of studio work is required.

ART 260 Beginning Painting
3 Hours

Prerequisites: ART 101 or 180 or consent of instructor
6 hours weekly (0-6)

Concepts, procedures, and material are all important for the painting discipline. This course provides an oppor-tunity to work in several different painting media. Basic information about varied paints, painting materials, and practices are part of the format.

ART 261 Oil Painting
3 Hours

Prerequisites: ART 260 or consent of instructor
6 hours weekly (0-6)

Oil painting is a versatile medium that allows the individual many possibilities for creative work. This course is designed to help students understand the working of the medium and improve control and compositional skills. A minimum of 120 hours of studio work is required. This course requires the completion of one or more paintings and at least 120 hours of in-class laboratory work.

ART 262 Watercolor
3 Hours

Prerequisites: ART 260 or consent of instructor
6 hours weekly (0-6)

This course is designed to provide an opportunity to work extensively in water base media. The student can select aquarelle, gouache, acrylic, casein, tempera, emulsion, or some combination of these. A minimum of 120 hours of studio work is required.

ART 265 Introduction to Crafts
3 Hours

Prerequisites: ART 101 or consent of instructor
3 hours weekly (1-4)

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

ART 295 Portfolio
3 Hours

Prerequisites: Consent of instructor
6 hours weekly (0-6)

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 partial substitute for another art course, if approved by the art advisor.

FOREIGN LANGUAGES

Students may elect French, German, or Spanish and obtain a proficiency through four 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 conversation with vocabulary building, grammar rules, and pronunciation practice. Language laboratory is required.

FRE 102 Elementary French II
4 Hours

Prerequisites: FRE 101 or consent of instructor
4 hours weekly (4-0)

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

FRE 201 Intermediate French I
4 Hours

Prerequisites: FRE 102 or consent of 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: FRE 201 or consent of instructor
4 hours weekly (4-0)

Continuation of FRE 201 with emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory is required.

GER 101 Elementary German I
4 Hours

Prerequisites: None
4 hours weekly (4-0)

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

GER 102 Elementary German II
4 Hours

Prerequisites: GER 101 or consent of instructor
4 hours weekly (4-0)

Continuation of GER 101 with oral practice of basic conversation and reading of German literature. Language laboratory is required.

GER 201 Intermediate German I
4 Hours

Prerequisites: GER 102 or consent of instructor
4 hours weekly (4-0)

Review and application of essential principles of German grammar structure and training in idiomatic usage through oral and written exercises, intensive

practice of spoken language; reading of German literature with emphasis on German culture and civilization; required language laboratory assignments.

GER 202 Intermediate German II
4 Hours

Prerequisites: GER 201 or consent of instructor
4 hours weekly (4-0)

Continuation of GER 201 with emphasis on refining conversational skills and rapid reading of representative German 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: SPN 101 or consent of instructor
4 hours weekly (4-0)

Continuation of SPN 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: SPN 102 or consent of instructor
4 hours weekly (4-0)

Continuation of SPN 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory is required.

SPN 202 Intermediate Spanish II
4 Hours

Prerequisites: SPN 201 or consent of instructor
4 hours weekly (4-0)

Continuation of SPN 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 101 Introduction to the Humanities
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to give the student a wide and integrated view of the humanities and incorporates four disciplines: art, music, literature, and philosophy. The course is team taught using four modules, one for each of the above disciplines.

HUM 120/PSC 120 Latin American Civilization
3 Hours

Prerequisite: None
3 hours weekly (3-0)

Latin American Civilization is an interdisciplinary course combining the social science and humanities disciplines. The course will examine Latin American history, politics, religion, geography, languages, culture, music, and art. Students will study the diversity of the peoples of Central and South America and throughout the Caribbean. One of the central purposes is to present students with the opportunity to learn about the complexity and richness of people and nations of the Latin American region. For instance, nations such as Mexico, Brazil, Costa Rica, Colombia, Chile, and Ecuador will be featured in the course. Latin American Civilization is a wonderful opportunity for any student who has an interest and an appetite to learn more about this increasingly important region of the world.

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.

MUSIC

MUS 012A and 012B Aural Skills
1 Hour

Prerequisites: Must be taken in sequence
2 hours weekly (0-2)

This course is designed to teach the student to sight-sing, to play simple melodies with left hand accompaniment, and to take musical dictation of both melody and harmonies played at the piano. The course is the accompanying course to MUS 121 and 122 and cannot be taken separately.

MUS 022A and 022B Advanced Aural Skills
1 Hour

Prerequisites: MUS 012B. Must be taken in sequence.
2 hours weekly (0-2)

Advanced course in continuing sequence to MUS 012A and 012B. Must be taken along with MUS 221 and 222, respectively.

MUS 101 Choral Ensemble
1 Hour

Prerequisites: None
3 hours weekly (0-3)

John A. Logan College Choir. No auditions required. May be taken any semester not to exceed 4 hours credit. Choir performs many times at Christmas and spring concerts and at numerous other functions. 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 semester; 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. Avail-able in the piano laboratory. Elementary education or child care students will find this class particularly useful. Humanities elective.

MUS 110 Music Fundamentals
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A course for the student who desires a knowledge of the basic concepts of rhythm, notation, music reading, scales, chords, etc. Designed for those with little or no formal musical training. Required for elementary education, special education, music majors and minors; may also be taken as humanities elective.

MUS 111, 112, 113 Applied Music*
1 Hour

Prerequisites: Must be taken in sequence
.5 hour weekly (0-.5)

Private lessons in any field. Consult with advisor for

details and requirements. May be taken any semester not to exceed three semester hours credit. Students must have an instructor approved by the College and assigned by the Department of Humanities 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 121 and 122 Theory of Music
3 Hours

Prerequisites: Fundamentals of Music (MUS 110) is required or proficiency must be passed.
3 hours weekly (3-0)

A course for the student who desires in-depth knowledge of the rules and principles involved in part writing. Studies the 17th century techniques of writing music. Required for music majors and minors; may also be taken as a humanities elective. MUS 121A and 122A are companion courses and must be taken along with this class.

MUS 123 Music Ensemble
1 Hour

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

Students may acquire no more than four hours credit and not more than two hours per year. Hours are to be secured for participating in musical activities. Designed to provide students with a combination of instrumental and vocal music experience and to develop skills in concentrated areas of music. Students may receive the opportunity to participate in musicals such as Lil Abner, The Fantastics, Showboat, Oklahoma, Charlie Brown, The Wizard of Oz, Little Mary Sunshine, Paint Your Wagon, Annie Get Your Gun, and Man of LaMancha.

MUS 211, 212, 213 Applied Music*
1 Hour

Prerequisites: Must be taken in sequence
.5 hour weekly (0-.5)

Continuation of Music 111, 112, and 113 sequence. May be taken any semester not to exceed three semester hours credit. Students must have an instructor approved by the College and assigned by the Department of Humanities or credit cannot be given. Students must pay for this private instruction. Humanities elective.

*Applied Music Sections:

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

MUS 221 and 222 Advanced Music Theory
3 Hours

Prerequisites: Must have completed MUS 121 and 122 and take in sequence
3 hours weekly (3-0)

Advanced course in continuing sequence to MUS 121 and 122. Companion courses are MUS 022A and 022B.

MUS 225 Music Literature/History
3 Hours

Prerequisite: None
3 hours weekly (3-0)

Music Literature/History is a humanities elective course surveying musical selections from the beginning of time to the present.

PHILOSOPHY

HUM 101 Introduction to 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.

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. Major and minor areas of philosophy and their problems are discussed.

PHL 200 Eastern Philosophy
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A study of representative oriental religions, cultures, and philosophies. Includes the role of myth in mystical experiences.

PHL 260 World Religions
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The course will cover the teachings and histories of the world's major religions: Zoroastrianism, Judaism, Christianity, Islam, Hinduism, Buddhism, Toaism, and Confucianism.

SPEECH

SPE 105 Forensic Activities
1 Hour

Prerequisites: None
2 hours weekly (1-1)

Students may acquire no more than 4 hours credit and not more than 2 hours per year. Hours are to be secured for participating in forensic activities. Designed to provide students with contest speaking experience and to develop skills in concentrated areas of speech.

SPE 106 Theater Activities
1 Hour

Prerequisite: Permission of the director. Students will not be permitted to register for SPE 106 until selected for a play or for a technical position which the director believes is appropriate for credit
2 hours weekly (1-0)

This course is designed to provide students with on and behind stage experiences and develop skills in acting and theater production. Students may acquire no more than four hours of credit total and no more than two hours of credit per year.

SPE 113 Theater Appreciation
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A survey humanities course designed to foster an appreciation of theater arts. Students are introduced to the techniques of play production and survey representative works from classical times to the present.

SPE 115 Speech
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The essentials of effective speaking are covered. Stu-dents 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.

SPE 116 Interpersonal Communication
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Interpersonal communication covers the basic concepts, vocabulary, theories, empirical knowledge, and pro-cesses relevant to initiating, developing, maintaining, and terminating relationships. Students will also deve-lop their individual interpersonal communication skills by increasing their knowledge of behavioral choices.

SPE 117 Fundamentals of Theatre
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course reviews the practical application of problems and techniques involved in putting together a stage production. Relationships between dramatic text and performance are examined. Representative plays are examined through required participation in appropriate activities and projects.

SPE 119 Stagecraft I
3 Hours

Prerequisites: None
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, makeup design, hair style design, costume design, publicity, house management, and advanced acting techniques.

SPE 120 Stagecraft II
3 Hours

Prerequisites: None
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, makeup design, hair style design, costume design, publicity, house management, and advanced acting techniques.

SPE 121 Advanced Public Speaking
3 Hours

Prerequisites: SPE 115 or consent of instructor
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 leader-ship of group discussions and conferences.

SPE 124 Fundamentals of Acting I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The purpose of this course is to provide students with a basic approach to the fine art of acting and to allow them to develop their own technique through active participation.

SPE 125 Fundamentals of Acting II
3 Hours

Prerequisite: SPE 124
3 hours weekly (3-0)

A continuation of Fundamentals of Acting I. An intensive approach to acting that will prepare students for a variety of acting situations.

SPE 128 A, B, C, D Theater Practicum
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This is a course designed to increase a student's proficiency in the preparation and presentation of theatrical productions. Credit is awarded for performing in or working on major College productions.

STUDY ABROAD

ITD 200 Special Topics in Social Science
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to explore the life and culture of other countries. Through an interdisciplinary approach, the history, cultural, political, and social aspects of other countries will be studied. On-site visitations and travel will be included.

ITD 201 Special Topics in Humanities
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course provides a study of special topics and problems in humanities through readings, discussions, guided research, and field trips. Topics vary from semester to semester and must be approved by humani-ties chairperson. On-site visitations and travel will be included.

DEPARTMENT OF LIFE SCIENCE

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 SIU's 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 distri-bution 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 distri-bution of soils and their relationship to humans and to plant growth. (Same as SIUs PLSS 240.)

BIOLOGICAL SCIENCE

BIO 100 Biology for Non-Science Majors
3 Hours

Prerequisites: None
4 hours weekly (2-2)

This course provides lab experience and lecture concepts that will help the non-science major under-stand important issues in the life sciences during the next 10-15 years. Topics to be covered include these: world population, acid rain, endangered species, relevant ecology, molecular biology, economic entomology, the microscopic world, classical genetics, and others.

BIO 101 Biological Science I
4 Hours

Prerequisites: None
5 hours weekly (3-2)

Cellular and molecular biology. An introduction to biochemistry, molecular genetics, cell structure, function, and processes. Laboratory required.

BIO 102 Biological Science II
4 Hours

Prerequisites: None
5 hours weekly (3-2)

Organismal biology, ecology, and evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals, and plants. Emphasis on evolutionary relationships and ecological principles. Laboratory required.

BIO 105 Anatomy and Physiology
3 Hours

Prerequisites: None
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 106 Human Body Structure and Function
4 Hours

Prerequisites: None
5 hours weekly (3-2)

A comprehensive study of the basic structure and function of the human body, including study of the human body, cells, tissues, and organ systems.

BIO 110 General Botany
3 Hours

Prerequisites: None
4 hours weekly (2-2)

Fundamental concepts of plant life cycles, structure, function, and divisional survey, with emphasis on higher plants.

BIO 115 Invertebrate Zoology
3 Hours

Prerequisites: None
4 hours weekly (2-2)

A survey of the major invertebrate phyla from protozoans through echinoderms. The course emphasizes origins and evolutionary history, functional morphology, and natural history. Representative organ-isms are examined in the laboratory.

BIO 120 Vertebrate Zoology
3 Hours

Prerequisites: None
4 hours weekly (2-2)

A survey of the phylum chordata, including cephalochordates and hemichordates as well as the more familiar vertebrates. Emphasis is placed on development, morphology, natural history, and diversity. Representative organisms are examined in the laboratory.

BIO 125 Horticulture
4 Hours

Prerequisites: None
5 hours weekly lecture (3-2)

Taped lecture aired over public television. Instructor will be available to students by telephone, mail, and on a walk-in basis.

Lab class will consist of learning and demonstrating techniques used by gardeners, nurseries, orchardists, and horticulturists. Lab will be offered in conjunction with a telecourse. Successful completion of both the telecourse and the lab will allow the student to satisfy a science elective.

BIO 205 Human Anatomy and Physiology I
4 Hours

Prerequisites: None
5 hours weekly (3-2)

A study of the structure, functions, and homeostatic mechanisms of the human body. The course addresses fundamentals of the chemical basis of life; cellular structure and physiology; structural and functional components of tissues, integumentary, skeletal, muscular, and nervous systems; and special senses. It includes dissections and elements of physiologic measurement.

BIO 206 Human Anatomy and Physiology II
4 Hours

Prerequisites: None
5 hours weekly (3-2)

A study of the structure, function, and homeostatic mechanisms of the endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; defense mechanisms of the body; pregnancy; embryonic development; and inheritance. It includes dissections and element of physiologic measurement.

BIO 225 Genetics
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Classical genetics, cytogenetics, gene transmission and structure and function relating to metabolism, popu-lation, and quantitative genetics, and the application of modern techniques are the main topics covered in this human inheritance course.

BIO 226 General Microbiology
4 Hours

Prerequisites: None
6 hours weekly (2-4)

An introduction to the study of microorganisms, including their morphology, physiology, cultivation, classification, pathogenicity, economic importance, control, and immunity. Laboratory experiments guide students in development of laboratory procedures, sterile techniques, and data interpretation.

BIO 240 Plant and Animal Ecology
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Important abiotic factors as well as population and community and ecosystem ecology, energy, bio-chemistry, and practical considerations are covered via a textbook of conceptual ecology. A field trip to both tropical and marine ecosystems is an option available to students.

BIO 241 Introduction to Tropical Ecology
3 Hours

Prerequisites: None
32 lecture hours; 32 lab hours

A travel-study course providing baccalaureate transfer students an introduction to tropical ecology. Tropical forests, deserts, savannas, freshwater marine habitats, and the human impact on these areas are explored through readings, lectures, videos, and field work in a tropical location. On-campus assignments include a seminar before and after the trip and weekly assign-ments during the semester.

BIO 245 Conservation of Natural Resources
3 Hours

Prerequisites: None
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: None
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. An extensive field trip is required.

IDS 050 Elements of Science
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This developmental 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.

HEALTH

HTH 110 Health Education
2 Hours

Prerequisites: None
2 hours weekly (2-0)

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 120 Human Sexuality
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The course provides a comprehensive introduction to the biological, psychological, social, historical, and cultural aspects of human sexuality. Course design encourages students to better understand their own sexuality, to increase students' awareness of sexuality throughout the life cycle, to describe human sexuality in precise and objective language, to learn to make responsible sexual decisions, to become aware of issues in the area of sexual health, and to enhance students' understanding of sexual intimacy.

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.

HTH 150 Stress and Its Management
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course provides a comprehensive introduction to stress and its management as it integrates the mental, emotional, physical, social, and spiritual aspects of well-being. It emphasizes theoretical concepts regarding the causes of stress, symptoms stress can produce, and practical methods utilized to deal with each. During the class, emphasis is placed upon the students' identi-fication of particular stressors in their daily lives and the practical application of stress management techniques that work best for them.

PHYSICAL EDUCATION
SERVICE COURSES (1 hour) (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 Aerobic and Weight Training I
PED 101 Aerobic and Weight Training II
PED 102 Aerobic and Weight Training III
PED 103 Aerobic and Weight Training IV
PED 104 Physical Fitness
PED 105 Fitness Walking
PED 113 Tennis
PED 114 Tennis II
PED 115 Advanced Tennis
PED 116 Badminton I
PED 117 Badminton II
PED 118 Badminton III
PED 122 Individual Physical Education
PED 123 Individual Physical Education II
PED 124 Individual Physical Education III
PED 125 Individual Physical Education IV
PED 126 Beginning Weight Training
PED 127 Intermediate Weight Training
PED 128 Advanced Weight Training
PED 134 Softball
PED 135 Softball II
PED 136 Softball III
PED 137 Volleyball I
PED 138 Volleyball II
PED 139 Volleyball III
PED 140 Advanced Volleyball
PED 141 Basketball I
PED 142 Basketball II
PED 143 Basketball III
PED 150 Bowling
PED 155 Golf I
PED 156 Golf II

PED 157 Golf III
PED 158 Advanced Golf

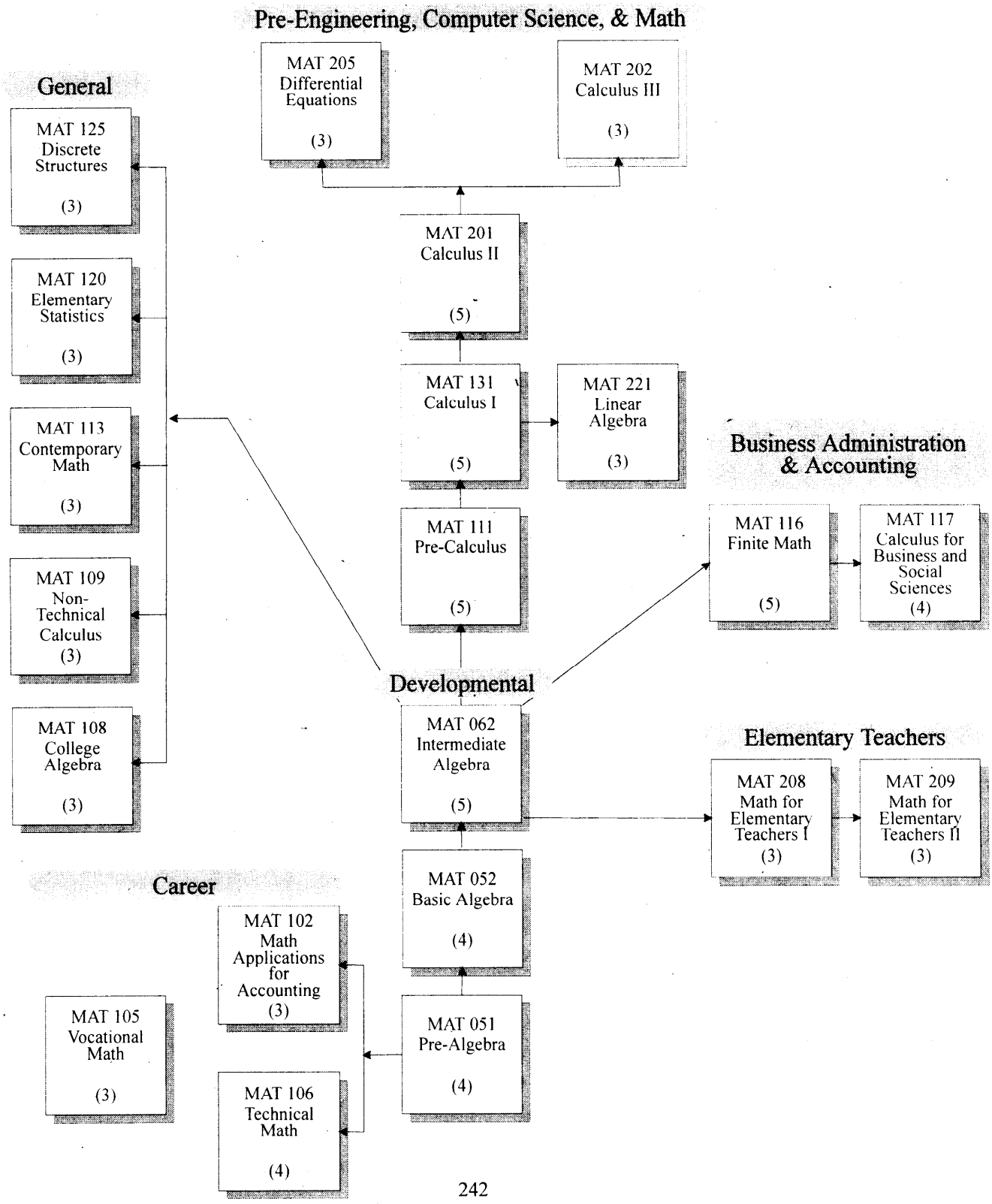
PHYSICAL EDUCATION MAJORS COURSES

These courses are intended to begin qualifying students as teachers or coaches in the public school systems or other social agencies that 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.

PED 190 Introduction to Coaching
(3 hours) (3-0)
PED 191 Introduction to Physical Education
(2 hours) (2-0)

John A. Logan College
Mathematics Sequences

Student is counseled to enter at the highest level appropriate to both ability and choice of program. Number of semester hours of credit is shown in parentheses.



DEPARTMENT OF MATHEMATICS

MAT 051 Pre-Algebra
4 Hours

Prerequisites: None
4 hours weekly (4-0)

This course is designed as a review of the basic operations of arithmetic and an introduction to algebra. The course is not designed for college transfer. This course will cover the integers, fractions and decimals; ratio, proportion and percent; prime numbers, factoring; exponents; and solving equations. The student must earn a grade of "C" or better in order to enroll in MAT 052. In addition, the student will need to enroll in MAT 052 and MAT 062 before progression to transfer level mathematics course.

MAT 052 Basic Algebra
4 Hours

Prerequisites: MAT 051 or equivalent
4 hours weekly (4-0)

This course is designed for students with less than one year of high school algebra. It is not designed for college transfer. This course covers the properties of real numbers; solving equations and inequalities in one variable; operations with polynomials in one variable as well as an introduction to polynomials in several variables; factoring polynomials leading to solving quadratic equations by factoring; operations with rational expressions and solving rational equations; graphing linear equations in two variables, slope, and writing equations of lines; solving systems of linear equations; and radical notation including solving radical equations. The student must earn a "C" or better in order to enroll in MAT 062. In addition, the student will need to enroll in MAT 062 before progression to transfer level mathematics courses.

MAT 062 Intermediate Algebra
5 Hours

Prerequisites: MAT 052 or equivalent
5 hours weekly (5-0)

This course is designed for students with less than two years of high school algebra. It is not designed for college transfer. This course will cover linear equations and inequalities; systems of equations; exponents, roots, and powers; quadratic equations and graphs; exponen-tial and logarithmic functions. Students must earn a grade of"C" or better in order to progress to transfer level mathematics courses.

MAT 102 Math Applications for Accounting
3 Hours

Prerequisite: MAT 051 or equivalent
3 hours weekly (3-0)

The course is deigned for students in the career accounting program who have minimal mathematics background (pre-algebra arithmetic skills and high school Algebra I). The course is designed to give the student a review of fundamental skills learned in introductory algebra. Emphasis in the course will be placed on graphing linear equations and inequalities as well as systems of equations and inequalities in two variables. Algebraic solutions of systems of equations in two and three variables will be studied. The course will conclude with business applications. This course is not designed for transfer.

MAT 105 Vocational Mathematics
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a basic mathematics course for the vocational-technical student. It is not designed for college transfer. This course is designed to review and improve mathematical skills necessary for everyday calculations in the two-year technical programs. Starting from very basic mathematics, the course progresses through a minimal introduction to geometry while stressing the metric system and measurements.

MAT 106 Technical Mathematics
4 Hours

Prerequisites: MAT 051 or equivalent
4 hours weekly (4-0)

The course is designed for students in technical programs who have minimal mathematics backgrounds (pre-algebra arithmetic skills). The course is designed to give the student an understanding of introductory algebra covering topics such as polynomials, linear equations and their solutions, solving systems of linear equations, factoring and quadratic equations. Also, the metric system, ratio and proportions, geometry, and trigonometry will be strongly emphasized. A large number of applications will be integrated throughout the course. This course will be offered in the fall semester only.

MAT 108 College Algebra
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

This course is a general education mathematics course; however, this course cannot be taken as the only mathematics course for the A. A. degree. It will cover graphs of equations, functions, transformations, polynomial and rational functions, exponential and logarithmic functions, matrices and determinants, sequences, counting principles, and probability. Selected sections will require a TI-83 calculator or a graphing calculator as approved by the instructor.

MAT 109 Non-Technical Calculus
3 Hours

Prerequisite: MAT 062 or equivalent
3 hours weekly (3-0)

This course is a general education mathematics course; however this course cannot be taken as the only mathematics course for the A. A. degree. This course is designed to give students the opportunity to study calculus without requiring college algebra and trigonometry in their background. It emphasizes an appreciation for the basic concepts of differential and integral calculus while providing the student with techniques for solving real-work problems. This course is not designed for mathematics or business majors or minors.

MAT 111 Pre-Calculus
5 Hours

Prerequisites: MAT 062 or equivalent
5 hours weekly (5-0)

Students who successfully complete this course may use it to fulfill part of the 6 hours general education requirement in mathematics for the A. S. degree at John A. Logan College. However, this course cannot be taken as the only mathematics course for the A. A. degree. Topics included in this course are functions, graphs, and transformations; polynomial and rational functions; exponential and logarithmic functions; trigonometric identities, functions, and equations; triangles, vectors and applications; systems and matrices; and conic sections. It is strongly recommended that the student earn a grade of "C" or better before progression to MAT 131.

MAT 113 Introduction to Contemporary Mathematics
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

This course is a general education mathematics course which fulfills 3 hours of the core curriculum mathe-matics requirement. This course covers functions and graphs, logic, game counting theory, and techniques and probability.

MAT 116 Finite Mathematics for Business and Management
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

While this course may be used to fulfill part of the 6 hours general education mathematics requirement for the A. S. degree at John A. Logan College, it is designed primarily for business administration and accounting majors. Those students will be required to take a calculus course to complete their mathematics sequences. This course will fulfill the mathematics requirement for the A. A. degree. Topics covered include break-even analysis, linear programming, matrix algebra, polynomial functions, mathematics of finance, set theory, probability, and statistics. This course is not designed for mathematics or science majors. Selected sections will require a Texas Instruments TI-83 calculator or a graphing calculator as approved by the instructor.

MAT 117 Calculus for Business and Social Sciences
4 Hours

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

This course is designed especially for business administration and accounting majors. Topics covered include graph sketching and recognition, differentiation, and integration of polynomial, rational, exponential, and logarithmic functions, emphasizing applications from the worlds of business and social science. This course does not count toward a major or minor in science-related areas. Students who successfully complete this course fulfill the general education mathematics requirement at John A. Logan College. MAT 117 may be taken before

or after MAT 116. However, it is recommended immediately after College Algebra (MAT 108). Selected sections will require a Texas Instruments TI-83 calculator or a graphing calculator as approved by the instructor.

MAT 120 Elementary Statistics
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

This course is a general education mathematics course which fulfills 3 hours of the core curriculum mathe-matics requirement. Topics include basic probability theory, graphing, measures of location and variation, distribution, statistical inference, correlation, and vari-ance. This course is not designed for mathematics or business majors or minors. Selected sections will require a Texas Instruments TI-83 calculator or a graphing calculator as approved by instructor.

MAT 125 Discrete Structures (Also CPS 202)
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

This course is a general education mathematics course which fulfills 3 hours of the core curriculum mathe-matics requirement. It will lay the groundwork for students interested in computer arithmetic, sets, rela-tions and functions, logic, Boolean algebra, elementary matrix operations, combinations, permutations, counting techniques, and basic concepts of probability. This course is offered in the fall semester only.

MAT 131 Calculus I
5 Hours

Prerequisites: MAT 111 or equivalent
5 hours weekly (5-0)

This course will cover basic concepts and techniques of single variable calculus. Topics include graphing of algebraic functions, limits, differentiation of all elementary functions, applications of differentiation, Newton's method, and integration. Students who successfully complete this course fulfill the general education mathematics requirement at John A. Logan College. It is strongly recommended that the student earn a grade of "C" or better before progressing to MAT 201 or MAT 221. Selected sections will require a Texas Instruments TI-83 calculator.

MAT 201 Calculus 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, infinite series, power series, polar coordinates, and parametric equations. Students who success-fully complete this course fulfill the general education mathematics requirement at John A. Logan College. It is strongly recommended that the student earn a grade of "C" or better before progressing to MAT 202 or MAT 205.

MAT 202 Calculus III
3 Hours

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

This is a continuation of MAT 201. Topics include three-dimensional analytic geometry, and multiple variable differential and integral calculus.

MAT 205 Differential Equations
3 Hours

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

This course is an introduction to differential equations. Topics include standard solution methods for first order linear and nonlinear equations; solution methods for high order linear equations by use of differential operators, undetermined coefficients, reduction of order and variation of parameters; power series; Laplace transforms; and Fourier series.

MAT 208 Mathematics for Elementary Teachers I
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

This course is the first of two courses in the mathematics sequence required for elementary and/or special education majors. It covers sequences, problem solving, set theory, logic, numeration systems and whole numbers, integers, introductory geometry, metric system, number theory and rational numbers. It is restricted to education majors.

MAT 209 Mathematics for Elementary Teachers II
3 Hours

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

This course is the second of two courses in the mathematics sequence required for elementary and/or special education majors. It includes decimals, applications of mathematics, probability, statistics, geometric figures, congruencies, similarities, and coordinate geometry. This course is restricted to education majors.

MAT 221 Introduction to Linear Algebra
3 Hours

Prerequisites: MAT 131 or consent of instructor
3 hours weekly (3-0)

This course will cover vector spaces, linear functions, systems of equations, dimensions, determinants, eigen-values, and quadratic forms. It is offered in the spring semester only.

MAT 282 Statistics
3 Hours

Prerequisites: MAT 108 or equivalent
3 hours weekly (3-0)

This course is designed to meet the needs of students requiring a statistics course with a college algebra prerequisite in their programs. Topics include descriptive statistics, including graphical and numerical, basic probability theory, probability distributions, inferences involving estimation, and hypothesis testing, correlation and regression, and analysis of variance. This course will use technology as a tool (TI-83 calculator or a graphing calculator as approved by the instructor).

DEPARTMENT OF PHYSICAL SCIENCE

CHEMISTRY

CHM 101 Chemical Principles
5 Hours

Prerequisites: MAT 111 or concurrent enrollment or instructor approval
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 liquids and solids. Laboratory experiments investigate these concepts. A first semester course for students majoring in scientific, pre-professional, engineering, or technological programs.

CHM 102 Chemical Principles with Qualitative Analysis
5 Hours

Prerequisites: CHM 101
7 hours weekly (3-4)

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. Second semester chemistry for science, engineering, and pre-professional majors.

CHM 141 General Chemistry I
4 Hours

Prerequisites: Two years of high school algebra or MAT 062
6 hours weekly (3-3)

A first semester course of general, organic and biological chemistry sequence designed to meet the needs of students of nursing, dental hygiene, physical therapy, allied health programs, forestry, home economics, and other majors with comparable requirements. This course covers matter, electrons and chemical bonds, formulas and equations, stoichiometry, gases, solutions, energies, acid-base reactions, and radioactivity.

CHM 142 General Chemistry II
4 Hours

Prerequisite: CHM 141
5 hours weekly (3-2)

Second semester course of general, organic and biochemistry sequence designed to meet the needs of students of nursing, dental hygiene, physical therapy, allied health programs, forestry, home economics, and other majors with comparable requirements. This course covers organic compounds and their characteristics, and biological compounds and their role in living organisms.

CHM 201 Organic Chemistry I
5 Hours

Prerequisites: CHM 101
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 within carbon compounds, stereo-chemistry, reaction mechanisms, and organic reactions involving specific classes of compounds. In the laboratory, students will learn and utilize microscale organic techniques that are integrated with separations using GC and HPLC and with characterizations using IR and UV-Vis spectroscopy.

CHM 202 Organic Chemistry II
5 Hours

Prerequisites: CHM 201
7 hours weekly (3-4)

This course continues the discussions of CHM 201 topics. Topics discussed include reaction mechanisms, reactions involving specific classes of compounds, and an introduction to NMR theory. In the laboratory, students will use microscale organic techniques involv-ing GC and HPLC separations and IR and UV-Vis spec-troscopy, and will be introduced to NMR computer simulations.

COMPUTER SCIENCE

CPS 102 Exploring Computer Technology
3 Hours

Prerequisites: MAT 062 and BUS 116A or equivalent
4 hours weekly (2-2)

This course will serve as an introduction to computer systems, including their hardware and software, and their use in problem solving. The course has three major goals: to foster computer literacy and competency, to explore the use of various application packages, and to develop skill in problem solving using computer technology. The focus will be on a conceptual understanding of how computer systems are used to represent, store, manipulate, and communicate information rather than to provide training on any one particular application. This study of the uses and limitations of technology will lead to an informed decision of using computer resources.

CPS 176 Introduction to Computer Programming
4 Hours

Prerequisites: MAT 062 or equivalent
5 hours weekly (3-2)

This course provides an initial exposure to computers and programming, fostering competence in BASIC computer language via hands-on experience. This course serve as a prerequisite for more intensive study of other high-level languages. Students will be introduced to structured programming methodologies, syntax and semantics of the language, algorithm development, and good programming style considerations. Students will be expected to complete a variety of programming projects. The scheduled lab times are designed for students to have access to instructor help while completing these projects. The lab times are flexible with prior instructor approval.

CPS 202 Discrete Structures (Also MAT 125)
3 Hours

Prerequisites: MAT 062 or equivalent
3 hours weekly (3-0)

This course is designed to lay the ground work for students interested in the area of computer science. It will cover number systems and computer arithmetic, sets, relations an functions, Boolean algebra, elementary matrix operations, combinations, permutations, and counting techniques. This course will be generally oriented toward problem solving and algorithm development. A pseudo-language will be introduced and utilized throughout the course. This course is offered in the fall semester only.

CPS 203 Introduction to FORTRAN (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. FOR-TRAN 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 pro-grams 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 206 Introduction to C Programming
3 Hours

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

An introduction to programming using the high-level structured C language, including a discussion of programming constructs and data representation. Primary emphasis will be given to problem solving, algorithm design, and program development.

CPS 208 Assembly Language Programming
3 Hours

Prerequisites: CPS 204 or 206 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 these: machine representation of numbers and characters, basic assembly language syntax, machine operations, and addressing techniques, as well as machine-level input/output programming.

CPS 215 Data Structures
3 Hours

Prerequisites: CPS 204 or 206 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 a popular, high-level 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, sketch-ing, 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 Statics
3 Hours

Prerequisites: MAT 131 and PHY 155 or 205
3 hours weekly (3-0)

A rigorous course in statics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics course. Vector algebra is used to study particles, rigid bodies, and systems in equilibrium.

PHY 202 Dynamics
3 Hours

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

A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced.

PHYSICAL SCIENCE

PHS 101 Environmental 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
4 hours weekly (2-2)

A general education lecture-laboratory course that covers the entire field of geology. No formal instruction in science is expected. Emphasis will be placed on the configuration of the earth, the dynamic processes that change the configuration, and the origin and history of 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 for Non-Science Majors
3 Hours

Prerequisites: MAT 051
3 hours weekly (3-0)

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

PHS 220 Physical Geology
4 Hours

Prerequisites: CHM 101 or equivalent
5 hours weekly (3-2)

Physical Geology is an intensive study of earth materials and processes designed for the beginning geoscience major and others seeking a strong background in earth sciences. Topics will include minerals, rock types, surficial processes, landscape evolution, structural geology, and plate tectonics. One Saturday field trip (date to be arranged) is also required.

PHYSICS

PHY 121 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 107
5 hours weekly (3-2)

A technical course for electronics and industrial maintenance majors. The course, with laboratory, will introduce the fundamental principles of classical physics as they relate to the world of technology. Topics from mechanics, thermodynamics, electricity and magnetism, and optics will be studied.

PHY 155 College Physics I
5 Hours

Prerequisites: MAT 111 or 2 yrs. H. S. algebra and 1 yr. H. S. trigonometry
6 hours weekly (4-2)

An introduction to physics. Classical mechanics and topics chosen from heat, sound, and materials science. This is the first in a non-calculus sequence for science, mathematics, pre-med, chemistry, and other majors requiring college physics.

PHY 156 College Physics II
5 Hours

Prerequisites: PHY 155
6 hours weekly (4-2)

A continuation of PHY 155. Electricity and magnetism along with topics selected from optics and modern physics; the final course of the non-calculus college physics sequence.

PHY 201 Statics
3 Hours

Prerequisites: MAT 131 and PHY 155 or PHY 206
3 hours weekly (3-0)

A rigorous course in statics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics course. Vector algebra is used to study particles, rigid bodies, and systems in equilibrium.

PHY 202 Dynamics
3 Hours

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

A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced.

PHY 205 University Physics I
5 Hours

Prerequisites: MAT 131 or concurrent enrollment
5 hours weekly (4-2)

PHY 205 is the first course in a standard two-semester calculus-based physics sequence that is offered at virtually all universities and colleges for engineering majors. PHY 205 covers mechanics, heat, and thermo-dynamics. Physics background is strongly recom-mended.

PHY 206 University Physics II
5 Hours

Prerequisites: PHY 205, MAT 201, or concurrent enrollment
5 hours weekly (4-2)

PHY 206 is the second course in a standard two-semester calculus-based physics sequence that is offered at virtually all universities and colleges for engineering majors. PHY 206 covers electricity, magnetism, electromagnetic waves, optics, and an introduction to relativity and quantum physics.

PHY 212 Thermodynamics
5 Hours

Prerequisites: MAT 131 and PHY 156 or PHY 205
5 hours weekly (5-0)

Thermodynamics deals with the conversion of energy from one form to another. It also deals with various properties of substances and the changes in these properties as a result of energy transformations. Because every engineering activity involves an interaction between energy and matter, it is difficult to imagine an area which does not relate to thermodynamics in some respect.

PHY 215 Introduction to Circuit Analysis
4 Hours

Prerequisites: MAT 201 and PHY 156 or PHY 206 or consent of instructor
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 cir-cuits, steady-state analysis, three-phase circuits, Laplace transform, transfer equations, and frequency response.

SURVEYING

SVR 101 Surveying I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a beginning course in surveying designed to introduce the student to the principles and equipment of surveying, as well as the profession of surveying.

DEPARTMENT OF SOCIAL SCIENCE

ANTHROPOLOGY

ANT 111 Anthropology
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introduction to anthropology is an attempt to present, as simply as possible, the basic materials and

ideas of modern anthropology. Two major themes dominate the course. The first is the origin, development, and differentiation of man as a biological organism; the second is the concept of culture, its structure, and development from an anthropological "point of view."

ANT 216 Cultural Anthropology
3 Hours

Prerequisites: None
3 hours weekly (3-0)

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

EDUCATION

EDC 202 Human Growth, Development, and Learning
3 Hours

Prerequisites: PSY 132
3 hours weekly (2-2)

This course is a study of growth, development, and learning of the individual through adulthood with an emphasis on social, emotional, cognitive, and physical aspects of growth and behavior related to school settings. Thirty hours of clinical experience are focused on the social, emotional, cognitive, and physical aspects of behavior, preschool through high school, including observations of learners.

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 its 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 and P. L. 94-142 will be covered. Five hours of clinical experience are granted for a special project (school district analysis).

EDC 208 Characteristics and Methods of Teaching Exceptional Children
3 Hours

Prerequisites: PSY 262 and EDC 202 or 203
3 hours weekly (3-0)

This course is designed for preservice teachers and school personnel who serve, directly and indirectly, handicapped children and youth. The course focuses on providing the essential characteristics, information, and skills to appropriately educate the handicapped in a variety of settings.

EDC 210 Regular Education Observation
1 Hour

Prerequisite: 30 hours of successful coursework (20 at John A. Logan College); or consent of instructor; comprehensive GPA of 3.75
2 hours weekly (0-2)

This course is designed to introduce education students to the learning/teaching environment. The field observation experience is related to concepts introduced in program coursework. Activities are assigned so that students are directed through a sequence of planning, implementation, and reflection. In addition, various activities are given by the cooperating teacher to familiarize students with various roles of the teacher.

EDC 211 Special Education Observation
3 Hours

Prerequisite: 30 hours successful coursework (20 at John A. Logan College); or consent of instructor; comprehensive GPA of 3.75
6 hours weekly (0-6)

This course is designed to enable special education majors to obtain field experiences. The field observation experience is related to concepts introduced in program coursework. Activities are assigned so that students are directed through a sequence of planning, implementation, and reflection.

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 specific regions and countries. Focus is on key countries in the seven continents of the world.

GEO 215 Survival of Humans: Environ-mental 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 manage-ment of natural resources. Emphasis will be placed upon political, economic, and social factors which influence man's resource decisions.

ITD 200 A to H Special Topics in Social Science
1 to 3 Hours

Prerequisites: None
1 to 3 hours weekly

This course provides a study of special topics and problems in social science through an interdisciplinary approach. Study may be through lecture, readings, discussions, guided research, travel, and field trips. Topics may vary from semester to semester and must be approved by the social science chairperson.

ITD 200
- A Anthropology
- B Geography
- C History
- D Political Science
- E Education
- F Sociology
- G Travel/Study
- H Psychology

HISTORY

HIS 101 Western Civilization I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The history of European culture from prehistory through Mesopotamia, Egypt, Greece, and Rome to the Renaissance, and Reformation. Attention is given to Middle Ages society and church, the growth of urban culture and trade, the rise of kings, European discovery and exploration of other parts of the world, and the emergence of nation states. This course emphasizes broad social, intellectual, religious, and political movements that shaped Europe on the verge of the Modern period.

HIS 102 Western Civilization II
3 Hours

Prerequisites: None
3 hours weekly (3-0)

History of Europe since 1650. Beginning with the rise of powerful nation states in the seventeenth century, this course traces the intellectual, political, religious and social trends that formed the modern world. Important elements include the Scientific Revolution, the political transformations beginning with the American and French Revolutions, the rise of industry, imperialism, the World Wars, twentieth century ideas (Freud, Einstein, Planck), and the direction of Western culture in the Cold War and post-Cold War periods.

HIS 110 Twentieth Century America
3 Hours

Prerequisite: None
3 hours weekly (3-0)
The history of the United States since 1900. Areas of emphasis are political changes during the century; social changes including class, gender, and region; the impact of the World Wars and the wars in Korea and Vietnam; technology and its effects; and the United States in an increasingly interdependent world community.

HIS 201 United States History I
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The origins of American culture from exploration through settlement and the founding of the United States. Emphasis is given to social, religious and economic as well as political factors that shaped and continue to shape American civilization. Colonization, development of American identity, rebellion against Great Britain, the Constitution and the evolving cultures of North and South are addressed. The course culminates in the sectional crisis, the Civil War and Reconstruction.

HIS 202 United States History II
3 Hours

Prerequisites: None
3 hours weekly (3-0)

United States History from Reconstruction to the present. Emphasis is placed on the importance of industrialization and the rise of business in transforming both North and South, and the significance of responses of workers, farmers, religious figures, and others to the social and economic transformation of America. The Progressive Movement, New Deal, New Frontier, Great Society, and other domestic issues are presented, along with the role of the United States in the World Wars and the Cold War, and the post-Cold War role of the United States as superpower.

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 213 Eastern Civilizations
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A survey of the history of China and Japan from prehistory to the present. Special attention is given to the ways these non-Western societies organized and governed themselves, and to the art and literature of East Asia. Further emphasis is given to Asian religious outlooks (Confucian, Daoist, Buddhist, and Shinto) that underlie modern Asian values. The interaction of East Asia with Europe and the United States in the last two centuries is also considered.

HIS 223 The African-American Experience
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A survey of the history of African-Americans from Africa during the Age of Exploration to the present. The course deals with broad social, economic, literary, religious, and ideological factors leading to the modern, multicultural society of the United States. Topics covered include African societies, European slave trade, cultures created by slaves in America, slavery in the era of the American Revolution, the Antislavery Movement, Civil War and Reconstruction, segregation in the South, the Great Migration to the North, the Harlem Renaissance, World Wars, and the Civil Rights Move-ment.

ORIENTATION

ORI 100 Seminars for College Success
1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course will provide students with structured opportunities to obtain information, skills, and techniques which may help them succeed in achieving

their academic goals.

POLITICAL SCIENCE

HUM 120/PSC 120 Latin American Civilization
3 Hours

Prerequisite: None
3 hours weekly (3-0)
Latin American Civilization is an interdisciplinary course combining the social science and humanities disciplines. The course will examine Latin American history, politics, religion, geography, languages, culture, music, and art. Students will study the diversity of the peoples of Central and South America and throughout the Caribbean. One of the central purposes is to present students with the opportunity to learn about the complexity and richness of people and nations of the Latin American region. For instance, nations such as Mexico, Brazil, Costa Rica, Colombia, Chile, and Ecuador will be featured in the course. Latin American Civilization is a wonderful opportunity for any student who has an interest and an appetite to learn more about this increasingly important region of the world.

PSC 131 American Government
3 Hours

Prerequisites: None
3 hours

A survey of American national, state, and local

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

PSC 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: PSC 131
3 hours weekly (3-0)

An introduction to international relations emphasizing contemporary international problems and relations. The course is a foreign policy analysis of the international interactions of states and other international actors. In addition, the collapse of Soviet and Eastern European communism, the rediscovery of economics, the resurgence of nationalism, and the emergence of global problems will be examined.

PSC 213 World Affairs (Honors)
3 Hours

Prerequisites: HIS 201, HIS 202, or PSC 131 with "B" or higher; 15 semester hours, GPA of 4.0 or higher
3 hours weekly (3-0)

This course is taught in a seminar format involving an in depth study by honors students of current world affairs. Students will examine current world problems in light of historical, political, economic, social, and geographic background and current policies.

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 of what legal principles are involved in a variety of daily situations.

PSC 230 Internship in Political Science
3 Hours

Prerequisites: 12 semester hours including PSC 131 or PSC 211 with 3.75 GPA or higher

An internship experience which will provide students an opportunity to apply classroom concepts and principles to actual operation of governmental agencies and departments.

PSC 289 Introduction to Comparative Government
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is a comparative examination of the systems, processes, and policies of selected countries. The analysis of each country includes a study of political culture, structure, function, and public policymaking of nine separate countries.

PSYCHOLOGY

PSY 110 College Success and Career Planning
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to help students understand and practice the process of career and life planning. Information and activities are focused on helping students explore their interests, values, strengths and weaknesses, decision-making style, learning strategies, management of personal transitions, and their concept of career. Students will define and develop the strategies and actions to carry out a career/life plan.

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 132 General Psychology
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introductory course in the study of research and application in relation to the psychological areas of cognition, emotion, and behavior. Specifically, the course includes the following areas of psychology: historical foundation, methods of study, psychobiology, sensation, perception, principles of learning, informa-tion processing, language, intelligence, emotions, motives, personality, anxiety and stress, psycho-pathology, and therapy, as well as child, adolescent, adult, and social psychology. Emphasis is placed on discussion as well as presentation of material through lecture, handouts, and videos.

PSY 132H General Psychology
1 Hour

Prerequisites: PSY 132 and consent of instructor
1 hour weekly

A course designed for honor students interested in meeting with a small group for discussion of psychological topics, field trips, and independent readings.

PSY 205 Theories of Personality
3 Hour

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

Psychology 205 is an examination of the major theories of personality and the empirical research relating to these theories. Topics include psychoanalytic and neopsychoanalytic theories, humanistic, cognitive, behavioral/social, and trait theories. Emphasis will also be placed on personality assessment and research methods in the study of personality.

PSY 262 Child Psychology
3 Hours

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

A study of the factors affecting 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 Introduction to Special Education
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introduction to the education and characteristics of exceptional people. This course surveys the history and educational practices in special education, including legislation and litigation. All classifications of special education, mental retardation, learning disabilities, hearing-impaired, etc., will be discussed. The course also covers the effects of disability conditions on learning situations.

PSY 285 Psychology of Personality and Adjustment
3 Hours

Prerequisites: 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 individuals and groups. Topics discussed include social organization, interaction, culture, and changing social patterns in reaction to a dynamic society.

SOC 215 Diversity in American Life
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The course is designed to foster an understanding and appreciation of diversity in American life. Diversity with respect to gender, race, age, class, ethnicity, and differences in physical abilities will be examined. Topics include these: perspectives on cultural diversity; identity and diversity; comparisons of patterns of racial/ethnic assimilation and adaptation; social policy issues and diversity; social problems and social movements.

SOC 263 Marriage and 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)

A review and application of basic sociological concepts, theories, and methods to examine contemporary social problems. Students discuss and analyze selected contemporary social problems along with a range of solutions to these problems. Special features of the class include the use of the World Wide Web in the research process, examination of cultural representations of social problems, and local focus on social problems.

VOLUNTEERISM

VOL 101 Volunteerism
1-3 Hours

Prerequisite: Agencies receiving volunteer services reserve the right to set requirements. The requirements might be met through a course, seminar, orientation, or criminal background/drug check.
2-6 hours weekly (0-2 to 6)

This course will meet legislative guidelines and will give students the opportunity to provide service to his/her community. Students will be assigned to an agency, community action group, or educational facility based upon his/her skills, knowledge, and general interests. Some opportunities may involve tutoring, animal shelters, elderly care, neighborhood improvement, hospitals, etc.

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 department 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 101 United States Air Force
2 Hours

Prerequisites: None
1 hour class with 1.5 hour Leadership Laboratory* weekly

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

AFS 102 Aerospace Offensive and Defensive Forces
2 Hours

Prerequisites: None
1 hour class with 1.5 hour Leadership Laboratory* weekly

Introduction to U. S. general purpose and strategic offensive forces, and the constraints involved in the use of modern weapons. Introduction to concepts, organi-zation, equipment, and procedures involved in the strategic defense of the United States. Concurrent enrollment in Leadership Laboratory.

AFS 201 The Development of Air Power I
2 Hours

Prerequisites: None
1 hour class with 1.5 hour Leadership Laboratory* weekly

History of manned flight from pre-aircraft to the end of WW II. Develops themes of doctrine, technology, and evolution of aircraft and the U. S. Air Force. Concurrent enrollment in Leadership Laboratory.

AFS 202 The Development of Air Power II
2 Hours

Prerequisites: None
1 hour class with 1.5 hour Leadership Laboratory* weekly

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 Laboratory.

*Leadership Laboratory

A supervised laboratory taken concurrently with the AFS courses described above. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, performance as a unit, and preparation for field training, which is a voluntary experience.

ARMY ROTC

AMS 101 Defense Establishment
1 Hour

Prerequisites: None
1 hour weekly (1-0)

An examination of conflict and the U. S. response, with particular emphasis on the Army's role. This course includes instruction in the history, organization, role of the National Guard and Reserves, customs and courtesies, and mission of the U. S. Army. The aspects of military leadership are introduced.

AMS 102-1 or 2 Land Navigation and Traverse
1 Hour

Prerequisites: None
1 hour weekly

An introduction to land navigation involving the use of the compass, maps, the sun, and prominent stars. Includes crossing techniques such as simple free climbing and rappelling. Compass exercises will also be presented, as well as other outdoor practical exercise.

AMS 201-3 Basic Leadership Skills
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Applied leadership in small-groups. Exercises in self-confidence, group communications in situations where the group is required to function and survive on a self-sufficient basis. Principles of survival will be explored in depth, with maximum involvement of the student in leadership and problem-solving roles. Includes Leadership Laboratory.*

AMS 202-2 Leadership and Management Techniques
2 Hours

Prerequisites: None
2 hours weekly (2-0)

A study of the military management system and Army leadership. Includes the presentation of military leader-ship traits, style, approaches, managerial techniques, and communications. Includes leadership laboratory.

*Leadership Laboratory

A supervised laboratory taken concurrently with the AMS courses described above. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, performance as a unit, and preparation for field training, which is a voluntary experience.

FACULTY AND STAFF

OFFICE OF THE PRESIDENT

Joseph Ray Hancock . . . . . President
B. S., Southern Illinois University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Steven Arthur . . . . . Coordinator of Scholarships and Donor Relations
B. A., Southern Illinois University

Donna Glodjo . . . . . Administrative Assistant to the President and Recording Secretary to the Board of Trustees

Stephanie Chaney Hartford . . . . . Coordinator of Annual Giving and Alumni Services
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Greg Legan . . . . . Director, John A. Logan College Foundation
B. A., Columbia College
M. S., Indiana Wesleyan

JoAnne Nast . . . . . Director of Development
B. A., Southern Illinois University
M. A., Southern Illinois University

Larry Peterson . . . . . Director of Personnel/Human Resources and Affirmative Action
B. A., Southern Illinois University
B. A., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Eric Pulley . . . . . Coordinator of Institutional Research
B. S., Southern Illinois University
M. B. A., Southern Illinois University

John Sala . . . . . Executive Assistant to the President/Foundation
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION

Don Middleton . . . . . 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

Elizabeth Bailey-Smith . . . . . Director of Student Activities and Cultural Affairs
B. S., Murray State University

M. S., Murray State University

Brent Baker . . . . . Assistant Men's Basketball Coach,
B. A., University of Iowa Academic Advisor

Gary Barton . . . . . Coordinator of Veterans Affairs, Loan Specialist
B. S., Southern Illinois University

Gail Bean . . . . . Assistant CRT Counselor/Facilitator,
B. A., Southern Illinois University JTPA/IETC Programs

Charlena Bitting . . . . . Coordinator, JTPA/IETC Programs
A. S., Southern Illinois University
A. S., John A. Logan College
B. S., Southern Illinois University
M. S., Southern Illinois University

Ronald Blankenship . . . . . Tech Prep/IETC Facilitator
B. S., Southern Illinois University

Angela Calcaterra . . . . . Coordinator for Deaf and Hard-of-Hearing Services
B. A., Southern Illinois University

Teri Campbell . . . . . Basic Skills Tutor/Academic Advisor
B. S., Southern Illinois University Coordinator of Athletic Events
M. B. A., Southern Illinois University

Tom Cardwell . . . . . Director of Assessment
B. S., Southern Illinois University, Edwardsville
M. S., Southern Illinois University, Carbondale

Larry Chapman . . . . . Dean for Student Services
B. S., Murray State University
M. Ed., University of Arizona
Ph.D., University of Arizona

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

Lauralyn Cima . . . . . Advisor/Counselor
B. A., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Sharon Colombo . . . . . Facilitator, Early School Leavers
B. S., Southern Illinois University Programs

Sheila Columbo . . . . . Assistant Coordinator, Center for Business and Industry
B. S., Southern Illinois University

Belinda Conner . . . . . Public Assistance Counselor/Facilitator
B. S., Southern Illinois University

Terry Crain . . . . . Associate Dean for Student Services
B. S., Southern Illinois University
M. S., 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

Robert Fester . . . . . Vocational Counselor
B. S., Illinois State University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Kay Fleming . . . . . ABE/GED Counselor/Facilitator
A. S., John A. Logan College
B. S., Southern Illinois University
M. S., Southern Illinois University

Rich Fyke . . . . . Procurement Assistance Center Specialist
A. A., Kaskaskia College
B. S., Southern Illinois University

Donald Gines . . . . . Head Women's Softball Coach/Academic Advisor
B. S., Eastern Illinois University
M. S., Eastern Illinois University

Ted Green . . . . . Coordinator of Career Development
A. A. S., Indiana University
A. S., John A. Logan College
B. S., Southern Illinois University

Carla Haas . . . . . Computer Trainer
B. S., Southern Illinois University

Jerry Halstead . . . . . Head Baseball Coach
A. A., John A. Logan College Academic Advisor
B. S., Southern Illinois University

Michelle Hamilton . . . . . Computer Trainer
A. A., John A. Logan College
B. S., Eastern Illinois University
M. S., Eastern Illinois University

Barry Hancock . . . . . Associate Dean for Community Education
A. S., John A. Logan College
B. S., Murray State University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Betty Harris . . . . . Assistant Coordinator, Literacy Program
A. A., John A. Logan College — Du Quoin Extension Center
B. S., Southern Illinois University

Martin Hawkins . . . . . Head Women's Basketball Coach, Basic Skills Tutor,
B. S., DePaul University — Academic Advisor
M. A., DePaul University

Mabel Hayes . . . . . Coordinator for Literacy Programs
B. S., Southern Illinois University
State of Illinois Teacher's Certificate

Stacy Holloway . . . . . Director for Student Financial Assistance
B. S. Southern Illinois University

Lisa Hudgens . . . . . Coordinator of Job Development
B. S., Eastern Illinois University
M. S., Southern Illinois University

Marshall B. Hyde . . . . . Curator, College Museum and Art Galleries
B. F. A., Miami University
M. F. A., Southern Illinois University

Mark Imhoff . . . . . Head Men's Basketball Coach
B. S., Eastern Illinois University — Academic Advisor
M. A., Morehead State University

Kathy Lively . . . . . Associate Dean of Adult Basic/Secondary Education
B. S., Southern Illinois University
Graduate study, Southern Illinois University

Christy Martin . . . . . Coordinator, Students with Disabilities/Retention Counselor
A. S., Rend Lake College
B. A., Southern Illinois University
M. S., Southern Illinois University

Berniece McCormick . . . . . Assessment Specialist
B. S., Southern Illinois University
M. S., Southern Illinois University

Philip Minnis . . . . . Dean for Work Force Development and Community Education
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Jane Minton . . . . . Academic Advisor/Counselor
B. A., McKendree College
B. A., University of Maryland
M. A., University of South Florida
Advanced graduate study, Southern Illinois University

Ngozi Okasili . . . . . Coordinator, Minority Transfer Center
B. S., University of Wisconsin
Graduate study, Southern Illinois University

Elaine Parker . . . . . Director, Adult Secondary Education
B. S., Southern Illinois University
Graduate study, Southern Illinois University

Sherri Pearce . . . . . Assistant Coordinator, Family Literacy
B. S., Southern Illinois University

Darren Pulley . . . . . Associate Dean for Corporate Information
A. S., John A. Logan College
B. S., Southern Illinois University

Faye Ragan . . . . . Volleyball Coach
B. S., Southern Illinois University
M. S., Southern Illinois University

Shirley Reach . . . . . Counselor/Facilitator
B. S., Illinois State University JTPA/IETC Programs
Graduate study, Southern Illinois University

John A. Reeder . . . . . Facilitator, Displaced Homemaker/Single Parent
A. T., John A. Logan College
B. S., Southern Illinois University
M. S., Southern Illinois University

Don Rice . . . . . Basic Skills Specialist-Language Arts
B. S., Southern Illinois University

Lauvenia Robinson-Hill . . . . . Mentor Coordinator/Advisor
B. S., Southern Illinois University

Herbert K. Russell . . . . . Director for College Relations
B. S., Eastern Illinois University
M. A., Southern Illinois University
Ph.D., Southern Illinois University

John C. Sala . . . . . Dean for Administrative Services and
B. S., Southern Illinois University Athletic Director
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

Kristen Shelby . . . . . Basic Skills Tutor/Academic Advisor/
B. S., Southern Illinois University Assistant Women's Basketball Coach

Gregory Stettler . . . . . Director of Continuing Education
B. A., Southern Illinois University
M. P. A., Southern Illinois University

Karla Tabing . . . . . ABE/ASE Counselor/Facilitator
B. S., Southern Illinois University

Cheryl L. Thomas . . . . . Director, Student Success Center
B. S., University of Illinois
M. S., Southern Illinois University

Dennis White . . . . . Director of Center for Business and Industry
A. A. S., John A. Logan College
B. S., Southern Illinois University
M. A., Webster University

Tim Williams . . . . . Counselor/Assistant Baseball Coach
A. S., John A. Logan College
B. S., Southern Illinois University

Matt Yusko . . . . . Counselor (Evening)
A. S., A. A., John A. Logan College
B. S., Murray State University
M. S., Southern Illinois University

ADULT EDUCATION
AREA COMMUNITY COORDINATORS

Jane Marie Bryant . . . . . Murphysboro
Judy Kuehner . . . . . Carterville, Herrin
Mike Rude . . . . . Johnston City
Chuck Smith . . . . . West Frankfort, West Frankfort Extension Center
Landa Stettler . . . . . Crab Orchard, Marion
Christy Stewart . . . . . Ava, Du Quoin, Trico, Du Quoin Extension Center
Sharon Walters . . . . . Carbondale, DeSoto

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 . . . . . Dean for Financial Operations
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Craig Batteau . . . . . Computer Labs Facilitator
A. A. S., Southern Illinois University
B. S., Southern Illinois University

Stacy Buckingham . . . . . Coordinator of Payroll
A. S., John A. Logan College
B. S., Southern Illinois University

Jeremy Cottingham . . . . . Assistant Network Coordinator
A. S., John A. Logan College

Kim Dixon . . . . . Coordinator of Business Services
A. S., John A. Logan College
B. S., Southern Illinois University

Thomas Hamlin . . . . . Coordinator of Custodial and Environmental Services
B. A., Southern Illinois University

Dwight Hoffard . . . . . Director of Buildings, Grounds, and Security

Thomas Horn . . . . . Coordinator of Campus Safety
B. S., Southern Illinois University

Mike Jakubco . . . . . Coordinator of Grounds Maintenance
D. A., Mayfair Junior College of Chicago
B. S., Southern Illinois University
M. S., Southern Illinois University

Louis Morgan . . . . . Network Coordinator
B. S., Southern Illinois University

Robin Pauls . . . . . Associate Dean for Information Technology
B. A., Southern Illinois University

Cindy Russell . . . . . Manager, Word Processing Center
A. A. S., John A. Logan College
B. S., Southern Illinois University

Gary Smith . . . . . Software Specialist
B. S., Illinois State University

Gary Tendick . . . . . Computer Programmer
B. S., 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

OFFICE OF THE VICE-PRESIDENT FOR INSTRUCTIONAL SERVICES

Robert Mees . . . . . Vice-President for Instructional Services
B. S., Southern Illinois University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Linda Barrette . . . . . Dean for Learning Resources
B. S., East Tennessee State University Director of Center for Teaching, Learning, and Leadership
M. S., Catholic University of America
Ph.D., Southern Illinois University

Eric Behle . . . . . Special Projects Computer Specialist
B. S., University of Missouri

Thomas Bell . . . . . Director of Media Services and Telecommunications
B. A., Murray State University
M. A., Murray State University

Rebecca Borgsmiller . . . . . Coordinator of Instructional Services
A. A., John A. Logan College
B. A., Southern Illinois University
M. S., Southern Illinois University

Patsy Burdel . . . . . Coordinator of Follow-Up and Computer-Assisted Learning
B. S., Southern Illinois University

Carla J. Campbell . . . . . Special Projects Computer Specialist
A. A. S., John A. Logan College

Reva Cox . . . . . Special Projects Computer Specialist
B. S., Southern Illinois University

Denise Crews . . . . . Director, Developmental Education
B. S., Southern Illinois University
M. S., Southern Illinois University

Jil Deaton . . . . . Special Projects Family Specialist
B. S., Southern Illinois University

Deborah Greathouse . . . . . Distance Learning Facilitator
B. S., Southern Illinois University

Twyla Green . . . . . Child Care Resource and Referral Specialist
A. A. S., Southeastern Illinois College

Scott Hamilton . . . . . Associate Dean for Business and Applied Technology
B. S. of Ed., Eastern Illinois University
M. S. of Ed., Southern Illinois University

Caroline Johnson . . . . . Special Projects Computer Specialist
A. S., Southeastern Illinois College
B. S., Southern Illinois University

Paulette Johnson . . . . . Coordinator of Special Projects
A. A., Southern Illinois University
B. S., Southern Illinois University
M. S., Southern Illinois University

Tambra Kent . . . . . Special Projects Family Specialist
B. S., Southern Illinois University

Subhashree Kumar . . . . . Reference Librarian
B. Com., Gujarat University, India
M. Com., Madurai-Kamaraj University, India
M. L. S., State University of New York at Buffalo

Lori Longueville . . . . . Child Care Resource and Referral Facilitator
B. A., Illinois Wesleyan University

Adele McCoy . . . . . Child Care Resource and Referral Specialist
A. A. S., Illinois Central College

Jacqueline McGee . . . . . Assistant Coordinator, Special Projects
B. S., Hofstra University Information and Systems

Dinah “Marie” Meacham . . . . . Special Projects Family Specialist
A. A. S., John A. Logan College

Laura Patterson . . . . . Special Projects Facilitator
B. S., Rockford College
M. S., Southern Illinois University

Maxine Pyle . . . . . Dean for Instruction
B. A., Judson College
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Regina Rhodes . . . . . Reference Librarian
B. A., Quincy College
M. L. S., University of Illinois

Julia Schroeder . . . . . Associate Dean for Part-Time and Developmental Instruction
B. S., Southern Illinois University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Mary Ann Troutman . . . . . Cosmetology Lab Manager
B. S., Southern Illinois University

Judy Vineyard . . . . . Director of Library Services
B. S., Southern Illinois University
M. S., Southern Illinois University
M. L. S., University of Illinois

Nina Wargel . . . . . Family Specialist
B. S., University of Illinois

Terese White . . . . . Child Care Specialist--Training Coordinator
A. A. S., John A. Logan College
B. A., Southern Illinois University

Adeline Wilson . . . . . Preschool Site Coordinator
A. S., John A. Logan College
B. A., Southern Illinois University
Graduate study, Southern Illinois University

TEACHING FACULTY

DEPARTMENT OF HEALTH AND PUBLIC SERVICES

Mary Ellen Abell . . . . . Associate Dean for Health
B. S., Southern Illinois University Public Service Programs
M. S., Southern Illinois University

R. Ann Barnstable . . . . . Instructor, Nursing
B. S., Southern Illinois University
M. S. N., University of Evansville

Leslie Bertolini . . . . . Instructor, Nursing
B. S., University of Virginia
M. S. N., University of New Hampshire

Sharon Benshoff . . . . . Director, Occupational Therapy Assistant and Instructor, SICM
B. S., University of North Dakota
M. Ed., University of Pittsburg
Advanced graduate study, Southern Illinois University

Karen Betts . . . . . Associate Professor, Nursing
B. S., Southern Illinois University
M. S., Southern Illinois University

Dirk Borgsmiller . . . . . Instructor, Travel/Tourism
B. S., Southeast Missouri State University

Charles Ellett . . . . . Instructor, Criminal Justice
B. S., Southern Illinois University

Shirley Everingham . . . . . Associate Professor, Nursing
R. N., Chicago Wesley Memorial Hospital and Northwestern University Medical School
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Donna Farris . . . . . Instructor, Nursing
B. S., Southern Illinois University
M. S. N., University of Evansville

Janice Finney . . . . . Professor, Nursing
B. S., Fort Hays Kansas State College
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Kathy Gibson . . . . . Instructor, Dental Assisting
B. S., Southern Illinois University

Debra Goddard . . . . . Director of Nursing
B. S. N., Southern Illinois University, Edwardsville
M. S. N., University of Evansville

Pamela Hays . . . . . Instructor, Nursing
B. S., Southern Illinois University, Edwardsville

Della Hoffman . . . . . Instructor, Dental Assisting
B. S., Southern Illinois University

Julie Horecker . . . . . Instructor, Nursing
B. S., McKendree College
M. S., Southeast Missouri State University

Pat Luebke . . . . . Director of Medical Laboratory Technology and Instructor (SICCM)
B. A., Southern Illinois University
M. T., American Society of Clinical Pathologists

Paul Menkis . . . . . Instructor, Interpreter Preparation
B. A., Gallaudet College
M. S., Rochester Institute of Technology

Sandra Monahan . . . . . Instructor, Cosmetology
A. A. S., John A. Logan College
B. S., Southern Illinois Univeristy

Barbara Patchett . . . . . Professor, Nursing
R. N., Jewish Hospital School of Nursing
M. S. N., University of Evansville
Ph.D., Southern Illinois University

Patricia Smith . . . . . Assistant Professor, Cosmetology
B. S., Southern Illinois University

Harry Spiller . . . . . Associate Professor, Criminal Justice
B. A., Southern Illinois University
B. S., Southern Illinois University
M. P. A., Southern Illinois University
Advanced graduate study, Southern Illinois University

Joyce Steber . . . . . Assistant Professor, Nursing Assistant
B. S., University of Illinois

Verlinda Street . . . . . Instructor, Occupational Therapy Assistant (SICCM)
B. S., University of Illinois at Chicago

Mary Sullivan . . . . . Director, Health Information Technology and Instructor (SICCM)
B. S., Illinois State University
M. S., Southern Illinois University
R. R. A., Illinois State University

Marilyn Toliver . . . . . Professor, Early Childhood Education
B. S., Southern Illinois University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Paula Willig . . . . . Assistant Professor, Interpreter Preparation
B. A., Concordia Teachers College
M. S., Western Maryland College

Susan Winters . . . . . Associate Professor, Nursing
B. S., Clarion University of Pennsylvania
M. S., University of Virginia
Ph.D., University of Virginia

DEPARTMENT OF BUSINESS

Michael Bitting . . . . . Department Chair for Business
B. S., Southern Illinois University — Associate Professor, Accounting
M. B. A., Southern Illinois University
Advanced graduate study, Southern Illinois University

Cheryl Bernhardt . . . . . Assistant Professor, Business
B. S., Southern Illinois University
M. S., Southern Illinois University

Carla Bradley . . . . . Professor, Computer Information Systems
B. S., Southern Illinois University
M. S., Southern Illinois University

Shayne Crawshaw . . . . . Assistant Professor, Economics
B. S, Southern Illinois University
M. B. A., Southern Illinois University
Advanced graduate study, Southern Illinois University

David England . . . . . Instructor, Business
B. S., Southern Illinois University

Brenda Erickson . . . . . Assistant for Instructional Services
B. S., Southern Illinois University — Professor, Business
M. S., Southern Illinois University
Ph.D., University of Illinois

Joyce Hayes . . . . . Professor, Business
B. S., Southern Illinois University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Barbara Hewson . . . . . Assistant Professor, Business
B. B. A., University of Houston
M. A., Southern Illinois University
J. D.,Southern Illinois University

Lora Hines . . . . . Assistant Professor, Business
A. S., John A. Logan College
B. S., Southern Illinois University

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

Robert Killian . . . . . Associate professor, Computer Information Systems
B. S., Shippensburg State University
M. S., Eastern Illinois University
Advanced graduate study, Southern Illinois University

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

Melanie Pecord . . . . . Assistant Professor, Computer Information Systems
B. S., Southern Illinois University

Terri L. Rentfro . . . . . Professor, Computer Information Systems
B. S., Southern Illinois University
M. S., Southern Illinois University

Linda Taylor . . . . . Associate Professor, Business Administration and Accounting
B. S., Southern Illinois University
M. S., Southern Illinois University

DEPARTMENT OF APPLIED TECHNOLOGIES

Jon Rivers . . . . . Department Chair for Applied Technologies
B. S., Ferris State College Professor, Drafting
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Tim Baker . . . . . Associate Professor, Electronics
B. S., Southern Illinois University
M. S., Southern Illinois University

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

Debra Grisham . . . . . Instructor, Electronics
B. S., Southern Illinois University

Mark Hitt . . . . . ETC Partnership Coordinator
B. S., University of Missouri, Rolla Instructor, CAD, CIM

Robert Landes . . . . . Instructor, Welding
Certified in Welding, Southern Illinois University School of Technical Careers
B. S., Southern Illinois University

Ron Parks . . . . . Associate Professor, CAD, CIM
B. A., Southern Illinois University
M. S., Southern Illinois University

Lee Rawson . . . . . Instructor, Auto Mechanics
B. S., Southern Illinois University

Paul Roach . . . . . Instructor, Auto Body Repair
B. S., Southern Illinois University

Richard Smith . . . . . Instructor, Heating and Air Conditioning
A. A. S., John A. Logan College
B. S., Southern Illinois University
M. S., Southern Illinois University

Jack Smothers . . . . . Assistant Professor, Welding
B. S., Southern Illinois University

Terry J. Stanley . . . . . Professor, Automotive Technology
A. S., Olney Central College
B. S., Southern Illinois University
Graduate study, Southern Illinois University

Jimmie Wolfe . . . . . Instructor, Automotive Technology
B. S., Southern Illinois University

DEPARTMENT OF ENGLISH

Barbara James . . . . . Department Chair for English
B. A., South Dakota State University Associate Professor, English/Reading
M. A., Southern Illinois University
Advanced graduate study, Southern Illinois University

Jeneece Bishop . . . . . Associate Professor, English
B. A., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Sonoma State University, California

Anita Braun . . . . . Assistant Professor, English
B. S., Southern Illinois University
M. S., Northern Illinois University

Kathleen Carl . . . . . Associate Professor, English
B. A., Southern Illinois University
M.A., University of Texas

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

Joanna Christopher . . . . . Associate Professor, English
B. A., Southern Illinois University
M. A., Southern Illinois University

Steve Falcone . . . . . Assistant Professor, English
B. A., LaSalle College
M. A., Southern Illinois University

Stan Hale . . . . . Associate Professor, English/Speech/Journalism
B. S., Oakland City College
M. A., University of Evansville
M. A., Southern Illinois University

Harris Mosley . . . . . Instructor, English
B. A., Loyola University
M. A., Loyola University

Beverly McCabe . . . . . Associate Professor, English
B. S., Northern Illinois University
M. A., Southern Illinois University
M. S., Northern Illinois University
Advanced graduate study, Northern Illinois University, Southern Illinois University

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

DEPARTMENT OF HUMANITIES

Gary W. Kent . . . . . Department Chair for Humanities
B. S., Eastern Illinois University — Professor, Speech
M. A., Southern Illinois University
Ph.D., Southern Illinois University

Mike Kowalewski . . . . . Instructor, Philosophy
B. A., University of Arizona
M. A., University of Arizona
Ph.D., Southern Illinois University

Renee Mavigliano . . . . . Instructor, Art
B. S., Northern Illinois University
M.F. A., Southern Illinois University
Illinois Teaching Certificate for Art, Teaching, and Supervision

Edgar Montano . . . . . Associate Professor, Spanish
B. A., Universidad Pedagogica y Techologica de Colombia, Colombia, S. A.
M. Ed., Boston University
M. A., Southern Illinois University

Gayle Pesavento . . . . . Associate Professor, English/Speech/Journalism
B. S., Eastern Illinois University — and Coordinator of International Studies
M. A., Eastern Illinois University

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

Michael Seagle . . . . . Assistant Professor, Speech, Theater
B. A., Southern Illinois University
M. F. A., University of Illinois

DEPARTMENT OF LIFE SCIENCE

Linwood Bechtel . . . . . Department Chair for Life Science
B. S., West Chester State University — Professor, Physical Education and Health
M. S., University of Illinois — Coordinator of Aerobic Center
Advanced graduate study, University of Illinois and Southern Illinois University

Donald Autry . . . . . Professor, Biology
B. S., Memphis State University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Donna Ford . . . . . Instructor, Biology
B. S., Illinois State University
M. S., Western Illinois University

Lelia Jo Hart . . . . . Assistant Professor, Health
B. S., Illinois State University
M. S., Southern Illinois University

Nelda Hinckley . . . . . Assistant Professor, Biology
B. A., North Texas State University
M. S., North Texas State University
Advanced graduate study, University of Texas
Advanced graduate study, Hofstra University, Pittsburg University, and Southern Illinois University

Keith Krapf . . . . . Assistant Professor, Biology
B. S., Southern Illinois University
M. S., Southern Illinois University

Gladys “Mickey” McCowen . . . . . Associate Professor, Health
B. S., Southern Illinois University
M. S., Southern Illinois University

Jo Princ . . . . . Instructor, Microbiology
B. A., University of Kansas
M. S., University of Michigan
Advanced graduate study, Eastern Michigan University

Faye Ragan . . . . . Assistant Professor, Health and Physical Education
B. S., Southern Illinois University
M. S., Southern Illinois University

Larry Spears . . . . . Instructor, Biology
A. B., University of Illinois
M. S., University of Tennessee
Ph.D., Southern Illinois University

DEPARTMENT OF MATHEMATICS

John Profilet . . . . . Department Chair for Mathematics
B. S., Southern Illinois University Professor, Mathematics
M. S., Southern Illinois University
Advanced graduate study, Sangamon State University

Roberta Brown . . . . . Associate Professor, Mathematics
A. S., Carl Sandburg College
B. A., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Eric Ebersohl . . . . . Instructor, Mathematics
B. S., Southern Illinois University
M. S., Southern Illinois University

Scott Elliott . . . . . Instructor, Mathematics
B. S., Southern Illinois University

Kathirave Giritharan . . . . . Assistant Professor, Mathematics
B. A., Southern Illinois University
B. S., University of Jaffna, Sri Lanka
M. S., Southern Illinois University

James W. Harris . . . . . Associate Professor, Developmental/Remedial Mathematics
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Norman Rees . . . . . Professor, Mathematics
B. A., Kansas State Teacher's College
M. S., Kansas StateTeacher's College
Advanced graduate study, Southern Illinois University

Virgil Stubblefield . . . . . Assistant Professor, Physics/Mathematics
B. S., University of Missouri at Rolla
M. A., Washington University
Ph.D., Washington University

DEPARTMENT OF PHYSICAL SCIENCE

Marion Morgan . . . . . Department Chair for Physical Science
B. S., Murray State University Professor, Physics and Mathematics
M. S., University of Kentucky
Ph.D., University of Kentucky

Sheryl Bleyer . . . . . Associate Professor, Computer Science
B. S., Southern Illinois University
M. S., Southern Illinois University

Michiko Eberle . . . . . Associate Professor, Chemistry/Mathematics
B. S., Hakkaido University of Japan
M. S., Washington State University
Advanced graduate study, Iowa State University

Robert D. English . . . . . Assistant Professor, Physical and Earth Science
B. S., State University of New York
M. S., Southern Illinois University

James Gundlach . . . . . Associate Professor, Physics
B. S., University of Michigan
M. S., Clemson University
Ph.D., Clemson University

Don Rich . . . . . Associate Professor, Chemistry
B. S., Eastern Illinois University
M. S., University of Cincinnati

Mikolaj Sawicki . . . . . Professor, Physics
M. S., Warsaw University, Warsaw, Poland
Ph.D., Warsaw University, Warsaw, Poland

Virgil Stubblefield . . . . . Assistant Professor, Physics/Mathematics
B. S., University of Missouri at Rolla
M. A., Washington University
Ph.D., Washington University

DEPARTMENT OF SOCIAL SCIENCE

Don Boehne . . . . . Department Chair for Social Science
B. S., Southeast Missouri State University Professor, Psychology
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Gary Caldwell . . . . . Associate Professor, Psychology
B. S., Southern Illinois University
M. S., Southern Illinois University

Thomas Carroll . . . . . Associate Professor, History
B. S., Georgetown University
M. S., University of Missouri
Advanced graduate study, College of William and Mary

Denis Junge . . . . . Assistant Professor, Psychology
B. S., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Perry Knop . . . . . Associate Professor, Political Science
B. A., Southern Illinois University
M. A., Southern Illinois University
J. D., Southern Illinois University

Karl Maple . . . . . Professor, Political Science
B. S., Southern Illinois University
M. S., Southern Illinois University
Ph.D., Southern Illinois University

Mary O'Hara . . . . . Associate Professor, Sociology
B. A., Southern Illinois University
M. S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Alphonse Stadler . . . . . Professor, Anthropology and Geography
B. S., Indiana State University
M. A., Indiana University
Advanced graduate study, Indiana University

COOPERATIVE MINING TECHNOLOGY (CMT) PROGRAM

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

Diane Lutes . . . . . Director of Registration and Financial Affairs
A. S., Frontier College
B. S., Southern Illinois University

Tom Kucharik . . . . . Instructor, Coal Mining Technology Program
B. S., Southern Illinois University
Industrial Training, Southern Illinois University

Terry Russell . . . . . Instructor, Coal Mining Technology Program
B. S., Southern Illinois University
M. S., Southern Illinois University

G. Dennis Sileven . . . . . Instructor, Coal Mining Technology Program
A. A. S., Wabash Valley College

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

INDEX