

**JOHN A. LOGAN
COLLEGE
1994-95 COLLEGE CATALOG**

- **Catalog conversion notes**



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TABLE OF CONTENTS

JOHN A. LOGAN COMMUNITY COLLEGE	5
COLLEGE CALENDAR	7
GENERAL INFORMATION	8
RIGHTS AND RESPONSIBILITIES OF STUDENTS	13
TUITION AND FEES	16
STUDENT FINANCIAL ASSISTANCE	22
ACADEMIC POLICIES	28
CREDIT BY MEANS OTHER THAN CLASSROOM ATTENDANCE	33
SUPPORTIVE SERVICES	39
STUDENT SERVICES AND ACTIVITIES	41
TRANSFER PROGRAMS	47
CAREER EDUCATION	70
CONTINUING EDUCATION AND COMMUNITY SERVICES	118
DIVISION OF HEALTH AND PUBLIC SERVICE: COURSE DESCRIPTIONS	125
ALLIED HEALTH	126
ASSOCIATE DEGREE NURSING	127
COSMETOLOGY	130
CRIMINAL JUSTICE PROGRAM	133
DENTAL ASSISTING	136
EARLY CHILDHOOD EDUCATION	139
EMERGENCY MEDICAL TECHNICIAN	141
INTERPRETER PREPARATION	143
MEDICAL LABORATORY TECHNOLOGY	145
MEDICAL RECORDS TECHNOLOGY	147
NURSING ASSISTANT	149
NUTRITION	150
OCCUPATIONAL THERAPY ASSISTANT	151
PRACTICAL NURSING	153
SURGICAL TECHNICIAN	156
TRAVEL/TOURISM	157
DIVISION OF BUSINESS AND INDUSTRY: COURSE DESCRIPTIONS*	159
ACCOUNTING	160
AUTOMOTIVE	163
COMPUTER-INTEGRATED MANUFACTURING	168

COMPUTER INFORMATION SYSTEMS	169
DRAFTING TECHNOLOGY	172
ECONOMICS	174
ELECTRONICS	175
GENERAL BUSINESS	177
HEATING AND AIR CONDITIONING	183
INDUSTRIAL MAINTENANCE	184
INDUSTRIAL PROCESSES	185
MACHINE PROCESSES	186
MANAGEMENT	189
MARKETING	190
SHORTHAND	192
KEYBOARDING	193
WELDING	195
DEPARTMENT OF ENGLISH: COURSE DESCRIPTIONS	199
ENGLISH	200
JOURNALISM	202
LITERATURE	203
DEPARTMENT OF HUMANITIES: COURSE DESCRIPTIONS	205
ART	206
FOREIGN LANGUAGE	210
INTERDISCIPLINARY STUDIES	212
MUSIC	213
PHILOSOPHY	216
SPEECH	217
DEPARTMENT OF LIFE SCIENCE: COURSE DESCRIPTIONS	219
AGRICULTURE	220
BIOLOGICAL SCIENCE	221
HEALTH	224
PHYSICAL EDUCATION SERVICE	225
DEPARTMENT OF MATHEMATICS: COURSE DESCRIPTIONS	227
MATHEMATICS	228
DEPARTMENT OF PHYSICAL SCIENCE: COURSE DESCRIPTIONS**	232
CHEMISTRY	233
COMPUTER SCIENCE	234
ENGINEERING	236
PHYSICAL SCIENCE	237
PHYSICS	238
DEPARTMENT OF SOCIAL SCIENCE: COURSE DESCRIPTIONS***	240
ANTHROPOLOGY	241
EDUCATION	242

GEOGRAPHY	243
HISTORY	244
POLITICAL SCIENCE	246
PSYCHOLOGY	248
SOCIOLOGY	250
INDEPENDENT STUDY	251
MILITARY STUDIES	252
FACULTY AND STAFF	254
TEACHING FACULTY	264

JOHN A. LOGAN COMMUNITY COLLEGE 1994-95

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; WEST FRANKFORT--937-3438;

CRAB ORCHARD, GORHAM, AND TRICO AREAS--1-800-851-4720; and TTY (hearing-impaired access)--985-2752.

BOARD OF TRUSTEES

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Robert Mees, Vice-President for instructional Services
Don Middleton, Vice-President for Administration

ACCREDITATIONS, AFFILIATIONS, RECOGNITIONS, AND MEMBERSHIPS

American Association of Community Colleges
American Association of Higher Education
American Medical Association
American Medical Records Association
American Technical Education Association
Association of Community College Trustees
Association for Supervision and Curriculum Development
Commission on Dental Accreditation
Great Rivers Athletic Conference
Illinois Community College Board
Illinois Community College Chief Financial Officers
Illinois Community College Council of Administrators
Illinois Community College Trustees Association
Illinois Council of Community College Presidents
Illinois Council on Continuing Higher Education
Illinois Department of Professional Regulation
Illinois Vocational Association
National Council of Community College Business Officials
National Council for Occupational Education
National Council of Instructional Administrators
National Junior College Athletic Association
North Central Association of Colleges and Schools Southern
Illinois Collegiate Common Market
Southern Illinois Dental Society

John A. Logan College is an affirmative action institution and is committed to equal opportunity/for all. The College does not discriminate in admission, recruitment, access to, or treatment or employment in its programs and activities on the basis of race, creed, color, national origin, religion, sex, age, status as a disabled veteran or veteran of the Vietnam Era, or the presence of a non-job-related condition or disability. The John A. Logan College Affirmative Action officer is Gail L. Lutz, Room C207, (618) 985-3741, Ext. 273.

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'

COLLEGE CALENDAR**FALL, 1994**

Fall Faculty Meetings	Wednesday, August 17
Instruction Begins	Thursday, August 18
Holiday--Labor Day	Monday, September 5
Midterm	October 12
Holiday--Veterans Day	Friday, November 11
Thanksgiving Recess	November 21-November 26 (includes Saturday)
Final Exams	December 10-15 (Saturday-Thursday)
Holiday	Monday, December 26
Fall Semester Ends	December 31

SPRING, 1995

Holiday--New Year's Day	Monday, January 2
Holiday---Martin Luther King's Birthday	Monday, January 16
Instruction Begins	Tuesday, January 17
Holiday--Lincoln's Birthday	Monday, February 13
Midterm	Friday, March 10
Spring Vacation	March 13-18 (Monday-Saturday)
Holiday--Good Friday	Friday, April 14
Commencement	Friday, May 12
Final Exams	May 13-18 (Saturday-Thursday)
Holiday--Memorial Day	Monday, May 29
Spring Semester Ends	Wednesday, May 31

SUMMER, 1995

Instruction Begins	Monday, June 12
Holiday--Independence Day	Tuesday, July 4
Midterm	Wednesday, July 5
Final Exams	August 2-3 (Wednesday-Thursday)

GENERAL INFORMATION

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 construction of a permanent building of 130,497 square feet.

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

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

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

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 administrative 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.

In April 1993, the College completed plans for a new Office Building of 5,000 square feet. The building was completed in December 1993 and fully occupied in January 1994.

Dr. Nathan A. 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.

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

STATEMENT OF PHILOSOPHY, MISSION, AND GOALS

Philosophy

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual, that high quality educational opportunities are the right of the citizens to whom the College belongs, and that education is vital to the area's economic growth. - Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open-admission concept with lifelong learning opportunities.

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and , eager to provide low-cost traditional educational , opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

Mission

Introduction

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

The Mission

- I. To provide a comprehensive community college program as mandated by Illinois law. This program includes liberal arts and sciences and general education, adult education, and occupational (semi-technical or technical) education leading directly to employment.
- II. To provide open access and equal opportunity, within the limitations of our resources, to all citizens in the district.
- III. To secure and manage human and material resources in a responsible manner.
- IV. TO provide programs and services that contribute to the economic development of the district and its citizens and enhance the quality of life.
- V. To provide an accessible environment that is conducive to learning and self-improvement.
- VI. To serve with honesty and dignity, striving to become a symbol of unity and identity within the district, and to foster appreciation and pride among the citizens because of their unique heritage.
- VII. To provide community-oriented public service activities, cultural activities, workshops and seminars, and exhibitions that foster awareness of the talents of individuals and create appreciation for the historical and cultural heritage and beauty of southern Illinois.
- VIII. To provide educational leadership in the College district and, to cooperate with other institutions in that endeavor.

Goals

Mission I (Comprehensive System)

1. To provide a high-quality liberal arts and sciences and general education program that fulfills the first two years of a baccalaureate degree.
2. To insure articulation of baccalaureate courses and programs with degree granting universities and colleges, particularly those to which John A Logan College students most frequently transfer
3. To provide occupational programs that provide students with adequate job-entry, job-maintenance and retraining skills, and job placement congruent with the needs of employers in the district.

4. To provide comprehensive adult education courses, programs, and services that meet the needs and desires of adults by offering skills and concepts, enhancing personal pursuits, and increasing their awareness and appreciation in a variety of areas.
5. To provide a program of student development that is fully integrated with the educational program and provides all students with the opportunity to experience personal, social, and economic growth.

Two students study for exams on the College's new terrace. Some 5,000 students take credit classes at the College.

6. To strive to prepare all constituent groups to live and work in a globally interdependent and multi-cultural society.

Mission II (Open Access and Equal Opportunity)

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

Mission III (Human and Material Resources)

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

Mission IV (Economic Development and Quality of Life)

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

Mission V (Accessible, Conducive, Learning Environment)

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

Mission VI (Identity and Unity)

18. To provide athletic programs, national and international cultural programs, recreational and leisure-time activities, and public service activities which assist citizens and students to identify with the College and to develop worthwhile leisure lifestyle.
19. To serve with honesty and integrity at all times, vigilantly protecting the dignity of the institution and serving as a public example to be emulated.

Mission VII (Community-Oriented Cultural Activities)

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

Associate Professor of English, Speech, and Journalism Gayle Pesavento offers one-on-one help during a class. College classes average only 24 students per class.

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

Mission VIII (Educational Leadership)

22. To serve as a resource to other educational institutions in the area, sharing facilities, professional expertise, and educational aids and services which are available through the Learning Resources Center.
23. To serve as an example of educational excellence and to be a model educational leader, providing a wide range of exemplary programs, from developmental skills to accelerated and experimental opportunities.
24. To cooperate with district high schools by enrolling seniors in college courses at the high school's request and to recruit adults, new and re-entry, promoting opportunities for mid-life and other career changes.
25. To provide low-cost workshops to public school teachers and to make College facilities available for regional educational meetings and conferences.

26 To attempt to maintain existing cooperative agreements, and expand these agreements as necessary, with other educational institutions, government agencies, and consortia in an effort to continue to provide programs to John A Logan College students and area citizens at reasonable costs.

AFFIRMATIVE ACTION

John A. Logan College is an affirmative action institution and is committed to equal opportunity for all. The College does not discriminate in admission, recruitment, access to, or treatment or employment in its programs and activities on the basis of race, creed, color, national origin, religion, sex, age, status as a disabled veteran or veteran of the Vietnam Era, or the presence of a non-job-related condition or disability. The John A. Logan College affirmative action officer is Ms. Gall L. Lutz, room C-207, or (618) 985-3741, Ext. 273.

The College is also committed to non-discrimination on the basis of race, color, religion, sex, age, and national origin in promotion, tenure, salary, fringe benefits, and due process in all classifications of employment. Grievance procedures are provided for prompt and equitable resolutions of both student and employee complaints.

Requests for further information or action on complaints should be directed to Affirmative Action Officer Gall L. Lutz, John A. Logan College, Carterville, Illinois 62918.

Students Travis Akin and Felicia Trice pose with a photograph of Mary Logan following their selection as winners of Mary Logan Scholarships.

STUDENT POLICY FOR PERSONS WITH DISABILITIES

John A. Logan College does not discriminate on the basis of disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, nor in the operation of any of its programs and activities, as specified by federal laws and regulations. For further information, contact the College Affirmative Action Office.

SEXUAL HARASSMENT POLICY

Sexual harassment of a student by a higher education representative is a violation of Illinois law. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature

exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational atmosphere, including offensive gender-based comments in the classroom, or when a higher education representative explicitly or implicitly makes the student's submission to such conduct a term or condition of the student's appropriate status at the College or uses the student's submission to, or rejection of, such conduct as a basis for determining any right or benefit accruing to him or her as the result of being a student including such things as admission, performance, assignments, etc. The law specifies the violations that may constitute sexual harassment by a higher education representative. Students at John A. Logan College should report sexual harassment to the vice-president for administration or the vice-president for instruction.

DRUG AND SUBSTANCE ABUSE POLICY

John A Logan College views drug or substance abuse as having ~ 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

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College does provide drug abuse prevention information (programs) through its health classes and a special 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. The College's buildings became smoke-free on June 1, 1994. with smoking permitted out-of-doors only

STATUS OF ACCREDITATION

John A. Logan College is accredited by the North Central Association of Colleges and Schools. The College was first accredited in March 1972. It achieved this accreditation in only four years, becoming one of only two Illinois community colleges to become accredited in such a short time. Achieving accreditation means the attainment of significant educational standards of quality and excellence that are recognized and respected among the institutions of higher learning. The College's most recent accreditation-for ten years occurred in June 1987 and extends until 1997

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 handbook is designed to assist students in experiencing success in *their* academic and extracurricular activities at the College

STUDENT RIGHT-TO-KNOW ACT

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

POLICY ON ADMISSIONS

Testing and Placement

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 Political Science Professor Karl Maple prepares for a class. Maple also *sponsors* the College's Political Science Club and oversees an annual travel-study trip to Washington, D.C.
 - 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 ACT 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
a. English	4	Emphasizing written and oral communications and literature
b.**Social Studies	3	Emphasizing history and government
c.**Mathematics	3	Introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
d.**Science	3	Laboratory sciences
e.**Electives	2	Foreign language, music, art, or vocational 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, 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.
- 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 or an AS degree from John A Logan College.
- 5. The following transfer program applicants are exempt from the high school subject requirements:
 - a. Students who are 21 years of age or older.
 - b. Students whose class rank and ACT scores are at the 75 th 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.
- 6. Transfer and re-entering students:
Students with fewer than 26 semester hours of transferable credit and/or less than an overall C average are also required to meet these admission requirements.
- 7. Career Education Programs:
All applicants admitted to career education programs will be assessed in mathematics, reading, and writing by taking the ASSET test or the Test for Adult Basic Education, TABE

*All students seeking admission to the Practical Nursing, Associate Degree Nursing, and Medical Records Technology programs are required to submit acceptable ASSET scores
- 8- Placement:
Placement in English and mathematics courses and selected career education programs will be based on a review of high school coursework, grades, writing samples, and/or test scores.

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

**One unit from each of these categories--up to a total of 3 units--may be redistributed in any of the five categories.

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

Transfer Students

Students with fewer than 26 semester 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 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.

TUITION AND FEES

SCHEDULE OF TUITION AND FEES

Tuition

In-district students pay \$28.00 per semester hour, a rate that is among the lowest in Illinois.

Out-of-district students may qualify for tuition on the same basis as an in-district student if the community college district in which the student resides agrees to pay the per capita cost of such student, less the state apportionment and the tuition charged the student. Out-of-district students who fail to meet this requirement must pay the per capita cost, less state apportionment, which is \$82.30 per semester hour for in-state residents.

Out-of-state students must pay the prorated per capita cost, which is \$132.11 per semester hour.

Tuition Deposit for Late Registration

The College charges a \$50 tuition deposit for students registering after the early registration period closes. The deposit is applied to tuition costs, or refunded per College policy.

Laboratory Fees

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 Microcomputes	7.50
ADN 200	Clinical Skills Review	15.00
ADN 201	Introduction to Conceptual Framework	15.00
AIR 100	Electricity & Electrical Controls	25.00
AIR 105	Basic Sheet Metal Layout	25.00
AIR 106	Advanced Sheet Metal Layout	25.00
AIR 121	Heating & Air Conditioning I	25.00
AIR 122	Heating & 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)	10.00
ART 102	Fundamentals of Art (three-dimensional)	5.00
ART 160	Commercial Art	5.00
ART 180	Beginning Drawing	10.00
ART 210	Art for Children	7.50
ART 255	Life Drawing	12.00
ART 256A	Drawing	6.00
ART 256B	Drawing	8.00
ART 256C	Drawing	10.00
ART 257A	Pastels	6.00
ART 257B	Pastels	8.00
ART 257C	Pastels	10.00
ART 260	Beginning Painting	10.00
ART 261A	Oil Painting	6.00
ART 261B	Oil Painting	10.00
ART 261C	Oil Painting	12.00
ART 262A	Watercolor	6.00
ART 262B	Watercolor	8.00
ART 262C	Watercolor	10.00
ART 265	Introduction to crafts	5.00
ART 295	Portfolio	5.00
AST 171 A	Engine Performance A	10.00
AST 171 B	Engine Performance B	10.00

AST 173	Brakes	10.00
AST 177	Automotive Clinic	25.00
AST 180A	Electrical Systems A	10.00
AST 1808	Electrical Systems 13	10.00
AST 181	Suspension & Steering	10.00.
AST 270	Manual Drive Trains & 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 Aide Lab	10.00
CHM 101	General Inorganic Chemistry	15.00
CHM 102	Qualitative and Quantitative Analysis	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 System	7.50
CIS 240	Desktop Publishing	7.50
COS 111A	Cosmetology Laboratory	4500
COS 112A	Cosmetology Laboratory	45.00
COS 113A	Cosmetology Laboratory	45.00
COS 115	Cosmetology-Related Lab	5.00
COS 117	Nail Technician	25.00
COS 210	Principles of Hair Care	20.00
COS 211	Principles of Skin Care	25.00
CPS 176	Introduction to Computer and Applications	7.50
CPS 202	Discrete Structure	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
DDA 101	Developmentally Disabled Attendant Care	5.00.
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	30.00
DNA 108	Dental Materials II	30.00
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	7.50
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 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
HUM 101	Introduction to Humanities	10.00
HUM 152	Death & Dying	10.00
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)	5.00
IPP 142	American Sign Language II (ASL II)	5.00
IPP 143	American Sign Language III (ASL III)	5.00
LIT 275	Art of the Cinema	15-00
MAC 150-	(Modules) Machines 164 Processes	30.00 ea
MAT 125	Discrete Structure	7.50
MKT 260	Commercial Art	10.00
MKT 261	Computer Art and Graphic Design	10.00
MLT 120	Introduction to Clinical Lab	15.00
MLT 121	Serology	20.00
MLT 122	Clinical Microscopy	20.00
MLT 224	Hematology	20.00
MLT 226	Applied Clinical Microbiology	20.00
MRS 101	Introduction to Medical Records	15.00
MRS 201	Health Data and Statistics	10.00
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 115	Music for Children	2.50
MUS 123	Music Ensemble	2.50
NAD 101	Nursing Assistant Training	15.00
ORT 100	Seminars for College Success	2.00
ORT 101	Surgical Technology I	15.00
ORT 102	Surgical Technology II	20.00
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 215	Introduction to Circuit Analysis	7.50
PNE 101	Fundamentals of Nursing	15.00
PNE 102	Nursing Procedures	40.00
PNE 103	Clinical Nursing	10.00
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
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 181	15.00
WEL 182	Introduction to Arc Welding	15.00
WEL 183	Intermediate Arc Welding	15.00
WEL 188	Welding Laboratory (Heavy Equipment Welding)	15.00
WEL 189	Welding Laboratory (Heavy Equipment Welding)	15.00
WEL 190	Welding Laboratory(Heavy Equipment Welding)	15.00
WEL 191	Welding Laboratory (Heavy Equipment Welding)	15.00
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 196	MIG Welding-Alum.	25.00
WEL 197	MIG Welding-Stainless Steel	25.00
WEL 198	TIG Welding-Alum.	25.00
WEL 199	TIG Welding-Stainless Steel	25.00
	Body Composition Assessment	20.00
	All 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

* 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 associate dean of financial assistance. The programs covered in this area shall be the John A. Logan College Foundation Scholarships, the Illinois Guaranteed Loan Program, The G. I. Bill, the .Illinois State V.Veterans Grant, the Illinois - Scholarship Program, the Illinois National Guard Scholarship, Department of Public Aid, the Pelt 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 (10 th) 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.

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 or Career Divisions of the College during the first two weeks will be refunded according to the following schedule: First week - 70 percent; Second week - 50 percent.

After the second week of the semester, there will be no refund. Students withdrawing from summer semester classes will be refunded according to the following schedule: First 2 days - 70 percent; Second 2 days - 50 percent. After the first four days 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 Stafford Student 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 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 nine-month academic year are approximately \$6,553 for all students living at home with parent or guardian and \$8,964 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 scholarships, grants, loans, and student employment in meeting the student's need for financial assistance. However, the student is charged with the responsibility of applying for the financial assistance programs offered by and through John A. Logan College on a timely basis prior to the beginning of each academic year. The priority date is April 1 for students seeking aid during the 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 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. Students with a Stafford Loan should check with their lender to be sure they can continue their loan at John A Logan College. John A. Logan College does not participate in the SEOG or the NDSL programs, a factor which prohibits their transfer.
9. 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, and a verification worksheet will accompany the report to assist the applicant with the process of verification.

Verification is required to reduce errors in the information reported by applicants on their applications for financial assistance under the Pell Grant, campus-based, Stafford 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, 1995, for the 1994-95 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, work sheet, and documentation by mail will warrant communication either by mail or telephone in order to inform the applicant of verification results.
3. Applicants who are required to correct application information will be required to correct inaccurate items on the Student Aid Report and return the report to the Federal Student Aid Program, P.O. Box 4025, Iowa City, IA 52243. No financial assistance will be processed until an accurate Student Aid Report is verified.
4. Each applicant selected for verification will receive clear and timely explanation concerning the documentation needed to satisfy verification requirements. If the Student Aid Report is submitted by the applicant in person, explanation will be given immediately. If the Student Aid

Report is submitted by mail, the applicant will receive explanation concerning verification within ten business days.

5. All applicants are required to submit accurate information when completing the Federal Student Aid Form, the Stafford Student Loan application, and the application for part-time student employment. '
6. Applicants who submit fraudulent information to obtain financial assistance will be reported to the U. S. Department of Education Inspector General's Regional Office or to the appropriate state or local law enforcement agency. Applicants suspected of fraud will receive written notification prior to being reported to the appropriate agency.

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

Financial 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 Illinois Stafford Loan program, the Illinois State Monetary Award program, the Pell Grant program, and the student employment program
2. All Stafford loans, John A. Logan College Foundation scholarships, Pell grants, and student employment payments administered by the College will be made by check and disbursed by the Business Office.

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

Tuition awards authorized by the Illinois State Monetary Award program, the National Guard Scholarship program, the Veterans 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 availability, (5) financial assistance application procedures, (6) financial assistance recipient selection 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 Scholarships

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

American Magnetics Corporation
 Boatmen's Bank of Franklin County
 Carterville State and Savings Bank
 Du Quoin National Bank
 Egyptian Contractors Association
 Elizabeth M Dietz Memorial
 First Federal Savings and Loan Association of Herrin/Carterville
 Frances B. Miller Frank R Samuel Memorial
 Harold R O'Neil
 Home Builders Association of Southern Illinois
 Illinois Health Improvement Association
 Jackson County Retired Teachers
 Margaret and Albert Bleyer Memorial
 O. M. Hudgens Secretarial
 Raleigh Crawford Pre-Engineering
 Rendleman Nursing
 Sam C. Mitchell Law Office
 Southern Illinois Hospital Services Scholarship
 Southern Illinois Hunting and Fishing Day

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 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.

Information and application forms are available from high school counselors or the John A. Logan College Student Financial Assistance Office.

John A. Logan College Student Senate Emergency Loan Program

The John A. Logan College Student Senate has established limited funds for an emergency loan program. Under this program, short-term emergency funds are available to aid students in case of emergency needs for unexpected expenditures relating to the academic process. Individual loans are limited to \$50 with a minimum repayment period of sixty days.

To qualify for an emergency loan, an applicant must be enrolled for a minimum of eight semester hours, have a specific source of funds from which to repay the loan, and demonstrate good academic standing.

**John A. Logan College
Part-Time Student Employment Program**

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

JTPA Client Service Center

The service 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 who holds the rank of captain or below The scholarship is not related to the individual's financial resources and is valid as long as the individual .remains in the National Guard. This scholarship is limited to the equivalent of four years of full-time enrollment. Information and application forms are available from any Illinois National Guard Armory or the John A. Logan College Student Financial Assistance Office.

The Stafford Loan Program, a cooperative effort of the state, private lending institutions, and the federal government, offers low-interest, long-term educational loans to qualified students. To be eligible, a student must be a U. S. citizen or eligible non-citizen, be a resident of Illinois, be making satisfactory academic progress, meet Selective Service registration requirements, and be enrolled on at least a half-time (6 semester hours) basis. Full-time enrollment status begins at 12 semester hours. Full-time or half-time undergraduate students are eligible to borrow up to \$2,625 for each academic level (freshman, sophomore, etc.) up to the program maximum of \$7,875 at John A. Logan College. The interest is 7%, 8%, or 9%, depending upon when the loan period begins and whether the student has an outstanding guaranteed loan balance. For periods of-instruction which began on or after September 13, 1983, the interest rate is 8%.

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

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

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

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

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

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

Students who want to be considered for a Stafford Student Loan must complete the appropriate section of the Federal Student Aid Form and submit the resulting Pell Grant Student Aid Report

(SAR) to the Student Financial Assistance Office to have their Stafford Loan Transmittal Form (GTF) completed and certified.

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 1994-95 school year, an applicant should file the 1994-95 Federal Student Aid Form. To apply for the 1995-96 school year, an applicant should file the 1995-96 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.

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 John A Logan College Application for Financial Assistance and a Student Employment Request Form, which can be obtained from the John A Logan College Placement Office.

Veterans Educational Benefits

Benefits for Dependents of Veterans. John A Logan College students who are dependents of disabled Or deceased veterans (service connected) may be eligible to receive a monthly assistance from the Veterans Administration Those who qualify or desire information about the program should contact the coordinator of veterans affairs.

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

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 after September 16, 1940, and have an honorable discharge from such service may receive free tuition for four years.

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 educational benefits provided by various agencies as well as answers to procedural questions can best be obtained by contacting the appropriate agency.

ACADEMIC POLICIES

President's Honor List

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

Vice-President's Honor List

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

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

Satisfactory 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:

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

	Hours	Grade-Point Average for Academic Warning Status
Freshman	12-16	2.00-2.49
	17-30	2.25-2.74
Sophomore	31-45	2.50-2.89
	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 Academic Support 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:

	Hours Attempted	Grade-Point Average for Probationary Students (Students are in unsatisfactory academic progress standing.)
Freshman	12-16	Below 2.00
	17-30	Below 2.25
Sophomore	31-45	Below 2.50
	46 or more	Below 2.90

Students on "probation" for more than one semester are ineligible for Pell grants and scholarships issued through the Illinois 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 Academic Support 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 the Academic Support 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

1. Students applying for and receiving federal and state-funded financial assistance must be enrolled in a specifically declared program of study and must be making satisfactory academic progress in that program.

Furthermore, such programs. of study must lead to the completion of an associate degree, transfer equivalent, or certificate of achievement.

2. An associate degree or transfer program must be completed in four years or eight semesters of enrollment.
3. A certificate of achievement program must be completed in two years or four semesters of enrollment.
4. Summer session enrollment is counted as an enrollment period.
5. In addition to items 2 and 3, a full-time student (one earning 12 or more semester hours) must successfully complete a minimum of 15 semester hours each year. A three quarter time student (carrying 9-11 semester hours) must complete a minimum of 11 semester hours each year, and a half-time student (carrying 6-8 semester hours) must complete a minimum of 8 semester hours each year.
6. Academic progress will be measured and evaluated after the conclusion of each enrollment year. Students who switch enrollment statuses (i.e., full-time to three-quarters time) during an enrollment year will have their semester-hour completion minimum evaluated in a manner proportionate to their overall enrollment, as specified in item 5.
7. Students may change programs, but program changes do not extend the maximum four-year eligibility period.
 - a. Students who change from a certificate of achievement program to an associate degree or transfer program must complete that program within the appropriate remaining period of eligibility.
 - b. Students who change from an associate degree or transfer program to a certificate of achievement program must complete that program within two years or within the appropriate remaining period of eligibility.
 - c. Under no circumstances will financial assistance be granted for more than four years or eight semesters of enrollment.
8. Students are eligible to receive financial aid while enrolled in remedial courses, but the fact that remediation is required does not extend the four-year or two-year eligibility period.
9. Students who do not comply with the College's policy on academic progress will be placed on academic probation and financial assistance warning status. Students placed on financial assistance warning status will be permitted to receive financial assistance during the warning period.

No student, however, can remain on academic probation for more than one semester and receive financial assistance. Students who are unable to comply with the College's policy on academic progress during the financial assistance warning period will have their financial assistance terminated.
10. Students who have had their financial assistance terminated will be eligible for reinstatement of financial assistance upon regaining good academic standing and completing sufficient semester hours of work within the specified time frame.

Program Transfers

A student may transfer from a 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 3 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 5 days of each 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 hours during the summer term) must have permission from the dean of student services or the vice-president for administration

Grading System

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

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

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

WP	Authorized withdrawal after the twelfth week of the semester with a passing mark No grade points/no credit.
WE	Authorized withdrawal after the twelfth week of the semester with a failing mark Same as an "E"--1 grade point/no credit.
AB	Unauthorized withdrawal. Same as an "E"-1 grade point/no credit.
AU	Audit. No credit.
DEF	Deferred Used only for students enrolled in open-entry/open-exit classes in which the work is of a continuing nature. No grade points/no credit.
PR	Denotes proficiency.
R	Denotes repeat course.
P	Pass (credit, but no grade points).
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 ICIS 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 through the Advanced Placement Program of the College board.

Ordinarily, the maximum credit granted through advanced placement examinations is fifteen hours. 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 "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 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
 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.

College Level Examination Program Policy

The College Level Examination Program (CLEP) enables students to earn college credit by examination. CLEP is a means whereby students can receive credit for subject matter they have mastered through previous experience. John A. Logan College does not administer the CLEP-examinations; however, the examination is given monthly at the local testing center at nearby Southern Illinois University-Carbondale

Descriptions of CLEP Examinations

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

Eligibility

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

Fee

Fee information is available from the local testing center at Southern Illinois University-Carbondale.

Testing Dates and Locations

The Office of the Dean for Student Services lists specific testing dates and locations. A copy of the complete College policy regarding CLEP is available upon request. This policy lists score requirements for the various examinations.

Proficiency Credit Policy

Proficiency exams are available for specific courses only. A student wishing to make application to take a proficiency examination should initiate the request with a counselor. After receiving approval from the counselor, the student should pay the appropriate fees in the Business Office and then deliver the forms to the appropriate dean, who will schedule the examinations. The fee for one (1) proficiency examination is \$20.00; for two (2) examinations at one time, \$30-00; for three (3) to five (5) examinations at one time, \$40 00 The fee for taking more than five (5) examinations at one time is \$50.00

1. Any student who feels qualified to take a proficiency exam is eligible to apply.
2. Credit may not exceed 30 semester hours · (including credit earned by CLEP and AP).
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 one has previously received a grade or which one has audited
5. No credit granted by proficiency .examinations will be recorded until the student has earned at least 12 .hours of credit of "C" grade or higher at John A. Logan College.
6. A student is ineligible to take a proficiency exam for a course in which he/she is currently enrolled after the close of the drop period.
7. Courses for which students may obtain proficiency credit and details of the examina will be determined .by individual departments.

Available Proficiency Examinations

Accounting
 Advertising 224
 Anthropology 111
 Biology (Genetics) 225
 Business 124
 Business 125
 Business 116
 Business 117
 Business Accounting 220
 Business Mathematics 111
 Cosmetology 101
 Cosmetology 102
 Cosmetology 111
 Cosmetology 112
 Computer Science 176
 English 111
 French 101
 Geography 112
 German 101
 German 102
 Health 110
 Introduction to Pre-School Children 160
 Manufacturing Processes 121
 Manufacturing Processes 122
 Music Fundamentals 110
 Music (Theory) 121
 Music (Theory) 122
 Music (Theory) 221
 Nursing Procedures 102
 Nutrition 100
 Spanish 101
 Spanish 102

Attendance

1. Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function. (See item 5 below.) There are no excused absences or a minimum number of class "cuts." All absences must be made up in a manner acceptable to the instructor.

- 2 A student who is absent from a class for three consecutive meetings or who is excessively absent as defined by the instructor, without prior approval, may be required by the instructor to meet with the appropriate dean before being readmitted to the class. Students who claim illness as a cause for excessive absences may be required to present a physician's statement before being readmitted to class.

3. Faculty members may establish special attendance rules for their individual classes subject to the approval of the appropriate department chair

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

5. Students will be allowed to make up work for classes missed while on a scheduled, supervised College trip or function; however, instructors must be notified in person by the student prior to the absence. Procedures for implementing this policy are as follows:
 - a. The student will notify the instructor in person not later than one class meeting prior to the absence.
 - b. The student should request from the instructor work that can be made up prior to the absence.

- c. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
- d. If work is not completed, due to absences while participating in these 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. An audited class must be approved by the student's advisor and by the instructor whose course the student wishes to audit.
2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three (3) school days following the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.
3. The same tuition is charged as for credit courses.
4. Audited hours do not count as credit hours for purposes of determining scholarships, *veterans* benefits, etc.
5. An "AU" is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.
6. A student may change from audit status to credit status during the first ten (10) school days of the 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 Arts

Associate in Science Associate in Applied Science

General Requirements

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

1. complete 20 semester hours of credit in residence with an overall grade-point average of 3.0;
2. successfully complete American Government 131, History 201, or History 202;
3. satisfactorily complete all specific degree requirements; and
4. make application for graduation and pay the required graduation fee (also applies to Certificates of Achievement).

Degree Requirements

1. The Associate of Arts and the Associate in science degrees are available to each student who meets the requirements of a college transfer program. The degree requirements are outlined in this Bulletin.
2. The Associate in Applied Science degree will be awarded to graduates completing an approved two-year 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 of degrees must be set. For such standards to be meaningful, they must be realistic. However, in recognition of the fact that there may be extenuating circumstances or compensating factors in a particular case, appeals for waivers of specific graduation requirements may be made through a student's adviser to the vice-president for instructional services. All waivers of required courses in any College program and all authorizations for substituting certain courses in lieu of specific program requirements must be approved by the vice-president for instructional services. The vice-president's written approval for a waiver must be filed with the Admissions Office prior to the student's formal graduation check.
2. Student Responsibility
In order that academic requirements may be protected and applied in an effective and reasonable manner, each student has the right to request an exception to the requirements only if the circumstances are extremely unusual and compelling. Likewise, the student is obligated to follow the appeal procedures specified and not seek to circumvent them.

Graduation Procedures

Graduation ceremonies are held each year at the end of spring semester. Students meeting graduation requirements during the fall, spring, or summer semester, and who desire to participate in graduation ceremonies, must apply by the posted graduation deadline. (The deadline usually falls on or near the final Friday before the College's Spring Vacation period.) 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.

Release of Directory Information

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory

information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio stations, legislators; high schools, institutions of higher education; potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Directory information includes the following student name, student local and home address and telephone number, date of birth, current term hours carried, classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, the most previous education agency or institution attended, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams, 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, records, audio tapes, video tapes, and computer-assisted instruction units. The LRC is also a service center providing assistance in reference and research, in the use of audio-visual materials and equipment, and in independent study activities. The LRC provides the video equipment and copies of each telecourse for use in several public libraries in the district.

Library Services

The main reading area is located on the library's lower level and provides a collection of books, microfilms, pamphlets, maps, and government documents. Library Services supervises the circulation of materials from this area, supervises materials placed on reserve, and provides reference service. Students may request materials through interlibrary loan if the materials needed are not available in the LRC.

The library 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, and the Shawnee Library System's automated catalog. Copy machines are provided in the library. Study carrels and tables are also located there.

Academic Computing Laboratory

The Academic Computing Laboratory is a general computing laboratory. The purpose of this laboratory 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 or choose from a variety of educational software that supports instruction.

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, 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. Production of TV programs is also available. Scheduling and distribution of programs over the campus closed-circuit television system is also available.

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

Parking

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

No parking is allowed on any campus street, sidewalk, or in any unpaved area of the campus. Certain areas of the campus parking lots are reserved for faculty and staff parking and for parking for students 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 subject the violator to more severe 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. The College accepts no responsibility for supervising students who are living in rented facilities.

STUDENT SERVICES AND ACTIVITIES

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.

Testing

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

Career Development Center and Student Support Services

Career Counseling

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

Tutoring

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

Study Skills Workshops

Often times students need to learn techniques which will help them improve upon their academic skills. The Academic Support Center provides a variety of small group workshops, including time management, test-taking skills, listening, and notetaking skills.

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.

Deaf and Hard-of-Hearing Services

The Department of Deaf and Hard-of-Hearing Services is a specialized unit providing deaf or hard of hearing students with appropriate support services. Professional sign language interpreters are available for class lectures, demonstrations, tests, field trips, personal and career counseling, and other scheduled activities and events. Interpreters are also available for extracurricular activities such as student organizations. A deaf-interest club, the ASL Club, encourages appropriate social interaction and provides a forum for increasing deaf awareness in the College community.

Disabled Student Services

Disabled Student Services (DSS) is the central coordinating office for the provision of all direct support services that cannot easily and economically be provided by other departments. DSS is a branch of services offered by the John A. Logan College Academic Support Center. The primary goal of the office is to integrate students with disabilities into the mainstream of campus life as fully as possible. Support services for eligible students include test proctoring, parking permits, taped textbooks, and equipment loans.

DSS maintains an "open door" policy in that the decision to use services through DSS is a matter of individual choice. Students who choose to use DSS are encouraged to meet with the coordinator of Disabled Student Services at least six-weeks prior to the beginning of the semester in which they plan to attend.

Placement Services

John A. Logan College, in cooperation with the Illinois Department of Employment Security, provides a Placement Service that is available to assist all students, graduates, and alumni in securing employment in positions directly related to their various areas of academic preparation. Individuals seeking positions in Illinois and several other midwestern states are aided by a computerized list of jobs that is updated daily.

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

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

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

STUDENT ACTIVITIES

John A. Logan College considers organized activities to be an integral part of the College's educational program. In essence, the College believes that participation in student activities enhances the student's total educational growth. The College further believes that student activity programs should provide rewarding experiences derived from living and working in groups comprised of individuals from all walks of life.

The College believes that student activities provide for intellectual and cultural development, thereby laying the foundation for leadership and the expression of democratic processes.

Athletic Program

John A. Logan College provides a well-balanced athletic program. The College competes intercollegiately in basketball, baseball, golf, and tennis in the men's division and in volleyball, basketball, and softball in the women's division. John A. Logan College strives to be competitive in all sports on the community college level and attempts to provide an enthusiastic and positive atmosphere for all student athletes. John A. Logan College is a member of the 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 permanent art collection and a General John A. Logan memorabilia collection and exhibit work by student, area, and nationally known artists. Each year, the museum offers special exhibits and programs highlighting the culture of another country. In addition, informational exhibits on subjects related to College study programs are located throughout the College campus. Seminars, workshops, and tours are also offered throughout the year to the student and College district population.

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

Southern Illinois Arts Council

The Southern Illinois Arts Council is headquartered at John A. Logan College. The council contributes to the southern Illinois area in terms of art appreciation, art purchases, displays and exhibits, and in numerous other cultural activities.

International Studies

The John A. Logan College International Studies program provides long- and short-term opportunities for John A. Logan College students to study abroad and receive regular transferable college credit. Semester abroad programs are available at Christ Church College, Canterbury, England, Salzburg College, Salzburg, Austria, and Hogeschool Holland, Diemen, the Netherlands (spring semester only).

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. Students will 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, and historic Zaanse Schans, and Vollenham.

Students studying in technical areas may be interested in a two-week exchange with MBO-College Den Bosch in Holland. Exchanges may be available in four career/vocational areas: CAD/CAM, fashion design, secretarial, and business marketing. This exchange includes one week of classroom instruction in the student's technical area and one week of work experience with a Dutch business.

At Christ Church College, students stay in English homes; attend classes, college activities and social events with British students and faculty; and have opportunities for extensive travel in the British Isles and Europe. Part of the curriculum includes the study of British culture and institutions, enriched by class field trips.

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. Extensive European travel is included and integrated into the courses.

The College also provides a five-week summer program at the Forester Instituto International in San Jose, Costa Rica. The program immerses students in Spanish language study. Students live with Costa Rican families. Coursework is augmented by a variety of field trips. John A. Logan College has made the Canterbury, Queretaro, and Salzburg programs available by being part of the Illinois Consortium for International Studies and Programs (ICISP). 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 the semester abroad programs. The College foundation and faculty have provided the financing for some partial scholarships. Interested students should contact the coordinator of International Education.

Short-term travel study opportunities (1-3 weeks) are also available. Examples of such programs include the study of tropical ecology on the islands of Trinidad and Tobago, and European study/travel tours. Students receiving science or social science credit for these short-term programs augment their foreign study with academic work on campus.

Student Clubs and Organizations

John A. Logan College offers membership in many clubs and organizations. These groups are coordinated by the Office of the Director 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 Club - This group was organized to provide social/recreational activities for hearing-impaired students and to bridge the gap between the hearing-impaired and others as well as to promote a College-wide awareness of the deaf/hearing-impaired. 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 student David Murphy puts the finishing touches on a newly renovated 1971 Chevelle. Students in the Auto Body Repair Club each year renovate a vintage auto.

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.

Chess Club - This group was organized to promote an interest in chess and to provide associated cultural and recreational opportunities to students.

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

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.

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

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

The Cultural Connection - This group was organized to pursue literary endeavors outside the classroom and to encourage students to meet and discuss their own works as well as those from the professional media. The organization encourages fellowship among students and staff.

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 organization 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

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

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 .Republicans This is a new student organization formed to sponsor and support Republican and conservative events, ideas, and candidates The group will take an active part in parades, fund-raisers. and various other events as well as work in elections. The club invites conservative and Republican students to join its ranks The group plans an annual outing to Springfield each year.

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 participates in state and national conventions and seeks to emphasize the needs of individuals in our society and the world

Logan for Literacy Club - Club members work on projects that support literacy volunteers, family literacy, and the efforts of the Literacy Connection

Logan Singers - The Logan Singers consists of members of the music class and others who have a strong interest in music. The group is represented by several presentations throughout the year Contact Music Professor Karen Sala for details.

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

Nurses Club - This is a group of students in nursing who travel to various professional events The group also schedules social functions

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

Phi Theta Kappa - The local chapter of Phi Theta Kappa was chartered on January 25, 1970. This national organization was rounded in 1918, and is the community college equivalent of Phi Beta Kappa, the national honorary scholastic fraternity. Phi Theta Kappa provides recognition for academic excellence as well as opportunity for intellectual enrichment, social activities, and service to the College. The local chapter, Upsilon Pi, periodically issues invitations to eligible members.

Political Science Club - This student organization exists to provide ample opportunities for involvement in practical applications of the concepts and principles of political science. This is accomplished by involvement in such activities as sponsoring campus political speakers, working in political campaigns, sponsoring voter registration drives, and traveling to the state and national capitals.

Saddle (Equestrian) Club - This organization consists Of students interested in and involved in horseback riding. The club is affiliated with the Intercollegiate Horse Show Association (IHSA), which exists to provide an opportunity for any college student to compete according to his or her experience and training in equitation--from beginning walk-trot to advanced classes over fences. The IHSA. makes competition available to students who might otherwise be unable to afford to show horses. The club participates in western and English horse shows.

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.

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 activities, and strives to develop and maintain acceptable conduct within the student body.

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

Volunteer Journalism Club - This club is open to any student interested in journalism. Most members will be 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.

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

Student Publications

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

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 organizations 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.

TRANSFER PROGRAMS

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

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.

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

- Art Education
- Business Teacher Education
- Elementary Education
- History
- History Education
- Physical Education
- Political Science
- Psychology
- Secondary Education
- Sociology
- Special Education

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

- Agriculture
- Biological Science
- Business Administration and Accounting
- Chemistry
- Computer Science

General Science
 Mathematics
 Physics
 Pre-Chiropractic Medicine
 Pre-Engineering
 Pre-Pharmacy
 Pre-Professional Medicine

CREDIT HOUR REQUIREMENTS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Group	A A.	A S.
Group I: Communications.	9	9
Group II: Humanities	12	6
Group II 1: Mathematics		
*4 + sh calculus	6 *	6 *
Group IV: Social Sciences	12	6-7
Group V: Physical & Life Science	9	12-13
Group VI: Health and Fitness	3	3
Group		
VII: General Electives	12,	18-20'
Total	61-63	60-64

SPECIFIC GROUP REQUIREMENTS

Group I - Communications

AA and AS Group I Requirements (9 credit hours)
 ENG 101 ENG 102 SPE 115

Group II - Humanities

AA Group II Requirements (12 credit hours)

Optional Humanities Track	6
Humanities Options (Choose one)	3
Humanities Elective	
Humanities Tracks (Choose one track)	
Track # 1	
MUS 105, ART 111 or HUM 101	3
PHL 131 or 121	3
	6
Track #2	
MUS 105, ART 111 or HUM 101	3
LIT 280 or 281	3
	6
Track #3	
PHL 131 or 121	3
LIT 280 or 281	3
	6

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

Humanities Electives

Art: ART 101,102, 111,180, 220, 221,240, 255, 256, 257, 260, 261,262,265

Drama/Speech: SPE 105. 113, 116, 117, 118, 121, 122

Humanities: HUM 101,162

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

Literature: UT 211,212, 231,232, 235, 236, 270, 275, 280, 282, 284, 291,292

Music: MUS 101,102, 103, 104, 105, 106, 107, 110, 111,112, 113, 121,122, 123,211,212,213

Philosophy: PHL 111,121,131, 260

AS Group II Requirements (6 hours)

Humanities (See electives.)

6

Humanities Electives

Art: ART 101,102, 111. 180, 220, 221,240, 255. 256,.257.260, 261. 262. 265

Drama/Speech: SPE 105, 113, 117. 118, 121. 122

Humanities: HUM 101,162

Language: FRE 101,102, 201,202, GER 101,102. 201,202, SPN 101,102,201,202

Literature: ENG 103, LIT 211,212, 231, 232, 235, 236,270, 275,280, 281,284, 291,292

Music: MUS 101,102, 103, 104, 105. 106. 107, 110, 111,112, 113, 121,122, 123,211,212.213

Philosophy: PHL 111, 121,131,260

Group III - Mathematics*AA and AS Group III Requirements (6 hours*)*

Mathematics Options

Option #1

Two. courses from the lists below, at least one of which must come from List A.

List A		List B	
MAT 113	3	MAT 108	3
MAT 116	5	MAT 120	3
MAT 125/ CPS 202	3	CPS 204	3

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

MAT 208 3

MAT 209 3

6

Option #3

MAT 117 or MAT 131 or MAT 201

4-5

*4 + sh calculus

Group IV - Social Science*AA Group IV Requirements (12 hours)*

Social Science Tracks (choose one track)

Track # 1

History (select any two)

HIS 101,102, 201,202

6

PSY 132 General Psychology

3

PSC 131 *American Government*

4

13.

Track #2

ANT 111 Anthropology

3

GEO 112 Regional Geography

3

PSY 132 General Psychology

3

HIS 201 or HIS 202 or PSC 131

3-4

12-13

Track #3

History (select any one)

HIS. 101, 102, 201

3

PSC 131 or HIS 201 or HIS 202

3-4

PSY 132 General Psychology

3

Social Science Elective

3

12-13

Track #4

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

Social Science Electives

Anthropology: ANT 216
 History: HIS. 101, 102, 110, 205, 211,212,215
 Geography: GEO 215
 Political Science: PSC 211,212, 215, 220, 140
 Psychology: PSY 262, 285
 Sociology: SOC 263,264
 Interdisciplinary Studies: HUM152

AS Group IV Requirements (6-7 hours)

HIS 201,202, or PSC 131	3-4
PSY 132	3

Those needing additional hours select below:

Social Science Electives
 Anthropology: ANT 216
 History: HIS 101,102, 110
 Geography: GEO 215
 Political Science: PSC 211,212, 215,220, 140
 Psychology: PSY 262,285
 Sociology: SOC 263, 264
 interdisciplinary studies: HUM 152

Group V - Physical and Life Sciences*AA Group V Requirements (9 hours)*

BIO 100 or 101
 PHS 105
 Science Elective

Science Electives

Biology: BIO 105, 110, 115, 120, 125 A & B, 225, 240, 241,245,275
 Physical Science: PHS 101,102, 103, 104, 105

AS Group V Requirements (12-13 hours)

Science Options

Life Sciences Option # 1

BIO 101 (not BIO 100)	3
BIO Elective	6
Science Elective other than BIO	3
	12

Mixed Sciences Option #2

BIO 101 (not BIO 100)	3
PHS 105	3
Science Electives	- 6
	12

Physical Sciences Option #3

PHY 155	5
CHM 101	5
Science Elective other than Phy Sci	3
	1

Science Electives

Biology,: BIO 105, 110, 115, 120, 125 A&B, 225, 240, 241,245, 275
 Physical Science: PHS 101,102, 103, 104, 105
 Physics: PHY 155, 156, 201,202,210, 212
 Chemistry: CHM 101,102,201,202

Group VI - Health and Fitness

A A Group VI Requirements.(3 hours)

Health 110 3

AS Group VI Requirements (3 hours)

Health/PE or Physical Education Electives

Group VII - General Electives

AA Group VII Requirements 12 hours)

General Electives 12
 (Choose from any transfer-oriented course)

AS Group VII Requirements (18-20 hours)

General Electives 18-20

Acceptable Electives for An Associate in Science Degree**Science Electives**

Biology: BIO 105, 110, 115, 120, 125 A&B, 225, 240, 241,245,275

Physical Science: PHS 101,102, 103, 104, 105 Physics: PHY 155, 156, 201, 202, 210, 212

Chemistry: CHM 101,102,201,202

Humanities Electives

Art: ART 101,102, 111, 180, 220, 221, 240, 255, 256, 257, 260, 261,262, 265

Drama/Speech: SPE 105, 113, 117, 118, 121, 122

Humanities: HUM 101,162

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

Literature: ENG 103, LIT 211,212, 231,232, 235, 236, 270, 275, 280, 281,284, 291,292

Music: MUS 101, 102, 103, 104, 105, 106, 107, 110, 111,112, 113, 121,122, 123, 211,212,213

Philosophy: PHL 111,121,131

Social Science Electives

Anthropology: ANT 216

History: HIS 101,102, 110

Geography: GEO 215

Political Science: PSC 211,212,215, 220, 140

Psychology: PSY 262, 285

Sociology: SOC 263, 264

Interdisciplinary Studies: HUM 152

Other Electives

Computer Science: CPS 176, 203, 204, 205, 208, 215

Economics: ECO 201,202

Accounting: ACC 201,202

Mathematics: MAT 108, 111,116, 117, 125, 131, 201,202, 205, 221

CURRICULUM GUIDES FOR MAJOR PROGRAMS OF STUDY (Electives, options and tracks are shown on pages 34 - 37.)

AGRICULTURE**Associate in Science Degree
First Year -**

Fall Semester

AGR 100 Introductory Animal Science	4
ENG 101 English Composition I	3
BIO 101 Biological Science	3
Mathematics Electives	4-8
Elective	1-2
	15-20

First Year - Spring Semester

AGR 101 Introductory Agricultural Economics	
ENG 102 English Composition II	
Physical Science Elective	
SPE 115 Speech	
PSC 131 American Government or HIS 201 or 202. History I or II	3-4
	15-16

Second Year-**Fall Semester**

AGR 102 Introductory Crop Science* *	
or AGR 103 Introduction to Horticulture**	3
PSY 132 General Psychology	3
CHM 101 Chemical Principles	5
Humanities Elective	--3
	14

Second Year - Spring Semester

AGR 1.04 Introductory Soil Science**	4
HTH 110 Health Education	3
BIO 110 General Botany or BIO 120 Vertebrate Zoology	
CHM 102 Chemical Principles with Qualitative Analysis or ECO 201 Principles of Economics	4-5
Social Science Elective	3
	17-18

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

**The courses are taught on the SIU-C campus.

ART**Associate in Arts Degree****First Year -****Fall Semester**

ART 180 Beginning Drawing	
ART 101 Exploring Art-Basic (two dimensional)	4.
ART 220 History of Art I	3
ENG 101 English Composition I	3
BIO 100 or 101 Biological Science	3
	16.

First Year - Spring Semester

ART 255 Life Drawing	3
Art Elective	3
ART 221 History of Art II	3
ENG 102 English Composition II	3
PSY 132 General Psychology	3
PHS 105 Physics in the Environment	--3
	18

Second Year -**Fall Semester**

Social Science Elective (from selected track)	
Humanities Elective (from selected track)	3
Mathematics Electives	4-8
SPE 115 Speech	3
PSC 131 American Government or HIS 201 or 202 U. S. History	3-4
	16-21

Second Year - Spring Semester

ART 260 Beginning Painting	
Science Elective	
Social Science Elective (from selected track)	3
HTH 110 Health Education	3
Humanities Elective (from selected track)	3
Art Elective	3
	18

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

ART EDUCATION Associate in Arts Degree

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.

First Year -**Fall Semester**

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
	16

First Year - Spring Semester

ART 255 Life Drawing or Art Elective	
ART 221 History of Art II	
PSY 132 General Psychology	
ENG 102 English Composition II	
PHS 105 Physics in the Environment	
EDC 202 and 202A Human Growth, Development and Learning	-3
	18

Second Year -**Fall Semester**

HIS 115 110 Eastern Civilizations	3
PSC 131 American Government	4
SPE 115 Speech	3
Mathematics Electives	4-8
Humanities Elective (from selected track)	3
	17-21

Second Year - Spring Semester

ART 260 Beginning Painting	
Art Elective	
HTH 110 Health Education	
Science Elective (from selected track)	
Humanities Elective (from selected track)	3

HIS 202	3
	18

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

BIOLOGICAL SCIENCE

Associate in Science Degree

First Year -

Fall Semester

ENG 101 English Composition I	3
SPE 115 Speech	3
CHM 101 Chemical Principles	5
Foreign Language*	4
MAT 125 Discrete Structures or MAT 113 Introduction to Contemporary Mathematics	3
	18

First Year- Spring Semester

MAT. 111 Pre-Calculus	
BIO 101 Biological Science	3
CHM 102 Chemical Principles with Qualitative Analysis	5
Foreign Language*	4
	17

Second Year -

Fall Semester

BIO 110 General Botany	3
PSY 132 General Psychology	3
ENG 102 English Composition II	3
Humanities Elective	3
Social Science Elective	3
MAT 120 Elementary Statistics	3
	18

Second Year - Spring Semester

HTH 110 Health Education	3
BIO 115 Invertebrate Zoology or BIO 120 Vertebrate Zoology	3
PSC 131 American Government or HIS 201 or 202 U. S. History I or II	3-4
BIO 105 Anatomy and Physiology	3
BIO 275 Common Plants of Southern Illinois or BIO 225 Genetics	3
	15-16

The SIU-C College of Science does not require this if the student has had 3 years of high school coursework in one language with no grade lower than a "C" or can earn 8 hours in one language by proficiency exam; this substitutes for 6 hours of humanities credit. Majors in the College of Education should substitute EDC 202 and 202A, HIS 201 and Physical Education. It is strongly recommended that students be proficient in typing.

BUSINESS ADMINISTRATION AND ACCOUNTING

Associate in Science Degree*

First Year -

Fall Semester

ENG 101 English Composition I	
MAT 116 Finite Math for Business and Management	5
ACC 200 Financial Accounting	- 3
PSY 132 General Psychology	3

Humanities Elective	3
	17

First Year- Spring Semester

ENG 102 English Composition II	3
MAT 117 Calculus for Business and Social Sciences	
ACC 201 Financial and Managerial Accounting	3
PHS 105 Physics in the Environment	3
SPE 115 Speech	3
	16

Second Year-**Fall Semester**

PSC 131 American Government or	
HIS 201 or 202 U. S. History I or II	3-4
ACC 202 Managerial Accounting	3
ECO 201 Principles of Economics I	3
BUS 121 Business Statistics	3
BIO 100 or 101 Biological Science	3
Humanities Elective	3
	18-19

Second Year - Spring Semester

HTH 110 Health Education	3
ECO 207 Principles of Economics II	3
CIS 207 Application of Basic Programming for Business	3
Science Elective	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.

BUSINESS TEACHER EDUCATION**Associate in Arts Degree****First Year -****Fall Semester**

ENG 101 English Composition I	3
PSY 132 General Psychology	3
HTH 110 Health Education	3
Business Elective*	3
PSC 131 American Government	4
	16

First Year of Spring Semester

ENG 102 English Composition II	3
BIO 100 or 101 Biological Science	3
BUS 110 Introduction to Business	3
Humanities Track	3
HIS 202 United States History II	3
SPE 115 Speech	3
	18.

Second Year -**Fall Semester**

Mathematics Electives	4-8
ECO 201 Principles of Economics	3
EDC 202 & 202A Human Growth	
Development, and Learning	3
PHS 105 Physics in the Environment	3

Humanities Track	3
	15-20

Second Year - Spring Semester

Science Elective	3
Humanities Option	3
BUS 235 Business Correspondence	3
Humanities Elective	3
Business Elective*	6
	18

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

CHEMISTRY**Associate in Science Degree****First Year -****Fall Semester**

ENG 101 English Composition I	3
MAT 111 Pre-Calculus	5
CHM 101 Chemical Principles	5
BIO 101 Biological Science	3
SPE 115 Speech	-3
	19

First-Year - Spring Semester

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

Second Year-**Fall Semester**

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

Second Year- Spring Semester

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

COMPUTER SCIENCE**Associate in Science Degree****First Year -****Fall Semester**

MAT 131 Calculus I	5
ENG 101 English Composition I	3
CPS 204 Introduction to PASCAL Programming*	3
· Humanities Elective**	3-4
SPE 115 Speech	:3
	17-18

First Year - Spring Semester

MAT 201 Calculus II	5
ENG 102 English Composition II	3
CPS 215 Data Structures	3
PHL 121 Introduction to Logic	3
PSC 131 American Government or HIS 201 or HIS 202. U.S. History I or II	3-4

17-18

Second Year-**Fall Semester**

PHY 155 Physics I	5
MAT 202 Calculus III	3
MAT 205 Differential Equations	3
CHM 101 Chemical Principles***	5
CPS Elective	3
	19

Second Year - Spring Semester

PHY 156 Physics II	5
MAT 221 Introduction to Linear Algebra	3
HTH 110 Health Education	3
CPS Elective * * * *	3
PSY 132 General Psychology	3
	17

· See your advisor CPS 1/6 may be required

· *Two semesters (8 hours) of a foreign language are required for all liberal arts students at SIU-C. However, four of these hours may be used as humanities electives.

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

· ***May choose from CPS 202,203, 205,208.

ELEMENTARY EDUCATION**Associate in Arts Degree****First Year -****Fall Semester**

BIO 100 or 101 Biological Science	
PSC 131 American Government	
ENG 101 English Composition I	
MAT 208 Mathematics for Elementary Teachers I	3
PSY 132 General Psychology	3
	16

First Year- Spring Semester

PHS 105 Physics in the Environment	
HTH 110 Health Education	
ENG 102 English Composition II	
MAT 209 Mathematics for Elementary Teachers II	
EDC 202 & 202A Human Growth.	

Development, and Learning	-33
	15

Second Year -**Fall Semester**

MUS 110 Music Fundamentals	3
HIS 201 or 202 U. S. History I or II	3
LIT 280 Introduction to Literature	3
Science Elective	3
Physical Education Elective	1
SPE 115 Speech	3
	16

Second Year - Spring Semester

ART 111 Art Appreciation	3
EDC 203 School and Society	2
Physical Education Elective	1
Area of Concentration Elective	3
Humanities Elective	3
HIS 110 Eastern Civilizations	3
	15

SECONDARY EDUCATION**Associate in Arts Degree****First Year -****Fall Semester**

ENG 101 English Composition I	3
HTH 110 Health Education	3
BIO 100 or 101 Biological Science	3
PSC 131 American Government	4
Humanities Elective	3
	16

First Year - Spring Semester

ENG 102 English Composition II	
PHS 105 Physics in the Environment	
ART 111 Art Appreciation or MUS 105 Music Appreciation	3
Mathematics Elective	4-8
EDC 202 and 202A Human Growth, Development, and Learning	3
	16-20

Second Year of**Fall Semester**

EDC 203 School and Society	2
SPE 115 Speech	3
PSY 132 General Psychology	3
Science Elective	3
Humanities Elective	3
	14

Second Year - Spring Semester

HIS 202 United States History II	3
Humanities Option	3
Social Science Elective	3
Humanities Elective	3
HIS 110 Eastern Civilizations	3
Elective*	3
	18

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

SPECIAL EDUCATION

Associate in Arts Degree

First Year -

Fall Semester

BIO 100 or 101 Biological Science	
PSC 131 American Government	
PSY 132 General Psychology	
ENG 101 English Composition	
MAT 208 Mathematics for Elementary Teachers I	3
Physical Education Elective	--1
	17

First Year - Spring Semester

PHS 105 Physics in the Environment	
ENG 102 English Composition II	
MAT 209 Mathematics for Elementary Teachers II	
MUS 105 Music Appreciation	3
ART 210 Art for Children	3
Elective	3
Physical Education Elective	1
	19

Second Year -

Fall Semester

Science Elective	
EDC 202 and 202A Human Growth, Development, and Learning	3
MUS 110 Music Fundamentals	2
HIS 202 United States History II ,	3
SPE 115 Speech	3
	14

Second Year - Spring Semester

ART 111 Art Appreciation	3
HTH 110 Health Education	3
EDC 203 School and Society	2
PSY 262 Child Psychology	3
LIT 280 Introduction to Literature	3
HIS 110 Eastern Civilizations	3
	17

HISTORY

Associate in Arts Degree

First Year -

Fall Semester

BIO 100 or 101 Biological Science	1
PSY 132 General Psychology	3
HIS 201 United States History I	3
ENG 101 English Composition I	3
Mathematics Electives	4-8
	16-20

First Year - Spring Semester

JOHN A. LOGAN COLLEGE

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PHS 105 Physics in the Environment	3
ENG 102 English Composition II	3
HTH 110 Health Education	3
SPE 115 Speech	3
HIS 202 United States History II	3
	15

**Second Year -
Fall Semester**

HIS 101 Western Civilization I	3
Science Elective	3
Foreign Language (Liberal Arts Majors)	4
HIS 110 Eastern Civilizations	3
	13

Second Year- Spring Semester

HIS 102 Western Civilization II	3
Humanities Elective	3
PSC 131 American Government	4
Foreign Language (Liberal Arts Majors)	4
Elective	3
	17

HISTORY EDUCATION**Associate in Arts Degree****First Year-****Fall Semester**

BIO 100 or 101 Biological Science	3
HIS 201 United States History I	3
ENG 101 English Composition I	3
Mathematics Electives	4-8
	13-17

First Year - Spring Semester

PHS 105 Physics in the Environment	3
ENG 102 English Composition II	3
HTH 110 Health Education	3
SPE 115 Speech	3
HIS 202 United States History II	3
HIS 101 Western Civilization I	3
	18

**Second Year -
Fall Semester**

PSC 131 American Government	4
Science Elective	3
EDC 202 & 202A Human Growth, Development and Learning	3
Humanities Elective	3
HIS 110 Eastern Civilizations	3
Physical Education Elective	1
	17

Second Year - Spring Semester

HIS 102 Western Civilization II	3
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EDC 203 School and Society	2
Humanities Elective	3
Physical Education Elective	1
Elective	1-3
PSY 132 General Psychology	3
	13-15.

MATHEMATICS

Associate in Science Degree

First Year -

Fall Semester

MAT 131 Calculus I*	5
CPS 204 Introduction to PASCAL	3
BIO 101 Biological Science	3
Foreign Language	4
	15

First Year - Spring Semester

MAT 201 Calculus II	
PSY 132 General Psychology	
Biology Elective or Computer Science Elective	3
Foreign Language	4
	15

Second Year -

Fall Semester

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

Second Year - Spring Semester

PHY 156 Physics II	5
ENG 102 English Composition It	3
HTH 110 Health Education	3
PSC 131 American Government or HIS 201 or 202 U. S. History I or II	3-4
SPE 115 Speech	3
	17-18

*For students who have had two years of algebra, one of geometry and one half year of trigonometry in high school, the suggested starting point in the mathematics sequence is MAT 111, Pre-Calculus.

For students who have had two years of algebra and one year of geometry in high school, the suggested starting point in the mathematics sequence is MAT 108, College Algebra.

If students have had only one year of high school algebra, it will be necessary for them to start their mathematics sequence with MAT 062, Intermediate Algebra, and catch up by attending summer sessions

PHYSICAL EDUCATION

Associate in Arts Degree

First Year -**Fall Semester**

ENG 101 English Composition I	
BIO 101 Biological Science	
HTH 110 Health Education	
PED 191 Introduction to Physical Education	2
PED Elective	1
Humanities Elective	:3
	15

First Year- Spring Semester

ENG 102 English Composition II	
BIO 105 Anatomy & Physiology	3
PSY 132 General Psychology	3
SPE 115 Speech	3
PED Elective	1
PED Elective	1
PED Elective	1
Humanities Elective	1
	''
	16

Second Year -**Fall Semester**

Mathematics Electives	4-8
PSC 131 American Government	4
EDC 202 and 202A Human Growth, Development, and Learning	3
Humanities Elective	3
PED Elective	1
	15-19

Second Year- Spring Semester

Social Science Elective	3
PHS 105 Physics in the Environment	3
Humanities Elective	3
EDC 203, School and Society	2
HIS 201 or 202 U. S History I or II	3
PED Elective	1
PED Elective	1
	'''
	16

PHYSICS**Associate in Science Degree****First Year -****Fall Semester**

PHY 155 Physics I	
ENG 101 English Composition I	
CPS 203 Introduction to FORTRAN	3
HTH 110 Health Education	3
SPE 115 Speech	3
	17

First Year - Spring Semester

PHY 156 Physics II	5
ENG 102 English Composition II	3
MAT 131 Calculus I	5
PSY 132 General Psychology	3
	16

**Second Year-
Fall Semester**

MAT 201 Calculus II	
CHM 101 Chemical Principles	
PHY 201 Statics	
PHY 210 Mechanics, Electricity, and Magnetism	-4
	17

Second Year - Spring Semester

MAT 202 Calculus III	
MAT 205 Differential Equations	
PHY 202 Dynamics	
PSC 131 American Government or HIS 201 or 202 U. S. History I or II	3-4
Foreign Language	--4
	16-17

POLITICAL SCIENCE

Associate in Arts Degree

First Year-

Fall Semester

ENG 101 English Composition I	3
Mathematics Elective	4-8
PSC 131 American Government	4
HTH 110 Health Education	3
	14-18

First Year - Spring Semester

ENG 102 English Composition II	3
BIO 100 or 101 Biological Science	3
PSC 140 Current Events	2
Humanities Elective	3
HIS 202 United States History II	3
SPE 115 Speech	3
	17

Second Year-

Fall Semester

PHS 105 Physics in the Environment	3
Humanities Elective	3
Social Science Elective	3
Foreign Language	4
Social Science Elective	3
	16

Second Year - Spring Semester

Science Elective	
MAT 120 Elementary Statistics or Elective (MAT , or CPS)	3
Foreign Language	4

PSC 211 State and Local Government	3
Humanities Option	3
	16

PSYCHOLOGY**Associate in Arts Degree****First Year -****Fall Semester**

ENG 101 English Composition I	3
BIO 100 or 101 Biological Science	3
Mathematics Electives	4-8
PSY 132 General Psychology	3
Humanities Elective	3
	16-20

First Year - Spring Semester

ENG 102 English Composition II	3
PHS 105 Physics in the Environment	3
HTH 110 Health Education	3
HIS 201 or 202 U. S History I or II	3
Humanities Elective	3
PSY 262 Child Psychology	3
	18

Second Year -**Fall Semester**

Science Elective*	
SPE 115 Speech	
PSC 131 American Government	
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
Foreign Language	4
	17

Second Year- Spring Semester**Humanities Option**

PSY 285 Psychology of Personality and Adjustment	3
Foreign Language	4
Social Science Elective	3
Humanities Elective	3
	16

*BIO 105, Anatomy and Physiology, is recommended.

GENERAL SCIENCE**Associate in Science Degree****First Year -****Fall Semester**

ENG 101 English Composition I	3
Mathematics Electives	4-8
Science (from selected track)	3
Elective	3
SPE 115 Speech	3
	16-20

First Year - Spring Semester

ENG 102 English Composition II	3
PSY 132 General Psychology	3
Science (from selected track)	3
PSC 131 American Government or	

HIS 201 or 202 U. S. History I or II	4
Elective	5
	18

**Second Year -
Fall Semester**

Foreign language	4
HTH 110 Health Education	3
Science (from selected track)	3
Elective	
	16

Second Year- Spring Semester

Science (from selected track)	3
Foreign Language	4
Elective	9
	16

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

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

Science Options

Option #1 Life Sciences

BIO 101	3
BIO Elective	6
Science Elective other than BIO	3
	12

Mixed Sciences

Option #2

BIO 101 (not BIO 100)	3
PHS 105	3
Science Electives	6
	12

Physical Sciences

Option #3

PHS 155	3
CHM 101	3
Science Electives other than Phy Sci	6
	12

3. 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).

Computer Science 176, 202,203,204, 205, 208, 215
 Mathematics 111,125, 131,202, 205, 221
 Physics 155, 156, 201,210
 Chemistry 101,102, 201,210
 Biology 101,105, 110, 115, 120, 125 A and B, 225, 226, 240, 241,245, 275
 PHS 101,102, 103, 104, 105

SOCIOLOGY

Associate in Arts Degree

First Year -

Fall Semester

ENG 101 English Composition I	
BIO 100 or 101 Biological Science	
MAT 108 College Algebra or MAT 120 and 125	5-6
SOC 133 Principles of Sociology	3
Humanities Elective I	3
	17-18.

First Year - Spring Semester

ENG 102 English Composition II	
PHS 105 Physics in the Environment	
HTH 110 Health Education	
PSC 131 American Government or	
HIS 201 or 202 U. S. History	3-4
SOC 215 Diversity in American Life	3
	16-17

Second Year-**Fall Semester**

SPE 115 Speech	
Humanities Elective I	
SOC 263 Marriage and Family	
MAT 120 Elementary Statistics	
or Elective (MAT or CPS)	3
Foreign Language	--4
	16

Second Year - Spring Semester ,

Science Elective	3
Humanities Option 2	3
Foreign Language	4
Social Science Elective	3
Humanities Elective 3	--3
	16

PRE-PROFESSIONAL CURRICULA**GENERAL**

Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

PRE-ENGINEERING***Associate in Science Degree****First Year- Fall Semester**

PHY 155 Physics I	5
CPS 203 Introduction to FORTRAN	3
EGR 101 Engineering Graphics***	4
ENG 101 English Composition 1	3
HTH 110 Health Education	-3
	18

First Year- Spring Semester

PHY 156 Physics II	
· MAT 131 Calculus-I	
· ENG 102 English Composition II	
PSC 131 American Government or	
HIS 201 or 202 U. S- History I or II	3-4
PSY 132 General Psychology	--3
	19-20

Second Year-**Fall Semester**

CHM 101 Chemical Principles	
· MAT 201 Calculus II	
PHY 210 Mechanics and Electricity and Magnetism	4
PHY 201 Statics	3
SPE 115 Speech	--3
	20

Second Year - Spring Semester

CHM 102 Chemical Principles with Qualitative Analysis	5
MAT 202 Calculus III	3
MAT 205 Differential Equations	3
, PHY 202 Dynamics ·	3
PHY 215 Introduction to Circuit Analysis	--4
	18

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

· *See your advisor.

· * * Not requirements red for Electrical Engineering Majors

PRE-PHARMACY**Associate in Science Degree****First Year -****Fall Semester**

CHM 101 Chemical Principles	5
Math Options	4-8
BIO 101 Biological Science	3
ENG 101 English Composition I	--3
	15-19.

First Year - Spring Semester

CHM 102 Chemical Principles with Qualitative Analysis	
SPE 115 Speech	
BIO 115 Invertebrate Zoology	
ENG 102 English Composition II	
PSC 131 American Government or	
HIS 201 or 202 U. S History I or II	3-4
	17-18

Second Year of**Fall Semester**

CHM 201 Organic Chemistry	5
PHY 155 Physics I	5
BIO 120 Vertebrate Zoology	3
HTH 110 Health Education	3
Humanities Elective	3
	19

Second Year - Spring Semester

CHM 202 Organic Chemistry II	5
PHY 156 Physics II	5
PSY 132 General Psychology	3
CPS Elective	3
Humanities Elective	3

PRE-PROFESSIONAL MEDICINE (DENTAL, MEDICINE, VETERINARY)***Associate in Science Degree****First Year -****Fall Semester**

ENG 101 English Composition I	3
Math Options	4-8
CHM 101 Chemical Principles	5
BIO 101 Biological Science	--3
	15-19

First Year - Spring Semester

ENG 102 English Composition II	
CHM 102 Chemical Principles with Qualitative Analysis	5
BIO-105 Anatomy & Physiology	3
HTH 110 Health Education	3
PSY 132 General Psychology	--3
	17

Second Year-**Fall Semester**

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

Second Year- Spring Semester

- CHM 202 Organic Chemistry II	5
PHY 156 Physics II	5
Humanities Elective	3
BIO Elective	3
SPE 115 Speech	--3
	19

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

PRE-CHIROPRACTIC MEDICINE***Associate in Science, Degree****First Year-****Fall Semester**

ENG 101 English Composition I	3
MAT 108	3
CHM 101 Chemical Principles	5
BIO 101 Biological Science	3
SPE 115 Speech	--3
	17

First Year - Spring Semester

ENG 102 English Composition II	
CHM 102 Chemical Principles with Quantitative Analysis	5
PSY 132 Genera. I Psychology	3
BIO 105 Anatomy and Physiology	3

HTH 110 Health Education	3
	17

**Second Year -
Fall Semester"**

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

Second Year- Spring Semester

CHM 202 Organic Chemistry II	
PHY 156 Physics II	
Humanities Elective	
Elective	
MAT 125 Discrete Structures or MAT 113 Introduction to Contemporary Mathematics	3
	19

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

CAREER EDUCATION

These curricula prepare students for employment in occupations related to business, education, engineering, health, industry, office technology, or public service. The programs of study are developed with the assistance of advisory committees representing business and industry and on the basis of survey information identifying area manpower needs. Both certificate and degree programs are offered. Most certificate programs require one year of study; degree programs require two. 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 4 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 prospective occupation in relationship to management, labor, and the professions.
3. Methods of instruction are relatively direct with strong emphasis on doing, as distinct from research study. Ordinarily, a high proportion of the work is done during the hours of instruction. Individualized instructional materials provide opportunities for home study and independent progress.

The curricula are not primarily designed to transfer to baccalaureate degree-granting institutions, although many individual courses are transferable, depending on the institution.

Although career programs are not designed for transfer to a four-year institution, any student completing a vocational associate's 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 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, Vice-President Diagraph Corporation.
P. O. Box 520
Herrin, Illinois 62948.

Mr. Earl Pate, Executive Director
Man-Tra-Con, Inc.
P.O. Box 56
Zeigler, Illinois 62999

Mr. Willard 5 train, 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

Mrs. 5 Stephanie Boien, 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 Geraldts, 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

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

Mr. Jerry Smith, 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 62951 '

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

Mr. Herbert Turk, 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 Committees

Accounting/Data	High Tech
Processing	Home Economics
Allied Health	Industrial
Business	Interpreter Preparation
Criminal Justice	Manufacturing

Cosmetology
Dental Assisting
Students in Free
Enterprise

Nursing
Secretarial
Travel/Tourism
Transportation

John A. Logan College cooperates with all of the feeder high schools in the College district by sharing one advisory committee for each program area.

CAREER EDUCATION

NOTE: Division of Health and Public Service, and Division of Business and Industry entry requirements are found on the next page.

ACCOUNTING

Certificate Program

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

ACC 101 Fundamentals of Accounting I	4
Business Elective	3
	7

First Year- Spring Semester

ACC 102 Fundamentals of Accounting II	4
ACC 105 Payroll Accounting	2
Business Elective	--3
	9

Second Year-

Fall Semester

ACC 215 Intermediate Accounting I	4
ACC 217 Cost Accounting	3
	7

Second Year- Spring Semester

ACC 216 Intermediate Accounting II	
ACC 218 Tax Accounting	3
	7

Recommended Electives:

BUS 221 Business Law
BUS 110 Introduction to Business
BUS 111 Business Mathematics
CIS 104 Spreadsheet Design

ACCOUNTING Degree Program

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

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

First Year -

Fall Semester

ENG 101 English Composition	3
ACC 101 Fundamentals of Accounting I	4
BUS 111 Business Mathematics	3
BUS 110 Introduction to Business	3
PSY 132 General Psychology	--3
	16

First Year - Spring Semester

SPE 115 Speech	
ACC 102 Fundamentals of Accounting II	
CIS 104 Spreadsheet Design	
PSC 131 American Government or	
HIS 201 or 202 U. S. History I or II	3-4
ACC 105 Payroll Accounting	2
	15-16

Second Year-**Fall Semester**

ACC 215 Intermediate Accounting I	4
ACC 217 Cost Accounting	3
BUS 221 Business Law	4
BUS 235 Business Correspondence	3
Business Elective	--3
	17.

DIVISION OF HEALTH AND PUBLIC SERVICE ENTRANCE REQUIREMENTS

Program	Numerical and Reading Regular Program Entry	1 - 4 Credit Hours of Desk Lab	3 - 6 Credit Hours of Desk Lab or Remedial Class	MINIMUM TEST SCORES
ECE	37	34 - 36	32 - 33	31
COS	37	34 - 36	32 - 33	31
CRJ	37	34 - 36	32 - 33	31
DNA	37	34 - 36	32 - 33	31
EMS/EMT	37	34 - 36	32 - 33	31
IPP	37	34 - 36	32 - 33	31
NAD	28	37		
TRT	37	34 - 36	32 - 33	31

CPR No Restrictions

TRT 152 No Restrictions

The PN Program uses the ASSET LEVEL I TEST, Reading, Writing and Numerical The entry level requirements are 41 for Reading and Writing and 39 for Numerical.

The MLT and MRT Programs use the ASSET TEST, Reading, Writing and Intermediate Algebra. The entry level requirements are 38 for each area.

DIVISION OF BUSINESS AND INDUSTRY ENTRANCE REQUIREMENTS

PROGRAM	Numerical and Reading Regular Program Entry	PROBATION ZONE		MINIMUM TEST SCORES
		1-4 Credit Hours of Desk Lab	3-6 Credit Hours of Desk Lab	
Accounting	41	37 - 40	34 - 36	34 and Below
Auto Body	33	30 - 32	28 - 29	27 and Below
Auto Tech	37	34 - 36	28 - 33	27 and Below
Banking	37	34 - 36	28 - 33	27 and Below
CIM	41	37 - 40	34 - 36	34 and Below
CIS (Computers)	37	34 - 36	28 - 33	27 and Below
Drafting	37	34 - 36	28 - 33	27 and Below
Electronics	41	37 - 40	34 - 36	27 and Below

JOHN A. LOGAN COLLEGE

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Heat & A/C	33	30 - 32	28 - 29	27 and Below
Ind. Maint	33	30 - 32	28 - 29	27 and Below
Machining	33	30 - 32	28 - 29	27 and Below
Marketing	37	34 - 36	28 - 33	27 and Below
Med. Off. Asst	37	34 - 36	28 - 33	27 and Below
Med Trans.	37	34 - 36	28 - 33	27 and Below
Secretarial	37	34 - 36	28 - 33	27 and Below
Welding	33	30 - 32	28 - 29	27 and Below

Students whose scores fall into the probationary zone may be enrolled in their program courses only if they are concurrently enrolled in the desk lab as indicated above.

Second Year - Spring Semester

ACC 216 Intermediate Accounting	4
ACC 218 Tax Accounting	3
· ACC 225 Integrated Accounting on Micro Computers	2
ECO 101 Business Economics	3
Business Elective	3
	15

ACCOUNTING

Night Rotation

Fall Semester- 1994

BUS 111 Business Math	3
ENG 101 * English Composition	-3
	6

Spring Semester- 1995

BUS. 110 Introduction to Business	3
PSY 132* General Psychology	3
CIS 104* Spreadsheet Design	3
	9

Fall Semester- 1995

ACC 101 Fundamentals of Accounting I	4
BUS 235 Business Correspondence	-3
	7

Spring Semester- 1996

ACC 102* Fundamentals of Accounting II	4
ACC 105 Payroll Accounting	2
Business Elective	3
	9

Fall Semester- 1996

ACC 215 Intermediate Accounting I	4
ACC 217 Cost Accounting	-3
	7

Spring Semester- 1997

ACC 216 Intermediate Accounting II	4
ACC 218 Tax Accounting	-3
	7

Fall Semester- 1997

ACC 225 Integrated Accounting on Computers	
ECO 101 Business Economics	3
PSC 131 American Government or	
HIS 201 or 202 U. S. History I or II*	3-4
	8-9

Spring Semester - 1998

BUS 221* Business Law	4
SPE. 115* Speech	3
Business Elective	-3
	10

*Note: Some of these classes may be taken during summer term (at night) if student wishes.

AUTO BODY REPAIR

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.

Fall Semester

AAM 190 Auto Body Repair I	
AAM 191 Metal Finishing and Painting	
AAM 196 Auto Body Repair and Paint Lab	
WEL 160 MIG Welding	
WEL 150 Oxy-Acetylene Fusion Welding I	
WEL 151 Oxy Acetylene Fusion Welding II	2
	14

Spring Semester

AAM 192 Frame and Body Alignment	2
AAM 193 Advanced Auto Body Repair	1
AAM 194 Body Shop Management	1
AAM 197 Auto Body Repair and Paint Lab II	5
	5
AST 273 Chassis Electrical	2
IND 201 Metallurgy	2
ENG 112 Communications II	3
	16

Summer Semester

AST 173 Brakes and Suspensions	
AST 175 Heating and Air Conditioning	
AST 177 Agricultural/Automotive Mechanics Lab II	5
	10.

AUTOMOTIVE SERVICES TECHNOLOGY**Certificate Program**

This one-year program is designed for individuals desiring basic training in automotive testing, tune-up, and repair. Upon completion of this intensive specialized program, the student will be qualified as an apprentice line mechanic in a dealership or in an independent business. With additional work experience or education. the student could progress to the level of journeyman mechanic.

Fall Semester

AST 173 Brakes	4
AST 171A Engine Performance A	4
AST 180A Electrical Systems A	4
MAT 105 Tech Math	3
IND 138 Industrial Seminar	1
	16

Spring Semester

AST 181 Suspension & Steering	4
AST 1718 Engine Performance B	4
AST 1808 Electrical Systems B	4
AST 177 Automotive Clinic	2
AST 179 ASE Testing - Part I	1
ENG 101 English Composition	--3
	18

AUTOMOTIVE SERVICES TECHNOLOGY**Degree Program**

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.

Fall Semester - First Year

AST 173 Brakes	4
AST 171A Engine Performance A	4
AST 180A Electrical Systems A	4
MAT 105 Tech Math	3
IND 138 Industrial Seminar	1
	16

Spring Semester- First Year

AST 181 Suspension & Steering	4
AST 1718 Engine Performance B	4
AST 1808 Electrical Systems B	4
AST 177 Automotive Clinic	2
AST 179 ASE Testing - Part I	1
ENG 101 English Composition	3
	18

Fall Semester - Second Year

AST 272 Automotive Engine Repair	4
AST 280 Air Conditioning	4
AST 270 Manual Drive Trains & Axles	4
SPE 115 Speech	3
CIS 101 introduction to Computers	3
	18

Spring Semester- Second Year

AST 271 Automatic Trans	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	4
	17

BANKING AND FINANCE

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

First Year -

Fall Semester

ENG 101 English Composition I	3
ACC 200 Financial Accounting I	4
BUS 111 Business Mathematics	3
BUS 253 Principles of Banking	3
BUS 138 Business Seminar	1
BUS 110 Introduction to Business	3
	17

First Year - Spring Semester

SPE 115 Speech	
ACC 201 Managerial Accounting	
MGT 112 Principles of Management	3
PSC 131 American Government or HIS 201 or 202 or U. S. History I or II	3-4
· *BUS 254 Money and Banking	-3
	15-16

Second Year-**Fall Semester**

ECO 201 Principles of Economics I	
*BUS 259 Bank Accounting	
CIS 120 Data Base Management	
CIS 102 Fundamentals of Business Data Programming - BASIC	3
ACC 202 Managerial Accounting	3
Elective	3
	18

Second Year - Spring Semester

BUS 235 Business Correspondence	3
CIS 104 Spreadsheet Design	3
Business Elective	3
PSY 132 General Psychology	3
*BUS 255 Bank Marketing	-3
	15

- *Only offered at night.

BANKING AND FINANCE**Night Rotation*****Fall Semester- 1995**

ACC 200 Financial Accounting I	3
ECO 201 Principles of Economics I	3
BUS III Business Mathematics	3
	9

Spring Semester- 1996

ACC 201 Managerial Accounting	3
BUS 110 Introduction to Business	3
· CIS 120 Data Base Management	-3
	9

Fall Semester- 1996

ACC 202 Managerial Accounting	3
CIS 104 Spreadsheet Design	3
BUS 138 Business Seminar	1
	7

Spring Semester - 1997

BUS 235 Business Correspondence	
---------------------------------	--

Elective	3
MGT 112 Principles of Management	3
	9

Fall Semester- 1997

BUS 253 Principles of Banking	3
PSY 132 General Psychology	3
SPE 115 Speech	3
	9

Spring Semester- 1998

BUS 254 Money and Banking	3
ENG 101 English Composition I	3
PSC 131 American Government	
or HIS 201 or 202 or U. S. History I or II	3-4
	9-10

Fall Semester - 1998

BUS 259 Bank Accounting	3
CIS 102 Fundamentals of Business Data	
Programming - BASIC	--3
	6

Spring. Semester - 1999

BUS 255 Bank Marketing	3
Business Elective	3
	6

*This night rotation schedule starts fall semester 1995. BUS 253, 254, 255, and 259 are offered at night during fall and spring semesters 1994-1995

BOOKKEEPER-CLERICAL STUDIES

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

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

Successful completion of the program leads to a certificate of achievement. BUS 116 or one year of high school keyboarding is a prerequisite for entry into the program

Fall Semester

ACC 101 Fundamentals of Accounting I	4
BUS 135 Office Language Skills	3
BUS 111 Business Mathematics	3
BUS 117 Keyboarding II	3
BUS 236 Records Management	1
BUS 138 Business Seminar	1
	15

Spring Semester

ACC 102 Fundamentals of Accounting II	4
PSY 128 Human Relations	2
ACC 105 Payroll Accounting	- 2
CIS 104 Spreadsheet Design	3
CIS 205 Word processing	3
Business Elective	3
	17

Recommended Electives:

BUS 235 Business Correspondence
 BUS 110 Introduction to Business
 BUS 128 Machine Transcription
 CIS 120 Data Base Management

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 Division of Business and Industry for information.

COAL MINING TECHNOLOGY

(Cooperative Program with Wabash Valley College)

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

First Semester

CML 112 Introduction to Coal Mining	3
CML 142 Mine Atmosphere and Detection Instruments	4
CML 152 Roof and Rib and Personal Safety	4
MAT 105 Vocational Mathematics I	3
Social Science Elective	3
	17

Second Semester

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

Third Semester

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

Fourth Semester

CML 222 Mine Hydraulics II	4
CML 242 Mine Machinery Repair I	4
WEL 181 Introduction to Oxy-Acetylene Welding	1
WEL 182 Introduction to Arc Welding	1
CML 132 Mine Conveyor Belt Maintenance	2
Mining Elective	4
	16

COMPUTER INFORMATION SYSTEMS (CIS)

Degree Program

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.

First Year -Fall Semester

CIS 101 Introduction to Computers	
CIS 120 Database Management	
ACC 101 Accounting	
ENG 101 or ENG 113 English Composition or Professional Technical Writing	3
BUS 111 Business Math	3
	16

First Year - Spring Semester

CIS 104 Spreadsheet Design	3
CIS 102 Programming I	3
Elective	3
ACC 105 Payroll Accounting	2
BUS 110 Introduction to Business	3
PSY 132 General Psychology	3
	17

Fall Semester- Second Year

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 Microcomputer	.2
	17

Spring Semester - Second Year

CIS 201 Programming II	
BUS 138 Business Seminar	
CIS 220 Advanced Spreadsheet Design	
PSC 131 or HIS 201 or HIS 202 American Government or History	3-4
CIS 5 235 Current Topics in Information Systems	2
	14-15

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

COMPUTER INFORMATION SYSTEMS**Night Rotation****Fall Semester- 1994**

CIS 101 Introduction to Computers-	3
BUS III Business Math	3
ENG 101 English Composition	.3
	9

Spring Semester- 1995

ACC 101 Business Accounting	4
PSY 132 General Psychology	3
CIS 102 Programming I	3
	10

Fall Semester- 1995

ACC 225 Integrated Accounting on Microcomputer	2
CIS 120 Database Management	3
CIS 104 Spreadsheet Design	3
	8

Spring Semester - 1996

ACC 105 Payroll Accounting	2
CIS 225 Advanced Database Management	3
CIS 220 Advanced Spreadsheet Design	3
	8

Fall Semester- 1996

CIS 201 Programming II	5
CIS 230 Operating Systems	3
Elective	1
	9

Spring Semester - 1997

CIS 235 Current Topics in Information Systems	2
CIS 103 Information Systems	3
BUS 138 Business Seminar	1
	6

Fall Semester- 1997

SPE 115 Speech	3
BUS 110 Introduction to Business	3
	6

Spring Semester- 1998

PSC 131 American Government	3
Elective	2
	5.

COMPUTER INFORMATION SYSTEMS**Certificate Program**

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.

Fall Semester

CIS 101 Introduction to Computers	3
BUS 117 Keyboarding	3
ACC 100 Business Accounting	3
CIS 120 Data Base Management	3
BUS 138 Business Seminar	1
BUS 111 Business Mathematics	-3
	16

Spring Semester

CIS 104 Spreadsheet Design	3
PSY 128 Human Relations	2
CIS 205 Word Processing	3
BUS 237 Office Procedures	3
ACC 105 Payroll Accounting	2
Business Elective	3
	16

COMPUTER-INTEGRATED MANUFACTURING (CIM)

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: robotics, 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, robotics, 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 a sophisticated CIM cell or flexible manufacturing system (FMS). The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsman, robotic programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/ programmer ,

First Year-

Fall Semester

MAT 107 Technical Mathematics	4
MAC 180 Blueprint Reading*	3
IND 121 Manufacturing Processes I	2
DRT 185 Computer Graphics I	2
Concentration**	6
	17

*Not needed for drafting concentration

First Year - Spring Semester

PSY 128 Human Relations or PSY 132 General Psychology	2-3
CIM 101 Introduction to CIM	3
CIM 102 Industrial Electricity	4
MAC 154 Introduction to CNC	2
Concentration**	6
	17-18

Second Year -

Fall Semester

ENG 113 Professional Technical Writing	
PSC 131 American Government or HIS 201 or HIS 202 U. S. History I or II	3-4
MAC 159 CAM Operations	2
CIM 103 Introduction to Robotics	3
Concentration * *	6
	17-18

Second Year- Spring Semester

PHY 151 Technical Physics	
CIM 201 CIM Cell	3
IND 122 CAD-CAM Operations	2
CIM 104 Software Applications for CIM	2
SPE 115 Speech	3
Concentration * *	6
	19

- *AREAS OF CONCENTRATION ELECTRONICS

ELT 101	3
ELT 111	6
ELT 200	5
ELT 224	3

Electives***	10
Totals =	27

MACHINE TOOL

MAC 150	2
MAC 152	2
MAC 153	2
MAC 156	2
MAC 157	2
MAC 158	2
- MAC 160	2
MAC 161	2
MAC 162	2
Electives** *	6
Totals =	24

DRAFTING

DRT 181	6
DRT 182	4
DRT 281	4
DRT 286	4
Electives** *	6
Totals =	24

COMPUTER INFORMATION SYSTEMS

CIS 101	3
CIS 102	3
CIS 104	3
CIS 120	3
CIS 230	3
Electives** *	9
Totals =	24

. **Electives will be chosen from Electronics, Computer Information Systems, Machine Tool, and Drafting.

**COMPUTER-INTEGRATED MANUFACTURING (CIM)
Certificate**

Classes	Credit Hours
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 Robotics	3
IND 122 CAD-CAM Operations	2
CIM 104 Software Applications for CIM	2
CIM 201 CIM Cell	3
	21

9 Hours Electives from the following courses:

- WEL 160 M.I.G. Welding
- CIS 101 Introduction to Computers
- CIS 104 Spreadsheet Design
- CIS 120 Database Management
- ACC 101 Business Accounting
- MGT 112 Principles of Management
- MAC ,150 Machine Tool Operations
- MAC 154 Introduction to CNC
- MAC 159 CAM Operations

MGT 116 Supervisory Techniques of Management	
DRT 182 Technical Drafting II	
DRT 186 Geometric Dimensioning & Tolerancing	
ELT 111 Digital Electronics	
ELT 200 Introduction to Microcomputers	
Total Hours	30

COSMETOLOGY Degree Program

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

The program meets the standards of the Department of 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

Degree Program

Fall Semester

COS 101A Cosmetology Theory	2
COS 101B Cosmetology Theory	3
COS 111A Cosmetology Lab	5
COS 111B Cosmetology Lab	5
COS 115 Cosmetology Rel. Lab	1
	16

Spring Semester

COS 102A Cosmetology Theory	2
COS 102B Cosmetology Theory	2
COS 112A Cosmetology Lab	5
COS 112B Cosmetology Lab	6
	15

Summer Semester

COS 113A Cosmetology Lab	3
COS 113B Cosmetology Lab	3
ALH 101 Cardiopulmonary Resuscitation	-1
	7

Fall Semester

PSC 131 or HIS 201	
or HIS 202 American Government or U. S. History 201	
or HIS 202	3-4
BUS 130 Salesmanship I	3
PSY 132 General Psychology	3
SPE 115 Speech	3
ACC 100 Business Accounting	3
	15-16

Spring Semester

Computer Information Systems Elective	3
Business Elective	3
BUS 111 Business Math	3
BUS 235 Business Correspondence	3
	12

COSMETOLOGY

Licensure Program

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

The Cosmetology licensure certificate 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 a certificate of achievement.

Fall Semester

COS 101A Cosmetology Theory	2
COS 101B Cosmetology Theory	3
COS 111A Cosmetology Lab	5
COS 111B Cosmetology Lab	5
COS 115 Cosmetology Ret. Lab	1
	16

Spring Semester

COS 102A Cosmetology Theory	2
COS 102B Cosmetology Theory	2
COS 112A Cosmetology Lab	5
COS 112B Cosmetology Lab	6
	15

Summer Semester

COS 113A Cosmetology Lab	3
COS 113B Cosmetology Lab	3
ALH 101 Cardiopulmonary Resuscitation	--1
	7

Part-Time

Fall Semester

COS 101A Cosmetology Theory	2
COS 111A Cosmetology Lab	5
COS 115 Cosmetology Rel. Lab	1
	8

Spring Semester

COS 101A Cosmetology Theory	3
COS 111B Cosmetology Lab	5
	8

Summer Semester

COS 112A Cosmetology Lab

Fall semester

COS 102A Cosmetology Theory	2
COS 112B Cosmetology Lab	-6
	8

Spring Semester

COS 102B Cosmetology Theory	2
COS 113A Cosmetology Lab	--3
	5

Summer Semester

CO 5 1138 Cosmetology Lab	3
ALH 101 Cardiopulmonary Resuscitation	--1
	4

NAIL TECHNICIAN PROGRAM

COS 115 Cosmetology-Related Laboratory	1
COS 117 Nail Technician	7
	8

CRIMINAL JUSTICE

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

First Year -**Fall Semester**

PSC 131 American Government or HIS 201 or 202 U.S. History I or II	3-4
ENG 111 Communications I or ENG 101 English Composition	3
CIS 207 Applications of Basic Programming for Business	3
CRJ 103 Introduction to Criminal Justice	3
CRJ 105 Criminal Behavior	3
ALH 101 Cardiopulmonary Resuscitation	1
	16-17

First Year - Spring Semester

ENG 112 Communications II or SPE 115 Speech	
PSY 132 General Psychology	
CRJ 203 Introduction to Security	
CRJ 205 Survey of Crime Detection Methods	3
SOC 133 Principles of Sociology	3
	15

First Year - Summer Semester

CRJ 201 Criminal Justice Internship (optional)	--4
	4

Second Year - Fall Semester

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

CRJ 219 Criminal Law II Criminal Justice Elective	
CRJ 220 Probation, Parole, and Community-Based Corrections, or CRS 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

*BIO 100 PHS 103 PHS 104

CRIMINAL JUSTICE**Night Rotation Monday and Wednesday Rotation****Fall 1994**

CRJ 103 Introduction to Criminal Justice	3
CRJ 105 Criminal Behavior	3
SOC 133 Principles of Sociology	-3
	9

Spring 1995

CRJ 203 Introduction to Security	
CRJ 205 Survey of Crime Detection Methods	
ENG 101 English Composition	3
CIS 207 Applications of Basic Programming for Business	3
	12

Fall 1995

CRJ 115 Interpersonal Relations	3
CRJ 209 Criminal Law I	3
SPE 115 Speech	3
PSY 132 General Psychology	-3
	12

Spring 1996

CRJ 218 Introduction to Corrections	3
CRJ 219 Criminal Law II	3
SPN 101 Elementary Spanish I	4
ENG 113 Professional Technical Writing	3
	13

Fall 1996

CRJ 220 Probation, Parole and Community Based Corrections	3
CRJ 221 Police Administration	3
SPN 102 Elementary Spanish II	4
PHS 104 Science Elective	3
	13

Spring 1997

CRJ 103 Introduction to Criminal Justice	3
CRJ 105 Criminal Behavior	3
SOC 133 Principles of Sociology	3
PSC 131 American Government	4
	13

Tuesday and Thursday Rotation**Fall 1994**

CRJ 219 Criminal Law II	
CRJ 220 Probation, Parole and Community Based Corrections	
CRJ 221 Police Administration	
ENG 101 English Composition	
CIS 207 Applications of Basic Programming for Business	3
	15

Spring 1995

CRJ 103 Introduction to Criminal Justice	
CRJ 105 Criminal Behavior	
SPE 115 Speech	3
PSY 132 General Psychology	3
	12

Fall 1995

CRJ 203 Introduction to Security	3
CRJ 205 Survey of Crime Detection Methods	3
SPN 101 Elementary Spanish I	4
ENG 113 Professional Technical Writing	3
	13

-Spring 1996

CRJ 115 Interpersonal Relations	3
CRJ 209 Criminal Law I	3
SPN 102 Elementary Spanish II	4
PHS 104 Science Elective	3
	13

Fall 1996

CRJ 218 Introduction to Corrections	3
CRJ 219 Criminal Law II	3
SOC 133 Principles of Sociology	3
PSC 131 American Government	4
	13

Spring 1997

CRJ 220 Probation, Parole and Community Based Corrections	3
CRJ 221 Police Administration	3
ENG 101 English Composition	3
CIS 207 Application of Basic Programming for Business	3
	12

DENTAL ASSISTING

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.

Classes begin in August of each year. The length of the program for a full-time student is 12 months. Length of the program for a part-time student is 24 months. See the director of Dental Assisting for information on the part-time program.

Fall Semester

DNA 100 Dental Science I	
DNA 102 Dental Assisting Procedures I	
DNA 104 Dental Radiography I	
DNA 107 Dental Materials I	
DNA 110 Dental Ethics, and Legal Considerations and Professionalism	
*ENG 101 English Composition I or *SPE 115 Speech	3
ALH 101 Cardiopulmonary Resuscitation	1
	19

Fall or Spring Semester*Spring Semester**

DNA 101 Dental Science II	
DNA 103 Dental Assisting Procedures II	
DNA 105 Dental Radiography II	
DNA 106 Preventive Dental Health Education	2
DNA 108 Dental Materials II	3
DNA 111 Dental Assisting Externship I	3
*ENG 101 English Composition 1 or *SPE 115 Speech	3
	18

Fall or Spring Semester*Summer Semester**

DNA 109 Dental Office Procedures	2
DNA 112 Dental Assisting Externship II	3
PSY 132 General Psychology	3
	8

DENTAL ASSISTING CERTIFICATE

(Two-Year Option)

Fall Semester

DNA 100 Dental Science I	
DNA 107 Dental Materials I	
DNA 110 Dental Ethics, and Legal Considerations and Professionalism	1
	8

Spring Semester

DNA 101 Dental Science II	3
DNA 106 Preventive Dental Health Education	2
DNA 108 Dental Materials II	3
	8

Summer Semester

DNA 109 Dental Office Procedures	2
----------------------------------	---

Fall Semester

DNA 102 Dental Assisting Procedures	
DNA 104 Dental Radiography I	
ALH 101 Cardiopulmonary Resuscitation	1
	8

Spring Semester

DNA 103 Dental Assisting Procedures II	2
DNA 105 Dental Radiography II	2
DNA 111 Dental Assisting Externship	3
	7

Summer Semester

DNA 112 Dental Externship II	3
	3

English Composition I, Speech 115, and General Psychology 132 are also requirements for graduation from the program. These courses can be taken during the semester of the student's choice.

DEVELOPMENTALLY DISABLED ATTENDANT CARE

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

DDA 101 Developmentally Disabled Attendant Care	-5
	5

GENERAL DRAFTING

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

Fall Semester

MAT 107 Technical Mathematics	
or MAT 105 or 106 Vocational Mathematics I or II	3-4
DRT 181 Technical Drafting I	6
IND 101 Materials	3
IND 121 Manufacturing Processes I	.2
	14-15

Spring Semester

SPE 115 Speech	
DRT 285 Descriptive Geometry	
DRT 182 Technical Drafting II	
CIM 101 Introduction to CIM	
DRT 185 Computer Graphics I	
DRT 186 Geometric Dimensioning and Tolerancing	2
	17

COMPUTER-AIDED DESIGN AND DRAFTING

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

First Year - Fall Semester

DRT 181 Technical Drafting I	6
ENG 101 English Composition I	3
MAT 105 Vocational Mathematics I or	
MAT 107 Technical Mathematics	3-4
IND 121 Manufacturing Processes I	2
DRT 185 Computer Graphics I	2
	16-17

First Year - Spring Semester

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
*MAT 106 Vocational Mathematics II	3
	20

Second Year -Fall Semester

PSC 131 American Government or

HIS 201 or HIS 202 U. S History I or II	3-4
IND 101 Materials	3
DRT 183 Detail and Assembly	2
DRT 281 Computer Graphics II	4
DRT 283 Advanced Technical Drawing II	--4
	16-17

Second Year - Spring Semester

CIM 101 Introduction to CIM	3
PHY 151 Technical Physics	3
IND 122 CAD-CAM Operations	2
DRT 282 Tool Design	4
DRT 286 Computer Graphics II	4
PSY 128 Human Relations	
or PSY 132 General Psychology	2-3
	18-19

*Not needed if completed MAT 107

EARLY CHILDHOOD EDUCATION

Graduates of this two year program in Early Childhood Education will be trained to be caregivers of children in public and private day care centers, headstart centers, nursery schools, residential centers, and other child care settings.

Students completing the two-year curriculum will earn an Associate in Applied Science degree.

First Year - Fall Semester

CCT 15 Infancy Development	
CCT 160 Introduction to Pre-school Children	
MUS 115 Music for Children	
PSY 132 General Psychology	
CCT 272 Reading Skills	
ALH 101 Cardiopulmonary Resuscitation	1
	15

First Year - Spring Semester

CCT 162 Introduction to School Age Children	
CCT 265 Pre-school Curriculum Development	3
ART 210 Art for Children	3
ENG 101 English Composition	3
PSY 262 Child Psychology	3
LIT 264 Literature for Children	3
	18

Second Year - Fall Semester

CCT 260 Parenting	
SPE 115 Speech	
CCT 264 Methods of Teaching Special Children	3
PNE 100 Nutrition	3
CCT 267 Child Care Laboratory	5
	17

Second Year - Spring Semester

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

EARLY CHILDHOOD EDUCATION

After completing the Early Childhood Education Associate of Applied Science degree, students may take two additional courses and receive an Early Childhood Education certificate.

CCT 290 Methods of Teaching Special Children II	4
Special Children Practicum	4
	8

INDUSTRIAL ELECTRONICS MAINTENANCE

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 Business and Industry.

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.

Required Courses:

ELT 100 DC/AC Fundamentals	
ELT 101 Electronic Devices and Instrumentation	3
MAT 107 Technical Mathematics	4
ELT 110 Solid State Circuits	8
ELT 111 Digital Electronics	6
PHY 153 Physics for Electronics	4
ELT 220 Industrial Electronics	8
CIM 103 Introduction to Robotics	--3
	44

Suggested Schedule for Day Students:

Fall Semester:

ELT 100
ELT 101
MAT 107
CIM 103.

Spring Semester:

ELT 110
ELT 111
PHY 153

Summer Semester:

ELT 220

ELECTRONICS TECHNOLOGY

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

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

Upon completion of this program, the student will be awarded an associate's 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 Business and Industry.

First Year - Fall Semester

ELT 100 DC/AC Fundamentals	
ELT 101 Electronic Devices and Instrumentation	3
MAT 107 Technical Mathematics	4,
DRT 185 Computer Graphics	--2
	17

First Year - Spring Semester

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

Second Year- Fall Semester

ELT 200 Introduction to Microprocessors	5
ENG 101 English Composition I	3
CIS 102 Beginning Basic Programming	3
CIM 103 Introduction to Robotics	3
ELT 224 Power Distribution and Motors	3
	17

Second Year- Spring Semester

ELT 220 Industrial Electronics	8
ENG 113 Professional Technical Writing	3
PSC 131 American Government or HIS 201 or HIS 202 U. S. History I or II	3-4
SPE 115 Speech	--3
	17-18

ELECTRONICS**Night Rotation****Fall Semester 1994,**

ELT 111 Digital Electronics	6
ELT 101 Electronic Devices & Instrumentation	3
MAT 107 Technical Mathematics	4
	13

Spring Semester 1995

ELT 100 DC/AC Fundamentals	8
PHY 153 Physics for Electronics	--4
	12

Fall Semester 1995

ELT 200 Introduction to Microprocessors	5
ELT 224 Power Distribution & Motors	3
	8

Spring Semester 1996

ELT 110 Solid State Circuits	8
CIM 103 Introduction to Robotics	3
	11

Fall Semester 1996

ELT 220 Industrial Electronics	8
	8

Spring Semester 1997

ENG 101 English Composition I	3
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CIS 102 Beginning Basic Programming	3
SPE 115 Speech	3
	9.

Fall Semester 1997

ENG 113 Professional Technical Writing	
PSC 131 or HIS 201	
or HIS 202 American Government or U. S. History I or II 3-4	
DRT 185 Computer Graphics I	2
	8-9

EMERGENCY MEDICAL SERVICES**Paramedic Certificate Program**

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

First Semester

EMT 111 Emergency Medical Technician I	6
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Second Semester

EMS 250 Paramedic I	8
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Third Semester

EMS 251 Paramedic II	8
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Fourth Semester

EMS 252 Paramedic III	8
Total Hours	30

EXECUTIVE SECRETARY

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. BUS 116 or one year of high school keyboarding is a *prerequisite* for entry into the program.

First Year -**Fall Semester**

BUS 117 Keyboarding II	
BUS 124 Shorthand I	3
BUS 111 Business Mathematics	3
PSY 132 General Psychology	3
BUS 135 Office Language Skills	3
BUS 236 Records Management	1
	16

First Year - Spring Semester

BUS 118 Keyboarding III	2
BUS 125 Shorthand II	3
BUS 128 Machine Transcription	3
ACC 100 Business Accounting	3
BUS 221 Business Law	4
CIS 205 Word Processing	3
	18

Second Year - Fall Semester

CIS 104 Spreadsheet Design	3
BUS 110 Introduction to Business	3
BUS 232 Shorthand III	3

BUS 235 Business Correspondence	3
BUS 215 Introduction to Medical Terminology or BUS 247 Legal Secretarial Practice I	3
CIS 120 Database Management	3
	18

Second Year - Spring Semester

SPE 115 Speech	3
BUS 138 Business Seminar I	1
Business Elective	3
BUS 237 Office Procedures	3
PSC 131 American Government or H IS 201 or HIS 202 U. S. History I or II	3-4
CIS 230 Operating systems	3
	16-17

Proficiency exams are available for BUS 117 and BUS 124, 125 for those students entering the program with a sound background in shorthand and keyboarding. See your advisor or the chairperson of the Division of Business and Industry for information.

HEATING AND AIR CONDITIONING

This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience designed 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 a certificate of achievement.

Fall Semester

AIR 100 Electricity and Electrical Controls	4
WEL 150 Oxy-Acetylene Fusion Welding I	1
WEL 152 Brazing and Soldering	1
AIR 121 Heating and Air Conditioning	4
AIR 131 Refrigeration I	4
MAT 105 Vocational Mathematics I	3
	17

Spring Semester

AIR 105 Basic Sheet Metal Layout	3
AIR 110 Blueprint Reading	3
AIR 122 Heating and Air Conditioning II	4
AIR 132 Refrigeration II	4
	14

INDUSTRIAL MAINTENANCE

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.

First Year -Fall Semester

MAT 105 Vocational Mathematics or MAT 107 Technical Mathematics	3-4
AIR 100 Electricity & Electrical Controls	4
DRT 192 Blueprint Reading	3
ENG 113 Professional Technical Writing	3
IDM 205 Hydraulics or CMT 2230 Mine Hydraulics I	3-4
	16-18

First Year - Spring Semester

WEL 152 Brazing and Soldering	1
WEL 154 Arc Welding I	2
WEL 155 Arc Welding II	2

WEL 156 Arc Welding III	1
WEL 157 Arc Welding IV	1
WEL 158 Arc Welding V	1
WEL 159 Arc Welding	1
WEL 181 Introduction to Oxy-Acetylene Welding	1
PHS 153 Physics for Electronics or PHY 151 Technical Physics	3
IDM 206 Hydraulics or CMT 2240 Mine Hydraulics I	3-4 16-17

Second Year- Fall, Semester

MAC 150 Introduction to Machine Processes	2
MAC 151 Introduction to Machine Drilling	2
MAC 152 Introduction to Machine Lathe	2
AIR 121 Heating and Air Conditioning I	4
AIR 131 Refrigeration I	4
PSY 128 Human Relations	2
	16

Second Year- Spring Semester

PSC 131 American Government or HIS 201 or HIS 202 U, S. History I or II	3-4
SPE 115 Speech	3
IDM 110 Industrial Maintenance Lab & IDM 208 Preventive Maintenance or CML 2210, 2250.2260 Mine Machinery Repair I	2 1 4
Electives	.6
	15-19

INFORMATION PROCESSING

This one-year program is designed for the individual desiring a clerical office position that 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. Successful completion of the program leads to certificate of achievement BUS 116 or one year of high school keyboarding is a prerequisite for entry into the program.

Fall Semester

BUS 117 Keyboarding II	3
BUS 236 Records Management	1
BUS 111 Business Mathematics	3
BUS 138 Business Seminar I	1
BUS 110 Introduction to Business	3
BUS 135 Office Language Skills	3
	14.

Spring Semester

CIS 120 Database Management	3
BUS 128 Machine Transcription	3
BUS 237 Office Procedures	3
BUS 235 Business Correspondence	3
CIS 205 Word Processing	3
ACC 100 Business Accounting	3
	18

Summer Semester

PSY 128 Human Relations
 CIS 104 Spreadsheet Design

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

INTERPRETER PREPARATION

This certificate program is designed to train individuals to become competent interpreters for the hearing impaired and deaf 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 response bill ties *

First Semester

IPP 141 American Sign Language I	4
IPP 123 Introduction to Deafness	3
IPP 111 Nonverbal Language	3
	10

Second Semester

IPP 142 American Sign Language II	4
IPP 151 Deaf Studies/Culture	3
IPP 201 Introduction to Interpreting	-3
	10

Third Semester

IPP 143 American Sign Language III	5
IPP 211 ASL Linguistics I	3
IPP 231 Interpreting I	-4
	12

Fourth Semester

IPP 212 ASL Linguistics II	3
IPP 251 Interpreting II	4
IPP 25.0 Field Experience	3
	10

*Competency in manual communication must be achieved before starting second year of training.

LEGAL SECRETARY

The legal secretary curriculum is designed to provide specialized training for the secretary who intends to secure employment in a legal office, courthouse, corporate legal department, bank, or real estate office. In addition to acquiring executive secretarial skills, the student will also acquire specialized training in legal work, which will enable him/her to become familiar with legal terminology and legal procedures. BUS 116 or one year of, high school keyboarding is a prerequisite for entry into the program.

First Year-Fall Semester

BUS 117 Keyboarding II	3
BUS 124 Shorthand I	3
BUS 111 Business Mathematics	3
PSY 132 General Psychology	3
BUS 135 Office Language Skills	3
BUS 236 Records Management	1
	16

First Year- Spring Semester

ACC 100 Business Accounting	3
CIS 205 Word Processing	3
BUS 118 Keyboarding III	2
BUS 125 Shorthand II	3

BUS 128 Machine Transcription	3
BUS 221 Business Law	4
	18

Second Year-Fall Semester

CIS 104 Spreadsheet Design	3
CIS 120 Database Management	3
BUS 232 Shorthand III	3
BUS 247 Legal Secretarial Practice I	3
BUS 235 Business Correspondence	3
SPE 115 Speech	3
	18.

Second Year- Spring Semester

BUS 138 Business Seminar I	1
BUS 237 Office Procedures	3
PSC 131 American Government or HIS 201 or HIS 202 U. S. History I or II	3-4
Business Elective	3
BUS 248 Legal Secretarial Practice II	3
CIS 230 Operating Systems	3
	16-17

Proficiency exams are available for BUS 117 and BUS 124, 125 for those students entering the program with a background in shorthand and keyboarding. See your advisor or the chairperson of the Division of Business and Industry for information.

**COMPUTER-AIDED MACHINING
(Certificate)**

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

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

Upon graduation from this program, the student will be awarded a certificate of achievement.

Fall Semester

MAT 105 Vocational Math I	3
MAC 180 Machine Trades 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
IND 121 Manufacturing Processes	2
	16

Spring Semester

CIM 101 Introduction to CIM	3
SPE 115 Speech	3
MAC 154 Introduction to CNC'	2
MAC 155 Machine Tool Laboratory	2
MAC 156 Machine Tool Laboratory	2
MAC 158 Machine Tool Laboratory	3
Elective*	3
	18

*Note: Elective must be IND, MAC, DRT, or CIM courses.

**COMPUTER-AIDED MACHINING
(Advanced Certificate)**

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

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

Upon graduation from this program, the student will be awarded a certificate of achievement.

Fall Semester

MAT 105 Vocational Math I	4
MAC 180 Machine Trades 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
IND 121 Manufacturing Processes	--2
	17

Spring Semester

SPE 115 Speech	3
MAC 154 Introduction to CNC	2
MAC 155 Machine Tool Laboratory	2
MAC 156 Machine Tool Laboratory	2
MAC 158 Machine Tool Laboratory	2
CIM 101 Introduction to CIM	3
Elective*	3
	17

Fall Semester

PSY 128 Human Relations	2
IND 201 Metallurgy	2
MAC 159 CAM Operations	2
MAC 157 Machine Tool Laboratory	2
MAC 160 Machine Tool Laboratory	2
MAC 162 Machine Tool Laboratory	2
CIM 103 Introduction to Robotics	3.
	15

*Note: Elective must be IND, MAC, DRT, ELT or CIM courses.

MARKETING (FASHION MERCHANDISING)

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

Because the Fashion 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.

First Year - Fall Semester

ENG 101 English Composition I	3
BUS 111 Business Mathematics	3
MKT 113 Principles of Marketing I	3
BUS 130 Sales I	3
BUS 110 Introduction to Business	3
BUS 138 Business Seminar	--1
	16
	:

First Year - Spring Semester

MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 228 Small Business Management	3
Business Elective	3
MKT 250 Introduction to Fashion Merchandising	3
	15

Second Year-Fall Semester

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

SPE 115 Speech	3
Business Electives	6
PSC 131 American Government or HIS 201 or HIS 202 U. S. History I or II	3-4
MKT 252 Visual Display	--3
	15-16

Summer Options

(Cannot be used as BUS electives)

MGT 225 Coordinated Marketing
Mid-Management Training
MGT 226 Coordinated Marketing
Mid-Management Training
BUS 239 Business Seminar

Recommended Business Electives:

CIS 102	CIS 240
CIS 104	MKT 253
CIS 120	MKT 260
CIS 205	MKT 261
CIS 210	

MARKETING (MID-MANAGEMENT)

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.

First Year -Fall Semester

ENG 101 English Composition I	3
BUS 110 Introduction to Business	3
BUS 111 Business Mathematics	3
MKT 113 Principles of Marketing I	3
BUS 130 Sales I	3
BUS 138 Business Seminar	1
	16

First Year - Spring Semester

SPE 115 Speech	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
BUS 131 Sales II	3
Business Elective	3.

15

**Second Year-
Fall Semester**

BUS 221 Business Law	
ACC 100 Business Accounting	
BUS 235 Business Correspondence	
Electives	6
	16

Second Year - Spring Semester

MKT 228 Small Business Management	
PSY 132 General Psychology	
PSC 131 American Government or HIS 201 or HIS 202 U. S. History I or II	3-4
Business Elective	6
	15-16

Summer Options**(Cannot be used as BUS electives)**

MGT 225 Coordinated Marketing Mid-Management Training	
MGT 226 Coordinated Marketing Mid-Management Training	
BUS 239 Business Seminar	

Recommended Business Electives:

BUS 116	CIS 5210
CIS 102	CIS 240
CIS 104	MKT 253
CIS 120	MKT 260
CIS 205	MKT 261

MEDICAL LABORATORY TECHNOLOGY (MLT)*

(SICCM Cooperative Program)

First Year -Fall Semester

BIO 205 Human Anatomy & Physiology I	4
MLT 120 Introduction to Clinical Lab	3
MAT 108 College Algebra	5
CHM 101 Chemical Principles	5
	17

First Year - Spring Semester

BIO 206 Human Anatomy & Physiology II	
BUS 215 Introduction to Medical Terminology	
MLT 121 Serology	
MLT 122 Clinical Microscopy	
CHM 102 Chemical Principles with Qualitative Analysis	5
	18

Second Year-Fall Semester

ENG 101 English Composition I	
PSY 132 General Psychology	
MLT 223 Immunohematology	4
MLT 251 Clinical Rotation I	3
MLT 224 Hematology	4
	17

Second Year- Spring Semester

SPE 115 Speech	3
MLT 252 Clinical Rotation II	3
MLT 225 Clinical Chemistry	4
MLT 226 Applied Clinical Microbiology	4
MLT 227 Coagulation	2
	16
	”

*Retention in the MLT program requires students to maintain a grade of "C" or better in all MLT and natural science courses (chemistry and anatomy and physiology).

MEDICAL OFFICE ASSISTANT**First Year -Fall Semester**

BUS 117 Keyboarding II	3
BUS 215 Introduction to medical Terminology	3
BUS 111 Business Math	3
PSY 132 General Psychology	3
BUS 135 Office Language Skills	3
	15

First Year - Spring Semester

CIS 205 Word Processing	3
BUS 216 Adv Medical Terminology	3
BUS 128 Office Machines	3
BUS 235 Business Correspondence	3
BUS 221 Business Law	4
MGT 236 Records Management	--1
	17

Second Year -Fall Semester

ACC 100 Business Accounting	3
SHN 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 Res	1
	16

Second Year - 5 Spring 5 Semester

BUS 249 Medical Terminology Transcription	
SHN. 125 Shorthand II	
BUS 270 Medical Office Procedures	3
PSC 131 American Government or	
HIS 201,202 History I or II	3-4
BUS 280 Computer Applications for Medical Office	3
BUS 138 Business Seminar	1
	16-17

MEDICAL OFFICE ASSISTANT**Night Rotation****Fall Semester- 1994**

BUS 111 Business Math	3
BUS 117 Keyboarding II	3
	6

Spring Semester- 1995

BUS 135 Office Language Skills	3
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BUS 235 Business Correspondence	3 6
Fall Semester- 1995	
SPE 115 Speech	3
BUS 128 Machine Transcription	3
ALH 101 Cardiopulmonary Resuscitation	-1 7
Spring Semester- 1996	
MGT 236 Records Management	1
PSC 131 American Government or HIS 201 or 202 U. S. History I or II	3-4
BUS 124 Shorthand I	3 7-8
Fall Semester- 1996	
BUS 125 Shorthand II	3
PSY 132 General Psychology	3
BUS 237 Office Procedures	3 9
Spring Semester- 1997	
ACC 100 Business Accounting	3
BUS 215 Introduction to Medical Terminology	3
BUS 221 Business Law	4 10
Fall Semester - 1997	
CIS 205 Word Processing	
BUS 270 Medical Office Procedures	3
BUS 216 Advanced Medical Terminology	-3 9
Spring Semester - 1998	
BUS 280 Computer Applications for Medical Offices	3
CIS 104 Spreadsheet Design	3
BUS 249 Medical Terminology Transcription	-4 10
Fall Semester - 1998	
BUS 138 Business Seminar	1
CIS 120 Database Management or CIS 230 Operating Systems	3 4

MEDICAL RECORDS TECHNOLOGY

(SICCM Cooperative Program)*

The Medical Records 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 Medical Records Association

The medical records 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 medical record 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 medical records 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.

The applicant should contact the Admissions Office of the College and request an admissions packet to the Medical Records Technology Program. The steps to be followed are specified in the packet.

First Year -Fall Semester

BIO 101 Biological Science (for science majors)	
MRS 101 Introduction to Medical Records	
ENG 101 English Composition I	
MAT 108 College Algebra	
BUS 215 Introduction to Medical Terminology	3
	17

First Year - Spring Semester

MRS 102 Health Records Systems	3
MRS 103 Health Records Systems Lab	1
BUS 116 Keyboarding I or BUS 117 Keyboarding II	3
BIO 105 Anatomy and Physiology	3
BUS 216 Advanced Medical Terminology	3
BUS 249 Medical Terminology Transcription	4
	17

Second Year -Fall Semester

MRS 201 Health Data and Statistics	2
MRS 202 Clinical Practicum I	2
MRS 203 Management In Health Care	2
MRS 204 Coding	4
ENG 102 English Composition II	3
Elective: Social Science, Math or Physical Science	3
	16

Second Year - Spring Semester

MRS 210 Clinical Application of Health Data	2
MRS 211 Medical-Legal Aspects	2
MRS 212 UR/QA Risk Management	3
MRS 213 Clinical Practicum II	2
MRS 214 Medical Records in Non-Traditional Settings	
CIS 101 Introduction to Computers	
MRS 215 Fundamentals of Medical Science,	4
	18

*This program is offered as a cooperative program with the SIU School of Technical Careers, Shawnee College, Southeastern Illinois, College, and Rend Lake College. All courses are offered at John A. Logan College and appropriate clinic sites.

MEDICAL TRANSCRIPTION

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

Upon completion of the program, a graduate will be qualified to fill positions in hospitals, clinics, and doctors' offices and perform medical transcription and other related tasks. Successful completion of the program leads to a certificate of achievement. BUS 116 or one year of high school keyboarding is a prerequisite for entry into this program.

Fall Semester

BUS 236 Records Management

BUS 117 Keyboarding II	
PSY 132 General Psychology	
BUS 215 Introduction to Medical Terminology	3
BUS 135 Office Language Skills	3
BUS 235 Business Correspondence	3
	16

Spring Semester

BUS 280 Medical Microcomputer Applications	3
BUS 128 Machine Transcription	3
BUS 249 Medical Terminology Transcription	4
BUS 216 Advanced Medical Terminology	3
BUS 270 Medical Office Procedures	3
	16

Summer Semester

BUS 138 Business Seminar	1
BUS 250 Advanced Medical Transcription	5
CIS 205 Word Processing	3
	9

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

ASSOCIATE DEGREE NURSING (SICCM Cooperative Program)*

The Associate Degree Nursing Program is offered in cooperation with the Southern Illinois' Collegiate Common Market. The program was designed to provide career mobility for persons who have successfully completed a practical nursing program or its equivalent.

This unique program is designed to prepare the student for the practice of professional nursing as defined in the Illinois Nurse Practice 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 to the Associate Degree Nursing Program. The steps to be followed are specified in the packet.

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

The selection procedures are listed in the admissions packet.

Upon satisfactory completion of the program, the student will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)

First Semester - Summer

ADN 200 Clinical Skills*	1
1310 205 Human Anatomy and Physiology I	4
SPE 115 Speech	3
ALH. 101 Cardiopulmonary Resuscitation	1
	9

Second Semester - Fall

BIO 206 Human Anatomy and Physiology II	
ADN 201 Introduction to Conceptual Framework	3
ADN 211 Respiratory Nursing	2

JOHN A. LOGAN COLLEGE

*

ADN 213 Nursing To. day and Tomorrow	2
ADN 214 Obstetrical Nursing	3
ADN 215 Pediatric Nursing	2
ADN 219 Cardiovascular Nursing	3
	19

Third Semester- Spring

BIO 226 General Microbiology	4
ADN 204 Neurological Nursing	2
ADN 208 Metabolic Endocrine Nursing	2
ADN 209 Community Nursing	2
ADN 216 Gastrointestinal/Genitourinary Nursing	2
ADN 217 Ortho/Derm. Nursing	3
ADN 218 Psychiatric Nursing	3
	18

Fourth Semester- Summer

PSC 131 American Government or	
HIS 201 or 202 U S. History I or II	3-4
	3-4

*This course is a part of the pre-entrance requirements for the ADN program. Enrollment is limited to persons who have received conditional admission to the program.

This program is offered as a cooperative program through the Southern Illinois Collegiate Common Market. SICCM policy mandates that accepted students may take only ADN classes plus one (1) general education course per semester. Completion of general education courses prior to entering the program is advised.

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

Transfer students will be required to complete PSY 132 and ENG 101.

ASSOCIATE DEGREE NURSING**Part-Time First Semester - Summer**

ADN 200 Clinical Skills	1
	1

Second Semester- Fall

ADN 201 Introduction to Conceptual Framework	3
ADN 219 Cardiovascular Nursing	3
	6

Third Semester - Spring

ADN 211 Respiratory Nursing	2
ADN 218 Psychiatric Nursing	3
ADN 209 Community Nursing	2
	-7

Fourth Semester- Summer

ADN 217 Ortho/Derm. Nursing	--3
	3

Fifth Semester- Fall

ADN 204 Neurological Nursing	2
ADN 214 Obstetrical Nursing	3
ADN 215 Pediatric Nursing	2
	7

Sixth Semester - Spring

ADN 216 Gastrointestinal/Genitourinary Nursing	2
ADN 208 Metabolic Endocrine Nursing	2
ADN 213 Nursing Today and Tomorrow	2
	6

NURSING ASSISTANT

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

NAD 101 Nursing Assistant Training	7
	7

OCCUPATIONAL THERAPY ASSISTANT

(SICCM Cooperative Program)

Fall Semester

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 120 Occupational Therapeutic Media	3
OTA 110 Clinical Observation I	1
	17

Spring Semester

BIO 206 Human Anatomy and Physiology II	
PSY 262 Child Psychology	
SPE 116 Interpersonal Communications	
OTA 112 Activities of, Daily Living	
OTA 121 Occupational Therapy Group Process	3
OTA 111 Clinical Observation II	1
	17

Fall Semester

OTA 200 Psychosocial Therapy and Practice	3
OTA 202 OT in Physical Disabilities	4
OTA 210 OT Theory I	4
OTA 215 Fieldwork Experience I	3
OTA 250 OT Administration	3
	17

Spring Semester

SOC 133 Principles of Sociology	3
ENG 101 English Composition I	3
OTA 204 OT in Pediatrics	3
OTA 211 OT Theory II	3
OTA 216 Fieldwork Experience II	3
	15

OFFICE SUPERVISION AND MANAGEMENT**First Year - Fall**

BUS 117 Keyboarding II	3
SHN 124 Shorthand I*	3
BUS 111 Business Mathematics	3
PSY 132 General Psychology	3
BUS 135 Office Language Skills	3
MGT 236 Records Management	.1.
	16

First Year - Spring

BUS 118 Keyboarding III	2
SHN 125 Shorthand II	3
BUS 128 Machine Transcription	3
ACC 100 Business Accounting	3.
BUS 221 Business Law	4
CIS 205 Word Processing	3
	18

Second Year- Fall

ALH 101 CPR	
ACC 105 Payroll Accounting	
CIS 104 Spreadsheet Design	
BUS 235 Business Correspondence	
CIS 120 Database Management	
MGT 116 Supervisory Techniques of Management	3
SPE 115 Speech	, -3
	18

Second Year - Spring

ACC 225 Integrated Accounting on Computers	
BUS 138 Business Seminar I	
BUS 237 Office Procedures	
PSC 131 American Government or HIS 201 or HIS 202 U. S. History I or II	3-4
CIS 230 Operating Systems	3
MGT 240 Office Management	3
	15-16

PRACTICAL NURSING

The Practical Nursing Program is designed to provide an individual with the knowledge and skills to function as a safe and effective member of the health care team in the role of the practical nurse. Classroom theory, laboratory practice, and clinical experience are included in this three-semester certificate program approved by the Illinois Department of Professional Regulations. Students graduating from this program are eligible to write the NCLEX PN exam.

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; and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission packet.

First Semester

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

Second Semester

PNE 171 Pharmacology in Nursing II	2
------------------------------------	---

PNE 183 Maternal and Newborn Health	3
PNE 184 Clinical Obstetrics	2
PNE 193 Pediatric Nursing	2
PNE 194 Medical/Surgical Clinic (Part III)	1
PNE 204 Medical/Surgical Nursing (Part. I)	2
PNE 205 Medical/Surgical Clinic (Part I)	3
PSY 132 General Psychology	3
	18

Summer Semester

PNE 206 Medical/Surgical Nursing(Part II)	2
PNE 207 Medical/Surgical Clinic (Part II)	3
PNE 208 Mental Health Nursing	1
ENG 101 English Composition	3
	10

PRACTICAL NURSING

(5 Semester, Part-Time Option)

Spring Semester

PNE 101 Fundamentals of Nursing	2
PNE 102 Nursing Procedures	3
PNE 103 Clinical Nursing	3
	8

Summer Semester

PNE 193 Pediatric Nursing	
PNE 105 Nursing throughout the Life Cycle	2
PNE 194 Medical-Surgical Clinical III	1
	5

Fall Semester

PNE 161 Pharmacology in Nursing I	1
PNE 171 Pharmacology in Nursing II	2
PNE 204 Medical-Surgical Nursing I	2
PNE 205 Medical-Surgical Clinical I	3
	8

Spring Semester

PNE 206 Medical-Surgical Nursing II	2
PNE 104 Affective Domain of Nursing	1
PNE 208 Mental Health Nursing	1
PNE 207 Medical-Surgical Clinical II	3
	7

Summer Semester

PNE 183 Maternal and Newborn Health	3
PNE 184 Obstetric Clinical	2
	5

*This curriculum is designed to be completed over five-semester. 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:

ENG 101 English Composition I	3
PNE 100 Nutrition	3
BIO 106 Human Body Structure and Function	4
PSY 132 General Psychology	3
ALH 101 Cardiopulmonary Resuscitation	1

RETAILING

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

Fall Semester

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

Spring Semester

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

STENOGRAPHY

This one-year program is designed for the person desiring a stenographic position. Because of placement procedures used in shorthand and typewriting classes, it is designed for those students with a sound background in shorthand or typewriting, or both, and also for those students with no previous training in any secretarial course. Graduates of the program will be qualified to fill stenographic positions such as the following: stenographer, typist, file clerk, and receptionist. Graduates will also be qualified for civil service positions. The program leads to the certificate of achievement. BUS 116 or one year of high school keyboarding is a prerequisite for entry into this program.

Fall Semester

BUS 117 Keyboarding II	3
BUS 124 Shorthand I	3
BUS 111 Business Mathematics	3
BUS 138 Business Seminar	1
BUS 110 Introduction to Business	3
BUS 135 Office Language Skills	3
	16

Spring Semester

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
CIS 205 Word Processing	3
	19

Summer Semester

ACC 100 Business Accounting	3
CIS 104 Spreadsheet Design	3
PSY 128 Human Relations	2
	8

Proficiency exams are available for BUS 117 and BUS 124, 125 for students entering the program with a background in shorthand and keyboarding See your advisor or associate dean of the Division of Business and Industry for information

SURGICAL TECHNICIAN (SICCM Cooperative Program)

This one-semester program has been designed as an extension to the Practical Nursing and Associate Degree Nursing programs. The courses will build upon the knowledge and skills acquired in a nursing program. The focus of the program is on knowledge regarding aseptic technique, patient preparation and care, procedures, and instrumentation and equipment unique to the surgical suite. At the completion of this program, the student will be cross-trained and employable in operating rooms and out-patient surgery centers.

ORT 101 Surgical Technician I (1-6)	4
ORT 102 Surgical Technician II (2-4)	4
ORT 103 Surgical Technician III (1-6)	-412

TEACHER AIDE

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

First Year - Fall Semester

CCT 150 Infancy Development	3
CCT 160 Introduction to Pre School Children	3
MUS 115 Music for Children	3
PSY 132 General Psychology	3
CCT 272 Reading Skills	2
ALH 101 Cardiopulmonary Resuscitation	-1
	15

First Year - Spring Semester

CCT 162 Introduction to School Age Children	3
CCT 265 Preschool Curriculum Development	3
ART 210 Art for Children	3
ENG 101 English Composition I	3
PSY 262 Child Psychology	3
LIT 264 Literature for Children	3
	18

Second Year-Fall Semester

CCT 260 Parenting	3
SPE 115 Speech	3
CCT 264 Methods of Teaching Special Children	3
PNE 100 Nutrition	3
CCT 267 Teacher Aide Laboratory	5
	17

Second Year - Spring Semester

PSC 131 American Government or HIS 201 or HIS 202 U S History I or-II	3-4
SOC 263 Marriage and Family	3
CCT 266 Pre School Administration	4
CCT 268 Teacher Aide Laboratory	5
	15-16

TRAVEL/TOURISM

Certificate

This program prepares students for the fast-growing travel industry. Tourism is rapidly becoming the third largest industry in the United States, providing numerous career opportunities. The travel industry's budget in Illinois is ranked fifth nationally. As a result, highly trained individuals are needed to meet the employment needs of this industry. The program trains students to be employed in travel agencies, airport reservations offices, hotels, motels, tour agencies, and in other areas within the travel industry. TYP 116 or one year of high school typewriting is a prerequisite for entry into this program.

Fall Semester

TRT 130 introduction to Travel and Tourism	3
TRT 163 Hospitality Management	3
TRT 140 Travel Agency I	5
TRT 141 Travel Geography I	3
BUS 110 Introduction to Business	3
	17

Spring Semester

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	316

TRAVEL/TOURISM**Degree**

This program prepares students to enter the fast-growing travel industry at a higher level than the certificate program. Students who successfully complete this program are qualified to be employed as managers in travel agencies, airport reservations offices, hotels, motels, tour agencies, and in other areas within the travel industry. TYP 116 or one year of high school typewriting is a prerequisite for entry into this program.

First Year -Fall Semester

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
	14

First Year - Spring Semester

BUS 111 Business Mathematics	3
TRT 143 Travel Relations and Marketing	3
TRT 241 Travel I Geography II	3
PSY 132 General Psychology	3
ALH 101 Cardiopulmonary Resuscitation	1
SPE 115 Speech	-3
	16

Second Year -Fall Semester,

TRT 253 Tour and Destination Development	4
TRT 163 Hospitality Management	3
PSC 131 American Government or HIS 201 or HIS 202 U S History I or II	3-4
FRE 101 Elementary French I or SPN 101 Elementary Spanish or GER 101 Elementary German	4
	14-15

Second Year - Spring Semester

TRT 240 Travel Agency II	5
TRT 255 Introduction to Travel and Business	3
TRT 256 Marketing Research	2
ART 221 Art History	3
ENG 101 English Composition	3
	16

WELDING

The objective of the welding program is to provide comprehensive training in welding, metal fabrication, and practical metallurgy to qualify graduates for immediate employment as welders and potential supervisory status. Upon successful completion of all courses, the student will receive a certificate

Fall Semester

IND 201 Metallurgy	2
WEL 200 Welding theory	2
DRT 192 Blueprint Reading	3
WEL 150-156 Welding	10
IND 138 Industrial Seminar	1
	18

Spring Semester

PSY 128 Human Relations	2
ENG 112 Communications I	3
IND 121 Manufacturing Processes	2
WEL 157-163 Welding	10
MAT 105 Vocational Mathematics I	3
	20

HEAVY EQUIPMENT WELDING

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

WEL 188 Welding Laboratory I	1
WEL 189 Welding, Laboratory II	1
WEL 190 Welding Laboratory III	1.
WEL 191 Welding Laboratory IV	
	4

M. I. G. WELDING

This program provides additional-specialized training to graduates and currently employed persons in the field. Students will have the opportunity to acquire the latest skills' in welding aluminum and stainless steel with M., I. G. Upon successful completion of all required courses, the student will receive a certificate.

WEL 160 M. I. G. Welding	2
WEL 196 M. I. G. Welding- Aluminum	1
WEL 197 M. I. G. Welding- Stainless Steel	1
	4

PIPE WELDING

This program provides additional specialized training to graduates and currently employed persons in the field. The course offers an opportunity for the student to acquire skill in pipe welding. Individuals completing the program will be awarded a certificate.

WEL 192 Introduction to Pipe Welding	1
WEL 193 Pipe Welding	1
WEL 194 Pipe Welding	.2

T. I. G. WELDING

This program provides additional specialized training to graduates and currently employed persons in the field. Students will have the opportunity to acquire the latest skills in welding aluminum and stainless steel with T. I. G. Upon successful completion of all required courses, the student will receive a certificate.

WEL 162 T. I. G. Welding
 WEL 198 T. I. G. Welding - Aluminum
 WEL 199 T. I. G. Welding Stainless Steel

OUT-OF-DISTRICT COOPERATIVE PROGRAMS**Programs Available At Belleville Area College Through A Cooperative Agreement With John A. Logan College**

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

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

Aviation Maintenance	Degree/Certificate
Aviation Pilot Training	Degree/Certificate
Chemical Technology	Certificate
Engineering Technology	Degree
Horticulture Secretarial(Machine Course)	Degree/Certificate
	Degree

Programs Available At Illinois Eastern Community Colleges (Olney, Wabash, and Lincoln Trail) Through A Cooperative Agreement With John A. Logan College

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

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

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

Telecommunications Technology Degree

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

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

Agricultural Business	Degree/Certificate
Agricultural Mechanics	Degree/Certificate
Agricultural Production	Degree/Certificate
Architectural Technology	Degree
Building Maintenance/ Custodial Service	Certificate
Culinary Arts	Degree/Certificate
Heating/AC Refrigeration	Degree
Micro-Computer Maintenance	Degree
Mining Technology	Degree/Certificate

STUDY ABROAD PROGRAMS

John A. Logan College encourages students to explore the benefits of living and, studying in a foreign culture. Through the Illinois Consortium for International Studies and Programs (ICISP), John A. Logan offers students three options: a semester in Canterbury, England, at Christ Church College; a semester in Salzburg, Austria, at Salzburg College, and a summer in Queretaro, Mexico at IV 1 Monterey Tech. All programs provide John A. Logan College credit with a range of courses that should fit into most baccalaureate transfer programs. Students who have completed 15 credit hours of college-level work with a cumulative grade-point-average of at least 3.75 are eligible to apply for these programs.

Short-term travel study programs of shorter duration are also available, such as the course in tropical ecology (in Tobago) and an inter-disciplinary social science tour of Europe. Students interested in either the semester abroad or the short-term travel programs should contact the coordinator of International Education at John A. Logan College.

Salzburg College, Salzburg, Austria

The following courses are available in the Salzburg Program:

HUM 200 Humanities I: Austrian Civilization
 MUS 250 Music History: Classic and Romantic Periods
 ART 221 History of Art II
 GER 101 Elementary German I
 GER 102 Elementary German II
 GER 201 Intermediate German I
 GER 202 Intermediate German II
 ART 296 Photography I
 ART 180 Beginning Drawing
 HIS 102 Western Civilization II
 PSC 212 International Relations (spring)
 PSC 213 World Affairs
 EDC 260 Comparative Education (fall)
 SOC 265 Urban Society
 PED 122 Hiking (fall)
 PED 123 Skiing (spring)
 PED 124 Beginning Folk Dance
 HMG 053A Austrian Cooking
 ART 222 History of Modern Art (Art III) (spring)

Christ Church College, Canterbury, England

The following courses are available in the Canterbury program

HIS 216 British Culture and Society
HIS 260 British History I (fall)
HIS 261 British History II (spring)
HIS 201 U. S. History I (fall)
HIS 202 U. S. History II (spring)
HIS 203 U. S. History since 1945
GEO 112 Regional Geography
EDC 202,202A Human Growth, Development, and Learning
LIT 211 English Literature to 1750
LIT 212 English Literature: Romanticism to the Present
LIT 121 Introduction to Poetry
LIT 113 Theater Appreciation
ART 111 Art Appreciation
ART 256A Advanced Drawing
PHL 260 World Religions

Monterrey Tech, Queretaro, Mexico

The following courses are available in the Mexican program:
Mexican Culture and Civilization; SPN 102, 201, 202

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Office of Continuing Education and Community Services makes available a comprehensive program of educational activities which are especially designed to meet the needs of adult citizens. Included in the program are credit courses from the baccalaureate and occupation-oriented areas, general studies credit courses, and non-credit public service courses, public service activities (such as workshops, conferences, and seminars), and other Community service activities as needed.

EVENING CREDIT COURSES AND PROGRAMS

The College offers a variety of credit courses during the evening hours. A complete schedule of available credit classes is published by the College on a semester basis. Many adults are finding it possible to complete the requirements of an associate degree by attending evening classes on a regular basis. Interested students should follow the procedures explained in preceding sections of the College ..Bulletin.

TUESDAY-THURSDAY COLLEGE

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

WEEKEND COLLEGE

Weekend College courses are offered at John A. Logan College beginning at 6:00 p.m. on Friday evenings, with additional courses on Saturday from 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.

GENERAL STUDIES ADULT EDUCATION COURSES AND PROGRAMS

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

GENERAL STUDIES COURSES

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

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

Vocation Skills

Alcoholism Counseling
Aquaculture
Arc Welding (Adv.)
Arc Welding (Beg.)
Art of Waitressing
Asbestos Abatement Worker
Automotive Brakes and Suspension
Automotive Mechanics Cert.
Refresher Course
Aviation Meteorology
Baking I
Baking II
Baking III
Bank Data Processing
Basic Industrial Maintenance
Mechanics I
Basic Principles of Fire Insurance
Basic Principles and Issues of Foster Care
Basic Principles of Life Insurance
Basic Surveying Methods
Bee Culture
Blueprint Reading (Building Trades)
Blueprint Reading (Industry)
Bookkeeping (Adv.)
Bookkeeping I
Bookkeeping II
Bookkeeping III
Business Filing (Intro.)
Business Law
Business Management
Business Management II
CAD/CAM Computer-Aided Drafting I
Calligraphy I
Classroom Applications for Microcomputers
Computer-Aided Design II
Cosmetology (Basic Brush-Up)

Custodian Management & Supervision
Data Processing I
Data Processing II
Data Processing III
Database Management
Desktop Publishing I
Diet and Eating Disorders
Drafting (architectural)
Drawing and Illustration I
Drawing and Illustration II
Educational Application for Microcomputers
Electricity and Electronics
Electronic Office (The)
Electronics: An Introduction
Elements of Drawing and Illustration
Evaluation of Medical Insurance Forms
Firearms Training for Security Guards (Adv.)
First Aid (Advanced)
Fundamentals of Electricity
Fundamentals of Metal Cutting
General Metals I
General Metals II
Graphic Design II
Grounds Maintenance
Heating & Air Conditioning Part I
Heating & Air Conditioning Part II
Home Health Care
Industrial Maintenance Refresher
industrial Psychology for Supervisors (Basic)
Industrial Traffic Management (Intro.)
Installment Credit
Interior Decorating I
Interior Decorating II
Into Microcomputers-DOS Systems
Introduction to Gerontology
Investigative Tech.-Security Guards
Investment Management I
Investments I
Keyboarding I
Labor Relations & the Industrial Supervisor
Law & Banking
Law for Police
Lotus 1-2-3 for Office
Machine Shop I
Machine Shop II
Machine Shop III
Management Communication
Manual Communication I
Manual Communication II
Manual Communication III.
Medical Terminology (Basic)
Medical Terminology II
Meditations I (Adv.)
Meditations II
Methods in Time Measurement
Microcomputer Applications for Accounting
Microcomputer Applications for Educational Administration
Microcomputer Applications for Engineering
Microcomputer Applications in Business
Microcomputer Software Overview
Money and Banking

Money Management (Basic)
New Trends in Cosmetology
Office Machines (introduction)
Oxy-Acetylene Welding
Painting and Design
Photography I (Commercial)
Photography II (Commercial)
Photography III (Commercial)
Principles of Bank Operation
Principles of Insurance and Liability Claims Adjusting
Principles of Insurance and Property Loss Adjusting
Private Pilot/Ground Course
Quality Control and Inspection I
Quality Control and Inspection II
Quicken for Financial Procedures
Real Estate Review
Recognition of Basic Cardiac Arrhythmias
Refrigeration (Basic)
Refrigeration II (Domestic Refrigerator-Freezer)
Refrigeration III (Electrical Circuitry)
Retail Clerk Training
Retail Clerk Training (Adv.)
Secretarial and Office Practices I
Secretarial and Office Practices II
Secretarial and Office Practices III
Secretarial Procedures Update
Security Officer Defensive Training
Shorthand(introduction) I
Shorthand (Introduction) II
Shorthand Speed Building
Shorthand Theory and Review
Sign Design and Lettering
Sign Painting and Construction I
Sign Painting and Construction II
Sign Painting and Construction III
Solar Energy (Introduction)
Specialized Accounting I
Stained Glass Windows
Successful Selling Techniques
Suicide Prevention in County Jails
Tailoring/Alterations I
Tailoring/Alterations II
Tailoring/Alterations III
Techniques of Supervision
Training for Security Guards lady.)
Training for Security Guards (Beg.)
Typewriter-Electromechanical: Theory
Operation-Repair
Typewriters-Electronic: Theory-Operation Repair
Typing I
Typing II
Typing III
Typing Review
Upholstery I
Upholstery II
Visual Communication in Advertising
Wastewater Treatment lady.)
Wastewater Treatment (Basic)
Waterworks Operation lady.)
Waterworks Operation (Basic)
Waterworks Operation (Inter.)

Welding (Introduction)
 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 of any certificate but may be repeated by the student as many times as he/she wishes on a priority basis. First priority will be given to new students and then to students wishing to repeat public service courses.

A Partial List of Public Service Courses

BCs of Children's Cooking Aerobic Dance (Adv.)
 Aerobic Dance (Inter.)
 Aerobic Dance (Beg.)
 Antique Home Furnishings
 Antique Home Furniture
 Antique Survey
 Antiques Studies--Glassware and Metals
 Appleworks
 Architectural Preservation
 Art for Kids (8-11)
 Astrology
 Ballroom Dancing (Inter.)
 Basketball (Men)
 Bird Taxidermy
 Bowling
 Cake Decorating (Adv.)
 Chain Saw Maintenance
 Christmas Cookies and Breads
 Clock Repairing (Beg.)
 Color Analysis and You
 Community Bank
 Community Chorus
 Community Recreation
 Conversational German
 Cosmetology lady)
 Creative Glass Blowing (Beg.)
 Creative Stencilling
 Diversified Financial Planning
 Dog Obedience (Beg.) ·
 Drawing and Painting of Birds and Wildlife
 Electronics (Beg.)
 Energy-Efficient Remodeling/Building
 FCC General Class License Preparation
 Genealogy and Family Genetics
 General Crafts
 General Horticulture
 Golf lady.)
 Golf (Beg.)
 Guitar (Beg.)
 Gymnastics
 High-Tech Hair Design
 Home Construction
 Home Decorating
 Home Vegetable Gardening
 Horseshoeing
 How to Invest in the Stock Market

Illinois Game Fishing
Interior Decorating lady.)
Introduction to 35 mm Cameras
Investigative Technique for Security Guards
Italic Calligraphy (Inter.)
Karate lady.)
Laying Brick and Concrete Blocks
Making the Most of Your Microwave
Matting and Framing of Artwork
Meteorology
Stained Glass Windows
Stitchery.(Creative)
Volleyball (Men and Women)
Woodcarving

WORK FORCE PREPARATION CENTER

A variety of educational courses, seminars, workshops, and conferences are available through the College's Work Force Preparation Center. These offerings are designed to serve the unique needs of the business and industrial community for short-term training and non-traditional programs. The Work Force Preparation Center offers customized training courses, technical training, high impact training services, internships, technical assistance, placement, and referral services.

Any business wishing to take advantage of these services should call or visit the Work Force Preparation Center at the College.

PROCUREMENT ASSISTANCE CENTER

John A. Logan College's Procurement 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 individualized counseling free of charge and workshops on a cost-recovery basis.

PUBLIC AND COMMUNITY SERVICE ACTIVITIES

Adult Re-entry Programs

Programs and services are designed to assist community adults who are considering changing or developing careers, expanding their self-awareness, and/or increasing their knowledge in a particular subject area. Vocational and educational counseling 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.

JTPA-Sponsored Classroom Training

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

Early School Leavers Program

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

Internship Program

The John A. Logan College Internship Program is an on-the-job work experience which will enable the student to apply the skills and knowledge learned in the classroom. This experience is a cooperative adventure involving the student, the College, and a training station. It 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.

Dislocated Worker Assistance Center

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

General Educational Development (GED) Classes

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

The Literacy Connection (LitCon)

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

College Video

A thirteen-minute video about John A Logan College is available to individuals and groups through the College's Media Distribution Center. The video may be checked out free of charge for one week at the Media Distribution Center.

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-on speaking date. Interested individuals should contact the Office for College Relations for more information.

DIVISION OF HEALTH AND PUBLIC SERVICE: COURSE DESCRIPTIONS

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

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 assessing the emergency medical system.

ALH 102 CARDIOPULMONARY RESUSCITATION RECERTIFICATION

.5 Hours

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 cardiopulmonary 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 Weekly

Prerequisites: None

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 work place 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 200 CLINICAL SKILLS REVIEW

1 Hour

Prerequisites: PNE 204 and 205 or equivalent 1 hour weekly (0-2)

This course is an admission requirement that provides a review of the basic nursing skills such as sterile techniques, vital signs, medical asepsis, etc. The course consists of demonstrations, explanations, and return demonstration performances by students.

ADN 201 INTRODUCTION TO CONCEPTUAL FRAMEWORK

3 Hours

Prerequisites: Acceptance into the Associate Degree Nursing Program

3 hours weekly (2-2)

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

ADN 204 NEUROLOGICAL-SENSORY NURSING INTERVENTIONS

2 Hours

Prerequisites: ADN 201

3 hours weekly (1-2)

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

ADN 208 METABOLIC-ENDOCRINE NURSING INTERVENTIONS

2 Hours

Prerequisites: ADN 201

3 hours weekly (1-2)

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

ADN 209 COMMUNITY HEALTH NURSING

2 Hours

Prerequisites: ADN 201

3 hours weekly (1-2)

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

ADN 211 RESPIRATORY NURSING INTERVENTIONS

2 Hours

Prerequisites: ADN 201

3 hours weekly (1-2)

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

ADN 213 NURSING TODAY AND TOMORROW**2 Hours**

Prerequisites: ADN 201 and Consent of Instructor

3 hours weekly (1-2)

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

ADN 214 MATERNAL or NEONATE NURSING INTERVENTIONS**2 Hours**

Prerequisites: ADN 201

3 hours weekly (1-2)

This course is designed to provide the student with greater depth and broader perspectives of the antepartal, intrapartal, and postpartal neonatal periods. The nursing process will be utilized to provide nursing care to these clients.

A basic understanding of normal reproductive functions and the birth process will be necessary in order to study the nursing care of the normal pregnancy and common health problems. By utilizing Maslow and Erikson's theories, emphasis is placed upon the family involvement and cultural needs of the childbearing family. Learning opportunities include both theory and selected clinical experiences based upon the conceptual framework.

ADN 215 PEDIATRIC NURSING INTERVENTIONS**3 Hours**

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

This course is designed to provide the student with knowledge of growth and development from infancy through adolescence using Erikson's theory. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, and psychosocial needs of pediatric clients and their families in relation to Maslow's theory. Emphasis will be placed on health promotion, family involvement, cultural needs, and common health problems of the child and adolescent. Learning opportunities include both theory and selected clinical experiences with normal, abnormal, and pathological conditions based upon the conceptual framework.

ADN 216 GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS**3 Hours**

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

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

ADN 217 ORTHOPEDIC-DERMATOLOGICAL NURSING INTERVENTIONS**3 Hours**

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

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

ADN 218 PSYCHIATRIC NURSING INTERVENTIONS**3 Hours**

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

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

ADN 219 CARDIOVASCULAR NURSING INTERVENTIONS**3 Hours**

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

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

COSMETOLOGY

COS 101A COSMETOLOGY THEORY I

2 Hours

Prerequisites: None

2 hours weekly (2-0)

The study of professional ethics, personal hygiene and grooming, visual poise, and personality development for application in our daily relationship with others. The study of bacteriology and sanitation/sterilization for application of safe and necessary sanitation methods.

COS 101B COSMETOLOGY THEORY

3 Hours

Prerequisites: COS 101A

3 hours weekly (3-0)

The basic introduction of anatomy and physiology to be applied in specific skill areas.

COS 102A COSMETOLOGY THEORY

2 Hours

Prerequisites: COS 101 A&B

2 hours weekly (2-0)

This course is designed to provide the students with a study of basic principles of electricity and light therapy as applied to beauty science, Illinois law, salon management, nail disorders, chemistry as applied to cosmetics, and how to prepare a resume.

COS 102B COSMETOLOGY THEORY

2 Hours

Prerequisites: COS 101A, 101B, 102A

2 hours weekly (2-0)

The cosmetology program is designed to give students thorough training in the arts, skills, and applied science that deals with adornment of the hair, skin, and nails. This course is designed to provide the students with a study of basic principles of electricity and light therapy as applied to beauty science, Illinois law, nail disorders, and chemistry as applied to cosmetics.

COS 111A COSMETOLOGY LAB

5 Hours

Prerequisites: None

15 hours weekly (0-15)

This course is designed for students enrolled in Cosmetology 111A to achieve basic skill areas in shampooing, draping, brushing, thermal waving, blow drying, hairshaping, mini facials and scalp massage. Students will exchange beauty services on each other. Each student is responsible for sanitation duties to be performed in the lab.

COS 111B COSMETOLOGY LAB

5 Hours

Prerequisites: COS 111A 15 hours weekly (0-15)

Demonstrations and lectures by instructors with student participation and application of beauty services which include fingerwaving, hairstyling, application of permanent waving, hair coloring, superfluous hair removal, basic make-up application, and review of skill areas of 111A. Students 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 and required by the Department of Professional Regulation, State of Illinois.

COS 112A COSMETOLOGY LAB

5 Hours

Prerequisites: COS 111A & B 15 hours weekly (0-15)

Continuation of hairstyling. Chemistry of permanent waving, chemical hair relaxing, hair coloring, hair pressing, and hair lightening Review and-practice of skill areas taught in Cosmetology 111A and 111B, with demonstration and lectures by instructors. Students will participate and demonstrate skills learned through performance by exchanging beauty services on each other and

patrons in the clinic laboratory. Each student is responsible for sanitation duties to be practiced in the clinic laboratory as required by the Department of Professional Regulation, State of Illinois.

COS 112B COSMETOLOGY LAB 6 Hours

Prerequisites: COS 112A

18 hours weekly (0-18)

Continuation of hairstyling. Chemistry and application of permanent waving, chemical hair relaxing and hair transformations. Review and practice of skill areas taught in Cosmetology 111A, 111B, 112A 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 clinic 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 113A COSMETOLOGY LAB

3 Hours

Prerequisites: COS 112B 9 hours weekly (0-9)

The review and practice of skill areas taught in previous course demonstrations and lectures taught by instructor. Students 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. The introduction/ demonstration and practice of updated and new trends.

COS 113B COSMETOLOGY LAB

3 Hours

Prerequisites: COS 113A 9 hours weekly (0-9)

The review and practice of skill areas taught in previous courses, demonstrations and lectures taught by instructor. Students 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. The introduction/ demonstration and practice of updated and new trends.

COS 115 COSMETOLOGY-RELATED LAB

1 Hour

Prerequisites: Concurrent enrollment with Cosmetology 111A or enrollment in the Nail Technician program.

3 hours weekly (0-3)

This course is designed for those enrolled in both Cosmetology 111A and the Nail Technician program. It will include manicuring, pedicuring, theory of massage, and nail art.

COS 116 COSMETOLOGY-RELATED LAB

1 Hour

Prerequisites: Concurrent enrollment with Cosmetology 112

3 hours weekly (0-3)

This course is designed for students interested in completing 1500 required hours in cosmetology for licensure. Emphasis is placed on improving skills in the areas of hair coloring, updated permanent wave techniques, esthetics, and hair shaping.

COS 117 NAIL TECHNICIAN

7 Hours

Prerequisites: Concurrent enrollment with COS 115.

7 hours weekly (0-21)

This course is designed to train the student in concepts, procedures, applications, product knowledge, and theory of nail technology. This will prepare the student for the state board examination as well as make them employable.

COS 210 PRINCIPLES OF HAIR CARE

2 Hours

Prerequisites: Cosmetology License

2 hours weekly (2-0)

This course involves principles and techniques of basic and advanced trends in cosmetology. Haircutting, styling, permanent waving, haircoloring, and professional retailing will be the main

topics of lecture and demonstration. The course is offered for students who desire to be progressive and keep aware of changes in hairstyling.

COS 211 PRINCIPLES OF SKIN CARE

2 Hours

Prerequisites: Cosmetology License

2 hours weekly (2-0)

This course is designed for licensed cosmetologists to review and learn new techniques in improving both male and female skin care and beauty. Emphasis is placed upon new products and the most up-to-date skills and philosophy and esthetics.

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 inter-racial 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 will introduce the student to public and private security. Emphasis will be placed on history of public and private security agencies, organization of security agencies, security planning, and issues of retail security loss prevention, physical security, and design.

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 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, hairs 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 also 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 covers the substantive criminal law encompassed in the Criminal Code, the Juvenile Court Act, and the Cannabis and Controlled Substances Acts. Also included in the course is material from the Illinois Traffic Bail Rule and the basic rules of evidence. Upon completion of this course, the student will be familiar with the key provisions of the above codes, including elements of the offenses, parties to crimes, and lesser included offenses.

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 DENTAL SCIENCE I

4 Hours

Prerequisites: None 4 hours weekly (4-0)

An introductory course designed to give the student basic knowledge of general anatomy and physiology of the human body, including a comprehensive study of the head and neck anatomy and physiology. Special emphasis will be placed on the development of the face, teeth, and supporting periodontal structures along with a detailed study of crown and root morphology. Microbiology will cover the relationship of various microorganisms to the human body.

DNA 101 DENTAL SCIENCE II

3 Hours

Prerequisites: DNA 100

3 hours weekly (3-0)

This course is designed as a basic study of the sources, administration, nomenclature, publications and classifications of drugs and the regulations and laws pertaining to the dispensing of drugs. The student will also be taught to evaluate patient medication for emergency purposes. The handling of medical emergencies in the dental office will be studied, including obtaining health histories, blood pressure, and vital signs. Basic knowledge about oral pathology and its 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 manikins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation procedures, 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 102

3 hours weekly (1-2)

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, periodontics and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing manikins, 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 manikins and selected patients. Students must show appropriate proof of physicals and inoculations.

DNA 105 DENTAL RADIOGRAPHY II

2 Hours

Prerequisites: DNA 104

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 manikins and selected patients.

DNA 106 PREVENTIVE DENTAL HEALTH EDUCATION

2 Hours

Prerequisites: DNA 100, 107, 110

3 hours weekly (1-2)

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 107 DENTAL MATERIALS I

3 Hours

Prerequisites: None 4 hours weekly (1-4)

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 being performed. 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 hydrocolloids, impressions, cements and bases, synthetic resins, and amalgams.

DNA 108 DENTAL MATERIALS II

3 Hours

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

This course is an extension of DNA 107 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 and gold alloy, investments, castings, porcelain, abrasives and polishing materials. Laboratory experiences are designed to develop competency skills in manipulation and application of some of the materials.

DNA 109 DENTAL OFFICE PROCEDURES

2 Hours

Prerequisites: DNA 101,103, 106

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 DENTAL ETHICS, LEGAL CONSIDERATIONS, AND PROFESSIONALISM

1 Hour

Prerequisites: None 1 hour , weekly (1-0).

The purpose of this course is to familiarize the student with ethical and legal considerations and professional conduct expected of all members of the dental health team in the performance of their professional responsibilities. Information on professional organizations will be included. Emphasis will be placed on legal terminology, governing organizations and agencies, and specific responsibilities of the dental assistant.

DNA 111 DENTAL ASSISTING EXTERNSHIP I**3 Hours**

Prerequisites: Consent of Dental Assisting Coordinator.

11 hours weekly(1 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**3 Hours**

Prerequisites: Consent of Dental Assisting Coordinator.

11 hours weekly (1-10)

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.

DEVELOPMENTALLY DISABLED ATTENDANT CARE**DDA 101 DEVELOPMENTALLY DISABLED ATTENDANT CARE****5 Hours**

Prerequisites: None 9 hours weekly (3-6)

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

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 reproduction, conception, pregnancy stages, and pregnancy difficulties. Emphasis is also placed upon infant and toddler development and activities to further development to each child's potential.

COT 160 INTRODUCTION TO PRE-SCHOOL CHILDREN

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course is designed to acquaint the student with all stages a child goes through from conception through age 5. At the end of the semester, the student should have developed an understanding of what children need and want. Research is emphasized.

CCT 162 INTRODUCTION TO SCHOOL AGE CHILDREN

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A complete summary of the characteristics of all ages of people between the ages of 6 to 96 (geriatric ages). Emphasis is also placed upon common adjustments and needs of each stage of life along with the physical, social, emotional, and intellectual development.

CCT 260 PARENTING

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A course introducing students to the fundamental tasks and issues in childrearing, including adjustments to pre-school, sibling birth, kindergarten, divorce, single parenting, step-parenting, working parents and stepfamilies. Suggestions are given for handling problems using a Variety of techniques.

CCT 264 METHODS OF TEACHING SPECIAL 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 PRESCHOOL CURRICULUM DEVELOPMENT

3 Hours

Prerequisites: None 5 hours weekly (2-3)

This course is designed to teach skills in presenting activities to young children and to help students generate ideas appropriate for children. Emphasis is also placed on the objectives for each type of children's activity.

CCT 266 PRE-SCHOOL ADMINISTRATION

4 Hours

Prerequisites: CCT 160, 265, 267 6 hours weekly (3-3)

An orientation to supervisory and administrative operations of pre-school centers. Consideration is given to staffing, public relations, equipment, budgets, parent-school relationships, policies, and managerial duties. Community services available to support pre-school centers will also be discussed.

CCT 267 CHILD CARE

5 Hours

Prerequisites: CCT 150, 160, 265 15 hours weekly (0-15)

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

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)

A further study of toddlers and preschool children incorporating observation of children, developing unit and theme plans, and executions and evaluations of developmentally appropriate activities.

Positive discipline techniques are incorporated along with helping children 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)

A further study of school age children or children with disabilities in a public school setting

Students serve as teacher aides and assist the certified teacher with positive discipline techniques and curricular plans to further the development and education of each child.

CCT 269 CHILD CARE INTERNSHIP

3 Hours

Prerequisites: CCT 267, 268 15 hours weekly (0-15)

Will provide the student with advanced experience in a child care setting chosen by College personnel. The student must have completed two semesters of teacher aide lab Experience. The student will develop competencies in caring for and teaching young children and handling the paperwork involved in child care centers.

CCT 270 TEACHER AIDE INTERNSHIP

3 Hours

Prerequisites: CCT 267,268 15 hours weekly (0-15)

Will provide the student with supervised experience in a public school setting. The student will perform the functions of a teacher aide. The course is taken after completing two semesters of child care lab experience.

CCT 272 READING SKILLS

2 Hours

Prerequisites: None

2 hours weekly (2-0)

An introductory course in reading instruction stressing the basic elementary work lists, phonics, phonetics, modern innovations in teaching reading, and common reading problems. Familiarization with typical reading series books used by elementary schools will also be emphasized

CCT 290 METHODS OF TEACHING SPECIAL CHILDREN II

4 Hours

Prerequisites: CCT 264, 267 4 hours weekly (4-0)

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)

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

6 Hours

Prerequisites: 18 years of age 7 hours weekly (5-2)

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, vehicle extrication, and techniques of using emergency equipment.

EMT 112 EMERGENCY MEDICAL TECHNICIAN II

2 Hours

Prerequisites: EMT 111

2 hours weekly (2-0)

Designed as a refresher course for those students who are registered EMT-As with 2 years experience. The EMT-As are required to participate in review and improved-technique session.

EMT 113 EMERGENCY RESCUE TECHNICIAN

3 Hours

Prerequisites: EMT-A 4 hours weekly (2-2)

The purpose of the course is to upgrade the emergency medical technician's, fireman's, police officer's, and other's skill, knowledge, and ability to establish priorities for removing persons from crashed vehicles. This course will deal with gaining access and disentanglement, plus those areas that deal with the victim's and rescuer's safety.

EMS 250 PARAMEDIC I

8 Hours

Prerequisites: EMT-A Certification, 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 BTL 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, EGAs, 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, defibrillation 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, sponsored by emergency services agency
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.

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 123 INTRODUCTION TO DEAFNESS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

An introduction to the history of deaf education in America and to the various programs available for the education of the deaf. Emphasis is given to the characteristics and needs of the hearing-impaired.

IPP 141 AMERICAN SIGN LANGUAGE (ASL) I

4 Hours

Prerequisites: None 6 hours weekly (2-4)

An introduction to the history and development of American sign language. The linguistic structure of the language, ASL sign principles, and the application of these principles are presented in relation to building expressive and receptive ASL signing skills.

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, 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) II

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: None

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 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 143

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. This course is designed to give students the knowledge competency in the language to complement their skill proficiency. Students will formally study the rules of morphology of American Sign Language. Focus will be given to how signs are created for different areas of interpreting, and what variations are acceptable and what are not.

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 for interpreters, this course is also designed to reinforce students' acquisition of language skills in ASL by providing the knowledge competency component that complements their skill proficiency. This course focuses on the syntax and grammar of ASL and extends to the poetic use of the language.

IPP 231 INTERPRETING I

4 Hours

Prerequisites: IPP 141,142,201 6 hours weekly (2-4)

This course provides an introduction to the profession of interpreting for the hearing-impaired. including principles, ethics, and responsibilities of the interpreter Increasing skills in expressive interpreting and transliterating are expressed.

IPP 250 FIELD EXPERIENCE I .3 Hours

Prerequisites: IPP 143, 211,231 11 hours weekly (1-10)

An introductory practicum exposing students to interpreting experiences through observation, interaction with hearing-impaired people in social settings, and interpreting sessions. One hour of classroom discussion pertaining to interpreting issues and 6 hours of field experience each week.

IPP 251 INTERPRETING II

4 Hours

Prerequisites: IPP 231 6 hours weekly (2-4)

A continuation of interpreting ethics and responsibilities study but with emphasis on the application of these principles in problem situations. In addition, the following areas are stressed: Vocational and technical vocabulary, sign-to-voice, transliterating and interpreting skills, and qualifications for certification of interpreters

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. Acceptance into Medical Laboratory Technology program required.

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 gastro fluid)

MLT 223 IMMUNOHEMATOLOGY

4 Hours

Prerequisites: MLT 121,122 4 hours weekly (4-0)

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 group immunology Record keeping and quality control . are stressed

MLT 224 HEMATOLOGY

4 Hours

Prerequisites: MLT 121,122 4 hours weekly (4-0)

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 4 hours weekly (4-0)

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 4 hours weekly (4-0)

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

2 hours weekly (2-0)

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 - 15 hours weekly (0-15)

Supervised clinical experience. Students rotate in hematology, serology, immunohematology, and clinical microscopy.

MLT 252 CLINICAL ROTATION II

3 Hours

Prerequisites: MLT 251 15 hours weekly (0-15)

Supervised clinic, al experience. Students rotate in clinical chemistry, clinical microbiology, and coagulation.

MEDICAL RECORDS TECHNOLOGY

MRS 101 INTRODUCTION TO MEDICAL RECORDS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Introduction to Medical Records 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.

MRS 102 HEALTH RECORDS SYSTEMS

3 Hours

Prerequisites: Completion of first semester

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.

MRS 103 HEALTH RECORDS SYSTEMS LAB

1 Hour

Prerequisites: Completion of first semester.

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.

MRS 201 HEALTH DATA AND STATISTICS

2 Hours

Prerequisites: Completion of first year.

2 hours weekly (2-0)

Study of the sources and uses of health data; computation of rates and percentages; vital records registration, reporting and display

MRS 202 CLINICAL PRACTICUM I

2 Hours

Prerequisites: Completion of first year. 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.

MRS 203 MANAGEMENT IN HEALTH CARE

2 Hours

Prerequisites: Completion of first year.

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.

MRS 204 CODING

4 Hours

Prerequisites: Completion of first year. 4 hours weekly (4-0)

Study of classifications and nomenclatures, with in-depth coverage of ICD-9-CM and CPT-4 indexing.

MRS 210 CLINICAL APPLICATIONS OF HEALTH DATA

2 Hours

Prerequisites." Completion of first year.

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.

MRS 211 MEDICAL LEGAL ASPECTS

2 Hours

Prerequisites: Completion of first year.

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.

MRS 212 UR/QA/RISK MANAGEMENT

3 Hours

Prerequisites: Completion of first year.

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/reappointment 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

MRS 214 CLINICAL PRACTICUM II

2 Hours

Prerequisites: Completion of first year. 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.

MRS 214 MEDICAL RECORDS IN NONTRADITIONAL SETTINGS

2 Hours

Prerequisites: Completion of first year.

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.

MRS 215 FUNDAMENTALS OF MEDICAL SCIENCE

4 Hours

Prerequisites: Completion of first year. 4 hours weekly (4-0)

Introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings, and treatment.

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.

3 hours weekly (3-0)

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

1 Hour

Prerequisites: Admission to the Occupational Therapy Program

3 hours weekly (0-3)

Level I fieldwork experience provides the student contact with patients/residents of different ages and disabilities. Students will be placed in an approved agency and begin to practice observation and communication techniques under supervision.

OTA 111 CLINICAL OBSERVATION II

1 Hour

Prerequisites: OTA 100 and 110

3 hours weekly (0-3)

Level I fieldwork experience provides the student contact with patients/residents of different ages and disabilities. Students will be placed in an approved agency and begin to practice observation and communication techniques under supervision.

OTA 112 ACTIVITIES OF DAILY LIVING

3 Hours

Prerequisites: OTA 100 and 110 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 are necessary to perform ADL tasks are reviewed.

OTA 120 OCCUPATIONAL THERAPEUTIC MEDIA

3 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program.

5 hours weekly (2-3)

Theory and practice of selected creative manual a., arts, includes acquisition of basic skills, concepts of activity analysis, instruction of individuals and groups, problem solving, therapeutic application, and laboratory and equipment maintenance.

OTA 121 OCCUPATIONAL THERAPY GROUP PROCESS

3 Hours

Prerequisites: OTA 100 and 110 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.

OTA 200 PSYCHOSOCIAL THERAPY AND PRACTICE

3 Hours

Prerequisites: OTA 1125 hours weekly (2-3)

Overview of occupational therapy 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 112 and 121 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 of illness which impede activities and self-care performance.

OTA 204 OCCUPATIONAL THERAPY IN PEDIATRICS

3 Hours

Prerequisites: OTA 2025 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: OTA 112 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.

OTA 211 OCCUPATIONAL THERAPY THEORY II

3 Hours

Prerequisites: OTA 210 5 hours weekly (2-3)

A basic knowledge of development and administration of selected test, perceptual motor, cognitive, and treatment principles across all ages and conditions.

OTA 215 FIELDWORK EXPERIENCE I

3 Hours

Prerequisites: OTA 111

15 hours weekly (0-0-15)

Development of professional skills through supervised application of treatment principles. Students to spend 16 hours a week in an approved psychosocial facility making the transition from "student to clinician."

OTA 216 FIELDWORK EXPERIENCE II

3 Hours

Prerequisites: OTA 215

15 hours weekly (0-0-15)

Development of professional skills through supervised application treatment principles. Students to spend 16 hours a week in an approved physical disabilities facility making the transition from "student to clinician."

OTA 250 OCCUPATIONAL THERAPY ADMINISTRATION

3 Hours

Prerequisites: OTA 121

3 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.

PRACTICAL NURSING

PNE 101 FUNDAMENTALS OF NURSING

2 Hours

Prerequisites: Acceptance in 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 in 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 in 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 in 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 in 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 view of his/her response to him/herself, and 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 in 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 contraindications.

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, 16.1

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 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: None 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 TECHNICIAN

ORT 101 SURGICAL TECHNICIAN I

4 Hours

Prerequisites: RN and/or LPN License

7 hours weekly (1-6)

This course will build upon the knowledge and skills acquired in the nursing program. The additional content will be specific to knowledge regarding aseptic technique; patient preparation and care; and instrumentation and equipment specific to the operating room.

ORT 102 SURGICAL TECHNICIAN II

4 Hours

Prerequisites: RN and/or LPN License

6 hours weekly (2-4)

This course builds upon the skills and knowledge presented in ORT 101. The content is specific to particular surgical procedures.

ORT 103 SURGICAL TECHNICIAN III

4 Hours

Prerequisites: RN and/or LPN License

7 hours weekly (1-6)

This course focuses on the ethical, legal, and moral practices and procedures involved in the employment setting of a surgical suite.

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 will become alert to 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.

DIVISION OF BUSINESS AND INDUSTRY: COURSE DESCRIPTIONS*

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

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, payroll accounting.

ACC 101 FUNDAMENTALS OF ACCOUNTING I

4 Hours

Prerequisites: Concurrent enrollment in BUS 111 6 hours weekly (2-4)

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

ACC 102 FUNDAMENTALS OF ACCOUNTING II

4 Hours

Prerequisites: ACC 101 4 hours weekly (4-0)

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

ACC 105 PAYROLL ACCOUNTING

2 Hours

Prerequisites: ACC 101 or 100

2 hours weekly (2-0)

A comprehensive study of the business records needed to meet the requirements of the various federal and state laws such as the following: the Federal Insurance Contributions Act, the federal unemployment law, state unemployment compensation, and the federal and state income tax withholding laws. The course provides a foundation in payroll and personnel records and in the computation of wages and the accounting for wages paid and deductions made.

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 -

4 Hours

Prerequisites: ACC 201 (SIU 220) and sophomore standing

4 hours weekly (4-0)

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

4 Hours

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

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

ACC 216 INTERMEDIATE ACCOUNTING II

4 Hours

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

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

ACC 217 COST ACCOUNTING

3 Hours

Prerequisites: ACC 102

3 hours weekly (3-0)

Stresses the fundamentals involved in the relation of cost accounting to management for control, with emphasis in the following areas: general principles involved in the construction of a cost system; distribution of the cost elements--materials, labor, and factory overhead; and job order, process, and standard cost accounting.

ACC 218 TAX ACCOUNTING

3 Hours

Prerequisites: ACC 102

3 hours weekly (3-0)

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

ACC 225 INTEGRATED ACCOUNTING ON COMPUTERS

2 Hours

Prerequisites: ACC 101 or ACC 100 4 hours weekly (0-4)

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.

AUTOMOTIVE

AAM 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.

AAM 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.

AAM 192 FRAME AND BODY ALIGNMENT

2 Hours

Prerequisites: AAM 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.

AAM 193 ADVANCED AUTO BODY REPAIR

1 Hour

Prerequisites: AAM 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.

AAM 194 BODY SHOP MANAGEMENT

1 Hour

Prerequisites: AAM 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.

AAM 196 AUTO BODY REPAIR AND PAINT LAB

15 Hours

Prerequisites: Concurrent enrollment in AAM 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 use car cleanup,

AAM 197 AUTO BODY REPAIR AND PAINT LAB II

5 Hours

Prerequisites: Concurrent enrollment in AAM 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.
of

AST 171 ENGINE PERFORMANCE A

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 171 B ENGINE PERFORMANCE B

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 A

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 B

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 the vehicles 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's task list 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 to 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.

The following courses are for continuing students only (1994-1995).

AST 270 DRIVE TRAINS I

2 Hours

Prerequisites: Consent of Instructor

2 hours weekly (2-0)

A study of the operation, servicing and trouble shooting of clutches, manual transmissions, drive lines, and differentials. Theory is supplemented with , laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

AST 271 DRIVE TRAINS II

2 Hours

Prerequisites: Consent of Instructor

2 hours weekly (2-0)

Studies of automatic transmission, theory, repair, diagnosis and trouble shooting are stressed Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

AST 272 ELECTRONIC ENGINE CONTROLS AND EMISSIONS

3 Hours

Prerequisites: Consent of Instructor

3 hours weekly (3-0)

A study of the operation and maintenance of emission controls as installed on late model automobiles. Uses the latest test equipment to meet these requirements on hydrocarbon and carbon monoxide exhaust emissions. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

AST 273 CHASSIS ELECTRICAL

3 Hours

Prerequisites: Consent of Instructor

3 hours weekly (3-0)

A study of the electrical accessories of automobiles such as power windows, power seats, directional signals, and all other wiring. Diagnosis, repair and trouble-shooting are stressed Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

AST 274 SMALL GAS ENGINES

1 Hour

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

A study of the operation, servicing, and trouble-shooting of 4-cycle and 2-cycle engines with emphasis on carburetion, magneto ignition systems, and governor controls. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277,

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. Theory is supplemented with laboratory work in AST 276.

AST 276 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY III

5 Hours

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

Laboratory practices in shop safety, proper use of tools, and organization of shop activities are stressed in conjunction with work on live engines. Areas of work are diagnosis and repair of standard drive lines, emission controls, and management practices.

AST 277 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY IV

5 Hours

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

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

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 computers, 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 ROBOTICS

3 Hours

Prerequisites: None 4 hours weekly (2-2)

This course introduces the student to servo and non-servo robotics. Included is the mechanical operation of both types of robots Also included are ladder diagram programming for the non-servo robot and point-to-point programming for servo robots The student will not only program both types of robots but Will integrate them with a traverse axis

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 introduces the student to the manufacturing technologies associated with CIM. Included are certain technical and internal integration technologies utilizing automated manufacturing systems to demonstrate just how CIM works in application. Supporting equipment will also be used.

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 1

3 Hours

Prerequisites: None 4 hours weekly (2-2)

This is an introductory programming course the programming language utilized in class is BASIC The course is designed to concentrate on the fundamentals of computer language Syntax and command functions The techniques of well-structured, modularized programming will be emphasized. The student will obtain the skills and logic techniques needed for a solid programming foundation

CIS 103 INFORMATION SYSTEMS

3 Hours

Prerequisites: CIS 101

3 hours weekly (3-0)

Designed to assist students in developing the ability to study business problems and design automated solutions.

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

CIS 201 PROGRAMMING II

5 Hours

Prerequisites CIS 225 6 hours weekly (4-2)

This is an advanced programming Course The programming language utilized in the course is COBOL The course is designed to include the syntax and logic needed to program at an advanced level. Programming techniques used in the business environment will be emphasized Logic structures and problem solving will also be expanded upon.

CIS 204 DATA PROCESSING PRACTICUM

4 Hours

Prerequisites: Consent of Chair of Division of Business and Industry

20 hours weekly (0-2.0)

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 205 WORD PROCESSING

3 Hours

Prerequisites: BUS 116 or equivalent 6 hours weekly (0-6)

CIS 205 is a word/information processing course featuring WordPerfect, Version 5.1, 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.

CIS 207 APPLICATIONS OF BASIC PROGRAMMING FOR BUSINESS

3 Hours

Prerequisites: None 4 hours weekly (2-2)

This course combines lecture and lab projects and applies practical skills and knowledge in a hands-on situation to provide students with experience in business computer hardware and software operations. BASIC programming, DOS, spread-sheets, database. management, and word processing will be covered

CIS 210 INFORMATION PROCESSING

3 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 mathematical, 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

Prerequisite: CIS 120 and one programming language

4 hours weekly (2-2)

This course is a continuation of CIS 120 and builds upon basic database design skills. Students will learn to apply the concepts of good database management d, design using industry standard software. They will learn basic database language commands, which will permit them to develop and maintain a working relational database that incorporates report, screen, query, and menu design as a working business information system.

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, CIS 104, CIS 120

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.

CIS 240 DESKTOP PUBLISHING

3 Hours

Prerequisites: CIS 5 205 or Current Enrollment 5 hours weekly (1-4)

This course is designed to provide the student with skills and knowledge necessary to design professional business documents. Through hands-on training, the student will learn to integrate text and graphics from a variety of file types. Documents such as memos, letters, forms, reports, flyers, newsletters, and brochures will be produced. Style sheets, font styles, cropping and sizing of graphics, design and layout, and use of laser *printer* will be examined.

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 and conventions, and basic dimensioning 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 pictorial drawing. Specific problems are undertaken in the drawing and dimensioning of mechanical elements.

DRT 183 DETAIL AND ASSEMBLY

2 Hours

Prerequisites: DRT 181 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

Prerequisite: 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. 50 me areas of study include: how the system works, datums, flatness, perpendicularity, profiles, and true position.

DRT 187 PRODUCT DESIGN

3 Hours

Prerequisites: None 3 hours (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 182, 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 references and guidance for practical individual design solutions.

DRT 283 ADVANCED TECHNICAL DRAWING II

4 Hours

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

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

DRT 285 DESCRIPTIVE GEOMETRY

3 Hours

Prerequisites: 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 III

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.

ECONOMICS

ECO 101 BUSINESS ECONOMICS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Business economics is a one-semester course designed mainly for those students obtaining an Associate of Applied Science degree. This course is designed to give the student a general knowledge of economic principles and their application to contemporary problems. Contents of the course will include the following: an introduction to economic analysis; macro-economics; national income concepts; the product and money markets; micro-economics; demand and supply analysis; imperfect competition; distribution of income; problems of the nation's economy; stabilization policies; government regulation of business, labor, and unions; problems of poverty, population, agriculture, international trade, and urban problems.

ECO 201 PRINCIPLES OF ECONOMICS I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

ECO 202 PRINCIPLES OF ECONOMICS II

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This introductory course in economics will emphasize micro-economic theory and contemporary problems. The following topics will be included in this course: market structures of American capitalism; elasticity of demand and supply; price and output determination; resource allocation; current domestic problems; 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.

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*, Norton's, superposition, and mesh currents will be reinforced by appropriate lab experiments.

ELT 101 DEVICES AND INSTRUMENTATION

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

ELT 110 SOLID STATE CIRCUITS

8 Hours

Prerequisites: ELT 100, ELT 101

12 hours weekly (4--8)

This course will introduce students to the use of semi-conductor devices and their properties. Diodes, 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 200 INTRODUCTION TO MICROPROCESSORS

5 Hours

Prerequisites: None 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 100, ELT 101, ELT 110

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, ELT 101, or CIM 102, or AIR

100, or Consent

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 240 FCC GENERAL CLASS LICENSE PREPARATION

3 Hours

Prerequisites: ELT 110 or Consent of Instructor 3 hours (3-0)

This course is designed to prepare the student to take the General Radio Telephone Operator's Exam administered by the FCC. After successful completion of the course, the student will be eligible to sit for the exam at an FCC testing site

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

BUS 111 BUSINESS MATHEMATICS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A mathematics course applied to business and everyday business problems. Some of the topics covered are these: binary systems, percentages, discounts, interest, discounting, notes, depreciation, inventory, commissions, bank statements, account sales and purchase, basic statistics, markup, distribution of profits, and overhead expenses. Good basic math skills or BUS 101 are highly recommended.

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 tendency, 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 128 MACHINE TRANSCRIPTION

3 Hours

Prerequisites: Typing speed of 45-50 wpm 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 130 SALES I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A course in the theory of professional salesmanship, including its value to economic society and its vital role in the 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.

BUS 131 SALES II

3 Hours

3 hours weekly (3-0)

Prerequisites: BUS 130 or equivalent

A continuation of Sales 130, consisting of a review of the entire sales presentation, with emphasis placed on suggestion selling, closing, and the handling of objectives. In addition, emphasis will be placed on informed sales presentations, while the student will also be responsible -for a video-taped sales presentation.

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 BUSINESS SEMINAR

1 Hour

Prerequisites: None 1 hour weekly (1-0)

This course is designed to acquaint students with job opportunities, job-hunting skills and procedures, techniques of interviewing, and the proper preparation of application letters and resumes.

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

1-4 Hours

Prerequisites: None

1-4 hours weekly (1-4-0)

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

BUS 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 work place 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 215 INTRODUCTION TO MEDICAL TERMINOLOGY

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

BUS 216 ADVANCED MEDICAL TERMINOLOGY

3 Hours

Prerequisites: BUS 215

3 hours weekly (3-0)

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

BUS 221 BUSINESS LAW

4 Hours

Prerequisites: None 4 hours weekly (4-0)

An introduction to the principles of business law designed to provide basic information about law to persons planning to work in business. A study of the nature and history of the law, the law of torts and criminal law, and an outline of courts and court procedures. 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: TYP 116 or equivalent

3 hours weekly (3-0)

A brief review of grammar, punctuation, and letter forms. Attention is given to the various types of business correspondence, including orders and inquiries, favors and requests, sales, credits and collections, good will, interoffice memorandums, and employment application procedures.

Instruction is given in the proper methods of dictation of business correspondence; dictating practice is also given.

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, chronological, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, coding, charge-outs, and color-coding devices as well as the use of micro-computers

BUS 237 OFFICE PROCEDURES

3 Hours

Prerequisites: TYP 116 or equivalent

3 hours weekly (3-0)

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

BUS 239 BUSINESS SEMINAR II

1 Hour

Prerequisites: None 1 hour weekly (1-0)

This course is designed to help students acquire human relation skills and to develop career maturity essential to successful employment

BUS 240 SUPERVISED EXECUTIVE SECRETARY-WORK EXPERIENCE

2 Hours

Prerequisites: Consent of Chair of Division of Business and Industry

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 Division of Business and Industry

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 Division of Business and industry

20 hours weekly (0-20)

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

BUS 247 LEGAL SECRETARIAL PRACTICE I

3 Hours

Prerequisites: CIS 205 Concurrent enrollment 4 hours, weekly (2-2)

A specialized course of skill development in taking and transcribing legal dictation. preparing legal forms, learning legal office procedures. Includes study of legal shortcuts. court procedures, and related legal information

BUS 248 LEGAL SECRETARIAL PRACTICE II

3 Hours

Prerequisites. BUS 247, BUS 128, CIS 205 4 hours weekly (2.2)

A continuation of BUS 247 In addition. there is included transcription of legal material using the , dictaphone and the word processor.

BUS 249 MEDICAL TERMINOLOGY AND TRANSCRIPTION

4 Hours

Prerequisites: TYP 116 and BUS 215 or consent of instructor

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

2 Hours

Prerequisites: TYP 116 and BUS 215 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 increasingly higher standards required as the students progress through the case studies and other related medical material.

BUS 249B MEDICAL TRANSCRIPTION

2 Hour

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 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 I

2 Hours

Prerequisites: BUS 249 or BUS 249A, B 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 II

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 III

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 253 PRINCIPLES OF BANKING

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A, study of the principles and functions of commercial banking the United States The fundamentals of banking are stressed Coverage will be given to ordinary banking procedures

BUS 254 MONEY AND BANKING

3 Hours

Prerequisites: 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.

BUS 255 BANK MARKETING

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

BUS 259 BANK ACCOUNTING

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

BUS 261 MRT TRANSCRIPTION

3 Hours

Prerequisites: None 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--hospital or 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 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.

HEATING AND AIR CONDITIONING

AIR 100 ELECTRICITY AND ELECTRICAL CONTROLS

4 Hours

Prerequisites: None 5 hours weekly (3-2)

A study of electrical-magnetic fundamentals, including controls, motors, overloads and relays. Equipment testing of components and circuits is included.

AIR 105 BASIC SHEET METAL LAYOUT

3 Hours

Prerequisites: WEL 150 and WEL 152 4 hours weekly (2-2)

A basic course for sheet metal pattern layout techniques as used in residential air conditioning and ventilation.

AIR 106 ADVANCED SHEET METAL LAYOUT

3 Hours

Prerequisites: AIR 105

3 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.

AIR 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.

AIR 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 general purpose systems in air conditioning and heating. Maintenance and repair of winter air conditioners, summer air conditioners, and combination units used in home and industry.

AIR 122 HEATING AND AIR CONDITIONING II

4 Hours

Prerequisites: AIR 121 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.

AIR 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, and instruments as well as refrigeration tools and material will be covered.

AIR 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.

INDUSTRIAL MAINTENANCE

IDM 110 INDUSTRIAL MAINTENANCE LABORATORY

2 Hours

Prerequisites: None 4 hours weekly (0-4)

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

IDM 205 HYDRAULICS

3 Hours

Prerequisites: None 4 hours weekly (2-2)

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

IDM 206 HYDRAULICS

3 Hours

Prerequisites: IDIVI 205

3 hours weekly (2-2)

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

IDM 208 PREVENTIVE MAINTENANCE

1 Hour

Prerequisites: None 1 hour weekly (1-0)

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

INDUSTRIAL PROCESSES

IND 101 MATERIALS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

IND 105 INTRODUCTION TO COMPUTERS

2 Hours

Prerequisites: None

2 hours weekly (2-0)

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

IND 121 MANUFACTURING PROCESSES 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.

MACHINE PROCESSES

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 assignments 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: 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 fundamentals, 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 emphases 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, checking 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, mandral turning, indexing operations, offset boring, angular milling, and CNC machine techniques will be emphasized.

MAC 158 MACHINE TOOL LABORATORY

2 Hours

Prerequisites: MAC 153, 154 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 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 160 .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, faceplate turning, carbide tooling, advanced threading, metric threading, and advanced four-jaw indicating procedures.

MAC 162 MACHINE TOOL LABORATORY

2 Hours

Prerequisites: MAC 158 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 162 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 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 MACHINE TRADES BLUEPRINT READING

3 Hours

Prerequisites: None 4 hours Weekly (2-2)

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

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.

BUS 138 BUSINESS SEMINAR

1 Hour

Prerequisites: None 1 hour weekly (1-0)

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

MGT 225, 226 COORDINATED MARKETING MID-MANAGEMENT TRAINING

3 Hours Each

Prerequisites: Consent of Chair of Division of Business and Industry

15 hours weekly (0-15)

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

MGT 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 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 make-up, retailing organizations, personnel, buying, handling, and controlling merchandise, budgeting, and promotional techniques.

MKT 229 ENTREPRENEURSHIP

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

MKT 250 INTRODUCTION TO FASHION MERCHANDISING

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, manikins, 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 261 COMPUTER ART AND GRAPHIC DESIGN

3 Hours

Prerequisites: None 4 hours weekly (2-2)

This is a basic course in the fundamentals of creating art through electronic imaging using the computer as an artistic tool. Programming skills are not necessary. Students will learn to use various drawing software and various applications of how computer art images and graphics can be used in the field of commercial art. The student will learn basic computer skills to become computer literate for the graphic arts Tasks will be provided to guide the student in hands-on experiences:

BUS 239 BUSINESS SEMINAR

1 Hour

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

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

SHORTHAND

BUS 124 SHORTHAND

3 Hours

Prerequisites: BUS 116 or equivalent or concurrent enrollment in BUS 116 5 hours weekly (1-4)

This is a basic course in the principles of Gregg Shorthand, Series 90. included are the brief forms, the shorthand alphabet, basic theory and frequently used phrases. Reading and writing practice are given on familiar and new materials. Training in transcription, spelling, punctuation, and proofreading is provided. Shorthand speed grades are based on three-minute takes with at least 95% accuracy. The following grade scale is used A-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 60 wpm at 1%; B-50 wpm at 1%; C-70 wpm at 1%.

BUS 232 SHORTHAND

3 Hours

Prerequisites: BUS 125 5 hours weekly (1-4)

Emphasis on dictation leading to mailable copy according to modern business standards.

Continued emphasis on spelling, punctuation, and transcription speed. Goal is professionally transcribed copy. The following grade scale is used for speed: A-1-10 wpm at 1%; B-100 wpm at 1%; C-90 wpm at 1%.

KEYBOARDING

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 116A BEGINNING KEYBOARDING

1 Hour

Prerequisites: None

2 hours weekly (0-2)

The primary goal is mastery of the keyboard demonstrated by the touch operation of the typewriter or computer. Basic copy-placement procedures are included

BUS 116B BEGINNING KEYBOARDING

1 Hour

Prerequisites: BUS 116A

2 hours weekly (0-2)

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

BUS 116C BEGINNING KEYBOARDING: " BUSINESS LETTERS

1 Hour

Prerequisites: BUS 116B

2 hours weekly (0-2)

Topics covered include basic business letter styles, simplified forms of business letters, business letters with special features, and administrative communications.

BUS 117 KEYBOARDING II

3 Hours

Prerequisites: BUS 116 or BUS 116A, 116B and 116C or equivalent 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 117A ADVANCED KEYBOARDING: TECHNICAL REPORTS

1 Hour

Prerequisites: BUS 116 or 116A, 116B, and 116C

2 hours weekly (0-2)

Topics covered include tables with special features, technical papers and reports, business forms and statistical reports, employment papers, and basic and production skills. :

BUS 1178 ADVANCED KEYBOARDING: GENERAL OFFICE TYPING

1 Hour

Prerequisites: BUS 117A

2 hours weekly (0-2)

Topics covered include keyboarding in a general office, keyboarding in an accounting office, keyboarding in an executive office, and basic and production skills,

BUS 117C ADVANCED KEYBOARDING: PROFESSIONAL OFFICE KEYBOARDING

1 Hour

Prerequisites: BUS 117B

2 hours weekly (0-2)

Topics covered include typing in a technical office, keyboarding in a professional office, keyboarding in a government office, and basic and production skills.

BUS 118 KEYBOARDING III

2 Hours

Prerequisites: BUS 117 or 117A, B. C

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

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 150 4 hours weekly (0-4)

A study of torch types, their construction and classification and specifications of gas welding rods. Joints welded will be the lap joint and horizontal tee joint. Also a study of the principles of joint design, their preparation, and control of expansion and contraction. Joints welded will be the butt and T joints in the vertical and overhead positions.

WEL 152 BRAZING AND SOLDERING

1 Hour

Prerequisites: WEL 151

2 hours weekly (0-2)

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

WEL 153 OXY-ACETYLENE CUTTING

1 Hour

Prerequisites: None

2 hours weekly (0-2)

A study of flame-cutting principles and safety, operation 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 5 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 feeders, 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 up welding position and practice on the overhead T joint.

WEL 161 CORED WIRE WELDING

2 Hours

Prerequisites: Welding 154-159

4 hours weekly (0-4)

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

WEL 162 T.I.G. WELDING

1 Hour

Prerequisites: WEL 150-153

2 hours weekly (0-2)

A study of power sources, torch assemblies, electrode types, shielding 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 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: General Welding Certificate, equivalent work experience, or consent of instructor

2 hours weekly (0-2)

Pipe joints are prepared, welded, and tested in accordance with A.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 200 WELDING THEORY

2 Hours

Prerequisites: None

2 hours weekly (2-0)

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

DEPARTMENT OF ENGLISH: COURSE DESCRIPTIONS

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

ENGLISH

ENG 050 BASIC READING AND WRITING

5 Hours

Prerequisites: None 5 hours (5-0)

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

ENG 052 DEVELOPMENTAL WRITING SKILLS

5 Hours

Prerequisites: None .5 hours (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' writing. While this course is not designed for transfer, it prepares students to succeed in English 101 and assists them in developing the communication skills they will need in their chosen occupational field. 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: None

3 hours weekly (3-0)

The primary objective of English 101 is to instill a basic understanding of expository prose. English 101 emphasizes the use of correct and effective sentence structures and detailed and organized paragraphs to create interesting, coherent, unified, and accurate compositions demonstrating various patterns of development. The student will also develop research paper skills.

ENG 101 ENGLISH COMPOSITION BY WORD PROCESSOR

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

ENG 102 ENGLISH COMPOSITION II

3 Hours

Prerequisites: English 101

3 hours weekly (3-0)

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

ENG 103 CREATIVE WRITING

3 Hours

Prerequisite: 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 111 COMMUNICATIONS I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a course devoted to developing successful writing techniques for expressing ideas effectively in the technical and practical fields.

ENG 112 COMMUNICATIONS 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.

ENG 113 PROFESSIONAL TECHNICAL WRITING

3 Hours

Prerequisites: None 3 hours weekly (3-0)

This is a baccalaureate transfer technical writing course especially for engineering and science students and vocational-technical students. Encompassing many different approaches to solving specific communication problems, this course covers the written communication required in a job situation in the technical fields.

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: Journalism 201

3 hours weekly (1-4)

This concerns the theory and practice of covering news stories, preparing copy, and writing headlines. Must be taken in sequence.

JRN 215 INTRODUCTION TO MASS MEDIA

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is an introduction to the various types of mass media, their effect on the public, their development, and ways in which the consumer can be perceptive and discriminating.

LITERATURE

LIT 211 ENGLISH LITERATURE TO 1750

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age

LIT 212 ENGLISH LITERATURE: ROMANTICISM. TO THE PRESENT

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a study and analysis of selected works from the Romantic, Victorian, and Modern Eras.

LIT 231 AMERICAN LITERATURE TO 1900

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

A survey of American literature from the Colonial Period to the eve of the Civil War, the emphasis is on major writers.

LIT 232 AMERICAN LITERATURE: 1900-PRESENT

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

This is a study and analysis of selected American writers from the Civil War to the present.

LIT 235 THE AMERICAN SHORT STORY

3 Hours

Prerequisites: - None

3 hours weekly (3-0)

An in-depth study of the American short story, the course may be presented as a telecourse with film adaptations of the stories or as a lecture-discussion course.

LIT 264 LITERATURE FOR CHILDREN

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a study and analysis of the best that has been written for children or is appropriate for them

LIT 275 THE ART OF THE CINEMA

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

A survey of the development of motion picture art from its beginnings in the 1890s to the present. This study of the art of the picture will include not only a history of the motion picture industry, but also consider the techniques of motion picture production

LIT 280 INTRODUCTION TO LITERATURE

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a course which introduces the student to the spectrum of literary types. The course will concentrate on fiction, drama, and poetry, 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 is a course which introduces the student to the mythologies of the Greeks, the Romans, and the Norse

LIT 284 ETHNIC LITERATURE IN AMERICA

3 Hours

Prerequisites: ENG 101

3 hours weekly (3-0)

A survey of the literature of various ethnic groups. The emphasis is on African-American, Native-American, and Hispanic-American traditions. Distinctive contributions of each group will be analyzed.

DEPARTMENT OF HUMANITIES: COURSE DESCRIPTIONS

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

ART

ART 101 EXPLORING ART-BASICS (TWO-DIMENSIONAL)

4 Hours

Prerequisites: None

6 hours weekly (2-4)

This course centers around basic things that help students to improve upon visual design and composition so 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: ART 101 or consent of instructor

6 hours weekly (2-4)

Analysis of basic elements used in the visual ordering of three-dimensional space. Emphasis will be placed on varieties of mass and scale, especially those involving man and his environment. Various kinds of expendable materials will be used.

ART 111 ART APPRECIATION

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course attempts to develop interest, aptitude, and understanding through visual, verbal, and actual experience with media. A basis for approaching visual arts is also included. Emphasis is on exposure to the visual arts.

ART 160 COMMERCIAL ART

3 Hours

Prerequisites: None

4 hours weekly (2-2)

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

ART 180 BEGINNING DRAWING

3 Hours

Prerequisites: None

6 hours weekly (0-6)

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 DESIGN

3 Hours

Prerequisites: ART 101 or consent

6 hours weekly (0-6)

This design class will center around visual composition in intermediate graphic design problems. The individual will work in preliminary media (possibly miniature scale), and will have the choice of doing 2-and/or 3-dimensional projects. Included to a limited extent will be functional characteristics of design allowing the student to work with one or a combination of typography designs, advertising designs, industrial designs, architectural designs, and display designs.

ART 210 ART FOR CHILDREN

3 Hours

Prerequisites: None

5 hours weekly (1-4)

This concerns a study of the creative development of the child from pre-school through elementary level, including participation in methods of using various materials 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 art. This course meets elementary education requirements at SIU.

ART 220 HISTORY OF ART I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a general survey of the history of art from prehistoric times to the Renaissance. Through the study of ancient, Far Eastern and medieval art, students can obtain a better understanding and appreciation of their own world and the art of earlier times. Slides of tribal masks, Egyptian tombs, Greek temples, Chinese and Japanese paintings, Byzantine mosaics, barbarian finds, and Romanesque and Gothic cathedrals will be a part of the course. History of Art may be used to satisfy 3 to 6 hours general studies requirements in the humanities area for Students who are not in the art program.

ART 221 HISTORY OF ART II

3 hours

Prerequisites: None

3 hours weekly (3-0)

This is a general survey of the history of art from the Renaissance to the present. Color slides of Giotto, Leonardo, Michelangelo, Raphael, Titian, Durer, Rubens, Rembrandt (to name a few) will allow the student to explore the great masters as well as modern art. The class includes Renaissance, Baroque, and 19th and 20th century art. History of Art may be used to satisfy 3 to 6 hours of general studies requirements in the humanities area for students who are not in the art program.

ART 255 LIFE DRAWING

3 Hours

Prerequisites: None

6 hours weekly (0-6)

The great masters considered life drawing to be one of the most crucial kinds of study that a student could have. In working from the model, the student's 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, gouache, or casein. This class is excellent training in the drawing discipline art.

256A DRAWING

1 Hour

Prerequisites: ART 180 or ART 255 or consent

2 hours weekly (0-2)

This course 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 drawing. A minimum of 40 hours of studio work is required.

ART 256B DRAWING

2 Hours

Prerequisites: ART 180 or ART 255 or consent

4 hours weekly (0-4)

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 drawing. A minimum of 80 hours of studio work is required.

ART 256C DRAWING

3 Hours

Prerequisites: ART 180 or ART 255 or consent

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 drawing. A minimum of 120 hours of studio work is required.

ART 257A PASTEL

1 Hour

Prerequisites: ART 180 or ART 255 or consent

2 hours weekly (0-2)

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 may Select a given subject or a variety of subjects. It is expected that the work be more advanced than beginning drawing. A minimum of 40 hours of studio work is required.

ART 257B PASTEL

2 Hours

Prerequisites: ART 180 or ART 255 or consent

4 hours weekly (0-4)

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 80 hours of studio work is required. ,

ART 257C PASTEL

3 Hours

Prerequisites: ART 180 or ART 255 or consent

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: If art majors have not had ART 101, they should consult with the instructor. There are no prerequisites for students taking this as an elective.

6 hours Weekly (0-6)

Concepts, procedures, and material are all important for the painting discipline. This course provides an opportunity to work in several different painting media. Basic information about varied paints, painting materials,, and practices are part of the format.

ART 261A OIL PAINTING

1 Hour

Prerequisites: ART 260 or consent

2 hours weekly (0-2)

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 40 hours of studio work is required.

ART 261B OIL PAINTING

2 Hours

Prerequisites: ART 260 or consent

4 hours weekly (0-4)

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 80 hours of studio work is required.

ART 261C OIL PAINTING

3 Hours

Prerequisites: ART 260 or consent

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 262A WATERCOLOR

1 Hour

Prerequisites: ART 260 or consent

2 hours weekly (0-2)

This course is designed to provide an opportunity to work extensively in water base media. The student can select aquarelle, gouache, acrylic, casein, tempura, emulsion, or some combination of these. A minimum of 40 hours of studio work is required.

ART 262B WATERCOLOR

2 Hours

Prerequisites: ART 260 or consent

4 hours weekly (0-4)

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 80 hours of studio work is required.

ART 262C WATERCOLOR

3 Hours

Prerequisites: ART 260 or consent

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: None

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 LANGUAGE

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

Students should make special note of the fact that language classes begin only in the fall semester. Therefore, if students are considering a language as an elective or feel they might need it, they are advised to begin their study in their first *semester* of the freshman year. Unless this is done, they will be unable to complete the two-year sequence in a timely manner.

FRE 101 ELEMENTARY FRENCH I

4 Hours

Prerequisites: None

4 hours weekly (4-0)

Emphasis on conversation with vocabulary building, grammar rules, and pronunciation practice. Language laboratory is required.

FRE 102 ELEMENTARY FRENCH II

4 Hours

Prerequisites: FRE 101 or equivalent

4 hours weekly (4-0)

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

FRE 201 INTERMEDIATE FRENCH I

4 Hours

Prerequisites: French 102 or two years or-high school French, or the equivalent, or consent of the instructor.

4 hours weekly (4-0)

Review and application of essential principles of French grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of French literature with emphasis on French culture and civilization; required language laboratory assignments.

FRE 202 INTERMEDIATE FRENCH II

4 Hours

Prerequisites: French 201 or equivalent

4 hours weekly (4-0)

Continuation of French 201 with emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory is required.

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: German 101 or Equivalent

4 hours weekly (4-0)

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

GER 201 INTERMEDIATE GERMAN I

4 Hours

Prerequisites: German 102 or two years of high school German, or the equivalent or consent of the instructor.

4 hours weekly (4-0)

Review and application of essential principles of German grammar structure and training in idiomatic usage through oral and written exercises, intensive practice of spoken language; reading of German literature with emphasis on German culture and civilization; required language laboratory assignments.

GER 202 INTERMEDIATE GERMAN II

4 Hours

Prerequisites: German 201 or Equivalent

4 hours weekly (4-0)

Continuation of German 201 with emphasis on refining conversational skills and rapid reading of representative German prose. Language laboratory is requirements red.

SPN 101 ELEMENTARY SPANISH I

4 Hours

Prerequisites: None

4 hours weekly (4-0)

Emphasis on grammar, pronunciation, vocabulary, and oral use of the language. Language laboratory is required.

SPN 102 ELEMENTARY SPANISH II

4 Hours

Prerequisites: Spanish 101 or equivalent

4 hours weekly (4-0)

Continuation of Spanish 101 with oral practice of basic conversation; emphasis on aural comprehension and written composition. Language laboratory is required..

SPN 201 INTERMEDIATE SPANISH I

4 Hours

Prerequisites: Spanish 102 or two years of high school Spanish, or the equivalent, or consent of the instructor.

4 hours weekly (4-0)

Review and application of essential principles of Spanish grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of Spanish literature with emphasis on Spanish culture and civilization. Language laboratory is required.

SPN 202 INTERMEDIATE SPANISH II

4 Hours

Prerequisites: Spanish 201 or equivalent

4 hours weekly (4-0)

of Continuation of Spanish 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory is required.

INTERDISCIPLINARY STUDIES

IDH 150 LIFE IN THE WESTERN WORLD

6 Hours

Prerequisites: None

6 hours weekly (6-0)

A one-semester transfer course with 6 hours of credit, 3 hours credit in history, and 3 hours credit in the humanities. This course studies the history of Western civilization from the ancient Greeks into the 19th century. Where appropriate, the art and architecture, literature and music of the times are also presented. To broaden the understanding of each era, details of clothing and daily life will be introduced. This course may be used for 3 hours general studies credit in the humanities and 3 hours general studies credit in the social sciences.

HUM 152 DEATH AND DYING

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course presents an interdisciplinary analysis of death and dying. Topics to be covered include definitions of death; cultural, social, and psychological aspects of these topics; children and death; dying patients and their survivors; euthanasia; suicide; the right to die; and other related matters. The course is accepted as a College-wide elective.

ORI 100 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.

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: 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 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. Available 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: None

1/2 hour weekly (0-1/2)

Private lessons in any field Consult with advisor for details and requirements. May be taken any semester not to exceed 3 semester hours credit. Students must have an instructor approved by the College and assigned by the Division of English and 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: None

1/2 hour weekly (0-1/2)

Continuation of Music 111, 112, and 113 sequence. May be taken any semester not to exceed 3 semester hours credit. Students must have an instructor approved by the College and assigned by the Division of English and the Humanities or credit cannot be given. Humanities elective.

*Applied Music Sections:

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

MUS 221 AND 222 ADVANCED MUSIC THEORY

3 Hours

Prerequisites: Must have completed MUS 121 and 122

3 hours weekly (3-0)

Advanced course in continuing sequence to MUS 121 and 122. Companion courses are MUS 022A and 022B.

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 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, Taoism, 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 113 THEATER APPRECIATION

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A survey humanities course designed to foster an appreciation of theater arts. Students are introduced to the techniques of play production and survey representative works from classical times to the present.

SPE 115 SPEECH

3 Hours

Prerequisites: None

3 hours weekly (3-0)

The essentials of effective speaking are covered. Students are introduced to a variety of speaking situations including conversational, impromptu, extemporaneous, and formal means. Attention is also given to developing techniques of persuasive speaking and acquaintance with oral interpretation.

SPE 116 INTERPERSONAL COMMUNICATION

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Interpersonal communication covers the basic concepts, vocabulary, theories, empirical knowledge, and processes relevant to initiating, developing, maintaining, and terminating relationships. Students will also develop their individual interpersonal communication skills by increasing their knowledge of behavioral choices

SPE 117 FUNDAMENTALS OF THEATER

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Structured to acquaint students with problems encountered by a costumer, light technician, scene designer, and director. The course reviews the practical application of problems and techniques involved in putting together a stage production through required participation in appropriate activities or projects outside the classroom.

SPE 118 FUNDAMENTALS OF ACTING -

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is designed to prepare students for audience analysis in various types of speaking situations.

SPE 119 THEATER PRODUCTION I

3 hours weekly (14)

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. anti advanced acting techniques.

SPE 120 THEATER PRODUCTION II

3 hours weekly (14)

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. None

3 hours weekly (3-0)

This is , designed to prepare students for audience analysis in various types of speaking situations.

SPE 122 DISCUSSION AND CONFERENCE

3 Hours

Prerequisites Speech 115 or Consent of Instructor.

3 hours weekly (3-0)

Current world problems and issues are used as a vehicle to prepare the student in the principles and methods of group discussion, conference participation, and leadership of group discussions and conferences.

DEPARTMENT OF LIFE SCIENCE: COURSE DESCRIPTIONS

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

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 distribution over the U.S.; crop groups and classification; special problems. crop enemies, crop ecology, fertilizer and liming practices, tillage. crop improvement through breeding. (Same as SIUs PLSS 200.)

AGR 103 INTRODUCTION TO HORTICULTURE

3 Hours

Prerequisites: None

4 hours weekly (2-2)

General principles of plant propagation, vegetable growing, fruit growing, landscape gardening, and floriculture (Same as SIUs PLSS 220.)

AGR 104 INTRODUCTORY SOIL SCIENCE

4 Hours

Prerequisites: CHM 101

5 hours weekly (3-2)

Basic and applied chemical, physical, and biological concepts in soils; the origin, classification and distribution of soils and their relationship to humans and to plant growth. (Same as SIUs PLSS 240.)

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 understand 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 and you, economic entomology, the microscopic world, classical genetics, and others.

BIO 101 BIOLOGICAL SCIENCE FOR SCIENCE MAJORS

3 Hours

Prerequisites: None

4 hours weekly (2-2)

Designed for majors, this lecture-lab class presents the textbook basics of the scientific method, and the molecular and cellular mechanisms of biology. Reproduction, both Mendelian and molecular genetics, organic and classical evolution, and fundamentals of ecology are discussed.

BIO 105 ANATOMY AND PHYSIOLOGY

3 Hours

Prerequisites: Biological Science 100 or 101 or divisional approval

4 hours weekly (2-2)

A study of the human body, including structure and function of the organs working together to complete the whole organism. Metabolism, body chemistry, growth, and maturity will be included

BIO 106 HUMAN BODY STRUCTURE AND FUNCTION

4 Hours

Prerequisites: Acceptance into nursing program, or consent of instructor

5 hours weekly (3-2)

A comprehensive study of the basic structure and function of the human body, including study of the body plan, cells, tissues, and organ systems.

BIO 110 GENERAL BOTANY

3 Hours

Prerequisites: Biological Science 100 or 101

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: Biological Science 100 or 101

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 organisms are examined in the laboratory.

BIO 120 VERTEBRATE ZOOLOGY

3 Hours

Prerequisites: Biological Science 100 or 101

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: Acceptance into the Associate Degree Nursing Program, Biology 105, Biology 106, or consent of the instructor

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: Biology 205 or consent of instructor

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 elements of physiologic measurement.

BIO 225 GENETICS

3 Hours

Prerequisites: Biological Science 100 or 101

3 hours weekly (3-0)

Classical genetics, cytogenetics, gene transmission and structure and function relating to metabolism, population, 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: BIO 100 or 101 or Consent of Instructor

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: Biological Science 100 or 101

3 hours weekly (3-0)

Important abiotic factors as well as population and community and ecosystem ecology, energy, biochemistry, 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: BIO 100 or 101 or Consent of Instructor

32 lecture hours; 32 lab hours

A travel-study course providing baccalaureate 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 assignments during the semester.

BIO 245 CONSERVATION OF NATURAL RESOURCES

3 Hours

Prerequisites: Biological Science 100 or 101

3 hours weekly (3-0)

Conservation of natural resources, including both traditional and current approaches with emphasis on recent developments

BIO 275 COMMON PLANTS OF SOUTHERN ILLINOIS . .

3 Hours

Prerequisites: Biological Science 100 or 101 or consent

5 hours weekly (1-4)

A course in the identification of common vascular plants, particularly angiosperms, stressing basic taxonomy, field and herbarium methods, and the pleasure of recognition of wild plants in the field. An extensive field trip is required.

IDS 050 ELEMENTS OF SCIENCE

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

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits, and practices pertaining to the physical, mental, social, and emotional environments. This is a course in critical decision making for personal health and lifestyle choices.

HTH 115 FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Emphasis is placed on the physiological aspects of health. An analysis of personal health and physical fitness for efficiency and longevity. Discussion and lab resting of areas of obesity, nutrition, and total physical fitness through balanced living.

HTH 125 FIRST AID AND PERSONAL SAFETY

2 Hours

Prerequisites: None

2 hours weekly (2-0)

This course is taught as a combination lecture/ laboratory educational experience. This course covers general first aid procedures often needed in everyday situations (CPR is not covered).

HTH 135 DRUG ABUSE AND ALCOHOL EDUCATION

2 Hours

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

Drug Abuse and Alcohol Education is an in-depth concentrated course of study which is taught as a lecture/discussion course This problem identification and Solution-seeking approach will encourage student participation and contribution throughout the course.

PHYSICAL EDUCATION SERVICE**PHYSICAL EDUCATION SERVICE COURSES (0-2)**

Service classes meet two hours weekly for one hour of credit, four hours weekly for two hours of credit, or an equivalent number of contact hours for courses that begin late in the semester.

PED 100 Aerobic and Weight Training I

(1 hour) (0-2)

PED 101 Aerobic and Weight Training II

(1 hour) (0-2)

PED 102 Aerobic and Weight Training III

(1 hour) (0-2)

PED 103 Aerobic and Weight Training IV

(1 hour) (0-2)

PED 104 Physical Fitness

(1 hour) (0-2)

PED 105 Fitness Walking

(1 hour) (0-2)

PED 113 Tennis I

(1 hour) (0-2)

PED 114 Tennis II

(1 hour) (0-2)

PED 115 Advanced Tennis

(1 hour) (0-2)

PED 116 Badminton I

(1 hour) (0~2)

PED 117 Badminton II

(1 hour) (0-2)

PED 118 Badminton III

(1 hour) (0-2)

PED 122 Individual Physical Education

(1 hour) (0-2)

PED 123 Individual Physical Education II

(1 hour) (0-2)

PED 124 individual Physical Education III

(1 hour) (0-2)

PED 125 Individual Physical Education IV

(1 hour) (0-2)

PED 126 Beginning Weight Training

(1 hour) (0-2)

PED 127 Intermediate Weight Training

(1 hour) (0-2)

PED 128 Advanced Weight Training

(1 hour) (0-2)

PED 134 Softball I

(1 hour) (0-2)

PED 135 Softball II

(1 hour) (0-2)

PED 136 Softball III

(1 hour) (0-2)

PED 137 Volleyball I

(1 hour) (0-2)

PED 138 Volleyball II

(1 hour) (0-2)

PED 139 Volleyball III

(1 hour) (0-2)

PED 140 Advanced Volleyball

(1 hour) (0-2)

PED 141 Basketball I

(1 hour) (0-2)

PED 142 Basketball II

(1 hour) (0-2)

PED 143 Basketball III

(1 hour) (0-2)

PED 1500 Bowling

(1 hour) (0-2)

PED 155 Golf I

(1 hour) (0-2)

PED 156 Golf II

(1 hour) (0-2)

PED 157 Golf III

(1 hour) (0-2)

PED 158 Advanced Golf

(1 hour) (0-2)

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)

DEPARTMENT OF MATHEMATICS: COURSE DESCRIPTIONS

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

MATHEMATICS

MAT 051 PRE-ALGEBRA

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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 arithmetic of whole numbers, fractions and decimals; ratio, proportion and percents; prime numbers, factoring; exponents; signed numbers and equation solving. 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, MAT 061. and MAT 062 before progression to transfer level math courses.

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 will cover the numbers of ordinary arithmetic and their positions; integers and rational numbers; solving equations; polynomials; graphs; systems of equations; polynomials in several variables; fractional expressions and equations; radical notation; and quadratic equations. The student must earn a "C" or better in order to enroll in MAT 061 or MAT 062. In addition, the student will need to enroll in MAT 061 (if student has not passed a high school geometry course) and MAT 062 before progression to transfer level math courses.

MAT 061 BASIC EUCLIDEAN GEOMETRY

4 Hours

Prerequisites: MAT 052 or 1 year of high school algebra

4 hours weekly (4-0)

This course is designed for students who have not passed a high school geometry course. It is not designed for college transfer. This course will cover deductive reasoning and basic logic theory; definitions, axioms, theorems, and proofs; constructions; parallel and perpendicular lines; triangle congruency. and similarity; the Pythagorean Theorem; right triangle trigonometry; coordinate geometry; polygons and circles; surface area and volume. Students must earn a grade of "C" or better in order to enroll in MAT 062 or to progress to transfer level math courses if MAT 062 is already completed.

MAT 062 INTERMEDIATE ALGEBRA

5 Hours

Prerequisites: MAT 052 or 1 year of high school algebra

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; exponential and log functions. Students must earn a grade of "C" or better in order to progress To transfer level math courses

MAT 105 VOCATIONAL MATHEMATICS I*

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 and right triangle trigonometry.

MAT 106 VOCATIONAL MATHEMATICS II'

3 Hours

Prerequisites: MAT 105

3 hours weekly (3-0)

A continuation of MAT 105 This course will cover "algebra, geometry, and trigonometry with applications to technical situations.

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

MAT 107 TECHNICAL MATHEMATICS

4 Hours

Prerequisites: MAT 062 or 2 years of high school algebra.

4 hours weekly (4-0)

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

MAT 108 COLLEGE ALGEBRA

3 Hours

Prerequisites: MAT 061 and MAT 062 or equivalent courses.

3 hours weekly (3-0).

This course is designed to fulfill 3 hours of the 6 hours general education requirement in mathematics at John A. Logan College. It will cover basic concepts of algebra, graphs of equations, functions, graphs, transformations, polynomial and rational functions, exponential and logarithmic functions, matrices, and determinants.

MAT 111 PRE-CALCULUS

5 Hours

Prerequisites: MAT 061 and MAT 062 or equivalent courses.

5 hours weekly (5-0)

This course will cover relations and functions, polynomial functions, rational functions, and conic sections; logarithmic and exponential functions; trig functions and inverse trig functions; solutions of right triangles and oblique triangles; trig identities; trig equations; vectors; systems of equations and inequalities; linear programming; matrices and determinants; sequences, series, and probability. It is strongly recommended that the student earn a grade of "C" or better before progressing to MAT 131.

MAT 113 INTRODUCTION TO CONTEMPORARY MATHEMATICS

3 Hours.

Prerequisites: MAT 061 and MAT 062 or equivalent courses.

3 hours weekly (3-0)

This course is designed to fulfill 3 hours of the 6 hour general education mathematics requirement at John A Logan College. This course covers logic, geometry, functions and graphs, set theory, counting techniques, and probability.

MAT 116 FINITE MATHEMATICS FOR BUSINESS AND MANAGEMENT

5 Hours

Prerequisites: MAT 061 and MAT 062 or equivalent courses.

5 hours weekly (5-0)

This course is designed especially for students in areas such as business and economics (business administration and accounting majors). These students will probably be required to take a calculus course to complete their mathematics sequence--but students should check the specific requirements of the university to which they plan to transfer, since requirements are not uniform. This course is not designed for mathematics or science majors.

MAT 117 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES

4 Hours

Prerequisites: MAT 116 or consent of instructor

4 hours weekly (4-0)

This course is designed especially for business administration and accounting majors. It emphasizes applications of the basic concepts of differential and integral calculus rather than theory. Most applications come from the worlds of business and social sciences. 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 120 ELEMENTARY STATISTICS

3 Hours

Prerequisites: MAT 061 and MAT 062 or equivalent courses.

3 hours weekly (3-0)

This course is designed to fulfill three hours of the six-hour general education mathematics requirement at John A. Logan College. Topics include basic probability theory, graphing, measures of location and variation, distribution, statistical inference correlation, and variance. This course is not designed for mathematics or business majors or minors.

MAT 125 DISCRETE STRUCTURES (Also CPS 202)

3 Hours

Prerequisites: MAT 061 and MAT 062 or equivalent.

3 hours weekly (3-0)

This course is designed to fulfill three hours of the six-hour general education mathematics requirement at John A. Logan College. It will lay the groundwork for students interested in computer science. It will cover number systems and computer arithmetic, sets, relations and functions, Boolean algebra, elementary matrix operations, combinations, permutations, and counting techniques. This course will be oriented toward problem solving and algorithm development.

MAT 131 CALCULUS I

5 Hours

Prerequisites: MAT 111 or the equivalent

5 hours weekly (5-0)

This course will cover basic analytic geometry and 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 in MAT 131 before progressing to MAT 201 or MAT 221.

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, tests for convergence or divergence of series, power series, polar coordinates, and parametric equations. 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 in MAT 131 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 TEACHER 5 I

3 Hours

Prerequisites: MAT 061 and MAT 062 or equivalent.

3 hours weekly (3-0)

This course is the first of two courses in the mathematics sequence required for elementary education majors. It covers sequences, problem solving, set theory, logic, numeration systems and whole numbers, integers, introductory geometry, metric system, area, volume, and decimals. 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 education majors. It includes number theory, rational numbers, probability, statistics, geometric figures, congruencies, similarities, and coordinate geometry. This course is restricted to educational 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, eigenvalues, and quadratic forms. It is offered in the spring semester only.

DEPARTMENT OF PHYSICAL SCIENCE: COURSE DESCRIPTIONS**

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

CHEMISTRY

CHM 101 CHEMICAL PRINCIPLES

5 Hours

Prerequisites: Two years of high school algebra, MAT 108 or higher, or concurrent enrollment in MAT 108

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.

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 communications, and gravimetric and volumetric quantitative determinations.

CHM 201 ORGANIC CHEMISTRY I

5 Hours

Prerequisites: CHM 101 and 102 or consent of instructor

7 hours weekly (3-4)

A course in general organic chemistry intended for chemistry majors and minors and pre-professional students, this examines descriptive and theoretical organic chemistry. Topics discussed include bonding 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: Organic Chemistry 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 involving GC and HPLC separations and IR and UV-Vis spectroscopy, and will be introduced to NMR computer simulations.

COMPUTER SCIENCE

CPS 176 INTRODUCTION TO COMPUTERS AND APPLICATIONS

3 Hours

Prerequisites: MAT 108 or 2 years of H. S. Algebra

3 hours weekly (3-0)

This course provides an initial exposure to computers and programming fostering competence in BASIC computer language via hands-on experience

CPS 202 DISCRETE STRUCTURES (Also MAT 125)

3 Hours

Prerequisites: MAT 108 or equivalent and CPS 176

3 hours weekly (3-0)

This course is designed to lay the groundwork for those students interested in the area of computer science. It will cover number systems and computer arithmetic, sets, relations and 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.

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. FORTRAN is used universally for mathematical and engineering problem solving. Students will write, test, and debug a series of FORTRAN programs ranging from simple interactive routines to array manipulations and subroutine linkage. Emphasis will be on writing programs which are well-documented and easy to maintain.

CPS 204 INTRODUCTION TO PASCAL PROGRAMMING

3 Hours

Prerequisites: CPS 176 or consent of instructor

3 hours weekly (3-0)

A course in the relatively new, high level, general purpose PASCAL language. Attention will be given to the vocabulary and syntax of the language, problem formulation, and the proper design of a PASCAL program utilizing structured programming techniques

CPS 205 COMPUTER GRAPHICS

3 Hours

Prerequisites: CPS 176 and MAT 111

3 hours weekly (3-0)

Applications of techniques for the use of computers in generating graphic displays Emphasis will be on understanding the principles and techniques of graphic design using digital computers.

CPS 208 ASSEMBLY LANGUAGE PROGRAMMING

3 Hours

Prerequisites: CPS 204 or consent of instructor

3 hours weekly (3-0)

An introduction to the logical basis and basic computer organization of a particular system through the extensive treatment of assembly language. Topics studied include 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 consent of instructor

3 hours weekly (3-0)

A continuation of the development of structured programming concepts and their use in program

development utilizing the PASCAL programming language. Topics include stacks, queues, linked lists, arrays, trees, sorting, and searching · Implementation of a number of algorithms will be included.

ENGINEERING

EGR 101 ENGINEERING GRAPHICS

4 Hours

Prerequisites: None

6 hours weekly (2-4)

This course is designed primarily for the pre-engineering student. It covers lettering, use of instruments, sketching, geometric construction, orthographic projection, auxiliaries, sections, dimensioning, threads and fasteners, intersections, and developments and problems in descriptive geometry which relate to prints, lines, planes in space, and curved surfaces.

PHY 201 STATICS

3 Hours

Prerequisites: PHY 155, 156, and MAT 131

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 210 MECHANIC 5 AND ELECTRICITY AND MAGNETISM

4 Hours

Prerequisites: PHY 155, 156, and MAT 131 or concurrent enrollment in MAT 131

4 hours weekly (4-0)

This is a calculus-based treatment of mechanics and electricity and magnetism for physics majors, pre-engineering students, mathematics majors, and others requiring a calculus physics.

PHYSICAL SCIENCE

PHS 101 MAN AND HIS TECHNOLOGY

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

PHS 102 ASTRONOMY

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A general education course in astronomy. Textbook principles as well as observations of the night sky are brought together in this course. Intense discussions follow such questions as "Are we alone?"

PHS 103 EARTH SCIENCE

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

PHS 104 CONTEMPORARY CHEMISTRY FOR NON-SCIENCE MAJORS

3 Hours

Prerequisites: None

3 hours weekly(3-0)

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

PHS 105 PHYSICS IN THE ENVIRONMENT

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

IDS 050 ELEMENTS OF SCIENCE

3 hours weekly (3-0)

This remedial class tutors the high school graduate in science basics so that he/she is better prepared to be successful in college-level physical sciences and life science classes. IDS 050 is recommended for freshman scoring below 15 standard score in natural sciences on the ACT.

PHYSICS

PHY 151 TECHNICAL PHYSICS

3 Hours

Prerequisites: None

4 hours weekly (2~2)

A general study of physics emphasizing applications to the technical field and introducing the topics of laws of motion, equilibrium and their relation to work, energy, and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat and thermodynamics. This course will also introduce the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

PHY 153 PHYSICS FOR ELECTRONICS

4 Hours

Prerequisites: MAT 108

4 hours weekly (4-0)

An occupational course designed for electronics majors. Basic mechanics will be covered along with topics chosen from thermodynamics, energy conversion, electricity and magnetism, circuit theory, and optics.

PHY 155 PHYSICS I

5 Hours

Prerequisites: MAT 111 or concurrent enrollment 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, engineering, mathematics, pre-med, chemistry, and other majors requiring college physics.

PHY 156 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: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 131

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 210 MECHANICS AND ELECTRICITY AND MAGNETISM

4 Hours

Prerequisites: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 131

4 hours weekly (4-0)

This is a calculus-based treatment of mechanics, thermodynamics and electricity and magnetism for physics majors, pre-engineering students, mathematics majors, and others requiring a calculus physics.

PHY 212 THERMODYNAMICS

5 Hours

Prerequisites: MAT 202, PHY 155, 156

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: PHY 210, MAT 202 or concurrent enrollment

5 hours weekly (3-2)

Basic principles of network analysis, including Kirchoff's laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, steady-state analysis, three phase circuits, Laplace transform, transfer equations, and frequency response.

DEPARTMENT OF SOCIAL SCIENCE: COURSE DESCRIPTIONS***

HOW THE COURSE NUMBERING SYSTEM WORKS

ADN (Course Prefix)**209** (Course Number)**COMMUNITY HEALTH NURSING** (Course Title)

2 hours (Semester Hours of Credit)

Prerequisites (Prerequisites)

3 hours weekly (Total Hours Per Week)

(1-2) (Hours of Lab Per Week-Hours of Lecture Per Week)

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 General Psychology

3 hours weekly (3-0)

A course designed for prospective educators covering the following areas of the learning process: characteristics of the learner; instructional objectives; psychology applied to instructional techniques; evaluation of learning; and managing the learning environment. † Emphasis is placed on human development and educational psychology applied to teaching.

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).

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 MAN: ENVIRONMENTAL STUDIES

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

HISTORY

HIS 101 WESTERN CIVILIZATION I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Western Civilization 101 traces the development of the Western world from pre-historic times through the Reformation. This course is designed to pursue and realize a fuller understanding of the way that man has responded to historical problems and, subsequently, shaped cultural, political, social, and economic institutions and ideas.

HIS 102 WESTERN CIVILIZATION II

3 Hours

Prerequisites: None

3 hours weekly (3-0)

Western Civilization 102 is a continuation of Western Civilization 101. Beginning with the Age of Absolution in the seventeenth century, the course ends with a study of present-day problems in relationship to World War II. This course concentrates upon revolutions, industrialization, imperialism, political ideologies, and world wars as they relate to our world today.

HIS 110 EASTERN CIVILIZATIONS

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A study of the history and cultural traditions of south and east Asia, concentrating on India, China, and Japan.

HIS 201 UNITED STATES HISTORY I

3 Hours

Prerequisites: None

3 hours weekly (3-0)

U. S. History 201 examines the development of a civilization, the creation of a nation, the formulation of an American spirit, and the test of these elements in the Civil War.

HIS 202 UNITED STATES HISTORY II

3 Hours

Prerequisites: None

3 hours weekly (3-0)

of U. S. History 202 begins with the legacy of the Civil War and its effects on a rapidly industrializing nation. Students examine the rise of the nation to world leadership and the dynamic changes and challenges of the twentieth century.

HIS 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.

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 humanities chairperson.

ITD 210 MEXICAN CULTURE AND SOCIETY

3 Hours

Prerequisites: Acceptance into the International Education Program

3 hours weekly (3-0)

A study of the prehistory and contemporary peoples of Mexico. The study employs interdisciplinary social science methods and examines racial and ethnic backgrounds, past cultures, cultural structure, social structure, the political structure, and economics of Mexico. The impact of industrialization and urbanization will be examined as well as the current problems of Mexico. '

POLITICAL SCIENCE

PSC 131 AMERICAN GOVERNMENT

4 Hours

Prerequisites: None

4 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 constitutionalism, republicanism, and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system, and the electoral process. Special attention will be given to an analysis of the Constitution of the United States. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

PSC 140A CURRENT EVENTS - INTERNATIONAL

1 Hour

PSC 140B CURRENT EVENTS - INSTITUTIONAL POLITICS AND PROCESSES

1 Hour

PSC 140C CURRENT EVENTS - NATIONAL POLITICS

1 Hour

PSC 140D CURRENT EVENTS - STATE AND LOCAL POLITICS

1 Hour

Prerequisites: PSC 131

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

PSC 211 STATE AND LOCAL GOVERNMENT

3 Hours

Prerequisites: None

3 hours weekly (3-0)

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

PSC 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 about what legal principles may be 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.

PSYCHOLOGY

PSY 110 CAREER AND LIFE 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, information processing, language, intelligence, emotions, motives, personality, anxiety and stress, psychopathology, therapy, child, adolescent, adult, and social. 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 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

Prerequisite: 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. All classifications of special education, mental retardation, learning disabilities, hearing impaired, etc., will be discussed.

PSY 285 PSYCHOLOGY OF PERSONALITY AND ADJUSTMENT

3 Hours

Prerequisites: PSY 128 or 129, or PSY 132

3 hours weekly (3-0)

A study of the major theories of personality and personality development emphasizing their usefulness in helping us to understand ourselves. Theorists covered include Sigmund-Freud, Alfred Adler, Carl Jung, K. Horney, Erich Fromm, H. S. Sullivan, Erik Erikson, B. F. Skinner, A. Maslow, Carl Rogers, and Rollo May, as well as Soviet and Asian conceptions of personality.

SOCIOLOGY

SOC 133 PRINCIPLES OF SOCIOLOGY

3 Hours

Prerequisites: None

3 hours weekly (3-0)

A general course analyzing the effects of society upon 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 study of the nature, causes, and consequences of social problems. Description and analysis of selected contemporary social problems. An analysis of the process of designing, advocating, and implementing responses to social problems.

INDEPENDENT STUDY

This course provides students with an opportunity to pursue supervised study on an independent basis for academic work in subject areas offered by John A. Logan College. Each proposal for independent study must be submitted in written form through the appropriate divisional chairperson for approval by the vice-president for instruction. Each approved independent study project must be supervised by a faculty member. Students must submit proposals prior to the first week of classes. Forms are available from the Office of the Vice-President for Instruction.

MILITARY STUDIES

AIR FORCE ROTC

AFS 101 UNITED STATES AIR FORCE

2 Hours

Prerequisites: None

1 hour class with 1-5 hour Leadership Lab* 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 Lab.

AFS 102 AEROSPACE OFFENSIVE AND DEFENSIVE FORCES

2 Hours

Prerequisites: None

1 hour class with 15 hour Leadership Lab* weekly

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

AFS 201 THE DEVELOPMENT OF AIR POWER I

2 Hours

Prerequisites: None

1 hour class with 1.5 hour

Leadership Lab* 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 Lab.

AFS 202 THE DEVELOPMENT OF AIR POWER II

2 Hours

Prerequisites: None

1 hour class with 1.5 hour Leadership Lab* 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 Lab.

*** 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. A. Army. The aspects of military leadership are introduced.

AMS 102-1 or 2 LAND NAVIGATION AND TRAVERSE

1 Hour

Prerequisites: None

1 hour weekly (1-0)

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 leadership traits, style, approaches, managerial techniques, and communications Includes leadership laboratory.

FACULTY AND STAFF

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President

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Ph.D., Southern Illinois University

William Clarida

B. M. E., Southern Illinois University

M. M. E., Southern Illinois University

Ph. D., Southern Illinois University

Director, John A. Logan College Foundation
and Coordinator of Title III Programs

Donna Glodjo

Administrative Assistant to the President
and Recording Secretary to the Board of Trustees

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M. A., Sangamon State University

Chief Personnel/Human Resources and
Affirmative Action Officer

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M. A., Southern Illinois University

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Coordinator of Institutional Research

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(Secretary to the Director of the John A. Logan College Foundation)

Data base Manager/Secretary I

Rhonda Avery

Personnel and Data Entry Clerk I

Cathy Fray

Secretary I (Secretary to the Director of Development)

Jill Hall

Secretary I (Secretary to Chief Personnel/Human Resources
and Affirmative Action Officer)

Eunice Lantagne

Senior Secretary (Secretary to the President)

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Ph.D., Southern Illinois University

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Head Basketball Coach (Men)

Gary Barton

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Coordinator of Veterans Affairs
Head Basketball Coach (Women)

Gall Bean

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Assistant CRT Counselor/Facilitator, JTPA Programs

Charlene Bitting

Employability Assessor, JTPA Programs

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 Ph.D., University of Arizona

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 B. S., Murray State University
 M. S., Murray State University

Donald Gines B. S., Eastern Illinois University M. S., Eastern Illinois University	Head Women's Softball/Volleyball Coach Academic Advisor
Ted Green A. A. S., Indiana University A. S., John A. Logan College B. S., Southern Illinois University	Basic Skills Specialist--Accounting
Jerry Halstead A. A., John A. Logan College B. S., Southern Illinois University	Head Baseball Coach Academic Advisor
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Mark Imhoff B. S., Eastern Illinois University M. A., Morehead State University	Assistant Basketball Coach (Men) Academic Advisor
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Mabel Hayes B. S., Southern Illinois University State of Illinois Teacher's Certificate	Field Coordinator for Family Literacy
Philip Minnis B. S., Southern Illinois University M. S., Southern Illinois University Advanced graduate Study, Southern Illinois University	Associate Dean for Adult Basic/Secondary Education Director, JTPA Training
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Ngoz, Okasili Coordinator, Minority Transfer Center B. S., University of Wisconsin	:

JOHN A. LOGAN COLLEGE

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B. S., Illinois State University JTPA Programs
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B. A., Southern Illinois University
M. S., Southern Illinois University
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8.5., Eastern Illinois University
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B. S., Southern Illinois University Athletic Director
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B. A., Southern Illinois University and Student Support Services
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- Tracy Crabtree Student Financial Assistance Specialist

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Dianne DeTomasi	Word Processing Operator II
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Patricia Finney	Word Processing Operator I
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Gene Richter	Security Police Officer Trainee
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Angela Rushing	Receptionist
Cindy Russell	Word Processing Operator II
Eldon Dwayne Sanders	Building Maintenance II
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Timothy Smith	Draftsperson
William Smith	Custodian
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Ronald Sumner .	Custodian
Larry Tanner	: Custodian Assistant
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Mike Williams	Grounds Maintenance
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M. S., Catholic University of America
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Vocational Education Act)
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M. L. S., State University of New York at Buffalo

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B. S., Southern Illinois University

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M. A., Southern Illinois University	
Ph.D., Southern Illinois University	
Jula Treece	Early School Leavers Facilitator
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B. S, Southern Illinois University	
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Denise Stricklin	Cosmetology Laboratory Supervisor
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Adeline Wilson	Preschool Site Coordinator

Tracie Zoller

Library Circulation Clerk

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Dirk Borgsmiller B. S., Southeast Missouri State University.	Instructor, Travel/Tourism
Beverly Sue Bryan A. A., Southern Illinois University B. S., Southern Illinois University M. S., Southern Illinois University	Associate Professor, Coordinator for Dental Assisting
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Charles Ellett B. S., Southern Illinois University	Instructor, Criminal Justice
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Pamela Hays B. S., Southern Illinois University-Edwardsville	Instructor, Nursing
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Sandra Monahan Instructor, Cosmetology A. A. S., John A. Logan College B. S., Southern Illinois University	:
Barbara Patchett R. N., Jewish Hospital School of Nursing	instructor, Nursing

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M. S., State University of New York--Buffalo
Certified State of Illinois Registered Professional Nurse

Paula Willig Instructor Interpreter preparation
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M. S., Western Maryland College

DIVISION OF BUSINESS AND INDUSTRY

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JOHN A. LOGAN COLLEGE

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