



# JOHN A. LOGAN COLLEGE

*1995 - 1996 Bulletin*



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**Carterville, Illinois 62918**

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**BULLETIN**  
**1995-1996**

**GENERAL INFORMATION**

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Les McCollum, Vice-Chair  
John O'Keefe, Secretary  
William C. Batteau  
Donald L. Brewer  
Don Nolen  
LaVern Sanders  
Justin Venus, Student Representative

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

**ACCREDITATIONS, AFFILIATIONS, RECOGNITIONS,  
AND MEMBERSHIPS**

American Association of Collegiate Registrars and Admissions Officers  
American Association of Community Colleges  
American Association of Higher Education  
American Council on International Intercultural 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 Association of Collegiate Registrars and Admissions Officers  
Illinois Community College Board  
Illinois Community College Chief Academic Officers

Illinois Community College Chief Financial Officers  
Illinois Community College Council of Administrators  
Illinois Community College Trustees Association  
Illinois Consortium for International Studies and Programs  
Illinois Council of Community College Presidents  
Illinois Council on Continuing Higher Education  
Illinois Department of Professional Regulation  
Illinois Vocational Association  
National Academic Advising Association  
National Association of Educational Buyers  
National Council of Community College Business Officials  
National Council for Occupational Education  
National Council of Instructional Administrators  
National Junior College Athletic Association  
National League of Nurses  
North Central Association of Colleges and Schools  
Southern Illinois Collegiate Common Market  
Southern Illinois Dental Society

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

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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.

### 1995-96 COLLEGE CALENDAR

#### FALL, 1995

Fall Faculty Meetings, Wednesday, August 16  
Instruction Begins, Thursday, August 17  
Holiday--Labor Day, Monday, September 4  
Midterm--Wednesday, October 11  
Holiday--Veterans Day--Friday, November 10  
Thanksgiving Recess, November 20-  
November 25 (includes Saturday)  
Final Exams, December 9-14  
(Saturday-Thursday)  
Holiday--Christmas, Monday, December 25  
Fall Semester Ends, December 31

#### SPRING, 1996

Holiday--New Year's Day, Monday, January 1  
Holiday--Martin Luther King's Birthday,  
Monday, January 15  
Instruction Begins, Tuesday, January 16  
Holiday--Lincoln's Birthday, Monday, February 12  
Midterm, Friday, March 8  
Spring Vacation, March 11-16 (Monday-Saturday)  
Holiday--Good Friday, April 5 (includes Saturday, 6th)  
Commencement, Friday, May 10  
Final Exams, May 11-16 (Saturday-Thursday)  
Holiday--Memorial Day, Monday, May 27  
Spring Semester Ends, May 31

#### SUMMER, 1996

Instruction Begins, Monday, June 10  
Holiday--Independence Day, Thursday, July 4  
Midterm, Wednesday, July 3  
Final Exams, July 31-August 1 (Wednesday-Thursday)

#### FALL, 1996

Fall Faculty Meetings -- Wednesday, August 14  
Instruction Begins -- Thursday, August 15  
Holiday -- Labor Day, Monday, September 2  
Midterm -- Wednesday, October 9  
Holiday -- Veterans Day, Monday, November 11  
Thanksgiving Recess -- November 25-30  
(includes Saturday)  
Final Exams -- December 7-12 (Saturday-Thursday)  
Holiday -- Christmas Day, Wednesday, December 25  
Fall Semester Ends -- December 31

#### SPRING, 1997

Holiday -- New Year's Day, Wednesday, January 1  
Instruction Begins -- Monday, January 13  
Holiday -- Martin Luther King's Birthday, Monday,  
January 20  
Holiday -- Lincoln's Birthday, Wednesday, February 12  
Midterm -- Friday, March 7  
Spring Vacation -- March 10-15 (Monday-Saturday)  
Holiday -- Good Friday, March 28 (includes Saturday,  
March 29)  
Commencement -- Friday, May 9  
Final Exams -- May 10 - 15 (Saturday-Thursday)  
Holiday -- Memorial Day, Monday, May 26  
Spring Semester ends -- May 31

### HISTORY OF JOHN A. LOGAN COLLEGE

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

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

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

Classes were held for the first time in September 1968, with 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 Cartersville. 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.

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

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

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

## STATEMENT OF PHILOSOPHY, MISSION, AND GOALS

### Philosophy

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

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional 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.
- 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 lifestyles.
- 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.
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.

**AFFIRMATIVE ACTION**

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

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

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

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

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

## DRUG AND SUBSTANCE ABUSE POLICY

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

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

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

## RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

## POLICY ON ADMISSIONS

### 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
  - 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:

<u>Subjects</u>	<u>Years</u>	<u>Emphases</u>
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 75th percentile (a composite score of 23 on the Enhanced ACT).
  - c. Veterans who have not been enrolled in any college course since discharge. Veterans must have an overall C average for college courses taken since separation.
  - d. Participants in the early admissions/concurrent enrollment program until the time of their high school graduation.
  - e. Transfer students who have earned 26 or more hours of transferable credit with an overall C average or better.

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 three 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.

E-mail information on admissions is at: [crain@jal.cc.il.us](mailto:crain@jal.cc.il.us)

**High School Students and Nongraduates**

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

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

## 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.

## SCHEDULE OF TUITION AND FEES

### Tuition

In-district students pay \$30.00 per semester hour, a rate that is among the lowest in Illinois. The tuition rate will be increased to \$32 per semester hour on May 25, 1996.

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 \$96.01 per semester hour for in-state residents.

Out-of-state students must pay the prorated per capita cost, which is \$148.23 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 Microcomputers	7.50
ADN 200	Clinical Skills Review	30.00
ADN 201	Introduction to Conceptual Framework	30.00
ADN 213	Nursing Today and Tomorrow	20.00
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)	15.00
ART 102	Fundamentals of Art (three-dimensional)	10.00
ART 160	Commercial Art	10.00
ART 180	Beginning Drawing	15.00
ART 210	Art for Children	10.00
ART 255	Life Drawing	15.00
ART 256A	Drawing	10.00

ART 256B	Drawing	10.00	BUS 125A	Shorthand (Modified Instruction)	2.50
ART 256C	Drawing	15.00	BUS 125B	Shorthand (Modified Instruction)	2.50
ART 257A	Pastels	10.00	BUS 125C	Shorthand (Modified Instruction)	2.50
ART 257B	Pastels	10.00	BUS 128	Machine Transcription	5.00
ART 257C	Pastels	15.00	BUS 232	Shorthand III	7.50
ART 260	Beginning Painting	15.00	BUS 247	Legal Secretarial Practice I	5.00
ART 261A	Oil Painting	10.00	BUS 248	Legal Secretarial Practice II	5.00
ART 261B	Oil Painting	15.00	BUS 249	Medical Transcription	15.00
ART 261C	Oil Painting	15.00	BUS 249A	Beginning Medical Transcription	7.50
ART 262A	Watercolor	10.00	BUS 249B	Medical Transcription	7.50
ART 262B	Watercolor	10.00	BUS 250	Advanced Medical Transcription	15.00
ART 262C	Watercolor	15.00	BUS 250A	Advanced Medical Transcription I	5.00
ART 265	Introduction to Crafts	10.00	BUS 250B	Advanced Medical Transcription II	5.00
ART 295	Portfolio	10.00	BUS 250C	Advanced Medical Transcription III	5.00
AST 171A	Engine Performance A	10.00	BUS 261	MRT Transcription	12.00
AST 171B	Engine Performance B	10.00	BUS 270	Medical Office Procedures	5.00
AST 173	Brakes	10.00	BUS 280	Computer Applications for the Medical office	5.00
AST 177	Automotive Clinic	25.00	CCT 267	Child Care/Teacher Aide Lab	10.00
AST 180A	Electrical Systems A	10.00	CCT 268	Child Care/Teacher Aide Lab	10.00
AST 180B	Electrical Systems B	10.00	CHM 101	General Inorganic Chemistry	15.00
AST 181	Suspension & Steering	10.00	CHM 102	Qualitative and Quantitative Analysis	15.00
AST 270	Manual Drive Trains & Axles	10.00	CHM 201	Organic Chemistry	15.00
AST 271	Automatic Trains	10.00	CHM 202	Organic Chemistry	15.00
AST 272	Automotive Engine Repair	10.00	CIM 102	Industrial Electricity	10.00
AST 275	Service Management	10.00	CIM 103	Introduction to Robotics	10.00
AST 277	Automotive Clinic II	25.00	CIM 201	CIM Cell	25.00
AST 280	Air Conditioning	10.00	CIS 101	Introduction to Computers	7.50
BIO 100	Biology (Non-Science Majors)	10.00	CIS 102	Programming I	7.50
BIO 101	Biological Science	10.00	CIS 104	Spreadsheet Design	10.00
BIO 105	Anatomy and Physiology	12.50	CIS 120	Database Management	10.00
BIO 106	Human Body Structure and Function	12.50	CIS 201	Programming II	7.50
BIO 110	General Botany	10.00	CIS 205	Word Processing	10.00
BIO 115	Invertebrate Zoology	12.50	CIS 207	Applications of Basic Programming for Business	7.50
BIO 120	Vertebrate Zoology	12.50	CIS 210	Information Processing	10.00
BIO 125	Horticulture (Lab Only)	7.50	CIS 215	Advanced Programming Projects	7.50
BIO 205	Human Anatomy and Physiology I	12.00	CIS 220	Advanced Spreadsheet Design	7.50
BIO 206	Human Anatomy and Physiology II	12.00	CIS 225	Advanced Database Management	7.50
BIO 226	General Microbiology	15.00	CIS 235	Current Topics in Information Systems	7.50
BIO 275	Common Plants of Southern Illinois	100.00	CIS 240	Desktop Publishing	7.50
BUS 116	Keyboarding I	15.00	COS 111A	Cosmetology Laboratory	45.00
BUS 116A	Beginning Keyboarding	5.00	COS 112A	Cosmetology Laboratory	45.00
BUS 116B	Beginning Keyboarding	5.00	COS 113A	Cosmetology Laboratory	45.00
BUS 116C	Beginning Keyboarding	5.00	COS 115	Cosmetology-Related Lab	5.00
BUS 117	Keyboarding II	15.00	COS 117	Nail Technician	25.00
BUS 117A	Advanced Keyboarding	5.00	COS 210	Principles of Hair Care	20.00
BUS 117B	Advanced Keyboarding	5.00	COS 211	Principles of Skin Care	25.00
BUS 117C	Advanced Keyboarding	5.00	CPS 176	Introduction to Computer and Applications	7.50
BUS 118	Keyboarding III	15.00	CPS 203	Introduction to FORTRAN	7.50
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			

CPS 204	Introduction to PASCAL	7.50	IND 105	Introduction to Computers	2.50
CPS 205	Computer Graphics	7.50	IND 121	Manufacturing Processes I	15.00
CPS 208	Assembly Language Programming	7.50	IND 122	CAD/CAM Operations	15.00
CPS 215	Data Structures	7.50	IPP 141	American Sign Language (ASL I)	7.50
DDA 101	Developmentally Disabled Attendant Care	5.00	IPP 142	American Sign Language II (ASL II)	7.50
DNA 102	Dental Assisting Procedures I	10.00	IPP 143	American Sign Language III (ASL III)	7.50
DNA 103	Dental Assisting Procedures II	10.00	LIT 275	Art of the Cinema	15.00
DNA 104	Dental Radiology I	25.00	MAC 150- 164	(Modules) Machine Processes	30.00 ea
DNA 105	Dental Radiology II	25.00	MKT 260	Commercial Art	10.00
DNA 106	Preventive Dental Health Education	10.00	MKT 261	Computer Art and Graphic Design	10.00
DNA 107	Dental Materials I	30.00	MLT 120	Introduction to Clinical Lab	15.00
DNA 108	Dental Materials II	30.00	MLT 121	Serology	50.00
DRT 181	Technical Drafting I	12.50	MLT 122	Clinical Microscopy	50.00
DRT 182	Technical Drafting II	12.50	MLT 223	Immunohematology	50.00
DRT 183	Detail and Assembly	7.50	MLT 224	Hematology	50.00
DRT 185	Computer Graphics I	12.50	MLT 225	Clinical Chemistry	50.00
DRT 281	Computer Graphics II	12.50	MLT 226	Applied Clinical Microbiology	50.00
DRT 282	Tool Design	12.50	MLT 227	Coagulation	50.00
DRT 283	Advanced Technical Drawing II	12.50	MLT 251	Clinical Rotation I	50.00
DRT 285	Descriptive Geometry	7.50	MLT 252	Clinical Rotation II	50.00
DRT 286	Computer Graphics III	10.00	MUS 101	Choral Ensemble	2.50
EGR 101	Engineering Graphics	7.50	MUS 102	Chamber Ensemble	2.50
ELT 100	DC/AC Fundamentals	20.00	MUS 103	Symphonic Band	2.50
ELT 110	Solid State Circuits	20.00	MUS 106	Beginning Class Piano I	2.50
ELT 111	Digital Electronics	20.00	MUS 115	Music for Children	2.50
ELT 150	Applied Solid State Electronics	20.00	MUS 123	Music Ensemble	2.50
ELT 200	Introduction to Microprocessors	20.00	NAD 101	Nursing Assistant Training	15.00
ELT 220	Industrial Electronics	20.00	ORI 100	Seminars for College Success	2.00
ELT 224	Power Distribution and Motors	20.00	ORT 101	Surgical Technology I	20.00
EMS 250	Paramedic I	25.00	ORT 102	Surgical Technology II	20.00
EMS 251	Paramedic II	25.00	ORT 103	Surgical Technology III	20.00
EMS 252	Paramedic III	25.00	OTA 100	Introduction to Occupational Therapy	15.00
EMT 100	First Responder Care	5.00	OTA 110	Clinical Observation I	50.00
EMT 111	Emergency Medical Technician I	20.00	OTA 111	Clinical Observation II	50.00
EMT 200	Emergency Medical Technician (Ambulance Instr. Trng.)	20.00	OTA 112	Activities of Daily Living	50.00
ENG 050	Basic Reading and Writing	10.00	OTA 120	Occupational Therapeutic Media	50.00
ENG 052	Developmental Writing Skills	6.00	OTA 121	Occupational Therapy Group Process	50.00
ENG 053	Developmental Reading Skills	6.00			
ENG 101	English Composition (Word Processing Sections Only)	7.50			
HIT 101	Introduction to Medical Records	15.00			
HIT 102	Health Records Systems	10.00			
HIT 103	Health Records Systems Lab	10.00			
HIT 201	Health Data and Statistics	10.00			
HIT 202	Clinical Practicum I	10.00			
HIT 203	Management in Health Care	10.00			
HIT 204	Coding	10.00			
HIT 210	Clinical Application of Health Data	10.00			
HIT 211	Medico Legal Aspects	10.00			
HIT 212	UR/QA Risk Management	10.00			
HIT 213	Clinical Practicum	10.00			
HIT 214	Medical Records in Non- Traditional Setting	10.00			
HIT 215	Fundamentals of Medical Science	10.00			
HUM 101	Introduction to Humanities	10.00			
HUM 152	Death & Dying	10.00			

OTA 200	Psychosocial Therapy and Practice	50.00	WEL 181	Introduction to Oxyacetylene Welding	15.00
OTA 202	OT Theory I	50.00	WEL 182	Introduction to Arc Welding	15.00
OTA 204	OT in Pediatrics	50.00	WEL 183	Intermediate Arc Welding	15.00
OTA 210	OT Theory I	50.00	WEL 188	Welding Laboratory (Heavy Equipment Welding)	15.00
OTA 211	OT Theory II	50.00	WEL 189	Welding Laboratory (Heavy Equipment Welding)	15.00
OTA 215	Fieldwork Experience I	50.00	WEL 190	Welding Laboratory (Heavy Equipment Welding)	15.00
OTA 216	Fieldwork Experience II	50.00	WEL 191	Welding laboratory (Heavy Equipment Welding)	15.00
OTA 250	OT Administration	50.00	WEL 192	Introduction to Pipe Welding	30.00
PED 100	Aerobics and Weight Training I	20.00	WEL 193	Pipe Welding	30.00
PED 101	Aerobics and Weight Training II	20.00	WEL 194	Pipe Welding	60.00
PED 102	Aerobics and Weight Training III	20.00	WEL 195	Special problems	15.00
PED 103	Aerobics and Weight Training IV	20.00	WEL 196	MIG Welding-Alum.	25.00
PED 104	Aerobics and Weight Training	20.00	WEL 197	MIG Welding-Stainless Steel	25.00
PED 126	Beginning Weight Training	20.00	WEL 198	TIG Welding-Alum.	25.00
PED 127	Intermediate Weight Training	20.00	WEL 199	TIG Welding-Stainless Steel	25.00
PED 128	Advanced Weight Training	20.00		Body Composition Assessment	20.00
PED 150	Bowling	30.00		Telecourses	15.00
PED 155	Golf I	35.00			
PED 156	Golf II	35.00			
PED 157	Golf III	35.00			
PED 158	Advanced Golf	35.00			
PHY 151	Technical Physics	6.00			
PHY 155	Physics I	6.00			
PHY 156	Physics II	6.00			
PHY 205	University Physics I	6.00			
PHY 206	University Physics II	6.00			
PHY 215	Introduction to Circuit Analysis	7.50			
PNE 101	Fundamentals of Nursing	35.00			
PNE 102	Nursing Procedures	65.00			
PNE 103	Clinical Nursing	10.00			
PNE 183	Maternal and Newborn Health	10.00			
PNE 206	Medical and Surgical Nursing Part II	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			

## 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 Veterans Grant, the Illinois Scholarship Program, the Illinois National Guard Scholarship, Department of Public Aid, the Pell grant (BEOG), or Social Security benefits. The dean of student services at his/her discretion may defer fees for students not covered by veterans benefits or other financial assistance programs at the College. This deferment shall not exceed the tenth (10th) instructional day. An extension of the due date does not relieve the student of the responsibility to pay all tuition/fees when due, even if the anticipated financial aid is not approved.

## 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 Direct 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 \$7,045 for all students living at home with parent or guardian and \$9,456 for all students not living at home with parent or guardian, married or single.

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

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

8. Be aware that students transferring from another school to John A. Logan College must take appropriate action necessary to receive assistance at John A. Logan College. Students applying for federal student assistance must have any and all previous schools attended send a financial assistance transcript and an academic transcript to John A. Logan College's Student Financial Assistance Office in order to receive aid from U. S. Department of Education programs. Students with a Pell Grant must get a duplicate copy of the Student Aid Report (SAR) to submit to the College's Financial Aid Office. Students with an ISAC Monetary Award must have the award authorized for John A. Logan College.
9. Male students should sign a statement of registration with Selective Service or indicate that registration is not required. Compliance is mandatory according to federal and state regulations.

## Verification Policies and Procedures

Frequently, the U. S. Department of Education selects Pell Grant applications for review in a process called verification. Applicants selected for verification will be informed of their verification requirements by means of an instructional statement on their Pell Grant Student Aid Report, 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 Direct Student Loans, and Illinois State Monetary Award programs. That information is used to calculate an applicant's student aid index and expected family contribution in order to determine the applicant's financial need for assistance.

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

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

1. Applicants selected for verification must submit to the Student Financial Assistance Office appropriate documentation no later than April 30, 1996, for the 1996-97 award year. No financial assistance will be awarded until appropriate documentation has been submitted and the verification process has been completed. Failure to submit required documentation will render an applicant ineligible to receive financial assistance.
2. Applicants selected for verification will be informed of verification results verbally if the applicant submits the Student Aid Reports, verification worksheet, and required documentation in person. If inaccurate information is detected, all documents will be returned to the applicant immediately for correction and reprocessing. Instances in which the applicant submits the Student Aid Report, worksheet, and documentation by mail will warrant communication either by mail or telephone in order to inform the applicant of verification results.
3. Applicants who are required to correct application information will be required to correct inaccurate items on the Student Aid Report and return the report to the 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 an explanation concerning verification within ten business days.
5. All applicants are required to submit accurate information when completing the Federal Student Aid Form, the Direct Student Loan application, and the application for part-time student employment.
6. Applicants who submit fraudulent information to obtain financial assistance will be reported to the U. S. Department of Education Inspector General's Regional Office or to the appropriate state or local law enforcement agency. 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 William Ford Direct Loan program, the Illinois State Monetary Award program, the Pell Grant program, and the student employment program.
2. All Direct Loans, John A. Logan College Foundation scholarships, Pell grants, and student employment payments administered by the College will be made by check and disbursed by the Financial Aid Office.

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 awarded through the John A. Logan College Foundation:

- Rosemary/Doug Bryant Scholarship
- Elizabeth M. Dietz Memorial Scholarship
- Margaret and Albert Bleyer Memorial Scholarship
- Rannie L. Odum Memorial Scholarship
- Egyptian Contractors/O. M. Hudgens Scholarship
- Sam Mitchell Law Offices Scholarship
- American Magnetism Scholarship
- Foundation General Scholarship
- Carterville State & Savings Bank Scholarship

O. M. Hudgens Secretarial Scholarship  
 Tarvin/Wides Scholarship  
 Angelo Sala Memorial Scholarship  
 Du Quoin National Bank Scholarship  
 Raleigh Crawford Pre-Engineering Scholarship  
 First Federal Savings and Loan Scholarship  
 Frances B. Miller Scholarship  
 Kenneth L. Greenlee Memorial Scholarship  
 Southeastern Illinois Electric Cooperative  
 Scholarship  
 John A. Logan Scholarship in Fine Arts  
 Frank R. Samuel Memorial Scholarship  
 Harold R. O'Neil Performing Arts Scholarship  
 Harold R. O'Neil Student Athlete Scholarship  
 Auxilliary Memorial Hospital of Carbondale  
 Scholarship  
 Danka Scholarship  
 Rendleman Nursing Scholarship  
 Jackson County Retired Teachers Association  
 Scholarship  
 Southern Illinois Hunting and Fishing Days  
 Scholarship  
 Illinois Health Improvement Association  
 Scholarship  
 Boatmen's Bank of Franklin County Scholarship  
 Herbs for Health & Fun Club  
 Southern Illinois Hospital Services Nursing  
 Scholarship  
 Sara Doerr Scholarship  
 James D. Holloway Legislative Scholarship  
 Valerie Jean Oliver Memorial Scholarship  
 Katherine Derbak Memorial Scholarship  
 Dr. Suzanne Teegarden Memorial Scholarship  
 for Re-entry Women  
 John A. Logan College Foundation Board  
 Scholarships (4)  
 Beta Sigma Phi-Sigma Omega Scholarship  
 Harold E. Perkins Memorial Scholarship

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

In addition, the John A. Logan College Foundation offers two academic scholarships and one vocational scholarship to graduating seniors in each of the eleven 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, the John A. Logan College Student Financial Assistance Office, and by e-mail at: [steveart@jal.cc.il.us](mailto:steveart@jal.cc.il.us)

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

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

### **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 Direct Loan program offers low-interest, long-term educational loans to qualified students. To be eligible, a student must be a U. S. citizen or eligible non-citizen, be a resident of Illinois, be making satisfactory academic progress, meet Selective Service registration requirements, and be enrolled on at least a half-time (6 semester hours) basis. Full-time enrollment status begins at 12 semester hours. Full-time or half-time undergraduate students are eligible to borrow up to \$2,625 for 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%.

## 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 1995-96 school year, an applicant should file the 1995-96 Federal Student Aid Form. To apply for the 1996-97 school year, an applicant should file the 1996-97 Federal Student Aid Form. To apply for the 1997-98 school year, the applicant should file the 1997-98 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 at the College.

**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 at the College.

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

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

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

**Illinois State Veterans Grant.** Illinois veterans who have served in the military service 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 education benefits provided by various agencies as well as answers to procedural questions can best be obtained by contacting the appropriate agency.

E-mail information on financial aid available at John A. Logan College is at: [peterson@jal.cc.il.us](mailto:peterson@jal.cc.il.us)

**President’s Honor List**

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

**Vice-President’s Honor List**

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

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

**Satisfactory Academic Progress**

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

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

	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

**Students on Academic Warning**

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

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

1. see their academic advisors for assistance;
2. seek help through the Student Support Services 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 Student Support Services, 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 Student Support Services 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, the following academic progress standards are applied:

Full Time (12 hours or more) Students that receive financial assistance based on full-time attendance must complete 8 semester hours during that semester to maintain financial assistance eligibility.

Three-quarter time (9-11 hours) Students that receive financial assistance based on three-quarter time attendance must complete 6 semester hours during that semester to maintain financial assistance eligibility.

Half-time (6-9 hours) Students that receive financial assistance based on half-time attendance must complete 4 semester hours during that semester to maintain financial assistance eligibility.

Financial assistance recipients must demonstrate academic progress during each semester that financial assistance is awarded. Students that do not achieve academic progress have the opportunity to participate in the Academic Appeal Program as an avenue to have financial assistance eligibility reinstated. The director for student financial assistance has authority to authorize approval of student financial assistance in special or unusual circumstances.

6. Academic progress will be measured and evaluated after the conclusion of each enrollment year. Students who switch enrollment statuses (i.e., full-

time to three-quarter time) during an enrollment year will have their semester-hour completion minimum evaluated in a manner proportionate to their overall enrollment, as specified in item 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, may 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 a class will receive a grade of "AB," which is counted as an "E" for all grading purposes. Students must see an advisor or counselor to withdraw officially.

### Late Enrollment

Late enrollment is allowed during the first five days of 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.

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

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

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

Physics B or C  
Chemistry  
Biology  
American History  
European History  
English (with research paper)  
Foreign Languages: German, Spanish, French  
Mathematics: Calculus AB, Calculus BC  
Music  
Economics  
American Government

Comparative Government  
Computer Science: Computer Science A,  
Computer Science AB

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

## 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 examinations 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. Students should notify the dean of student services 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 Applied Science
- Associate in Arts
- Associate in Engineering Science
- Associate in General Studies
- Associate in Science

## General Requirements

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

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

## Degree Requirements

1. The Associate in Arts, Associate in Science, and Associate in Engineering Science degrees are available to each student who meets the requirements of a college transfer program. The degree requirements are outlined in this Bulletin.
2. The Associate in Applied Science and Associate in General Studies degrees will be awarded to graduates completing an approved two-year career curriculum

## Certificate of Achievement Requirements

The Certificate of Achievement will be granted to those students who successfully complete a board-approved certificate program with a 3.0 overall grade-point average.

## Waiver of Academic Requirements

1. Institutional Responsibility

In order to maintain the integrity of the College's academic programs, special criteria for admission to certain courses and curricula must be set, minimum requirements for retention of student status must be defined, and requirements for completion of curricula and awarding degrees must be set. For such standards to be meaningful, they must be realistic. However, in recognition of the fact that there may be

extenuating circumstances or compensating factors in a particular case, appeals for waivers of specific graduation requirements may be made through a student's advisor to the vice-president for instructional services. All waivers of required courses in any College program and all authorizations for substituting certain courses in lieu of specific program requirements must be approved by the vice-president for instructional services. The vice-president's written approval for a waiver must be filed with the Admissions Office prior to the student's formal graduation check.

2. Student Responsibility

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

## Graduation Procedures

Graduation ceremonies are held each year at the end of spring semester. Students meeting graduation 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.

## Educational Guarantee Program: The Logan Seal

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

## Release of Directory Information

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, 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, audio tapes, video tapes, CD-ROMs, computer programs 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, in the use of computers, 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, government documents, newspapers and full-text CD-ROMs. Library Services supervises the circulation of materials from this area, supervises materials placed on reserve, provides a reference service, and assists students with the use of the CD-ROM network and the on-line system. Students may request materials through interlibrary loan if the needed materials are not available in the LRC.

The library works cooperatively with other institutions to provide access to periodical articles via a facsimile machine. The library at John A. Logan College is an active, participating member of ILLINET library network, the Southern Illinois Learning Resources Cooperative, the Northern Illinois Learning Resources Cooperative, and the Shawnee Library System's automated catalog. Students with home computers may access the on-line catalog. Copy machines are provided for student use. Study carrels are available for individualized study.

### 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, choose from a variety of educational software that supports instruction, or use the Internet as a research tool.

### Learning Laboratory

This facility is located on the upper level of the LRC. Its mission is to provide materials and equipment needed by students working on an individualized study basis. Audio tape duplication is available. The Learning Laboratory also serves telecourse students who use it as their contact with the College. Here, students pick up telecourse packets, 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 previews or purchases of instructional media are 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.

### Distance Learning

The College has a Distance Learning Laboratory with two-way interactive audio and video components. The College can send classroom information to other schools or businesses, or receive information in its Distance Learning Laboratory.

### 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 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.

## Philosophy of Assessment

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

The College supports the use of multiple measures to assess student learning and development, and employs valid and appropriate assessment procedures. To insure the relevance of these procedures, ongoing evaluations of assessment measures are conducted.

Integral to the full realization of the assessment program at John A. Logan College is the faculty's critical role and responsibility in the design and implementation of the process, and an institution-wide commitment to this program, which includes strong administrative support and adequate resource allocations.

The assessment process provides institutional feedback, which is used to improve educational programs and practices, student and community services, and the planning process.

## STUDENT SERVICES

The philosophy of the Student Services program at John A. Logan College is to aid in the total educational development to the fullest extent of the student's intellectual, social, personal, and vocational capabilities. By providing various auxiliary services to the student, it is hoped that this philosophy will become a practical reality for all students who attend John A. Logan College.

### Counseling Service

The important number is "one" at John A. Logan College. All groups, regardless of group objectives, are made up of individuals, and the staff of John A. Logan College endeavors to keep this fact uppermost in mind. Thus, faculty, advisors, counselors, and administrators are available to assist individual students with matters relating to educational and vocational planning, adjustment to college, study skills, and personal and social problems.

### Academic Advisement

Every student admitted to John A. Logan College will be assisted prior to, and during, registration in developing his/her educational and vocational plans. This service will be provided by a counselor or academic advisor. These people will be available throughout the year to help the student with problems which may interfere with progress toward his/her goals.

### Personal Counseling

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

### Testing

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

## Tutoring

The Student 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

Oftentimes students need to learn techniques which will help them improve upon their academic skills. The Student 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. E-mail information is available at: ngozi@jal.cc.il.us

## 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. The College's TTY number is 985-2752.

## 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 Student 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.

## Career Counseling and Job Placement Services

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

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

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

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

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

## STUDENT ACTIVITIES

John A. Logan College considers organized activities to be an integral part of the College's educational program. In essence, the College believes that participation in student activities enhances the student's total 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 Cultural Alliance

The Southern Illinois Cultural Alliance 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.

### 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** - 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.

**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.

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

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

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

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

**John A. Logan College Republicans** - This is a student organization formed to sponsor and support Republican and conservative events, ideas, and candidates. The group takes 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.

**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 founded in 1918, and is the community college equivalent of Phi Beta Kappa, the national honorary scholastic fraternity. Phi Theta Kappa provides recognition for academic excellence as well as opportunity for intellectual enrichment, social activities, and service to the College. The local chapter, Upsilon Pi, periodically issues invitations to eligible members.

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

**Returning Students Association (RSA)** - This organization is for students returning to higher education, and for older students going to college for the first time

**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. Informative meetings are held, along with fund-raising activities

**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.

**Technology/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.

**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.

**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.

**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.

#### Student Publications

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

## INTERNATIONAL EDUCATION PROGRAMS

John A. Logan College offers a wide range of international education opportunities for students and the community. Lectures, exhibits, and performances frequently have an international flavor in addition to a yearly focus on a particular country. Round table discussions on topics of international interest are also held several times each semester.

Numerous courses at the College (marked with an asterisk in the semester schedules) include units or topics of international information. For example, an introduction to marketing course might include a unit on marketing a product in Japan, or a child psychology course might cover childrearing practices in other countries.

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

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

## STUDY ABROAD PROGRAMS

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

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

### Semester Abroad Programs

There are five semester abroad programs: Christ Church College, Canterbury, England; Salzburg College, Salzburg, Austria; The Institute of Superior Studies (ITESM), Monterrey, Mexico (fall only); Hogeschool Holland, Diemen, Netherlands (spring only); and Forester Instituto Internacional, San Jose, Costa Rica (summer only).

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

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

At the Institute of Superior Studies in Monterrey, Mexico, students interested in business will enroll for 12 semester hours in Spanish (at all levels), the culture of modern Mexico, doing business in Mexico, and a seminar on business operations in Mexico. All instruction is in English, and students will live in double occupancy university dorms. The North American Free Trade Agreement has made Monterrey a vital linkage point for financial, cultural, and industrial exchanges between the U. S. and Mexico.

At Hogeschool Holland, housing is in college-approved apartments near the central campus or in on-campus facilities. Students must be involved in a recognized business curriculum to participate in this program. Students may select courses in business administration,

foreign languages, and Dutch culture. Instruction is in English. Field trips are a scheduled part of the program, and students will visit cultural sites in Amsterdam, The Hague, Rotterdam, historic Zaanse Schans, and Vollandam.

A five-week summer program designed to immerse students in Spanish language study is available at the Forester Instituto Internacional in San Jose, Costa Rica. Students live with Costa Rican families and study Latin American Culture and Civilization in addition to Spanish. Coursework is augmented by a variety of field trips. Students may participate in this program with beginning-to-advanced language skills.

### **Other Study Abroad Opportunities**

Students studying in technical areas may be interested in a two-week exchange program with MBO-College Den Bosch in The Netherlands. Exchanges are available in several career areas including (but not limited to) CAD/CAM, secretarial studies, and business marketing. This exchange program includes both academic and work experiences. Students live with Dutch families and are generally matched with a Dutch student in the same field.

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

### **COLLEGE FOUNDATION**

The John A. Logan College foundation is a not-for-profit, tax exempt corporation established to provide financial and other types of support for the College. It encourages giving by individuals, businesses, and other 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. E-mail information regarding the foundation is at: [steveart@jal.cc.il.us](mailto:steveart@jal.cc.il.us)

## BACCALAUREATE TRANSFER PROGRAM

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

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

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

Pre-professional students should be familiar with the transfer rules of the institution concerned, including any special rules for the student's proposed curriculum at that institution. Students planning to transfer to an Illinois institution will find information on that institution in the Office of the Dean for Student Services. An advisor, counselor, or representative of the Minority Transfer Center will help the student develop an individual course plan.

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

Each curriculum guide also has its own specific requirements. Unless students are careful in their selection of subjects during the first two years, they may unnecessarily lose valuable time. The Office of the Dean of Student Services, faculty advisors, and Minority Transfer Center will assist the student in making a proper selection of courses, but it is the student's responsibility to learn what is required for his/her educational goals. The student is responsible for obtaining full knowledge of the information provided in this College Bulletin concerning regulations and requirements of the College and his/her program of study. In addition, students need to become familiar with any special requirements of their transferring institution.

## CURRICULUM GUIDES FOR ASSOCIATE IN ARTS

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

Art	Psychology
History	Sociology
Political Science	

### CREDIT HOUR REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE

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

# JOHN A. LOGAN COLLEGE

## Curriculum Associate in Arts Degree

The Associate of Arts degree is designed for transfer-oriented students who are undecided about their major or who plan to major in one of the following areas: art, behavioral sciences, English, foreign language, journalism, music, philosophy, social sciences, speech, or theater.

It is recommended that students follow the specific curriculum guides in their specific major. Advisors will also assist students in designing special programs of study that fulfill the requirements of the Associate of Arts degree and allow the student to concentrate in major areas not listed above or which help the student prepare for transfer to a specific institution.

### GRADUATION REQUIREMENTS

#### Group I--Communication (9 credit hours)

ENG 101	3
ENG 102	3
SPE 115	3

#### Group II--Humanities (12 credit hours)

9 hours must be selected from Group A, with at least 1 course from Fine Arts and 1 course from Humanities. 3 hours may be selected from Group B.

#### Group A

##### *Fine Arts*

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

##### *Humanities*

Foreign Language: FRE 202, GER 202, SPN 202  
<sup>1</sup>History: HIS 101, 102, 110, 201, 202  
 Humanities: HUM 101  
 Literature: LIT 280, 281  
 Philosophy: PHL 111, 121, 131, 200, 260

#### Group B

Art: ART 101, 102, 205, 210  
 Drama/Speech: SPE 116, 121, 122  
 Language: FRE 101, 102, 201, GER 101, 102, 201, SPN 101, 102, 201  
 Music: MUS 101, 106, 110, 121, 122

#### Group III--Mathematics (6 credit hours\*)

<u>Option #1</u>	
MAT 117 or MAT 131 or MAT 201	4-5

#### Option #2

Two courses from the list below.

MAT 108	3
MAT 111	5
MAT 113	3
MAT 116	5
MAT 120	3
MAT 125/CPS 202**	3

\*4 or more semester hours of calculus

\*\* Only offered in the fall.

**Group IV--Social Science (12 credit hours)**

HIS 201, 202 or PSC 131 3  
PSY 132 3

3 hours must be selected from Group A.  
3 hours may be selected from Group B.

**Group A**

Anthropology: ANT 111, 216  
<sup>1</sup>History: HIS 101, 102, 110, 201, 202  
Geography: GEO 112, 215 <sup>2</sup>  
Political Science: PSC 131, 211, 220, 289  
Psychology: PSY 262  
Sociology: SOC 133, 215, 263, 264  
Economics: ECO 201, 202

**Group B**

History: HIS 105  
Political Science: PSC 212, 220  
Psychology: PSY 110, 265, 285  
Interdisciplinary Studies: ITD 200  
Education: EDC 202, 203

**Group V--Physical and Life Science (9 credit hours)**

BIO 100 or 101 3  
PHS 105 3  
Science Elective 3

**Science Electives**

***Life Science***

Biology: BIO 101, 105, 110, 115, 120,125, 225, 226, 240, 241, 245, 275

***Physical Science***

Physical Science: PHS 101, 102, 103, 104, 220  
Chemistry: CHM 101, 102, 201, 202  
<sup>2</sup>Physical Geography: GEO 215  
Physics: PHY 121, 155, 205

**Group VI--Health (2 credit hours)**

Health 110 2

**Group VII--General Electives (12-14 credit hours)**

**Acceptable Electives for an Associate of Arts Degree**

***Humanities Electives***

Art: ART 101, 102, 111, 205, 210, 220, 221  
Drama/Speech: SPE 113, 116, 121, 122  
Humanities: HUM 101, 152  
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202, SPN 101, 102, 201, 202  
Literature: LIT 275, 280, 281  
Music: MUS 101, 105, 106, 110, 121, 122  
Philosophy: PHL 111, 121, 131, 200, 260  
<sup>1</sup>History: HIS 101, 102, 110, 201, 202

***Social Science Electives***

Anthropology: ANT 111, 216  
<sup>1</sup>History: HIS 101, 102, 105, 110, 201, 202  
Geography: GEO 112, 215 <sup>2</sup>  
Political Science: PSC 131, 211, 212, 213, 215, 220  
Psychology: PSY 110, 262, 265, 285  
Sociology: SOC 133, 263, 215  
Interdisciplinary Studies: ITD 200  
Economics: ECO 201, 202  
Education: EDC 202, 203

***Science Electives***

Biology: BIO 101, 105, 106, 110, 115, 120,125, 205, 206, 225, 226, 240, 241,245, 275  
Physical Science: PHS 101, 102, 103, 104, 220  
Physics: PHY 121, 155, 156, 201, 202, 205, 206, 210, 212, 215  
Chemistry: CHM 101, 102, 201, 202  
<sup>2</sup>Physical Geography: GEO 215

***Other Electives***

Computer Science: CPS 176, 202, 203, 204, 206, 208, 215  
Mathematics: MAT 108, 111, 113, 116, 117, 125, 131, 201, 202, 205, 221  
Health: HTH 115, 132, 135  
Physical Education Electives  
Interdisciplinary: ITD 201, 210  
Computer Information System: CIS 207  
Business: BUS 235

<sup>1</sup>Credit cannot be used to satisfy both humanities and social science requirement.

<sup>2</sup>Credit cannot be used to satisfy both social science and physical science requirement.

**CURRICULUM GUIDES FOR ASSOCIATE IN ARTS  
MAJOR PROGRAMS OF STUDY**

(Electives, options and tracks are shown on pages 37-38.)

**ART**

**Associate in Arts Degree**

**First Year - Fall Semester\***

ART 180 Beginning Drawing	3
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	<u>3</u>
	16

**First Year - Spring Semester**

Art 120 Exploring Art-Basic (three-dimensional)	3
ART 221 History of Art II	3
ENG 102 English Composition II	3
PSY 132 General Psychology	3
PHS 105 Physics for Non-Science Majors	<u>3</u>
	15

**Second Year - Fall Semester**

Social Science Elective	3
Humanities Elective (Group A)	3
Mathematics 108 or 113 College Algebra or Contemporary Math	3
Art 255 Life Drawing	3
PSC 131 American Government or HIS 201 or 202 U. S. History	<u>3</u>
	15

**Second Year - Spring Semester**

SPE 115 Speech	3
Science Elective	3
Social Science Elective	3
HTH 110 Health Education	2
MAT 120 Elementary Statistics	3
Art Elective	<u>3</u>
	17

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

**HISTORY**

**Associate in Arts Degree**

**First Year - Fall Semester**

BIO 100 or 101 Biological Science	3
PSY 132 General Psychology	3
HIS 201 United States History I	3
ENG 101 English Composition I	3
MAT 108 College Algebra	<u>3</u>
	15

**First Year - Spring Semester**

PHS 105 Physics for Non-Science Majors	3
ENG 102 English Composition II	3
Fine Arts Elective	3
SPE 115 Speech	3
HIS 202 United States History II	<u>3</u>
	15

**Second Year - Fall Semester**

HIS 101 Western Civilization I	3
Science Elective	3
Foreign Language	4
HIS 110 Eastern Civilizations	3
Elective	<u>3</u>
	16

**Second Year - Spring Semester**

HIS 102 Western Civilization II	3
Mathematics Elective	3
PSC 131 American Government	3
Foreign Language	4
Humanities Elective	<u>3</u>
	16

**POLITICAL SCIENCE**

**Associate in Arts Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
MAT 108 College Algebra	3
PSC 131 American Government	3
HIS 110 Eastern Civilization	<u>3</u>
	12

**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
	<u>17</u>

**Second Year - Fall Semester**

PHS 105 Physics for Non-Science Majors	3
Fine Arts Elective	3
PSY 132 General Psychology	3
Foreign Language	4
Social Science Elective	3
	<u>16</u>

**Second Year - Spring Semester**

Science Elective	3
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
Foreign Language	4
PSC 211 State and Local Government <u>or</u> PSC 212 International Relations <u>or</u> PSC 289 The Law and Society	3
ECO 201 Introduction to Macroeconomics	3
	<u>16</u>

**PSYCHOLOGY**

**Associate in Arts Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
BIO 100 or 101 Biological Science	3
MAT 108 College Algebra	3
PSY 132 General Psychology	3
Humanities Elective	3
	<u>15</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
PHS 105 Physics for Non-Science Majors	3
HIS 201 or 202 U. S. History I or II	3
Humanities Elective	3
PSY 262 Child Psychology	3
	<u>15</u>

**Second Year - Fall Semester**

Science Elective <sup>1</sup>	3
SPE 115 Speech	3
PSC 131 American Government	3
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
Foreign Language	4
	<u>16</u>

**Second Year - Spring Semester**

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

<sup>1</sup>BIO 105, Anatomy and Physiology, is recommended.

**SOCIOLOGY**

**Associate in Arts Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
BIO 100 or 101 Biological Science	3
MAT 108 College Algebra	5
SOC 133 Principles of Sociology	3
HUM 152 Death and Dying	3
	<u>17</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
PHS 105 Physics for Non-Science Majors	3
Humanities Elective	3
PSC 131 American Government or HIS 201 or 202 U. S. History	3
SOC 215 Diversity in American Life	3
	<u>16</u>

**Second Year - Fall Semester**

SPE 115 Speech	3
PHL 111 Ethics and Moral Problems	3
SOC 263 Marriage and Family	3
MAT 120 Elementary Statistics or Elective (MAT or CPS)	3
Foreign Language	4
	<u>16</u>

**Second Year - Spring Semester**

Science Elective	3
Fine Arts Elective	3
Foreign Language	4
PSY 132 General Psychology	3
SPE 122 Discussion and Conference	3
	<u>16</u>

**CURRICULUM GUIDES FOR  
ASSOCIATE IN SCIENCE**

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

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

**CREDIT HOUR REQUIREMENTS FOR  
ASSOCIATE IN SCIENCE DEGREE**

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

**JOHN A. LOGAN COLLEGE**

**Curriculum  
Associate in Science Degree**

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

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

**GRADUATION REQUIREMENTS**

**Group I-Communication (9 credit hours)**

ENG 101	3
ENG 102	3
SPE 115	3

**Group n-Humanities (9 credit hours)**

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

*Fine Arts*

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

*Humanities*

- Foreign Language: FRE 202, GER 202, SPN 202
- History: HIS 101, 102, 110, 201, 202
- Humanities: HUM 101
- Literature: LIT 280, 281
- Philosophy: PHL 111, 121, 131, 200, 260

**Group III-Mathematics (6 bows\*)**

Option #1

MAT 117 or MAT 131 or MAT 201 4-5

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

MAT 208	3
MAT 209	3
	6

Option #3

Two courses from the list below.

MAT 108	3
MAT 111	5
MAT 113	3
MAT 116	5
MAT 120	3
MAT 125/CPS 202**	3

\*4 or more credit hours (semester) of calculus

\*\*Only offered in the fall.

**Group IV-Social Science (9 bow-s)**

HIS 201,202 or PSC 131	3
PSY 132	3

Additional hours select below:

**Social Science Electives**

Anthropology: ANT 111, 216  
'History: HIS 101, 102, 110, 201, 202  
Geography: GEO 112, 2152  
Political Science: PSC 131, 211, 220, 289  
Psychology: PSY 262  
Sociology: SOC 133, 215, 263, 264  
Economics: ECO 201, 202

**GROUP V-Physical and Life Science  
(12-13 hours)**

**Science Options**

**Life Sciences Option #1**

BIO 101 or BIO 100	3
BIO Elective	6
Physical Science Elective	2
	12

**Mixed Sciences Option #2**

BIO 101 or BIO 100	3
PHS 105 or PHY 155 or PHY 205	3-5
<sup>3</sup> Life and/or Physical Science Electives	3-5
	12-13

**Physical Sciences Option #3**

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

**Science Electives**

*Life Science*

Biology: BIO 100, 101, 105, 110, 115, 120, 225, 226, 240, 241, 275

*Physical Science*

Physical Science: PHS 101, 102, 103, 104, 105, 220  
Chemistry: CHM 101, 102, 201, 202  
<sup>2</sup>Physical Geography: 'GEO215'  
Physics: PHY 121, 155, 205

**Group VI-General Electives (17-18 hours)**

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

**Science Electives**

Biology: BIO 100, 101, 105, 106, 110, 115, 120, 205, 206, 225, 226, 240, 241, 275  
Physical Science: PHS 101, 102, 103, 104, 105  
Physics: PHY 121, 155, 156, 201, 202, 205, 206, 210, 212, 215  
Chemistry: CHM 101, 102, 201, 202  
<sup>2</sup>Physical Geography: GEO215

**Humanities Electives**

Art: ART 101, 102, 111, 205, 210, 220, 221  
Drama/Speech: SPE 113, 116, 121, 122  
Humanities: HUM 101, 152  
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202, SPN 101, 102, 201, 202  
Literature: LIT 275, 280, 281  
Music: MUS 101, 105, 106, 110, 115, 121, 122  
Philosophy: PHL 111, 121, 131, 200, 260  
<sup>1</sup>History: HIS 101, 102, 110, 201, 202

**Social Science Electives**

Anthropology: ANT 111, 216  
'History: HIS 101, 102, 105, 110, 201, 202  
Geography: GEO 112, 2152  
Political Science: PSC 131, 211, 212, 215, 220  
Psychology: PSY 110, 262, 265, 285  
Sociology: SOC 133, 263, 215  
Interdisciplinary Studies: IDH 150  
Economics: ECO 201, 202  
Education: EDC 202, 203

**Other Electives**

Computer Science: CPS 176, 202, 203, 204, 206, 208, 215  
Mathematics: MAT 108, 111,113,116, 117, 125, 131, 201, 202, 205, 221  
Health: HTH 110, 115, 135  
Physical Education Electives  
Interdisciplinary: ITD 201, 210  
Computer Information System: CIS 207  
Business: BUS 235

<sup>1</sup> Credit cannot be used to satisfy both humanities and social science requirement.

<sup>2</sup> Credit cannot be used to satisfy both social science and physical science requirement.

<sup>3</sup> Total must equal 12-13 credit hours.

**CURRICULUM GUIDES FOR ASSOCIATE IN SCIENCE DEGREE MAJOR PROGRAMS OF STUDY**  
(Electives, options and tracks are shown on pages 42-52.)

**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
MAT 111 Pre-Calculus	3
PSY 132 General Psychology	3
	<u>16</u>

**First Year - Spring Semester**

AGR 101 Introductory Agricultural Economics†	3
ENG 102 English Composition II	3
BIO 100 General Botany	3
SPE 115 Speech	3
Humanities Elective A <sup>1</sup>	3
	<u>15</u>

**Second Year - Fall Semester**

AGR 102 Introductory Crop Science†	3
MAT 120 Elementary Statistics	3
CHM 101 Chemical Principles	5
Humanities B <sup>2</sup>	3
PSC 131 American Government	3
	<u>17</u>

**Second Year - Spring Semester**

AGR 104 Introductory Soil Science†	4
Humanities C	3
ECO 201 Principles of Economics	3
PHS 105 Physics for Non-Science Majors	3
Science Elective <sup>4</sup>	3
	<u>16</u>

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

<sup>1</sup>Choose from MUS 105 or ART 111 Music Appreciation or Art Appreciation

<sup>2</sup>Choose from PHL 111 or 260, Ethics and Moral Problems or World Religions

<sup>3</sup>Choose from PHL 121 or 131 or LIT 280 or 281.

<sup>4</sup>Science Elective may be any science course above 100 level.

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

**ART EDUCATION**

**Associate in Science 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
	<u>16</u>

**First Year- Spring Semester**

ART 102 Exploring Art-Basic (three-dimensional)	3
ART 221 History of Art II	3
PSY 132 General Psychology	3
ENG 102 English Composition II	3
PHS 105 Physics for Non-Science Majors	3
	<u>15</u>

**Second Year - Fall Semester**

Art Elective	3
Humanities Elective	3
MAT 108 or 113 College Algebra or Contemporary Math	3
Science Elective	3
PSC 131 American Government or HIS 201 or 202 U. S. History	3
	<u>15</u>

**Second Year - Spring Semester**

ART 260 Elective	3
Science Elective	3
SPE 115 Speech	3
Social Science elective	3
MAT 120 Elementary Statistics	3
	<u>15</u>

\*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
BIO 101 Biological Science	3
Humanities Elective A	3-4
MAT 111 Pre-Calculus	3
PSC 131 American Government	3
	<u>15-16</u>

#### First Year - Spring Semester

BIO 110 General Botany	3
MAT 120 Elementary Statistics	3
ENG 102 English Composition II	3
HIS 202 United States History II	3
Humanities Elective B	3-4
	<u>15-16</u>

#### Second Year - Fall Semester

<sup>1</sup> BIO 120 Vertebrate Zoology	3
CHM 101 Chemical Principles	5
PHL 121 Logic	3
PSY 132 General Psychology	3
SPE 115 Speech	3
	<u>17</u>

#### Second Year - Spring Semester

HTH 110 Health Education	2
<sup>1</sup> BIO 115 Invertebrate Zoology	3
<sup>2</sup> Biology Elective	3-4
CHM 102 Chemical Principles	5
Physical Education	1
	<u>14-15</u>

<sup>1</sup>BIO 120 and BIO 115 may be replaced by BIO 205 and BIO 206 (Anatomy & Physiology); or either BIO 105 or 106 (Anatomy & Physiology) and BIO 115.

<sup>2</sup>Biological Elective may be any Biology Course above 100 level.

Humanities Elective A should be chosen from either: Music Appreciation (MUS 105); or, Art Appreciation (ART 111).

Humanities Elective B should be chosen from either: Ethics and Moral problems (PHL 111); World Religions (PHL 260); or Theater Appreciation (SPE 113).

## BUSINESS ADMINISTRATION AND ACCOUNTING

### Associate in Science Degree\*

#### First Year - Fall Semester

ENG 101 English Composition I	3
MAT 116 Finite Math for Business and Management	5
ACC 200 Financial Accounting	3
PSY 132 General Psychology	3
Humanities Elective	3
	<u>17</u>

#### First Year - Spring Semester

ENG 102 English Composition II	3
MAT 117 Calculus for Business and Social Sciences	4
ACC 201 Financial and Managerial Accounting	3
PHS 105 Physics for Non-Science Majors	3
SPE 115 Speech	3
	<u>16</u>

#### Second Year - Fall Semester

PSC 131 American Government or HIS 201 or 202, U. S. History I or II	3
ACC 202 Managerial Accounting	3
ECO 201 Introduction to Macroeconomics	3
BUS 121 Business Statistics	3
BIO 100 or 101 Biological Science	3
Humanities Elective	3
	<u>18</u>

#### Second Year - Spring Semester

HTH 110 Health Education	2
ECO 202 Introduction to Macroeconomics	3
CIS 207 Application of Basic Programming for Business	3
Science Elective	3
Humanities Elective	3
	<u>14</u>

\*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 Science Degree****First Year - Fall Semester**

ENG 101 English Composition I	3
PSY 132 General Psychology	3
HTH 110 Health Education	2
Business Elective*	3
PSC 131 American Government	3
	<u>3</u>
	14

**First Year - Spring Semester**

ENG 102 English Composition II	3
BIO 100 or 101 Biological Science	3
BUS 110 Introduction to Business	3
Humanities Track	3
Science Elective	3
SPE 115 Speech	3
	<u>3</u>
	18

**Second Year - Fall Semester**

Mathematics Electives	6
ECO 201 Introduction to Macroeconomics	3
EDC 202 & 202A Human Growth Development, and Learning	3
PHS 105 Physics for Non-Science Majors	3
Humanities Elective	3
	<u>3</u>
	18

**Second Year - Spring Semester**

Science Elective	3
Humanities Elective	3
BUS 235 Business Correspondence	3
Humanities Elective	3
Business Elective*	6
	<u>6</u>
	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 131 Calculus I	5
CHM 101 Chemical Principles	5
BIO 101 Biological Science	3
	<u>3</u>
	16

**First Year - Spring Semester**

ENG 102 English Composition II	3
CHM 102 Chemical Principles with Qualitative Analysis	5
Fine Arts Elective	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History	3
	<u>3</u>
	14

**Second Year - Fall Semester**

CHM 201 Organic Chemistry	5
SPE 115 Speech	3
PHY 155 <u>or</u> PHY 205 College Physics I <u>or</u> University Physics I <sup>1</sup>	5
Humanities Elective	3
	<u>3</u>
	16

**Second Year - Spring Semester**

CHM 202 Organic Chemistry	5
Humanities Elective	3
PSY 132 General Psychology	3
Social Science Elective	3
General Electives <sup>2</sup>	3-4
	<u>3-4</u>
	17-18

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

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

**COMPUTER SCIENCE \***

**Associate in Science Degree**

**First Year - Fall Semester**

MAT 131 Calculus I	5
ENG 101 English Composition I	3
CPS 202 Discrete Structures	3
Fine Arts Elective	3
	<u>14</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
CPS 206 Introduction to C Programming <sup>1</sup>	3
PHL 121 Introduction to Logic	3
MAT 221 Introduction to Linear Algebra	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government or U. S. History	3
	<u>15</u>

**Second Year - Fall Semester**

PHY 155 <u>or</u> PHY 205 <sup>2</sup> College Physics I or University Physics I	5
Humanities Elective	3
BIO 101 Biology	3
CPS 215 Data Structures	3
SPE 115 Speech	3
	<u>17</u>

**Second Year - Spring Semester**

PHY 156 <u>or</u> PHY 206 <sup>2</sup> College Physics II or University Physics II	5
Social Science Elective	3
PSY 132 General Psychology	3
CPS Elective	3
General Electives	3-4
	<u>17-18</u>

<sup>1</sup> A prior programming course is assumed. (CPS 176 or equivalent).

<sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalogue to determine if College Physics (PHY 155/PHY 156) or University Physics (PHY 205/PHY 206) is needed for their program.

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

**ELEMENTARY EDUCATION \***

**Associate in Science Degree**

**First Year - Fall Semester**

BIO 100 or 101 Biological Science	3
PSC 131 American Government	3
ENG 101 English Composition I	3
MAT 208 Mathematics for Elementary Teachers I	3
PSY 132 General Psychology	3
	<u>15</u>

**First Year - Spring Semester**

PHS 105 Physics for Non-Science Majors	3
PSY 262 Child Psychology	3
ENG 102 English Composition II	3
MAT 209 Mathematics for Elementary Teachers II	3
EDC 202 Human Growth, Development, and Learning	3
	<u>15</u>

**Second Year - Fall Semester**

MUS 105 Music Appreciation	3
HIS 201 or 202 U. S. History I or II	3
LIT 280 Introduction to Literature <u>or</u> LIT 212 English Literature	3
BIO 240 Plant and Animal Ecology <u>or</u> BIO 245 Conservation: Natural Resources <u>or</u> GEO 215 Survival of Man	3
Physical Education Elective	1
SPE 115 Speech	3
	<u>16</u>

**Second Year - Spring Semester**

ART 111 Art Appreciation	3
EDC 203 School and Society	2
Physical Education Elective	1
SOC 215 Diversity in American Life	3
Science Elective	3
HIS 110 Eastern Civilizations or PHL 200 Eastern Philosophy	3
HTH 110 Health Education	2
	<u>17</u>

\*Students who will be seeking special education certification should complete PSY 265 and EDC 208 before transferring.



**ENGLISH EDUCATION\*****Associate in Science Degree****First Year - Fall Semester**

ENG 101 English Composition I	3
PSY 132 General Psychology	3
BIO 100 Biology for Non-Science Majors	3
PSC 131 American Government	3
HTH 110 Health Education	2
LIT 281 Introduction to Mythology	3
	<u>3</u>
	17

**First Year - Spring Semester**

SPE 115 Speech	3
MAT 113 Introduction to Contemporary Mathematics	3
LIT 211 English Literature to 1750	3
LIT 231 American Literature to 1900	3
HIS 110 Eastern Civilizations	
or PHL 200 Eastern Philosophy	3
EDC 203 School and Society	2
	<u>2</u>
	17

**Second Year - Fall Semester**

ENG 102 English Composition II	3
MAT 120 Elementary Statistics	3
ART 111 <u>or</u> MUS 105 <u>or</u> SPE 113	
Art Appreciation <u>or</u> Music Appreciation <u>or</u> Theater Appreciation	3
PHS 105 Physics for Non-Science Majors	3
EDC 202 Human Growth, Development, and Learning	3
	<u>3</u>
	15

**Second Year - Spring Semester**

HIS 202 United States History II	3
LIT 212 English Literature: Romanticism to Present	3
LIT 232 American Literature: 1900 to Present	3
Science Elective	3
Science Elective	3
	<u>3</u>
	15

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

**MATHEMATICS EDUCATION\*****Associate in Science Degree****First Year - Fall Semester**

MAT 131 Calculus I <sup>1</sup>	5
ENG 101 English Composition I	3
PHL 121 Introduction to Logic	3
BIO 100 <u>or</u> BIO 101 Biological Science	3
HTH 110 Health Education	2
	<u>2</u>
	16

**First Year - Spring Semester**

MAT 201 Calculus II	5
ENG 102 English Composition II	3
CPS 204 Introduction to PASCAL Programming	3
Fine Arts Elective	3
PSY 132 General Psychology	3
	<u>3</u>
	17

**Second Year - Fall Semester**

MAT 202 Calculus III	3
EDC 202 Human Growth, Development, and Learning	3
SPE 115 Speech	3
LIT 212 English Literature: Romanticism to the Present	3
PHY 155 <u>or</u> PHY 205 College Physics I <u>or</u> University Physics I <sup>2</sup>	5
	<u>5</u>
	17

**Second Year - Spring Semester**

MAT 221 Introduction to Linear Algebra <sup>3</sup>	3
PHY 156 <u>or</u> PHY 206 College Physics II <u>or</u> University Physics II <sup>2</sup>	5
HIS 110 Eastern Civilizations <u>or</u> PHL 200 Eastern Philosophy	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History	3
	<u>3</u>
	14

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

<sup>1</sup> For students who have had two years of algebra, one year of geometry, and one-half year of trigonometry in high school, the suggested starting point in the mathematics sequence is MAT 131, Calculus I.

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

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

<sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalogue to determine if College Physics (PHY 155/PHY 156) or University Physics (PHY 205/PHY 206) is needed for their program.

<sup>3</sup> Only offered in the spring.

### SECONDARY EDUCATION

#### Associate in Science Degree

##### First Year - Fall Semester

ENG 101 English Composition I	3
Elective <sup>1</sup>	3
BIO 100 or 101 Biological Science	3
PSC 131 American Government	3
Humanities Elective	3
	<u>15</u>

##### First Year - Spring Semester

ENG 102 English Composition II	3
PHS 105 Physics for Non-Science Majors	3
ART 111 Art Appreciation or MUS 105 Music Appreciation	3
MAT 108 College Algebra	3
EDC 202 Human Growth, Development, and Learning	3
	<u>15</u>

##### Second Year - Fall Semester

EDC 203 School and Society	2
SPE 115 Speech	3
PSY 132 General Psychology	3
Science Elective	3
Humanities Elective	3
Elective	3
	<u>17</u>

##### Second Year - Spring Semester

HIS 202 United States History II	3
Science Elective	3
Social Science Elective	3
MAT 120 Elementary Statistics	3
HIS 110 Eastern Civilizations or PHL 200	

Eastern Philosophy	3
Elective <sup>1</sup>	3
	<u>18</u>

<sup>1</sup> Students should select as many electives as possible in their academic major.

### SPECIAL EDUCATION

#### Associate in Science Degree

##### First Year - Fall Semester

BIO 100 or 101 Biological Science	3
PSC 131 American Government	3
PSY 132 General Psychology	3
ENG 101 English Composition I	3
MAT 208 Mathematics for Elementary Teachers I	3
Physical Education Elective	1
	<u>16</u>

##### First Year - Spring Semester

PHS 105 Physics for Non-Science Majors	3
ENG 102 English Composition II	3
MAT 209 Mathematics for Elementary Teachers II	3
MUS 105 Music Appreciation	3
ART 210 Art for Children	3
Science Elective	3
	<u>18</u>

##### Second Year - Fall Semester

Science Elective	3
EDC 202 Human Growth, Development, and Learning	3
MUS 110 Music Fundamentals	2
HIS 202 United States History II	3
SPE 115 Speech	3
Physical Education Elective	1
	<u>15</u>

##### Second Year - Spring Semester

ART 111 Art Appreciation	3
General Elective	3
EDC 203 School and Society	2
PSY 262 Child Psychology	3
LIT 280 Introduction to Literature	3
HIS 110 Eastern Civilizations or PHL 200 Eastern Philosophy	3
	<u>17</u>

**SOCIAL STUDIES EDUCATION\***

**Associate in Science Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
HIS 201 United States History I	3
BIO 100 or BIO 101 Biological Science	3
PSC 131 American Government	3
LIT 280 Introduction to Literature	3
	<u>15</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
PHS 105 Physics for Non-Science Majors	3
ART 111 <u>or</u> MUS 105 Art Appreciation or Music Appreciation	3
MAT 108 College Algebra	3
EDC 202 Human Growth, Development, and Learning	3
HTH 110 Health Education	2
	<u>17</u>

**Second Year - Fall Semester**

EDC 203 School and Society	2
SPE 115 Speech	3
PSY 132 General Psychology	3
BIO 240 Plant & Animal Ecology <u>or</u> BIO 245 Construction: Natural Resources <u>or</u> GEO 215 Survival of Man	3
PSC 211 State & Local Government	3
	<u>14</u>

**Second Year - Spring Semester**

HIS 202 United States History II	3
Science Elective	3
SOC 215 Diversity in American Life	3
MAT 120 Elementary Statistics	3
HIS 110 Eastern Civilizations or PHL 200 Eastern Philosophy	3
ECO 201 Principles of Economics	3
	<u>18</u>

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

**HISTORY EDUCATION**

**Associate in Science Degree**

**First Year - Fall Semester**

BIO 100 or 101 Biological Science	3
PSY 132 General Psychology	3
HIS 201 United States History I	3
ENG 101 English Composition I	3
MAT 108 College Algebra	3
	<u>15</u>

**First Year - Spring Semester**

PHS 105 Physics for Non-Science Majors	3
ENG 102 English Composition II	3
MAT 120 Elementary Statistics	3
SPE 115 Speech	3
HIS 202 United States History II	3
	<u>15</u>

**Second Year - Fall Semester**

PSC 131 American Government	3
Science Elective	3
EDC 202 Human Growth, Development, and Learning	3
HIS 101 Western Civilization I	3
HIS 110 Eastern Civilizations or PHL 200 Eastern Philosophy	3
	<u>15</u>

**Second Year - Spring Semester**

HIS 102 Western Civilization II	3
EDC 203 School and Society	2
Literature Elective	
LIT 212, 232, or 284	3
Fine Arts Elective	3
CIS 207 Applications of Basic Programming	3
GEO 215 Survival of Man	3
	<u>17</u>

**MATHEMATICS**

**Associate in Science Degree**

**First Year - Fall Semester**

MAT 131 Calculus I <sup>1</sup>	5
ENG 101 English Composition I	3
PHL 121 Introduction to Logic	3
BIO 101 Biological Science	3
HTH 110 Health Education	2
	<u>16</u>

**First Year - Spring Semester**

MAT 201 Calculus II	5
ENG 102 English Composition II	3
CPS 204 Introduction to PASCAL Programming	3
Fine Arts Elective	3
PSY 132 General Psychology	<u>3</u>
	17

**Second Year - Fall Semester**

MAT 202 Calculus III	3
MAT 205 Differential Equations	3
SPE 115 Speech	3
Fine Arts <u>or</u> Humanities Elective	3
PHY 155 <u>or</u> PHY 205 College Physics I <u>or</u> University Physics I <sup>2</sup>	<u>5</u>
	17

**Second Year - Spring Semester**

MAT 221 Introduction to Linear Algebra <sup>3</sup>	3
PHY 156 <u>or</u> PHY 206 College Physics II <u>or</u> University Physics II <sup>2</sup>	5
Social Science Elective	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History I or II	<u>3</u>
	14

<sup>1</sup> For students who have had two years of algebra, one year of geometry, and one-half year of trigonometry in high school, the suggested starting point in the mathematics sequence is MAT 131 Calculus I.

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

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

<sup>2</sup> Students should consult with an advisor and/or appropriate transfer institution catalogue to determine if College Physics (PHY 155/PHY 156) or University Physics (PHY 205/PHY 206) is needed for their program.

<sup>3</sup> Only offered in the spring.

**PHYSICAL EDUCATION**

**Associate in Science Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
BIO 101 Biological Science	3
HTH 110 Health Education	2
PED 191 Introduction to Physical Education	2
PED Electives	2
Humanities Elective	<u>3</u>
	15

**First Year - Spring Semester**

ENG 102 English Composition II	3
BIO 105 Anatomy & Physiology	3
PSY 132 General Psychology	3
MAT 111 Pre-Calculus	3
PED Elective	1
Humanities Elective	<u>3</u>
	16

**Second Year - Fall Semester**

MAT 120 Elementary Statistics	3
PSC 131 American Government	3
EDC 202 Human Growth, Development, and Learning	3
Humanities Elective	3
SPE 115 Speech	3
PED Elective	<u>1</u>
	16
	14-18

**Second Year - Spring Semester**

Social Science Elective	3
PHS 105 Physics for Non-Science Majors	3
Humanities Elective	3
EDC 203 School and Society	2
HIS 201 or 202 U. S. History I or II	3
PED Elective	<u>1</u>
	15

**PHYSICS\***

**Associate in Science Degree**

**First Year - Fall Semester**

MAT 131 Calculus I	5
ENG 101 English Composition I	3
Fine Arts Elective	3
BIO 101 Biological Science	3
Social Science Elective	<u>3</u>
	17

**First Year - Spring Semester**

MAT 201 Calculus II	5
ENG 102 English Composition II	3
PHY 205 University Physics I	5
PSY 132 General Psychology	<u>3</u>
	16

**Second Year - Fall Semester**

CHM 101 Chemical Principles	5
MAT 202 Calculus III	3
Humanities Elective	3
PHY 206 University Physics II	<u>5</u>
	16

**Second Year - Spring Semester**

SPE 115 Speech	3
MAT 205 Differential Equations	3
PHY 201 Statics	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History I or II	3
Humanities Elective	<u>3</u>
	15

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

**GENERAL SCIENCE**

**Associate in Science Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
MAT 108 or 113 College Algebra or Contemporary Mathematics	3
Science <sup>1</sup>	3
Elective	3
SPE 115 Speech	<u>3</u>
	15

**First Year - Spring Semester**

ENG 102 English Composition II	3
PSY 132 General Psychology	3
Science <sup>1</sup>	3
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> 202 U. S. History I or II	3
Elective	<u>3</u>
	15

**Second Year - Fall Semester**

Foreign Language	4
HTH 110 Health Education	2
Science <sup>1</sup>	3
MAT 120 Elementary Statistics	3
Elective	<u>3</u>
	15

**Second Year - Spring Semester**

Science <sup>1</sup>	3
Foreign Language	4
Electives	<u>9</u>
	16

<sup>1</sup>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 <u>or</u> BIO 100	3
BIO Elective	6
Physical Science Elective	<u>3</u>
	12

**Mixed Sciences**

Option #2

BIO 101 <u>or</u> BIO 100	3
PHS 105 <u>or</u> PHY 155 <u>or</u> PHY 205	3-5
Life and/or Physical Science Electives*	<u>6</u>
	12

**Physical Sciences**

Option #3

PHY 155 <u>or</u> 205	5
CHM 101	5
Life Science Elective	<u>6</u>
	16

\*Sixteen (16) hours of electives must be selected from the following list of courses. The remaining 9 hours may be selected from College-wide electives (transfer-oriented).

**Science Electives**

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

**SOCIAL WORK**

**Associate in Science Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
BIO 100 or BIO 101 Biological Science	3
PSY 132 General Psychology	3
MAT 108 or MAT 113 Math Elective	3
SOC 133 Principles of Sociology	3
	<u>15</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
PHS 105 Physics for Non-Science Majors	3
ECO 101 Business Economics	3
SOC 263 Marriage and Family	3
Fine Arts Elective	3
	<u>15</u>

**Second Year - Fall Semester**

Science Elective	3
MAT 120 Elementary Statistics	3
Humanities Elective	3
HTH 110 Health Education	2
SPE 115 Speech	3
SOC 215 Diversity in American Life	3
	<u>17</u>

**Second Year - Spring Semester**

Science Elective	3
PSC 131 American Government	3
Humanities Elective	3
General Elective	3
General Elective	3
	<u>15</u>

**PRE-PROFESSIONAL CURRICULA**

**GENERAL**

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

**PRE-PHARMACY\***

**Associate in Science Degree**

**First Year - Fall Semester**

CHM 101 Chemical Principles	5
MAT 131 Calculus I	5
BIO 101 Biological Science	3
ENG 101 English Composition I	3
	<u>16</u>

**First Year - Spring Semester**

CHM 102 Chemical Principles with Qualitative Analysis	5
SPE 115 Speech	3
BIO 110 General Botany <sup>1</sup>	3
ENG 102 English Composition II	3
PSY 132 General Psychology	3
	<u>17</u>

**Second Year - Fall Semester**

CHM 201 Organic Chemistry I	5
PHY 155 College Physics I	5
PSC 130 or HIS 201 American Government or U. S. History I	3
Humanities Elective	3
	<u>16</u>

**Second Year - Spring Semester**

CHM 202 Organic Chemistry II	5
Fine Arts Elective	3
SOC 133 Principles of Sociology	3
Humanities Elective	3
	<u>14</u>

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

<sup>1</sup>BIO 110 will be offered only in alternating spring semesters.

**PRE-PROFESSIONAL MEDICINE\***

**(DENTAL, MEDICINE, VETERINARY)**

**Associate in Science Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
MAT 131 Calculus I	5
CHM 101 Chemical Principles	5
BIO 101 Biological Science	3
	<u>16</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
CHM 102 Chemical Principles with Qualitative Analysis	5
BIO 120 Vertebrate Zoology	3
SPE 115 Speech	3
PSY 132 General Psychology	3
	<u>17</u>

**Second Year - Fall Semester**

CHM 201 Organic Chemistry <sup>1</sup>	5
PHY 155 College Physics I	5
Humanities Elective	3
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> 202 U. S. History I <u>or</u> II	3
	<u>16</u>

**Second Year - Spring Semester**

PHY 156 College Physics II	5
Humanities Elective <sup>2</sup>	3
Fine Arts Elective	3
Social Science Elective	3
	<u>14</u>

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

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

<sup>2</sup>Some transfer institutions require 8 hours of foreign language. Fourth semester foreign language courses may be used to satisfy one of the humanities electives.

**PRE-CHIROPRACTIC\***

**Associate in Science Degree**

**First Year - Fall Semester**

ENG 101 English Composition I	3
MAT 131 Calculus I	5
CHM 101 Chemical Principles	5
BIO 101 Biological Science	3
	<u>16</u>

**First Year - Spring Semester**

ENG 102 English Composition II	3
CHM 102 Chemical Principles with Quantative Analysis	5
PSY 132 General Psychology	3
BIO 105 Anatomy and Physiology	3
Fine Arts Elective	3
	<u>17</u>

**Second Year - Fall Semester**

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

**Second Year - Spring Semester**

CHM 202 Organic Chemistry II	5
Humanities Elective	3
SPE 115 Speech	3
Social Science Elective	3
	<u>14</u>

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

**CURRICULUM GUIDE FOR  
ASSOCIATE IN ENGINEERING SCIENCE DEGREE\***

This program is designed for pre-engineering students. To transfer as a junior in a baccalaureate engineering program, students must complete a minimum of 60 semester credit hours to a maximum of 68 semester credit hours as indicated on the curriculum guide. Students who have completed fewer than 68 semester credits may require more than two years after transfer to a senior institution to complete the baccalaureate degree. Students should select courses in consultation with an advisor appropriate for specific engineering majors such as those in mechanical, electrical, or civil engineering.

### First Year - Fall Semester

MAT 131 Calculus I	5
ENG 101 English Composition I	3
CHM 101 Chemical Principles	5
Humanities/Social Science Electives <sup>3</sup>	<u>3</u>
	16

### First Year - Spring Semester

MAT 201 Calculus II	5
ENG 102 English Composition II	3
PHY 205 University Physics I	5
CHM 102 Chemical Principles with Qualitative Analysis	<u>5</u>
	18

### Second Year - Fall Semester

MAT 202 Calculus III	3
PHY 206 University Physics II	5
PHY 201 Statics <sup>1</sup>	3
Computer Programming <sup>4</sup>	3
Humanities/Social Science Electives <sup>3</sup>	<u>3</u>
	17

### Second Year - Spring Semester

EGR 101 Engineering Graphics <sup>2</sup>	4
MAT 205 Differential Equations	3
PHY 202 Dynamics <sup>1</sup>	3
PHY 215 Introduction to Circuit Analysis <sup>1</sup>	4
Humanities/Social Science Elective	<u>3</u>
	17

\* Since completion of this engineering curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer.

<sup>1</sup>This is only a general outline. The specific engineering major requirements at the transfer institution may vary. Students should consult with advisor and/or appropriate transfer institution catalogue. An appropriate substitution must be made to meet graduation requirements.

<sup>2</sup>Not required for electrical engineering majors. Students should consult with advisor and/or transfer institution catalogue for possible substitution.

<sup>3</sup>Students are encouraged to select at least one course in either the humanities/fine arts or the social/behavioral sciences that emphasizes non-Western cultures or minority cultures within the United States. Check with transfer institution for preferred list.

<sup>4</sup>Choose from CPS 203 or CPS 206 depending on preference of transfer institution.



## 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-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 career 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 Strain, General Manager  
Roe Machine Company  
Johnston City, Illinois 62951

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

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

**General Advisory Committee**

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

Mrs. 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 Gerald, 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. Jack Struck, 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. William Huff, Administrator  
Marshall Browning Hospital  
900 N. Washington  
Du Quoin, Illinois 62832

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

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

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

**Program Advisory Committee**

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

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 CURRICULUM GUIDES

### Associate in Applied Science

Curriculum guides are available on the following pages and with counselors.

### Associate in General Studies

Curriculum guides are available on the following pages and with counselors.

### Certificate Programs

Curriculum guides are available on the following pages and with counselors.

Note: Division of Health and Public Service and the Divisions 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	<u>3</u>
	7

#### First Year - Spring Semester

ACC 102 Fundamentals of Accounting II	4
ACC 105 Payroll Accounting	2
Business Elective	<u>3</u>
	9

#### Second Year - Fall Semester

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

#### Second Year - Spring Semester

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

#### Recommended Electives:

ACC 225 Integrated Accounting on Computers	2
BUS 221 Business Law	4

BUS 110 Introduction to Business	3
BUS 111 Business Mathematics	3
CIS 104 Spreadsheet Design	2

**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			27
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 HIT Programs use the ASSET TEST, Reading, Writing and Intermediate Algebra. The entry level requirements are 38 for each area.

**DIVISIONS 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 Collision	33	30 - 32	28 - 29	27 and Below
Auto Technician	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	34 and Below
Heating and A/C	33	30 - 32	28 - 29	27 and Below
Industrial Maintenance	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
Medical Office Asst.	37	34 - 36	28 - 33	27 and Below
Medical Transcription	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.

## 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
	<u>3</u>
	16

#### First Year - Spring Semester

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

#### 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
	<u>3</u>
	17

#### Second Year - Spring Semester

ACC 216 Intermediate Accounting II	4
ACC 218 Tax Accounting	3
ACC 225 Integrated Accounting on Microcomputers	2
ECO 101 Business Economics	3
Business Elective	3
	<u>3</u>
	15

## ACCOUNTING

### Night Rotation

#### Spring Semester - 1996

ACC 102* Fundamentals of Accounting II	4
ACC 105 Payroll Accounting	2
Business Elective	3
	<u>3</u>
	9

#### Fall Semester - 1996

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

#### Spring Semester - 1997

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

#### Fall Semester - 1997

ACC 225 Integrated Accounting on Computers	2
ECO 101 Business Economics	3
PSC 131 American Government or HIS 201 or 202, U. S. History I or II*	3
	<u>3</u>
	8

#### Spring Semester - 1998

BUS 221* Business Law	4
SPE 115* Speech	3
Business Elective	3
	<u>3</u>
	10

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

## ASSOCIATE DEGREE NURSING

The Associate Degree Nursing Program is 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 for 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; provide proof of sound health to practice nursing; and be eligible for nursing licensure in Illinois.

The selection procedures are listed in the admissions packet.

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

**First Year - Summer**

ADN 200 Clinical Skills	1
BIO 205* Human Anatomy & Physiology I	4
SPE 115 Speech	3
ALH 101 <u>or</u> ALH 102 Cardiopulmonary Resuscitation	5-1
	<u>8.5-9</u>

**First Year - Fall Semester**

BIO 206** Human Anatomy and Physiology II	4
ADN 201 Introduction to Conceptual Framework	3
ADN 211 Respiratory Nursing	2
ADN 219 Cardiovascular Nursing	3
ADN 204 Neurological Nursing	2
ADN 218 Psychiatric Nursing	2
ADN 209 Community Nursing	2
	<u>19</u>

**First Year - Spring Semester**

BIO 226* General Microbiology	4
ADN 213 Nursing Today & Tomorrow	2
ADN 208 Metabolic Endocrine Nursing	2
ADN 214 Obstetrical Nursing	3
ADN 216 Gastro/Genitourinary Nursing	3
ADN 217 Ortho/Derm Nursing	3
ADN 215 Pediatric Nursing	3
	<u>20</u>

**Second Year - Summer**

PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government or U. S. History	3
	<u>3</u>

**Additional Hours Transferred from PN Certificate**

ENG 101 English Composition	3
PSY 132 General Psychology	3
PNE 100 Nutrition	3
BIO 106 Human Body Structure and Function	4
PNE 101 Fundamentals of Nursing	2
PNE 105 Nursing Throughout the Life Cycle	2
PNE 161 Pharmacology I	1
PNE 171 Pharmacology II	2
PNE 194 Medical-Surgical Clinic III	1
	<u>20</u>

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

Note: Transfer students must complete PSY 132 and ENG 101 or equivalents.

\*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.

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 Year - Summer Semester**

ADN 200** Clinical Skills	1
BIO 205** Human Anatomy & Physiology I	4
ALH 101 <u>or</u> 102 Cardiopulmonary Resuscitation	5-1
	<u>5.5-6</u>

**First Year - Fall Semester**

ADN 201 Introduction to Conceptual Framework	3
ADN 219 Cardiovascular Nursing	3
BIO 206** Human Anatomy & Physiology II	4
	<u>10</u>

**First Year - Spring Semester**

ADN 211 Respiratory Nursing	2
ADN 218 Psychiatric Nursing	3
ADN 204 Neurological Nursing	2
BIO 226** General Microbiology	4
	<u>11</u>

**Second Year - Summer Semester**

ALH 102 Cardiopulmonary Resuscitation Recertification	.5
SPE 115 Speech	<u>3</u>
	3.5

**Second Year - Fall Semester**

ADN 216 Gastro/Genitourinary Nursing	3
ADN 214 Obstetrical Nursing	3
ADN 215 Pediatric Nursing	2
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History	<u>3</u>
	11

**Second Year - Spring Semester**

ADN 209 Community Nursing	2
ADN 208 Metabolic Endocrine Nursing	2
ADN 217 Ortho/Derm Nursing	3
ADN 213 Nursing Today & Tomorrow	<u>2</u>
	9

**Additional Hours Transferred from PN Certificate**

ENG 101	3
PSY 132 General Psychology	3
PNE 100 Nutrition	3
BIO 106 Human Body Structure and Function	4
PNE 101 Fundamentals of Nursing	2
PNE 105 Nursing throughout the Life Cycle	2
PNE 161 Pharmacology I	1
PNE 171 Pharmacology II	2
PNE 194 Medical-Surgical Clinic III	<u>1</u>
	20

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

Note: Transfer students must complete PSY 132 and ENG 101 or equivalents.

**AUTO COLLISION TECHNOLOGY**

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**

ACT 190 Auto Body Repair I	2
ACT 191 Metal Finishing and Painting	2
ACT 196 Auto Body Repair and Paint Lab	5
WEL 160 M.I.G. Welding	2

WEL 150 Oxy-Acetylene Fusion Welding I	1
WEL 151 Oxy-Acetylene Fusion Welding II	<u>2</u>
	14

**Spring Semester**

ACT 192 Frame and Body Alignment	2
ACT 193 Advanced Auto Body Repair	1
ACT 194 Body Shop Management	1
ACT 197 Auto Body Repair and Paint Lab II	5
AST 273 Chassis Electrical	2
IND 201 Metallurgy	2
SPE 115 Speech	<u>3</u>
	16

**Summer Semester**

AST 181 Suspension and Steering	4
AST 173 Brakes	4
AST 280 Auto Air Conditioning	<u>4</u>
	12

**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 Vocational Mathematics	3
IND 138 Industrial Seminar	<u>1</u>
	16

**Spring Semester**

AST 181 Suspension & Steering	4
AST 171B Engine Performance B	4
AST 180B Electrical Systems B	4
AST 177 Automotive Clinic	2
AST 179 ASE Testing - Part I	1
ENG 101 English Composition	<u>3</u>
	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 Vocational Mathematics	3
IND 138 Industrial Seminar	1
	<u>16</u>

#### Spring Semester - First Year

AST 181 Suspension & Steering	4
AST 171B Engine Performance B	4
AST 180B Electrical Systems B	4
AST 177 Automotive Clinic	2
AST 179 ASE Testing - Part I	1
ENG 101 English Composition	3
	<u>18</u>

#### 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
	<u>18</u>

#### Spring Semester - Second Year

AST 271 Automatic Transmission	4
AST 277 Auto Clinic	2
AST 275 Service Management	2
AST 279 ASE Testing - Part II	1

AST 200 Alternative Fuels	1
PSY 132 General Psychology	3
PSC 131 American Government	3
	<u>16</u>

## 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
	<u>17</u>

#### First Year - Spring Semester

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

#### Second Year - Fall Semester

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

#### 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
	<u>15</u>

**BANKING AND FINANCE**

**Night Rotation\***

**Spring Semester - 1996**

ACC 201 Managerial Accounting	3
BUS 110 Introduction to Business	3
CIS 120 Data Base Management	3
	<u>9</u>

**Fall Semester - 1996**

ACC 202 Managerial Accounting	3
CIS 104 Spreadsheet Design	3
BUS 138 Business Seminar	1
	<u>7</u>

**Spring Semester - 1997**

BUS 235 Business Correspondence	3
Elective	3
MGT 112 Principles of Management	3
	<u>9</u>

**Fall Semester - 1997**

BUS 253 Principles of Banking	3
PSY 132 General Psychology	3
SPE 115 Speech	3
	<u>9</u>

**Spring Semester - 1998**

BUS 254 Money and Banking	3
ENG 101 English Composition I	3
PSC 131 American Government	
<u>or HIS 201 or 202 or U. S. History I or II</u>	3
	<u>9</u>

**Fall Semester - 1998**

BUS 259 Bank Accounting	3
CIS 102 Fundamentals of Business Data	
Programming - BASIC	3
	<u>6</u>

**Spring Semester - 1999**

BUS 255 Bank Marketing	3
Business Elective	3
	<u>6</u>

\*This night rotation schedule starts fall semester 1995. BUS 253, 254, 255, and 259 are offered at night during fall and spring semesters, 1995-1996.

**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
	<u>15</u>

**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	2-3
	<u>16-17</u>

Recommended Electives:

BUS 235 Business Correspondence	3
BUS 110 Introduction to Business	3
BUS 128 Machine Transcription	3
CIS 120 Data Base Management	3
ACC 225 Integrated Accounting on Computers	2

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 for information.

CML 132 Mine Conveyor Belt Maintenance	2
Mining Elective	4
	<u>16</u>

**COAL MINING TECHNOLOGY (CMT)**

(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. Course descriptions are available from the CMT office on campus.

**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
	<u>17</u>

**Second Semester**

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

**Fourth Semester**

CML 222 Mine Hydraulics II	4
CML 242 Mine Machinery Repair I	4
WEL 181 Introduction to Oxy-Acetylene Welding	1
WEL 182 Introduction to Arc Welding	1

**COMPUTER INFORMATION SYSTEMS**

**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	3
CIS 120 Database Management	3
ACC 101 Accounting	4
ENG 101 <u>or</u> ENG 113 English Composition <u>or</u> Professional Technical Writing	3
BUS 111 Business Mathematics	3
	<u>16</u>

**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
	<u>17</u>

**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 Microcomputers	2
	<u>17</u>

**Spring Semester - Second Year**

CIS 201 Programming II	5
BUS 138 Business Seminar	1
CIS 220 Advanced Spreadsheet Design	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> History	3
CIS 235 Current Topics in Information Systems	<u>2</u>
	14

\*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 for information.

**COMPUTER INFORMATION SYSTEMS**

**Night Rotation**

**Spring Semester - 1996**

ACC 105 Payroll Accounting	2
CIS 225 Advanced Database Management	3
CIS 220 Advanced Spreadsheet Design	<u>3</u>
	8

**Fall Semester - 1996**

CIS 201 Programming II	5
CIS 230 Operating Systems	3
Elective	<u>1</u>
	9

**Spring Semester - 1997**

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

**Fall Semester - 1997**

SPE 115 Speech	3
BUS 110 Introduction to Business	<u>3</u>
	6

**Spring Semester - 1998**

PSC 131 American Government	3
Elective	<u>3</u>
	6

**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	<u>3</u>
	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	<u>3</u>
	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: industrial robots, CAD, CAM, CAD-CAM, PLCs, materials handling, storage and retrieval, payroll, invoicing, receiving, bid specs, production scheduling, record keeping, order entry, and inventory control.

Both a two-year associate degree and a one-year certificate program are offered. The degree programs are designed to prepare men and women for a variety of positions in computer-integrated manufacturing (CIM). The student will be exposed to the total CIM environment, including computer-aided design (CAD), computer-aided manufacturing (CAM), and manufacturing resource

planning (MRP). Students will be exposed to a broad knowledge of the basic aspects of CIM including these: CAD/CAM, industrial electricity, 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 an integrated CIM cell. The graduate of this program will be qualified (depending on his or her concentration) for an entry level position as a CAD operator or draftsman, robot programmer, shop floor manager, computer-aided machine tool operator, CAD/CAM operator, electronics technician, or CNC operator/programmer.

**First Year - Fall Semester**

MAT 106 Technical Mathematics <sup>1</sup>	4
MAC 180 Blueprint Reading <sup>2</sup>	3
IND 121 Manufacturing Processes I <sup>3</sup>	2
DRT 185 Computer Graphics I	2
Concentration <sup>4</sup>	<u>6</u>
	17

<sup>1</sup>MAT 107 to be taken in place of MAT 106 for electronics concentration. These courses are only offered in fall.

<sup>2</sup>Not needed for drafting concentration.

<sup>3</sup>MAC 150 to be taken in place of IND 121 for machine tool concentration.

<sup>4</sup>A student will choose a major concentration from one of the four areas listed below: Electronics, Machine Tool, Drafting, or Computer Information Systems.

**First Year - Spring Semester**

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

**Second Year - Fall Semester**

ENG 113 Professional Technical Writing	3
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202, U. S. History I <u>or</u> II	3
MAC 159 CAM Operations	2

CIM 103 Introduction to Industrial Robots and PLCs	3
Concentration <sup>4</sup>	<u>6</u>
	18

**Second Year - Spring Semester**

PHY 121 Technical Physics	3
CIM 201 CIM Cell	3
IND 122 CAD-CAM Operations	2
CIM 104 Software Applications for CIM	2
SPE 115 Speech	3
Concentration <sup>4</sup>	<u>6</u>
	19

<sup>4</sup>AREAS OF CONCENTRATION

ELECTRONICS

ELT 101	3
ELT 111	6
ELT 200	5
ELT 224	3
Electives <sup>1</sup>	<u>7</u>
Totals=	24

MACHINE TOOL

MAC 151	2
MAC 152	2
MAC 153	2
MAC 155	2
MAC 156	2
MAC 157	2
MAC 158	2
MAC 160	2
MAC 161	2
MAC 162	2
MAC 163	2
MAC 164	2
Totals=	24

DRAFTING

DRT 181	6
DRT 182	4
DRT 281	4
DRT 286	4
Electives <sup>1</sup>	<u>6</u>
Totals=	24

COMPUTER INFORMATION SYSTEMS

CIS 101	3
CIS 102	3
CIS 104	3
CIS 120	3
CIS 230	3
Electives <sup>1</sup>	<u>9</u>
Totals=	24

<sup>1</sup>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 Industrial Robots and PLCs	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	2
CIS 101 Introduction to Computers	3
CIS 104 Spreadsheet Design	3
CIS 120 Database Management	3
ACC 101 Business Accounting	4
MGT 112 Principles of Management	3
MAC 150 Machine Tool Operations	2
MAC 154 Introduction to CNC	2
MAC 159 CAM Operations	2
MGT 116 Supervisory Techniques of Management	3
DRT 182 Technical Drafting II	4
DRT 186 Geometric Dimensioning and Tolerancing	2
ELT 111 Digital Electronics	6
ELT 200 Introduction to Microcomputers	5
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 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History 201 <u>or</u> HIS 202	3
BUS 130 Salesmanship I	3
PSY 132 General Psychology	3
SPE 115 Speech	3
ACC 100 Business Accounting	3
	15

**Spring Semester**

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 Department of Professional Regulation, 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 Rel. Lab	1
	<u>16</u>

### Spring Semester

COS 102A Cosmetology Theory	2
COS 102B Cosmetology Theory	2
COS 112A Cosmetology Lab	5
COS 112B Cosmetology Lab	6
	<u>15</u>

### Summer Semester

COS 113A Cosmetology Lab (Summer only)	3
COS 113B Cosmetology Lab (Summer only)	3
ALH 101 Cardiopulmonary Resuscitation	1
	<u>7</u>

### Part-Time

### Fall Semester

COS 101A Cosmetology Theory	2
COS 111A Cosmetology Lab	5
COS 115 Cosmetology Rel. Lab	1
	<u>8</u>

### Spring Semester

COS 101A Cosmetology Theory	3
COS 111B Cosmetology Lab	5
	<u>8</u>

## Summer Semester

COS 112A Cosmetology Lab	5
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### Fall Semester

COS 102A Cosmetology Theory	2
COS 112B Cosmetology Lab	6
	<u>8</u>

### Spring Semester

COS 102B Cosmetology Theory	2
COS 113A Cosmetology Lab	3
	<u>5</u>

### Summer Semester

COS 113B Cosmetology Lab	3
ALH 101 Cardiopulmonary Resuscitation	1
	<u>4</u>

## CRIMINAL JUSTICE

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

### First Year - Fall Semester

PSC 131 American Government <u>or</u> HIS 201 <u>or</u> 202 U. S. History I <u>or</u> II	3
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
	<u>16</u>

### First Year - Spring Semester

SPE 115 Speech	3
PSY 132 General Psychology	3
CRJ 203 Introduction to Security	3
CRJ 205 Survey of Crime Detection Methods	3
SOC 133 Principles of Sociology	3
	<u>15</u>

**First Year - Summer Semester**

CRJ 201 Criminal Justice Internship (optional)	4
	<u>4</u>

**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
	<u>16</u>

**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 Science Elective*	3
SPN 102 Elementary Spanish II	4
	<u>16</u>

*BIO 100 Biology for Non-Science Majors	3
PHS 103 Earth Science	3
PHS 104 Contemporary Chemistry for Non-Science Majors	3

**CRIMINAL JUSTICE**

**Night Rotation**

**Monday and Wednesday Rotation**

**Fall 1995**

CRJ 115 Interpersonal Relations	3
CRJ 209 Criminal Law I	3
SPE 115 Speech	3
PSY 132 General Psychology	3
	<u>12</u>

**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
	<u>13</u>

**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
	<u>13</u>

**Tuesday and Thursday Rotation**

**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
	<u>13</u>

**Spring 1996**

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

**Fall 1996**

CRJ 218 Introduction to Corrections	3
CRJ 219 Criminal Law II	3
SOC 133 Principles of Sociology	3
PSC 131 American Government	3
	<u>12</u>

**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
	<u>12</u>

**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 coordinator for dental assisting for information on the part-time program.

### Fall Semester

DNA 100 Oral & Dental Anatomy	3
DNA 102 Dental Assisting Procedures I	4
DNA 104 Dental Radiography I	3
DNA 107 Dental Materials I	4
DNA 108 Head and Neck Anatomy	2
DNA 110 Infection Control	2
DNA 113 Oral Histology & Embryology	<u>2</u>
	20

\*Fall or Spring Semester

### Spring Semester

DNA 101 Dental Emergencies & Pathology	2
DNA 103 Dental Assisting Procedures II	3
DNA 105 Dental Radiography II	2
DNA 106 Preventive Dental Health Education	2
DNA 111 Dental Assisting Externship I	3
*ENG 101 English Composition I	3
SPE 115 Speech or SPE 116 Interpersonal Communications	<u>3</u>
	18

\*Fall or Spring Semester

### Summer Semester

DNA 109 Dental Office Management	2
DNA 112 Dental Assisting Externship II	3
PSY 132 General Psychology	<u>3</u>
	8

## 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 <sup>1</sup> Technical Mathematics <u>or</u> MAT 105 <u>or</u> 106 <sup>1</sup> Vocational Mathematics I <u>or</u> II	3-4
DRT 181 Technical Drafting I	6
IND 101 Materials	3
IND 121 Manufacturing Processes I	<u>2</u>
	14-15

### Spring Semester

SPE 115 Speech	3
DRT 285 Descriptive Geometry	3
DRT 182 Technical Drafting II	4
CIM 101 Introduction to CIM	3
DRT 185 Computer Graphics I	2
DRT 186 Geometric Dimensioning and Tolerancing	<u>2</u>
	17

<sup>1</sup>Only offered in fall

## 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 106 Technical Mathematics <sup>1</sup>	4
IND 121 Manufacturing Processes I	2
DRT 185 Computer Graphics I	<u>2</u>
	17

<sup>1</sup>Only offered in fall.



**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	<u>2</u>
	17

**Second Year - Fall Semester**

PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
IND 101 Materials	3
DRT 183 Detail and Assembly	2
DRT 281 Computer Graphics II	4
DRT 283 Advanced Technical Drawing II	<u>4</u>
	16

**Second Year - Spring Semester**

CIM 101 Introduction to CIM	3
PHY 121 Technical Physics	3
IND 122 CAD-CAM Operations	2
DRT 282 Tool Design	4
DRT 286 Computer Graphics II	4
PSY 128 Human Relations <u>or</u> PSY 132 General Psychology	<u>2-3</u>
	18-19

**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 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 Language and Literary Development	3
ALH 101 Cardiopulmonary Resuscitation	<u>1</u>
	16

**First Year - Spring Semester**

CCT 162 Introduction to School Age Children	3
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	<u>3</u>
	18

**Second Year - Fall Semester**

CCT 260 Parenting	3
SPE 115 Speech	3
EDC 208 Characteristics and Methods of Teaching Exceptional Children	3
PNE 100 Nutrition	3
CCT 267 Child Care Laboratory	<u>5</u>
	17

**Second Year - Spring Semester**

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

**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 Industry.

**Required Courses:**

ELT 100 DC/AC Fundamentals	8
ELT 101 Electronic Devices and Instrumentation	3
MAT 107 Mathematics for Electronics <sup>1</sup>	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 Industrial Robots and PLCs	<u>4</u>
	45

<sup>1</sup>Only offered in fall.

**Suggested Schedule for Day Students:**

**Fall Semester:**

ELT 100 DC/AC Fundamentals	8
ELT 101 Devices and Instrumentation	3
MAT 107 Technical Mathematics	4
CIM 103 Introduction to Industrial Robots and PLCs	3

**Spring Semester:**

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

**Summer Semester:**

ELT 220 Industrial Electronics	8
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**ELECTRONICS TECHNOLOGY**

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

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

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

For students entering the program with prior education or on-the-job experience, it is possible to test out of the basic courses. For additional information, students should see their advisor or the chairperson of the Division of Industry.

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.

**SERVICE COURSES:**

ELT 236 Introduction to Fiber Optics

This course will give the student a basic understanding of fiber optics electronics.

ELT 240 FCC General Class License Preparation

This course is designed to help prepare the student to take the General Radio Telephone Operator's exam.

**First Year - Fall Semester**

ELT 100 DC/AC Fundamentals	8
ELT 101 Electronic Devices and Instrumentation	3
MAT 107 Mathematics for Electronics <sup>1</sup>	4
DRT 185 Computer Graphics I	<u>2</u>
	17

**First Year - Spring Semester**

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

**Second Year - Fall Semester**

ELT 200 Introduction to Microprocessors	5
ENG 101 English Composition I	3
CIS 102 Programming	3
CIM 103 Introduction to Industrial Robots and PLCs	3
ELT 224 Power Distribution and Motors	<u>3</u>
	17

**Second Year - Spring Semester**

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

<sup>1</sup>Only offered in fall.

**ELECTRONICS**

**Night Rotation**

**First Year - Fall Semester**

ELT 111 Digital Electronics	6
ELT 101 Electronic Devices & Instrumentation	3
MAT 107 Mathematics for Electronics <sup>1</sup>	<u>4</u>
	13

**First Year - Spring Semester**

ELT 100 DC/AC Fundamentals	8
CIM 103 Introduction to Industrial Robots and PLCs	<u>3</u>
	11

**Second Year - Fall Semester**

ELT 200 Introduction to Microprocessors	5
PHY 153 Physics for Electronics	<u>4</u>
	9

**Second Year - Spring Semester**

ELT 110 Solid State Circuits	8
ELT 224 Power Distribution and Motors	<u>3</u>
	11

**Third Year - Fall Semester**

ELT 220 Industrial Electronics	<u>8</u>
	8

**Third Year - Spring Semester**

ENG 101 English Composition I	3
CIS 102 Beginning Basic Programming	3
SPE 115 Speech	<u>3</u>
	9

**Fourth Year - Fall Semester**

ENG 113 Professional Technical Writing	3
PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History I <u>or</u> 2	3
DRT 185 Computer Graphics I	<u>2</u>
	8

<sup>1</sup>Only offered in fall.

**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 for paramedics established by the State of Illinois' Department of Public Health.

**First Semester**

EMT 111 Emergency Medical Technician I	8
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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	<u>8</u>
<b>Total Hours</b>	32

**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	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	<u>1</u>
	4

**First Year - Spring Semester**

BUS 118 Keyboarding III	2
BUS 125 Shorthand	3
BUS 128 Machine Transcription	3
ACC 100 Business Accounting	3
BUS 221 Business law	4
CIS 205 Word Processing	<u>3</u>
	18

**Second Year - Fall Semester**

CIS 104 Spreadsheet Design	3
BUS 110 Introduction to Business	3
BUS 232 Shorthand	3
BUS 235 Business Correspondence	3
BUS 215 Introduction to Medical Terminology <u>or</u> BUS 247 Legal Secretarial Practice I	3
CIS 120 Database Management	<u>3</u>
	18

**Second Year - Spring Semester**

SPE 115 Speech	3
BUS 138 Business Seminar	1
Business Elective	3

BUS 237 Office Procedures	3
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
CIS 230 Operating Systems	3
	<u>16</u>

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 for information.

### HEATING AND AIR CONDITIONING

#### (Degree)

This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience to prepare graduates for immediate employment. Students will be trained for competency in installing, operating, troubleshooting, and maintaining all types of environmental control equipment. The graduate will receive an AAS degree.

#### First Year - Fall Semester

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

#### First Year - 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
PSC 131 Government or HIS 201 or HIS 202	3
	<u>17</u>

### Second Year - Fall Semester

AIR 106 Sheet Metal II	2
ELT 224 Power Distribution & Motors	3
ENG 113 Technical Writing	3
PSY 132 General Psychology	3
<sup>1</sup> Elective	3
	<u>14</u>

### Second Year - Spring Semester

AIR 142 Commercial Refrigeration	4
ELT 150 Applied Solid State Electronics	4
SPE 115 Speech	3
PHY 121 Technical Physics	3
WEL 160 MIG Welding	2
	<u>16</u>

<sup>1</sup>Suggested Elective--BUS 130--Introduction to Sales

### HEATING AND AIR CONDITIONING (Certificate)

This program prepares students for careers in the heating and air conditioning industry. The curriculum provides theory as well as sufficient laboratory experience to prepare students for immediate employment. Students will be trained for competency in installing, operating, troubleshooting, and maintaining all types of environmental control equipment. The graduate will receive a certificate of achievement.

#### 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 I	4
AIR 131 Refrigeration I	4
MAT 105 Vocational Mathematics I	3
	<u>17</u>

#### 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
	<u>14</u>

## 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 <u>or</u> MAT 107 <sup>1</sup> Technical Mathematics	3
AIR 100 Electricity & Electrical Controls	4
DRT 192 Blueprint Reading	3
ENG 113 Professional Technical Writing	3
IDM 205 Hydraulics <u>or</u> CMT 2230 Mine Hydraulics I	<u>3-4</u> 16-17

### 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 <u>or</u> PHY 121 Technical Physics	3
IDM 206 Hydraulics <u>or</u> CMT 2240 Mine Hydraulics I	<u>3-4</u> 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	<u>2</u> 16

### Second Year - Spring Semester

PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
SPE 115 Speech	3
IDM 110 Industrial Maintenance Lab & IDM 208 Preventive Maintenance <u>or</u> CML 2210, 2250, 2260, Mine Machinery Repair I	4

Electives	<u>6</u>
	16

<sup>1</sup>Only offered in fall.

## INFORMATION PROCESSING

This one-year program is designed for the individual desiring a clerical office position that does not involve shorthand. Emphasis is placed on word processing, keyboarding, filing, records management, bookkeeping, basic skills, and office procedures.

Graduates of this program will be qualified for entry level employment as data entry operators, word processing operators, receptionists, file clerks, transcriptionists, general office clerical employees, and civil service employees. 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

BUS 117 Keyboarding II	3
BUS 236 Records Management	1
BUS 111 Business Mathematics	3
BUS 138 Business Seminar	1
BUS 110 Introduction to Business	3
BUS 135 Office Language Skills	<u>3</u> 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	<u>3</u> 18

### Summer Semester

PSY 128 Human Relations	2
CIS 104 Spreadsheet Design	<u>3</u> 5

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 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 responsibilities.\*

### First Year - Fall Semester

IPP 141 American Sign Language I	5
IPP 111 Non-Verbal Language	3
	<u>8</u>

### First Year - Spring Semester

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

### First Year - Summer (Optional)

IPP 220 ASL for Interpreters	1
	<u>1</u>

### Second Year - Fall Semester

IPP 143 American Sign Language III	5
IPP 211 Linguistics I	3
IPP 231 Interpreting I	4
IPP 222 Interpreting ASL--English	4
	<u>16</u>

### Second Year - Spring Semester

IPP 212 ASL Linguistics II	3
IPP 251 Interpreting II	4
IPP 250 Field Experience	3
IPP 223 Introduction to Transliterating	3
	<u>13</u>

\*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
	<u>16</u>

## First Year - Spring Semester

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

## Second Year - Fall Semester

CIS 104 Spreadsheet Design	3
CIS 120 Database Management	3
BUS 232 Shorthand	3
BUS 247 Legal Secretarial Practice I	3
BUS 235 Business Correspondence	3
SPE 115 Speech	3
	<u>18</u>

## Second Year - Spring Semester

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

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 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	<u>2</u>
	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	2
Elective*	
	<u>3</u>
	17

\*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**

MAC 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	<u>2</u>
	16

**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*	
	<u>3</u>
	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	<u>3</u>
	15

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

**HEALTH INFORMATION TECHNOLOGY**  
**(SICCM Cooperative Program)\***

The Health Information Technology Associate Degree program is offered through the Southern Illinois Collegiate Common Market (SICCM). The program is accredited by the American Medical Association and American Medical Records Association.

The health information technician possesses the technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical, legal, accreditative, and regulatory requirements of the health care delivery system. The health information technician technically analyzes and evaluates health records according to standards; compiles various types of administrative and health statistics for use in planning and evaluating; codes symptoms, diseases, operations, procedures, and other therapies; releases health information; and maintains and utilizes a variety of health record indexes and storage and retrieval systems. In addition, the health information technician operates word processing equipment, abstracts discharge data to support quality assurance activities, supports committee chairpersons in carrying out committee functions, and supervises one or more health record service activities.

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

**First Year - Fall Semester**

BIO 101 Biological Science (for science majors)	3
HIT 101 Introduction to Medical Records	3
ENG 101 English Composition I	3
MAT 108 College Algebra	3
BUS 215 Introduction to Medical Terminology	<u>3</u>
	15

**First Year - Spring Semester**

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

**Second Year - Fall Semester**

HIT 201 Health Data and Statistics	2
HIT 202 Clinical Practicum I	2
HIT 203 Management in Health Care	2
HIT 204 Coding	4
ENG 102 English Composition II	3
Elective: Social Science, Math or Physical Science	<u>3</u>
	16

**Second Year - Spring Semester**

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

**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	<u>1</u>
	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	<u>3</u>
	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	<u>3</u>
	16

**Second Year - Spring Semester**

SPE 115 Speech	3
Business Electives	6
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
MKT 252 Visual Display	<u>3</u>
	15



### Summer Options

(Cannot be used as BUS electives)

MGT 225 Coordinated Marketing Mid-Management Training	3
MGT 226 Coordinated Marketing Mid-Management Training	3
BUS 239 Business Seminar	1

Recommended Business Electives:

CIS 102	3	MKT 150A	1
CIS 104	3	MKT 150B	1
CIS 120	3	MKT 150C	1
CIS 205	3	MKT 253	3
CIS 210	3	MKT 250	3
CIS 240	3		

### 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
	<u>16</u>

### 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
	<u>15</u>

### Second Year - Fall Semester

BUS 221 Business Law	4
ACC 100 Business Accounting	3
BUS 235 Business Correspondence Electives	3
	<u>6</u>
	<u>16</u>

### Second Year - Spring Semester

MKT 228 Small Business Management	3
PSY 132 General Psychology	3
PSC 131 American government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
Business Elective	6
	<u>15</u>

### Summer Options

(Cannot be used as BUS electives)

MGT 225 Coordinated Marketing Mid-Management Training	3
MGT 226 Coordinated Marketing Mid-Management Training	3
BUS 239 Business Seminar	1

Recommended Business Electives:

BUS 116	3	MKT 150A	1
CIS 102	3	MKT 150B	1
CIS 104	3	MKT 150C	1
CIS 120	3	MKT 253	3
CIS 205	3	MKT 260	3
CIS 210	3		
CIS 240	3		

### MEDICAL LABORATORY TECHNOLOGY (MLT)\*

(SICCM Cooperative Program)

#### The Profession

The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices and other health care facilities performing varied laboratory procedures and diagnostic tests. Laboratory tests are performed on body fluids such as blood which is obtained by the technician through venipuncture. The MLT works as a bench technician under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology. The MLT is an integral part of the health care team focused on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results (taking corrective action when indicated), relates laboratory findings to common disease processes, and interacts with other health care personnel and patients.

## The Program

The Medical Laboratory Technology (two-year) Associate Degree Program is offered through the Southern Illinois Collegiate Common Market (SICCM) and is a cooperative program with John A. Logan College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College. Each spring semester students from each college are admitted to begin the program the following fall semester.

Students are admitted to the MLT program and register for all courses through their home campus. General education courses are taken at the home campus, but MLT core courses are taught at various campuses, requiring students to travel an hour or more to classes. When registering for courses, students should consider travel time between their home campus and campuses where MLT core courses are scheduled. MLT courses may be taught in the day and/or evening based on part-time faculty availability. MLT courses of the second year are taught in the first 10 1/2 weeks of the semester. Courses are scheduled back-to-back to reduce student travel time. Clinical rotations are required in the second year of the program. These consist of two 16-day rotations during the last 6 1/2 weeks of the semester and are completed in labs of area hospitals. Students will be assigned to clinical sites as close to their home as possible, but students may have to travel considerable distances.

The SICCM MLT Program is seeking accreditation by the National Accrediting Agency for Clinical Laboratory Sciences. When the program attains "serious applicant" status, students who have completed the program requirements will be eligible to take the national certification examination offered by the Board of Registry of the American Society of Clinical Pathologists (ASCP). The certified graduate may then use the title, MLT (ASCP).

### First Year - Fall Semester

BIO 205 Human Anatomy & Physiology I	4
MLT 120 Introduction to Clinical Lab	3
MAT 108 College Algebra	3
CHM 101 Chemical Principles	5
	<hr/>
	15

### First Year - Spring Semester

BIO 206 Human Anatomy & Physiology II	4
BUS 215 Introduction to Medical Terminology	3
MLT 121 Serology	3
MLT 122 Clinical Microscopy	3
CHM 102 Chemical Principles with Qualitative Analysis	5
	<hr/>
	18

### First Year - Summer Semester

ENG 101 English Composition I	3
SPE 115 Speech	3
	<hr/>
	6

### Second Year - Fall Semester

MLT 223 Immunohematology (1st 10½ weeks)	4
MLT 224 Hematology (1st 10½ weeks)	4
MLT 251 Clinical Rotation I (Last 6½ weeks)	3
MLT 227 Coagulation (1st 10½ weeks)	2
	<hr/>
	13

### Second Year - Spring Semester

PSY 132 General Psychology	3
MLT 252 Clinical Rotation II	3
MLT 225 Clinical Chemistry	4
MLT 226 Applied Clinical Microbiology	4
	<hr/>
	14

\*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

The Medical Office Assistant Program prepares students for office support positions in a doctor's office, clinic, hospital, or other health care-related organizations. Besides exposure to executive secretarial courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and *The Medical Manager*.

### 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
	<hr/>
	15

### First Year - Spring Semester

CIS 205 Word Processing	3
BUS 216 Adv. Medical Terminology	3
BUS 128 Machine Transcription	3
BUS 235 Business Correspondence	3
BUS 221 Business Law	4
BUS 236 Records Management	1
	<hr/>
	17

### Second Year - Fall Semester

ACC 100 Business Accounting	3
BUS 124 Shorthand	3
SPE 115 Speech	3

CIS 104 Spreadsheet Design	3
CIS 120 Database Management <u>or</u> CIS 230 Operating systems	3
ALH 101 Cardiopulmonary Resuscitation	<u>1</u>
	16

**Second Year - Spring Semester**

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

**MEDICAL OFFICE ASSISTANT**

**Night Rotation**

**Fall Semester - 1996**

BUS 236 Records Management	1
BUS 235 Business Correspondence	3
BUS 124 Shorthand I	<u>3</u>
	7

**Fall Semester - 1996**

BUS 125 Shorthand II	3
PSY 132 General Psychology	3
BUS 270 Medical Office Procedures	<u>3</u>
	9

**Spring Semester - 1997**

ACC 100 Business Accounting	3
BUS 215 Introduction to Medical Terminology	3
BUS 221 Business Law	<u>4</u>
	10

**Fall Semester - 1997**

CIS 205 Word Processing	3
BUS 128 Machine Transcription	3
BUS 216 Advanced Medical Terminology	<u>3</u>
	9

**Spring Semester - 1998**

BUS 280 Computer Applications for Medical Offices	3
CIS 104 Spreadsheet Design	3
BUS 249 Medical Terminology Transcription	<u>4</u>
	10

**Fall Semester - 1998**

BUS 138 Business Seminar	1
CIS 120 Database Management <u>or</u> CIS 230 Operating Systems	<u>3</u>
	4

**Spring Semester - 1999**

BUS 111 Business Math	3
BUS 117 Keyboarding II	<u>3</u>
	6

**Fall Semester - 1999**

BUS 135 Office Language Skills	3
SPE 115 Speech	<u>3</u>
	6

**Spring Semester - 2000**

BUS 128 Machine Transcription	3
PSC 131 American Government or HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
ALH 101 Cardiopulmonary Resuscitation	<u>1</u>
	7

**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	1
BUS 117 Keyboarding II	3
PSY 132 General Psychology	3
BUS 215 Introduction to Medical Terminology	3
BUS 135 Office Language Skills	3
BUS 128 Machine Transcription	<u>3</u>
	16

**Spring Semester**

BUS 280 Computer Applications for the Medical Office	3
BUS 235 Business Correspondence	3

BUS 249 Medical Terminology and Transcription	4
BUS 216 Advanced Medical Terminology	3
BUS 270 Medical Office Procedures	3
	<u>16</u>

**Summer Semester**

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

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 Division for information.

**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. A criminal background check precedes the certification exam at the end of the course.

NAD 101 Nursing Assistant Training	<u>7</u>
	7

**OCCUPATIONAL THERAPY ASSISTANT**

**(SICCM Cooperative Program)**

The Occupational Therapy Assistant Associate Degree in Applied Science Program is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). Five students are admitted from each college (John A. Logan, Rend Lake, Southeastern Illinois, Shawnee Community) for an entering total of twenty. Students take general education courses on their own campuses and OTA courses together in a central laboratory.

The OT assistant student develops the entry level technical skills to provide services, under the supervision of a registered occupational therapist, to individuals of all ages who have physical, psychological, or developmental disabilities, including those suffering from strokes, heart diseases, arthritis, diabetes, serious burns, spinal cord injuries, and psychiatric disorders. The profession tailors the rehabilitation process individually for each patient and, through evaluation and treatment, seeks to achieve restoration or improvement of impaired functions. Occupational therapy serves a diverse population in a variety of settings such as hospitals and clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, schools and camps, private homes, and community agencies. The goal of occupational therapy is to assist patients in achieving a

maximum level of independent living by developing the capacities that remain after disease, accident, or other disability.

**Admission Requirements**

1. Graduate from an approved high school, or demonstrate equivalent competency (G.E.D. examination).
2. Complete general admission procedures for John A. Logan College.
3. By March 1, file the following OTA application information with the Assessment Office at John A. Logan College:
  - A. Completed OTA application form.
  - B. Health Occupations Aptitude Test results.
  - c. Official transcripts of previous college experience.
4. Achieve competitive level on a composite selection score for the college. The five top scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Examination--Revised test results and weighted grades for previous college coursework taken within, or transferring to, the Occupational Therapy Assistant required curriculum.

**Accreditation Status**

The SICCM Occupational Therapy Assistant Program is a new program and has initiated accreditation procedures with the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 29824-1220. AOTA's phone number is 301-652-AOTA. When accreditation is obtained (possibly in spring 1996), the SICCM OTA graduates will qualify to sit for the American Occupational Therapy Certification Board (AOTCB) national certification examination. This examination is administered each January and July. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Most states also require licensure to practice, usually basing this on the AOTCB examination results.

**First Year - Fall**

BIO 205 Human Anatomy & Physiology I	4
PSY 132 General Psychology	3
BUS 215 Introduction to Medical Terminology	3
OTA 100 Introduction to Occupational Therapy	3
OTA 210 Occupational Therapy Theory I	4
OTA 110 Clinical Observation I	2
	<u>19</u>

**First Year - Spring**

BIO 206 Human Anatomy & Physiology II	4
SPE 116 Interpersonal Communications	3
OTA 112 Activities of Daily Living	3
OTA 202 Occupational Therapy in Physical	

Disabilities	4
OTA 120 Occupational Therapeutic Media	3
	<u>17</u>

**First Year - Summer**

ENG 101 English Composition I	3
SOC 133 Sociology	3
	<u>6</u>

**Second Year - Fall**

PSY 262 Child Psychology	3
OTA 200 Psychosocial Therapy	3
OTA 211 OT Theory II	3
OTA 204 OT in Pediatrics	3
OTA 111 Clinical Observation II	2
	<u>14</u>

**Second Year - Spring**

OTA 121 OT Group Process	3
OTA 250 OT Administration	3
OTA 215 Fieldwork Experience I*	3
OTA 216 Fieldwork Experience II*	3
	<u>12</u>

\*Must be completed within 18 months of academic coursework.

**OFFICE SUPERVISION AND MANAGEMENT**

The Office Supervision and Management Program is a two-year curriculum designed to provide specialized training for the office support person who aspires to be eligible for a management position in the office environment. In addition to acquiring executive secretarial competence, participants can develop management skills that may lead to supervisory or mid-management positions. Specialized courses include payroll and integrated accounting, word processing, spreadsheet, database and systems computer courses, supervisory techniques, and office management courses.

**First Year - Fall**

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
	<u>16</u>

**First Year - Spring**

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
	<u>18</u>

**Second Year - Fall**

ALH 101 Cardiopulmonary Resuscitation	1
ACC 105 Payroll Accounting	2
CIS 104 Spreadsheet Design	3
BUS 235 Business Correspondence	3
CIS 120 Database Management	3
MGT 116 Supervisory Techniques of Management	3
SPE 115 Speech	3
	<u>18</u>

**Second Year - Spring**

ACC 225 Integrated Accounting on Computers	2
BUS 138 Business Seminar I	1
BUS 237 Office Procedures	3
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
CIS 230 Operating Systems	3
MGT 240 Office Management	3
	<u>15</u>

**OFFICE SUPERVISION AND MANAGEMENT**

**(Night Rotation)**

**Spring 1996**

BUS 236 Records Management	1
BUS 235 Business Correspondence	3
CIS 205 Word Processing	3
BUS 124 Shorthand I	3
	<u>10</u>

**Fall 1996**

BUS 237 Office Procedures	3
ALH 101 Cardiopulmonary Resuscitation	1
BUS 125 Shorthand II	3
	<u>7</u>

**Spring 1997**

BUS 135 Office Language Skills	3
ACC 100 Business Accounting	3
BUS 124 Shorthand I	3
	<u>9</u>

**Fall 1997**

SPE 115 Speech	3
ACC 105 Payroll Accounting	2
BUS 128 Machine Transcription	3
	<u>3</u>

8

**Spring 1998**

PSC 131 <u>or</u> HIS 201 <u>or</u> HIS 202 American Government <u>or</u> U. S. History I <u>or</u> II	3
ACC 225 Integrated Accounting on Computers	2
BUS 221 Business Law	3
	<u>8</u>

**Fall 1998**

CIS 104 Spreadsheet Design	3
MGT 116 Supervisory Techniques of Management	3
PSY 132 General Psychology	3
	<u>9</u>

**Spring 1999**

MGT 240 Office Management	3
CIS 120 Database Management	3
BUS 118 Keyboarding III	3
	<u>9</u>

**Fall 1999**

BUS 138 Business Seminar I	1
BUS 111 Business Mathematics	3
BUS 117 Keyboarding II	3
	<u>7</u>

**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	3
PNE 100 Nutrition	3
BIO 106 Human Body Structure and Function	4
PNE 161 Pharmacology in Nursing I	1
	<u>21</u>

**Second Semester**

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

**Summer Semester**

PNE 206 Medical/Surgical Nursing (Part II)	2
PNE 207 Medical/Surgical Clinic (Part II)	3
PNE 208 Mental Health Nursing	1
ENG 101 English Composition	3
	<u>9</u>

## 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
	<u>8</u>

### Summer Semester

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

### 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
	<u>8</u>

### 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
	<u>7</u>

### Summer Semester

PNE 183 Maternal and Newborn Health	3
PNE 184 Obstetric Clinical	2
	<u>5</u>

\*This curriculum is designed to be completed over five semesters. It does not include the required general education courses. It is recommended that those courses be completed prior to entry into the program; however, the required general education courses may be taken concurrent with the nursing classes. The required general education courses are as follows:

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
	<u>16</u>

### Spring Semester

ENG 112 Communications II	3
MGT 112 Principles of Management	3
MKT 224 Advertising	3
MKT 228 Small Business Management	3
ACC 100 Business Accounting	3
PSY 128 Human Relations	2
	<u>17</u>

## STENOGRAPHY

This one-year program is designed for the person desiring a stenographic position. Because of placement procedures used in shorthand and typewriting classes, it is designed for 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	3
BUS 111 Business Mathematics	3
BUS 138 Business Seminar	1
BUS 110 Introduction to Business	3
BUS 135 Office Language Skills	3
	<u>16</u>

### 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
	<u>19</u>

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

**Summer Semester**

ACC 100 Business Accounting	3
CIS 104 Spreadsheet Design	3
PSY 128 Human Relations	2
	<u>8</u>

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 for information.

**TEACHER AIDE**

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

**First Year - Fall Semester**

CCT 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
	<u>15</u>

**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
	<u>18</u>

**Second Year - Fall Semester**

CCT 260 Parenting	3
SPE 115 Speech	3
EDC 208 Characteristics and Methods of Teaching Exceptional Children	3
PNE 100 Nutrition	3
CCT 267 Teacher Aide Laboratory	5
	<u>17</u>

**Second Year - Spring Semester**

**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. BUS 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
	<u>17</u>

**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	3
	<u>16</u>



## 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. BUS 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
	<u>14</u>

#### First Year - Spring Semester

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

#### Second Year - Fall Semester

TRT 253 Tour and Destination Development	4
TRT 163 Hospitality Management	3
PSC 131 American Government <u>or</u> HIS 201 <u>or</u> HIS 202 U. S. History I <u>or</u> II	3
FRÉ 101 Elementary French I <u>or</u> SPN 101 Elementary Spanish <u>or</u> GER 101 Elementary German	4
	<u>14</u>

#### 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
	<u>16</u>

## 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
DRT 192 Blueprint Reading	3
WEL 150 Oxy-Acetylene Fusion	1
WEL 151 Oxy-Acetylene fusion	2
WEL 152 Brazing and Soldering	1
WEL 153 Oxy-Acetylene Cutting	1
WEL 154 Arc Welding	2
WEL 155 Arc Welding	2
WEL 156 Arc Welding	1
WEL 200 Welding Theory	2
IND 138 Industrial Seminar	1
	<u>18</u>

#### Spring Semester

MAT 105 Vocational Math	3
PSY 128 Human Relations	2
ENG 112 Communications	3
IND 121 Manufacturing Processes	2
WEL 157 Arc Welding	1
WEL 158 Arc Welding	1
WEL 159 Arc Welding	1
WEL 160 MIG Welding	2
WEL 161 Cored Wire Welding	2
WEL 162 TIG Welding	1
WEL 163 Weld Testing and Inspection	2
	<u>20</u>

## HEAVY EQUIPMENT WELDING

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

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

**VOCATIONAL SKILLS CERTIFICATES**

The following courses are offered to students who have completed a program of study and desire additional hours to enhance their employment opportunities. The fields of study and the courses associated are as follows:

**Early Childhood Education**

CCT 290 Methods of Teaching Special Children II	4
CCT 291 Special Children Practicum	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
	4

**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 Surgical Technician (1-6)	4
ORT 102 Surgical Technician II (2-4)	4
ORT 103 Surgical Technician III (1-6)	4
	12

**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	1
WEL 198 T. I. G. Welding--Aluminum	1
WEL 199 T. I. G. Welding--Stainless Steel	1
	3

**OUT-OF-DISTRICT COOPERATIVE PROGRAMS**

**Program Available through  
Lincoln Land Community College**

**Air Frame and Power Plant Aviation Mechanics**

John A. Logan College offers courses which fulfill the first 19 hours of the Airframe Mechanics Technology programs offered on the campus of Lincoln Land Community College in Springfield. Admission to the program is granted through Lincoln Land Community College. All application forms can be picked up from the Admissions Office. The following John A. Logan College courses and the Lincoln Land equivalents are listed below:

JALC		LLCC
ENG 101 English Composition I	3	COM 104 or COM 111
ENG 102 English Composition II	3	COM 105 or COM 112
PSC 131 American Government	3	POS
MAT 107 Technical Mathematics	4	TEM 103
Elective	1	IND 199
PHY 121 Technical Physics	3	TES 121
DRT 185 Computer Graphics I	2	TES 151
	19	

**Programs Available at Belleville Area  
College through A Cooperative  
Agreement with John A. Logan College**

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

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

Aviation Maintenance	Degree/Certificate
Aviation Pilot Training	Degree/Certificate
Chemical Technology	Certificate
Engineering Technology	Degree

Horticulture	Degree/Certificate
Secretarial (Machine course)	Degree

**CONTINUING EDUCATION AND  
COMMUNITY SERVICES**

**Programs Available at Illinois  
Eastern Community Colleges (Olney, Wabash, and  
Lincoln Trail) through A Cooperative Agreement  
with John A. Logan College**

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

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

Agricultural Technology/Production	Degree
Cabinet Making	Degree
Coal Mining Technology	Degree
Coal Mining Maintenance I & II	Certificate
Coal Mining Tech. Prod. Management	Certificate
Radio-Television Broadcasting	Degree
Telecommunications Technology	Degree/Certificate

**Programs Available at Rend Lake  
College through A Cooperative Agreement with  
John A. Logan College**

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

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

Agricultural Business	Degree/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

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. E-mail information is at: [wunders@jal.cc.il.us](mailto:wunders@jal.cc.il.us)

## 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

### Vocational Skills

Arc Welding (Adv.)  
Arc Welding (Beg.)  
Aviation Meteorology  
Baking I  
Baking II  
Baking III  
Bookkeeping (Adv.)  
Bookkeeping I  
Bookkeeping II  
Bookkeeping III  
Business Filing (Intro.)  
Calligraphy I  
Classroom Applications for Microcomputers  
Computer-Aided Design II  
Cosmetology (Basic Brush-Up)  
Data Processing I  
Data Processing II  
Data Processing III  
Database Management  
Desktop Publishing I  
Drafting (Architectural)  
Drawing and Illustration I  
Drawing and Illustration II  
Educational Application for Microcomputers  
Electricity and Electronics  
Electronic Office  
Electronics: An Introduction  
Elements of Drawing and Illustration  
Firearms Training for Security Guards (Adv.)  
First Aid (Advanced)  
Fundamentals of Electricity  
Graphic Design II  
Heating and Air Conditioning Part I  
Heating and Air Conditioning Part II  
Interior Decorating I  
Interior Decorating II  
Intro Microcomputers-DOS Systems

Investigative Tech.-Security Guards  
 Investment Management I  
 Investments I  
 Keyboarding I  
 Lotus 1-2-3 for Office  
 Management Communication  
 Manual Communication I  
 Manual Communication II  
 Manual Communication III  
 Medical Terminology (Basic)  
 Medical Terminology II  
 Medications I (Adv.)  
 Medications II  
 Microcomputers for Older Beginners  
 Microcomputer Software Overview  
 Money and Banking  
 Money Management (Basic)  
 Oxy-Acetylene Welding  
 Painting and Design  
 Photography I (Commercial)  
 Photography II (Commercial)  
 Photography III (Commercial)  
 Principles of Bank Operation  
 Private Pilot/Ground Course  
 Quality Control and Inspection I  
 Quality Control and Inspection II  
 Quicken for Financial procedures  
 Real Estate Review  
 Refrigeration (Basic)  
 Refrigeration II (Domestic Refrigerator-Freezer)  
 Refrigeration III (Electrical Circuitry)  
 Security Officer Defensive Training  
 Tailoring/Alterations I  
 Tailoring/Alterations II  
 Tailoring/Alterations III  
 Training for Security Guards (Adv.)  
 Training for Security Guards (Beg.)  
 Typewriter-Electromechanical: Theory  
     Operation-Repair  
 Typewriter-Electronic: Theory-Operation-Repair  
 Typing I  
 Typing II  
 Typing III  
 Visual Communication in Advertising  
 Wastewater Treatment (Adv.)  
 Wastewater Treatment (Basic)  
 Waterworks Operation (Adv.)  
 Waterworks Operation (Basic)  
 Waterworks Operation (Inter.)  
 Welding (Introduction)  
 Windows on IBM  
 Word Processing  
 Word Processing for Writers

## PUBLIC SERVICE COURSES

Many courses of a hobby, recreational, or leisure-time nature are not eligible for state reimbursement and thus can only be offered as a public service by the College. A limited number of such courses will be offered during each academic year. A flat fee, depending on the course, is charged for enrolling in any of these courses.

The courses carry no credit and are not applicable to any certificate but may be repeated by the student as many times as he/she wishes on a priority basis. First priority will be given to new students and then to students wishing to repeat public service courses.

### Public Service Courses

ABCs of Children's Cooking  
 Aerobic Dance (Adv.)  
 Aerobic Dance (Inter.)  
 Aerobic Dance (Beg.)  
 Art for Kids (8-11)  
 Ballroom Dancing (Inter.)  
 Basketball (Men)  
 Bird Taxidermy  
 Bowling  
 Cake Decorating (Adv.)  
 Community Recreation  
 Conversational German  
 Cosmetology (Adv.)  
 Diversified Financial Planning  
 Dog Obedience (Beg.)  
 Drawing and Painting of Birds and Wildlife  
 Electronics (Beg.)  
 Genealogy and Family Genetics  
 General Crafts  
 General Horticulture  
 Golf (Adv.)  
 Golf (Beg.)  
 Guitar (Beg.)  
 Gymnastics  
 Home Construction  
 Home Decorating  
 Home Vegetable Gardening  
 How to Invest in the Stock Market  
 Interior Decorating (Adv.)  
 Introduction to 35 mm Cameras  
 Investigative Technique for Security Guards  
 Italic Calligraphy (Inter.)  
 Karate (Adv.)  
 Matting and Framing of Artwork  
 Meteorology  
 Stained Glass Windows  
 Stitchery (Creative)  
 Volleyball (Men and Women)

## **CENTER FOR BUSINESS AND INDUSTRY**

A variety of educational courses, seminars, workshops, and conferences are available to southern Illinois businesses through John A. Logan College's Center for Business and Industry.

The training is offered on site or at the campus to new or existing businesses in order to help employees become more productive. Representative courses of instruction include accounting, office procedures, records management, stress reduction, computer software programs, blueprint reading, receptionist training--and many more.

The courses are designed to serve the unique needs of the business and industrial communities for short-term training and non-traditional programs. All instruction is offered at-cost to area businesses.

The Center for Business and Industry offers customized training courses, technical training courses, high-impact training services, internships, technical assistance, placement, and referral services.

The instruction is carried out by John A. Logan College instructors--or through instructors contracted by the College.

The Center for Business and Industry trained or retrained over 2,000 southern Illinoisans in 1993, 4,500 in 1994, and over 5,000 in 1995.

## **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 Videos**

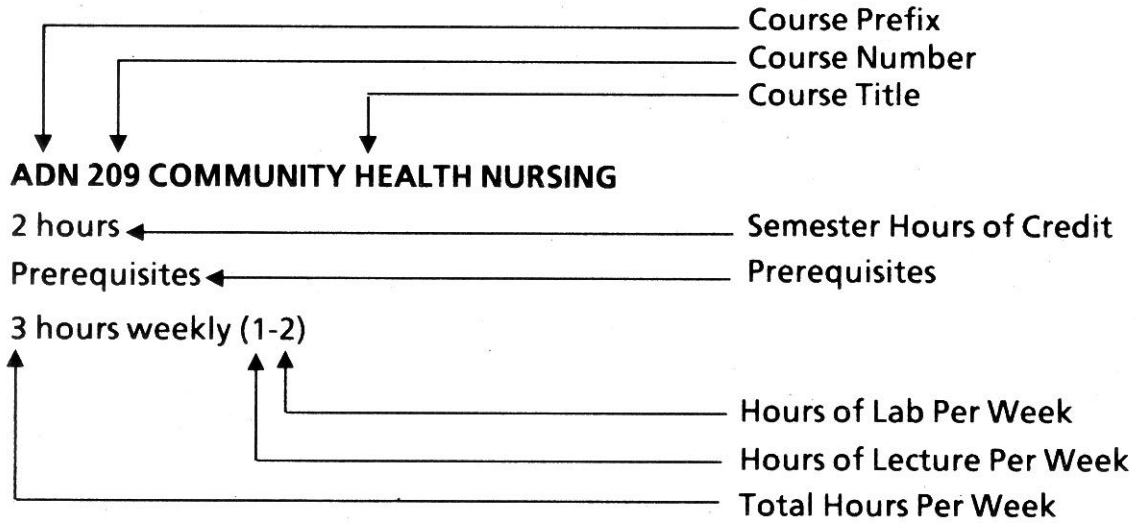
Videos on College transfer programs and high-technology programs are available to individuals and groups through the College's Office for College Relations. A general video about the College is also available.

### **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.

## COURSE DESCRIPTIONS

### HOW THE COURSE NUMBERING SYSTEM WORKS





## COURSE DESCRIPTIONS

### DIVISION OF HEALTH AND PUBLIC SERVICE

#### ALLIED HEALTH

##### **ALH 101 CARDIOPULMONARY RESUSCITATION** 1 Hour

Prerequisites: None  
1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of accessing the emergency medical system. Beginning first aid procedures are also discussed.

##### **ALH 102 CARDIOPULMONARY RESUSCITATION RECERTIFICATION** .5 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  
2 hours 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 CONCEPTUAL FRAMEWORK** 3 Hours

Prerequisites: ADN 200  
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 200  
3 hours weekly (1-2)

This course is designed to further the student's 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 200  
3 hours weekly (1-2)

This course is designed to further the student's knowledge in metabolic-endocrine function and 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 200  
3 hours weekly (1-2)

This course is designed to introduce the student to concepts in community health nursing. The student will learn that the health and well-being of citizens in the community are an integral part of nursing. The problem-solving approach will be applied to identify health problems of clients in a variety of community clinical agencies and settings, with emphasis on community resources for special health problems, communicable diseases, problems accompanying disasters, and special problems of senior citizens.

**ADN 211 RESPIRATORY NURSING INTERVENTIONS**

2 Hours

Prerequisites: ADN 200  
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 200  
3 hours weekly (1-2)

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

**ADN 214 MATERNAL-NEONATE NURSING INTERVENTIONS**

2 Hours

Prerequisites: ADN 200  
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 200  
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 200  
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 200  
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 200  
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 200  
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**

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 101A&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 sciences, Illinois laws, salon management, nail disorders, chemistry as applied to cosmetics, and how to prepare a resume.

**COS 102B COSMETOLOGY THEORY**

2 Hours

Prerequisites: COS 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 sciences, Illinois laws, 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 are emphasized.

**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 are stressed.

**COS 115 COSMETOLOGY-RELATED LAB**

1 Hour

Prerequisites: Concurrent enrollment with Cosmetology 111A  
3 hours weekly (0-3)

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

## CRIMINAL JUSTICE PROGRAM

### **CRJ 103 INTRODUCTION TO CRIMINAL JUSTICE**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A review of historical and ideological foundations of law enforcement and corrections; delineation of major patterns of practice and organizational structure; and description of major programs and their relationships.

### **CRJ 105 CRIMINAL BEHAVIOR**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offender and his/her community context as problems for rehabilitation efforts; criticism of typical treatment programs.

### **CRJ 115 INTERPERSONAL RELATIONS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is an introduction to police and community relationships. The various problems, historical and contemporary perspectives, racial and community tensions, and law enforcement implications of intergroups and interracial relations, as well as community relations programming will be studied. Upon completion of this course, the student will have an understanding of the importance of police and community relations, and the persuasive techniques utilized in making a better rapport between the police and the community.

### **CRJ 201 CRIMINAL JUSTICE INTERNSHIP**

4 Hours

Prerequisites: Consent of Health and Public Service Associate Dean  
20 hours weekly (0-20)

An optional internship to give the students supervised on-the-job work experience and exposure to various operations of a criminal justice agency. Students will work in approved work sites in criminal justice agencies for a total of 320 hours. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student trainees in order to help them upgrade skills and strengthen weaknesses. An overall GPA of 3.75 is required.

### **CRJ 203 INTRODUCTION TO SECURITY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course will introduce the student to public and private security. Emphasis will be placed on the 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 or she will also have learned the value and techniques of preserving evidence and how the claim of evidence is vital to a successful prosecution.

### **CRJ 209 CRIMINAL LAW I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The study of the due process functions of the criminal law. Upon completion of the course, the student will have an understanding of the laws and constitutional considerations concerning probable cause, arrest, search and seizure, stop and frisk, confessions and admissions, and legal evidence. Recent Supreme Court decisions affecting these areas will be covered.

### **CRJ 210 INTRODUCTION TO FORENSIC INVESTIGATION**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is an orientation course dealing with the application of several scientific methods of criminal investigation of crime scenes. Topics discussed will include polygraph, firearms, and tool mark identification, 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 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, 108, 110, 113  
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 mannequins, demonstrations, and student practice. Principles and procedures of oral diagnosis and treatment planning, tooth numbering and surface annotation, local anesthesia, isolation procedures, and instrument use, care, and sterilization will be presented. The principles of cavity preparation and choice of materials and instrumentation for restoring amalgam and composite restorations will be used.

### **DNA 103 DENTAL ASSISTING PROCEDURES II**

2 Hours

Prerequisites: DNA 100, 102, 104, 108, 110, 113  
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, pedodontics and oral surgery. Patient care, management, and diagnosis and treatment planning for each specialty area will be presented. Assisting skills will be learned utilizing mannequins, demonstrations, and student practice. This class must be successfully completed before beginning an externship in a dental office.

### **DNA 104 DENTAL RADIOGRAPHY I**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course provides an introduction to dental radiography. The material covered includes basic theory regarding radiography, its equipment and equipment usage, the effects and hazards of radiation, and operator/patient protection during radiographic procedures. The types of exposures included in this course include bitewings and periapicals (bisecting and paralleling). This course provides the student with the technical knowledge needed for positioning, exposing, processing, mounting and evaluating dental radiographs (to the extent of normal anatomy). The student will receive practical experience exposing and processing radiographs on mannequins and selected patients. Students must show appropriate proof of physicals and inoculations.

### **DNA 105 DENTAL RADIOGRAPHY II**

2 Hours

Prerequisites: DNA 100, 104, 108  
3 hours weekly (1-2)

Utilizing the basic knowledge and skills emphasized in DNA 104, this course increases the skill competency levels to prepare diagnostically acceptable intraoral radiographs using paralleling and bisecting techniques. In addition, this course will encompass the techniques for exposing radiographs on children, edentulous patients, and other special populations. Developing skills in the extraoral techniques will be included. The student will receive practical experience exposing radiographs on mannequins and selected patients.

### **DNA 106 PREVENTIVE DENTAL HEALTH EDUCATION**

2 Hours

Prerequisites: DNA 100, 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 HEAD AND NECK ANATOMY**

2 Hours

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

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 103, 106, 111  
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: DNA 103, 105, 106, 108  
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: DNA 111  
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.



## 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, pregnancy difficulties, and quality preschool center-based care. Emphasis is also placed upon infant and toddler development and activities to further development of each child's potential.

### **CCT 160 INTRODUCTION TO PRESCHOOL CHILDREN**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to acquaint the student with all stages of development from age 3 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.

### **208 CHARACTERISTICS AND METHODS OF TEACHING EXCEPTIONAL CHILDREN**

3 Hours

Prerequisites: PSY 262  
3 hours weekly (3-0)

This course is designed to equip the student with several methods of dealing with special children. The basic part of the class is devoted to gathering ideas and sources to aid in planning activities for each special type of child.

### **CCT 265 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 PRESCHOOL ADMINISTRATION**

4 Hours

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

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

### **CCT 267 CHILD CARE/TEACHER AID LABORATORY**

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 LANGUAGE AND LITERACY DEVELOPMENT**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is a study of language and literacy development beginning in infancy and progressing through the primary years. Emphasis will be placed on promoting family literacy, approaches to reading and writing instruction, application of research to practice, and evaluation of commercialized instructional programs. Students will be introduced to elementary school reading programs, reading problems, and remediation concerns.

### **CCT 290 METHODS OF TEACHING SPECIAL CHILDREN II**

4 Hours

Prerequisites: CCT 267 and EDC 208  
4 hours weekly (4-0)

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**

8 Hours

Prerequisites: 18 years of age  
8 hours weekly (8-0)

A course designed to provide the student with techniques of emergency care and transportation of the sick and injured. Emphasis is also placed upon the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, cardiopulmonary resuscitation, defibrillation, and techniques of using emergency equipment.

### **EMT 112 EMERGENCY MEDICAL TECHNICIAN II**

2 Hours

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

Designed as a refresher course for students who are registered EMT-As with two years' experience. The EMT-As are required to participate in review and improved-technique session.

### **EMT 113 EMERGENCY RESCUE TECHNICIAN**

3 Hours

Prerequisites: EMT 111 or equivalent  
4 hours weekly (2-2)

The purpose of the course is to upgrade the emergency medical technician's, fireman's, police officer's, and other's skill, knowledge, and ability to establish priorities for removing persons from crashed vehicles. This course will deal with gaining access and disentanglement, plus areas that deal with the victim's and rescuer's safety.

### **EMS 250 PARAMEDIC I**

8 Hours

Prerequisites: EMT-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 BTLs standards. The student will be given advanced training in the pathophysiology and management of shock utilizing MAST and intravenous therapy. Respiratory system anatomy and physiology and diseases, injury, and other dysfunctions will be studied as well as advanced airway management

techniques including use of EOAs, EGTAs, and endotracheal intubation. Students must show evidence of appropriate inoculations.

### **EMS 251 PARAMEDIC II**

8 Hours

Prerequisites: EMS 250 or EMT-I certification with successful completion of a written proficiency and a practical plus 64 additional clinical hours in surgery and intubation practice  
14 hours weekly (5-9)

This course introduces students to the anatomy and physiology of the cardiovascular system, emphasizing the structure, function, and electrical conduction system of the heart, and the pathophysiology and emergency management of the cardiovascular system. The student will study the EKG interpretation and treatment of various arrhythmias and specific treatment techniques including CPR, EKG, monitoring, 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  
14 hours weekly (5-9)

The course is designed to provide the paramedic student with the pathophysiology and emergency management of muscular-skeletal injuries and abdominal injuries. Assessment and treatment of common medical emergencies will also be studied including obstetric and gynecologic, pediatric-neonatal, and psychiatric emergencies. Students are introduced to the emotional aspects of illness, injury, death, and dying.

## **HEALTH INFORMATION TECHNOLOGY**

### **HIT 101 INTRODUCTION TO HEALTH INFORMATION**

3 Hours

Prerequisites: Admission to the Health Information Technology Program  
3 hours weekly (3-0)

Introduction to Health Information is a course that will initiate the student to the field of medical records technology. It is an overview of the functions and responsibilities of the technologist and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record systems consistent with the medical administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system.

### **HIT 102 HEALTH RECORDS SYSTEMS**

3 Hours

Prerequisites: 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.

### **HIT 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.

### **HIT 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.

### **HIT 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.

### **HIT 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.

### **HIT 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.

### **HIT 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.

### **HIT 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.

### **HIT 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.

### **HIT 213 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.

### **HIT 214 HEALTH INFORMATION IN NON-TRADITIONAL 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.

### **HIT 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.

## **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 deaf programs. Emphasis is given to the characteristics and needs of the deaf and hard-of-hearing people.

### **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, and temporal and distribution aspects for execution. Students will experience additional in-depth receptive and expressive proficiency development. Nonmanual aspects (grammar markers) will be featured and emphasized. Additional information about the deaf community/deaf world and its culture will be featured.

### **IPP 143 AMERICAN SIGN LANGUAGE (ASL) 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: IPP 141  
3 hours weekly (3-0)

This course is designed to provide students with awareness and in depth information on the history of the deaf world/deaf community with its embedded cultural traditions from a sociological and humanistic viewpoint on deafness.

### **IPP 201 INTRODUCTION TO INTERPRETING**

3 Hours

Prerequisites: IPP 141  
3 hours weekly (3-0)

This course is designed to introduce students to the basic concepts and vocabulary in the field of interpreting. We will focus on the psychological impact of having interpreters involved in the communication event. Students will participate in a cultural role play to begin to understand the feelings of people on every side of the communication. Students will also be exposed to working interpreters through structured observations.

### **IPP 211 ASL LINGUISTICS I**

3 Hours

Prerequisites: IPP 142  
3 hours weekly (3-0)

This course will introduce students to the basic linguistic principles behind ASL in an effort to continue their development of sign language skills. The students will develop knowledge of the structure of the language to complement their proficiency in language use. The phonological rules of ASL and English will also be studied.

### **IPP 212 ASL LINGUISTICS II**

3 Hours

Prerequisites: IPP 211  
3 hours weekly (3-0)

A continuation of the first semester course in ASL linguistics, this course is also designed to reinforce students' acquisition of language skills in ASL by providing the knowledge competency component. This course focuses on the morphology, syntax, and use of ASL.

### **IPP 220 ASL FOR INTERPRETERS**

1 Hour

Prerequisites: IPP 142  
2 hours weekly (0-2)

This course provides students with additional American Sign Language skills and provides remediation of linguistic deficits prior to starting interpreting courses. Students with ASL deficits measured by earning a grade of C or lower in IPP 142 will be required to take this course. Others may take it at their option. This course will provide students with practice using American Sign Language in real world situations by using the scenario approach.

### **IPP 222 INTERPRETING ASL TO ENGLISH**

4 Hours

Prerequisites: IPP 201  
6 hours weekly (2-4)

This course explores the theory and skills necessary to interpret from an American Sign Language text to appropriate spoken English. This course will explore the concepts of register, processing time, and the interpretation process. Course materials will be sequenced from paraphrasing, translation, consecutive interpretation, and simultaneous interpretation. Emphasis will be placed on message equivalence and appropriate vocabulary choices.

### **IPP 223 INTRODUCTION TO TRANSLITERATING**

3 Hours

Prerequisites: IPP 211, IPP 231, IPP 143  
6 hours weekly (2-4)

This course explores the theory and skills necessary to transliterate and shows in which contexts transliteration is used. In class, students will practice transliterating in conceptually accurate ASL signs and principles executed in English word order. Course materials will be sequenced from preschool to adult level material and from non-technical to technical use of vocabulary. Emphasis will be placed on speed, conceptual accuracy, fingerspelling, and appropriate vocabulary.

### **IPP 231 INTERPRETING I**

4 Hours

Prerequisites: IPP 141, 142, 201  
6 hours weekly (2-4)

This course focuses on the acquisition of the interpreting process. Students develop processing skills by paraphrasing, translating, consecutive interpreting, and finally simultaneously interpreting spoken and signed messages. Ethical decision making will be reinforced. Diagnostic observation of working interpreters will also be a focus of this course.

### **IPP 250 FIELD EXPERIENCE I**

3 Hours

Prerequisites: IPP 143, 211, 231  
11 hours weekly (1-10)

This practicum will expose students to interpreting experiences, continued observation of working interpreters, and continued interaction with deaf and hard of hearing people. The students will participate in a one-hour seminar session per week and ten hours of practicum per week.

### **IPP 251 INTERPRETING II**

4 Hours

Prerequisites: IPP 231  
6 hours weekly (2-4)

This course is a continuation of Interpreting I. The students will simultaneously interpret various spoken and signed texts and participate in role plays related to settings in which interpreters work. Vocabulary development will also be an emphasis and discussions of the application of ethical principles to various situations.

## **MEDICAL LABORATORY TECHNOLOGY**

### **MLT 120 INTRODUCTION TO CLINICAL LABORATORY**

3 Hours

Prerequisites: Admission to Medical Laboratory Technology Program  
3 hours weekly (3-0)

Acquaints the student with the profession of medical laboratory technology. Includes an overview of the major disciplines in laboratory medicine, basic laboratory mathematics, collection and handling of specimens, handling and care of laboratory equipment, preparation of solutions and media, methods of sterilization, and the basic elements of quality control. The student is introduced to the disciplines of hematology, immunohematology, clinical chemistry, urinalysis, and microbiology.

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 gastric fluid).

### **MLT 223 IMMUNOHEMATOLOGY**

4 Hours

Prerequisites: MLT 121, 122  
6 hours weekly (6-0)

A study of the blood groups of man and their significance in bloodbanking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes, and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed.

### **MLT 224 HEMATOLOGY**

4 Hours

Prerequisites: MLT 121, 122  
6 hours weekly (6-0). Course meets the first 10½ weeks of the semester.

An introduction to the study of clinical hematology. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of hematological disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed. The collection, handling, and processing of samples are covered in detail.

**MLT 225 CLINICAL CHEMISTRY**

4 Hours

Prerequisites: MLT 223, 224, 227  
6 hours weekly (6-0). Course meets the first 10½ weeks of the semester.

A study of the diagnostic chemistry tests in the average clinical laboratory. Includes normal physiology, principles of the reactions and interpretation of test results. Includes basic instrumentation, laboratory mathematics, and quality control.

**MLT 226 APPLIED CLINICAL MICROBIOLOGY**

4 Hours

Prerequisites: MLT 223, 224, 227  
6 hours weekly (6-0). Course meets the first 10½ weeks of the semester.

A study of the normal and pathogenic microflora of man with emphasis on the methods used for isolation, recognition, and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing, and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, parasitology, and mycobacteriology.

**MLT 227 COAGULATION**

2 Hours

Prerequisites: MLT 120, 121  
3 hours weekly (3-0). Course meets the first 10½ weeks of the semester.

A study of hemostasis with an in-depth study of coagulation factors and platelets. The laboratory tests include diagnosis and treatment of bleeding and coagulation and monitoring anti-coagulant therapy.

**MLT 251 CLINICAL ROTATION I**

3 Hours

Prerequisites: MLT 223, 224, 227  
240 clinical hours (0-240)

Supervised clinical experience. Students rotate in hematology/coagulation and immunohematology during the last 6½ weeks of the semester.

**MLT 252 CLINICAL ROTATION II**

3 Hours

Prerequisites: MLT 251, 225, 226  
240 clinical hours (0-240)

Supervised clinical experience. Students rotate in clinical chemistry/clinical microscopy, and clinical microbiology/serology.

**NURSING ASSISTANT****NAD 101 NURSING ASSISTANT TRAINING**

7 Hours

Prerequisites: None  
9.5 hours weekly (5.5-4)

This course is designed to train students to be competent in skills necessary for the nursing assistant to function successfully in a hospital, long-term care facility, or other health care facilities. The nursing assistant will provide services related to the comfort and welfare of the resident under direct supervision of the licensed nurse or physician. Some topics to be covered include body mechanics, transfer techniques, basic anatomy and physiology, personal care, vital signs, rehabilitation, death, Alzheimer patient care, dying, and post-mortem care. Cardiopulmonary resuscitation is also included.

**NUTRITION****PNE 100 NUTRITION**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The course focuses on why the human body needs food and what is in the different foods that the body uses. Also, the student develops an awareness for the necessity of careful selection and preparation of food that is to be used in the human body. Special emphasis is placed upon the six basic nutrients, their functions, and diet therapy.



## OCCUPATIONAL THERAPY ASSISTANT

### **OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY**

3 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program

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**

2 Hours

Prerequisites: Admission to the Occupational Therapy Program

4 hours weekly (1-3)

Clinical Observation I experience provides the student introductory contact with persons of different age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice the following: critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and therapeutic communication techniques.

### **OTA 111 CLINICAL OBSERVATION II**

2 Hours

Prerequisites: OTA 112, 120, and 202

6 hours weekly (0-6)

Clinical Observation II experience provides the student contact with patients/residents of different ages and disabilities. Students will be placed in an approved agency and continue to practice observation and communication techniques under supervision. They will begin the process of developing potential treatment plans and procedures, and adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention will be explored.

### **OTA 112 ACTIVITIES OF DAILY LIVING**

3 Hours

Prerequisites: OTA 100, 110, 210, and BIO 205

5 hours weekly (2-3)

Basic self-care skills of feeding, hygiene, and dressing, independent living skills of communication, home management, architectural barrier modification, and community resources are stressed. Adaptation to equipment and assistive devices necessary to perform ADL tasks are reviewed.

### **OTA 120 OCCUPATIONAL THERAPEUTIC MEDIA**

3 Hours

Prerequisites: OTA 100, 110, 210 and BIO 205

5 hours weekly (2-3)

Theory and practice of selected creative manual arts, includes acquisition of basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem solving, therapeutic application, and laboratory and equipment maintenance.

### **OTA 121 OCCUPATIONAL THERAPY GROUP PROCESS**

3 Hours

Prerequisites: OTA 111, 200, 204 and 211

5 hours weekly (2-3)

Exploration of the use of groups in all diagnostic categories of occupational therapy treatment. Occupational therapy models of practice are emphasized. Group leadership, group facilitation, and activity selection skills will be developed. This course will be taught within a block format.

### **OTA 200 PSYCHOSOCIAL THERAPY AND PRACTICE**

3 Hours

Prerequisites: OTA 112, 120, 202

5 hours weekly (2-3)

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, and use of self as a therapeutic modality are emphasized.

### **OTA 202 OCCUPATIONAL THERAPY IN PHYSICAL DISABILITIES**

4 Hours

Prerequisites: OTA 100, 110, 210 and BIO 205

6 hours weekly (3-3)

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of preventing, reducing, or alleviating aspects of disease or illness which impede activities and self-care performance.

### **OTA 204 OCCUPATIONAL THERAPY IN PEDIATRICS**

3 Hours

Prerequisites: OTA 202, 112, 120

5 hours weekly (2-3)

Focus of the course is on outlining occupational therapy intervention of childhood developmental deviations. Principles and theories of human growth and development will be reviewed.

### **OTA 210 OCCUPATIONAL THERAPY THEORY I**

4 Hours

Prerequisites: Admission to the Occupational Therapy Assistant Program

6 hours weekly (3-3)

Introduction to the fundamental concepts of joint and muscle movement. Methods of data collection and adaptation of therapeutic activities and exercises will be emphasized.

### **OTA 211 OCCUPATIONAL THERAPY THEORY II**

3 Hours

Prerequisites: OTA 112, 120, 202

5 hours weekly (2-3)

Provides a basic knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles across all ages and conditions.

### **OTA 215 FIELDWORK EXPERIENCE I**

3 Hours

Prerequisites: Successful completion of all academic coursework of first three program semesters; successful completion of any portion of Occupational Therapy Group Process and Occupational Therapy Administration provided prior to fieldwork in the final semester schedule; valid CPR card.

40 hours weekly (0-0-15)

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for six weeks in each of two different sites (I and II) for a total of twelve weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly

encouraged within all fieldwork. **Fieldwork Experience I must be successfully completed within 18 months of academic coursework.**

### **OTA 216 FIELDWORK EXPERIENCE II**

3 Hours

Prerequisites: Successful completion of all academic coursework of first three program semesters; successful completion of any portion of Occupational Therapy Group Process and Occupational Therapy Administration provided prior to fieldwork in the final semester schedule; valid CPR card.

40 hours weekly (0-0-15)

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for six weeks in each of two different sites (I and II) for a total of twelve weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. **Fieldwork Experience II must be successfully completed within 18 months of academic coursework.**

### **OTA 250 OCCUPATIONAL THERAPY ADMINISTRATION**

3 Hours

Prerequisites: OTA 111, 200, 204, and 211

5 hours weekly (3-0)

Introduction to basic management knowledge and skills essential to occupational therapy practice. Topics included are planning, marketing, supervision, communications, quality assurance, supervision issues and techniques of departmental operations, standard setting, developing a resume, practice job interviewing, and certification examination review. This course will be taught within a block format.

## PRACTICAL NURSING

### **PNE 101 FUNDAMENTALS OF NURSING**

2 Hours

Prerequisites: Acceptance into Practical Nursing Program  
2 hours weekly (2-0)

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

### **PNE 102 NURSING PROCEDURES**

3 Hours

Prerequisites: Acceptance into Practical Nursing Program  
6 hours weekly (0-6)

In order to make each patient as comfortable as possible, a practical nurse must be familiar with a wide range of technical skills. Without adequate professional expertise, the practical nurse will be a helpless bystander to the progression of disease. The Nursing Procedures course presents content that is fundamental to the practice of nursing skills. An attempt will be made to emphasize the "why" of certain actions--the principles underlying the activity rather than any one procedure. Students will have an opportunity to develop skills to administer selected medications safely in a supervised clinical setting.

### **PNE 103 CLINICAL NURSING**

3 Hours

Prerequisites: Acceptance into Practical Nursing Program  
9 hours weekly (0-9)

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

### **PNE 104 AFFECTIVE DOMAIN OF NURSING**

1 Hour

Prerequisites: Acceptance into Practical Nursing Program  
1 hours weekly (1-0)

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

### **PNE 105 NURSING THROUGHOUT THE LIFE CYCLE**

2 Hours

Prerequisites: Acceptance into Practical Nursing Program  
2 hours weekly (2-0)

This course is designed to present the theory material necessary to introduce the student to the normal growth and development of man from birth to death. The course will introduce the student to development in terms of maturation, psychological, cognitive, and motor functions. Age groupings will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. Without an awareness of the range and complexity of distinctions between age groups, a nurse cannot be cognizant of the client's special needs or obvious factors related to health conditions. The individual will be discussed in relation to the health care system. The nurse's influence on the client's growth and development will be emphasized.

### **PNE 161 PHARMACOLOGY IN NURSING I**

1 Hour

Prerequisites: Acceptance into Practical Nursing Program  
1 hours 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, 161  
2 hours weekly (2-0)

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

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

Prerequisites: PNE 101, 102, 103, 105, 161  
3 hours weekly (0-3)

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

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

Prerequisites: PNE 101, 102, 103, 105, 161  
2 hours weekly (2-0)

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

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

Prerequisites: PNE 101, 102, 103, 105, 161  
9 hours weekly (0-9)

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

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

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

Nursing care for persons with medical and surgical health deviations is learned and practiced. Legal aspects of nursing are presented.

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

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

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

**PNE 208 MENTAL HEALTH NURSING**  
1 Hour

Prerequisites: Acceptance into Practical Nursing Program  
1 hour weekly (1-0)

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

**SURGICAL TECHNICIAN**

**ORT 101 SURGICAL TECHNICIAN I**  
4 Hours

Prerequisites: RN or PN 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 or PN 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 or PN 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 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**

### **ACCOUNTING**

#### **ACC 100 BUSINESS ACCOUNTING**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A practical accounting course for non-accountants, this includes a study of the elements of accounting and the accounting procedure. The accounting elements, business transactions, common journals, posting, the trial balance, the worksheet, and the financial statements are covered. In addition, the following areas are studied: accounting for merchandise, accounting for purchases and sales, accounting for cash, and payroll accounting.

#### **ACC 101 FUNDAMENTALS OF ACCOUNTING I**

4 Hours

Prerequisites: Previous 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 business person. Emphasis is on the following areas: individual tax returns, including income inclusions and exclusions, deductions allowable and not allowable; types of returns to be filed,

exemptions, and special income and deduction items; basic tax responsibilities of small businesses and reporting requirements involved for a sole proprietorship, partnership, and corporation; and the preparation of an individual Illinois income tax return.

### **ACC 225 INTEGRATED ACCOUNTING ON COMPUTERS**

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.

### **COMPUTER INFORMATION SYSTEMS**

#### **CIS 101 INTRODUCTION TO COMPUTERS**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This introductory course in computer applications and terminology provides the student with a study of hardware, software, and information system concepts. The laboratory portion of the course provides hands-on exposure to popular business software.

#### **CIS 102 PROGRAMMING I**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This is an introductory programming course. The course is designed to concentrate on the fundamentals of computer programming syntax, logic, 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)

This course is designed to provide the student with skills in developing the ability to study business problems and develop information systems literacy. The student will study hardware, software, and telecommunications and networking within the framework for a total information system. It will present an overview of how business systems and computer systems work together.

#### **CIS 104 SPREADSHEET DESIGN**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

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

#### **CIS 120 DATA BASE MANAGEMENT**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to allow the student to utilize a commercially prepared data base management software package. The course will concentrate on the creating, updating, querying, indexing, and reporting of data files. The student will obtain the skills needed to design and maintain a basic data base management system.

#### **CIS 201 PROGRAMMING II**

5 Hours

Prerequisites: CIS 225  
6 hours weekly (4-2)

This is an advanced programming course. 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. The course will concentrate on business simulation programming projects. 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  
20 hours weekly (0-20)

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



### **CIS 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 is an introduction to basic computer skills and knowledge necessary in a highly automated office environment. An appreciation of hardware and software will provide the framework for understanding how the computer functions, and hands-on instruction and practice will provide a foundation for developing the fundamental skills necessary for using standard office programs such as word processors, databases, and spreadsheets.

### **CIS 210 INFORMATION PROCESSING**

2 Hours

Prerequisites: BUS 116  
4 hours weekly (2-2)

This course provides the student with hands-on experience with business applications software. Spreadsheet design, database management, and operating systems with widely used business software will be taught. Also covered is an introduction to computer terminology and hard drive management for IBM-compatible computers.

### **CIS 220 ADVANCED SPREADSHEET DESIGN**

3 Hours

Prerequisites: CIS 104  
4 hours weekly (2-2)

This course is a continuation of CIS 104 and builds upon basic design skills. It provides the student with an opportunity to develop advanced techniques in the design of business applications. Advanced study of special mathematics, logical, and database statistical functions will provide the foundation for advanced program design. Problem solving for managerial and accounting decision making is emphasized, and design techniques

incorporating the use of macros, menu layout, and data transfer are included.

### **CIS 225 ADVANCED DATABASE MANAGEMENT**

3 Hours

Prerequisites: CIS 120 and one programming language  
4 hours weekly (2-2)

This course is a continuation of CIS 120 and builds upon basic database design skills. The student will learn to apply the concepts of good database management design using industry standard software. Data base commands will be utilized that will permit the student to develop and maintain a working database system at an advanced level.

### **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 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.

## ECONOMICS

### **ECO 101 BUSINESS ECONOMICS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Business economics is a one-semester course designed mainly for 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 MACROECONOMICS**

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 MICROECONOMICS**

3 Hours

Prerequisites: None  
3 hours weekly (3-)

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.

## 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 purchases, basic statistics, markup, distribution of profits, and overhead expenses. Good basic math skills are highly recommended.

### **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 116 A 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, B and C 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 or equivalent  
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 117B 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 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 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; and C-60 wpm; and D-55 wpm.

### **BUS 121 BUSINESS STATISTICS**

3 Hours

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

An introductory course emphasizing the statistical analysis of business and economic data and how it aids in controlling operations and in making sound business decisions. Included in the course are methods of collection, interpretation, and presentation of economic data. Topics include measures of central 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 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-90 wpm at 1%; B-80 wpm at 1%; C-70 wpm at 1%.

### **BUS 128 MACHINE TRANSCRIPTION**

3 Hours

Prerequisites: BUS 116 or equivalent  
4 hours weekly (2-2)

This course provides training and instruction in the use of transcribing machines and dictation practices. The students receive a review of basic language skills necessary for effective and efficient machine transcription. Through transcription and textbook assignments, emphasis is placed on spelling, punctuation, proofreading, word selection, and document preparation.

### **BUS 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 an individual firm's marketing mix. Emphasis is given to a nonmanipulative approach to personal selling, focusing on prosperity, preapproach, approach, pre-sentation, 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 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-110 wpm at 1%; B-100 wpm at 1%; C-90 wpm at 1%.

**BUS 235 BUSINESS CORRESPONDENCE**

3 Hours

Prerequisites: BUS 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, credit 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 microcomputers.

**BUS 237 OFFICE PROCEDURES**

3 Hours

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

Secretarial and clerical responsibilities and duties are studied and practiced. Included are mailing procedures, duties of a receptionist, telephone techniques, telegrams, travel arrangements, participation in meetings and conferences, reference tools, personal appearance, and office etiquette and customs.

**BUS 239 BUSINESS SEMINAR II**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is designed to help students acquire human 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  
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  
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  
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: BUS 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: BUS 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 Hours

Prerequisites: BUS 249A  
4 hours weekly (0-4)

This is a continuation of BUS 249A. It will further develop skills for transcribing medical reports and forms similar to those used by the medical profession. Actual case histories of patients are transcribed using transcription equipment similar to that used in the profession. Accuracy is stressed on the transcription equipment with increasingly higher standards required as the students progress through the case studies and other material.

**BUS 250 ADVANCED MEDICAL TRANSCRIPTION**

5 hours

Prerequisites: BUS 249 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 in the United States. The fundamentals of banking are stressed. Coverage will be given to ordinary banking

procedures.

**BUS 254 MONEY AND BANKING**

3 Hours

Prerequisites: 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.

**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  
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, mannequins, consumer psychology, types of display, interior and exterior display, retail topics, and fashion shows.

**MKT 253 RETAIL MANAGEMENT**

3 Hours

Prerequisites: MKT 251 or Consent of Instructor  
3 hours weekly (3-0)

This course will acquaint the student of retailing with the field of retail management by presenting a discussion of retail planning and management. Emphasis is also placed on the need for good strategic planning and the environmental factors that are influenced by it. It also includes a look at location analysis, managing retail operations, retail planning, administration and control, and the future of retailing.

**MKT 260 COMMERCIAL ART**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A course designed to include the introduction to the

profession of commercial art, dealing with layouts, mechanicals, lettering, type, and renderings for the creation of art for advertising. Students will be exposed to tools of the trade and solve problems involving paste-ups, type specifications, scaling, and color separation.

**MKT 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.

**DIVISION OF INDUSTRY**

**AUTOMOTIVE**

**ACT 190 AUTO BODY REPAIR I**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

A study of the basics of minor dent and rust repair, using fiberglass polyester, two-agent chemically activated fillers, dent puller, and shaping tools. Plastic identification and flex panel repair are included.

**ACT 191 METAL FINISHING AND PAINTING I**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

A study in the use of abrasives and solvent type paint preparations, application of lacquer, enamel and water base types of paint and automotive cleanup and buffing equipment.

### **ACT 192 FRAME AND BODY ALIGNMENT**

2 Hours

Prerequisites: ACT 190, 191, 196

2 hours weekly (2-0)

This course teaches how to analyze and correct one or more damaged automobile sections in order to accomplish a perfect profile and to correct damage in stretching or shrinking of the metal. Studies of heavy auto damage and the use of porto-powers, frame straightening machines and gauging and alignment tools, as well as alignment of door, hood, and deck lid and replacement of detachable parts are also included. A major emphasis is placed on unitized body repair.

### **ACT 193 ADVANCED AUTO BODY REPAIR**

1 Hour

Prerequisites: ACT 190, 191, 196

1 hours weekly (1-0)

A study in the use of abrasives and solvent type paint preparations, applications of lacquer, and enamel types of paint. Interior and accent application, custom painting and fiberglass finishings, and use of water base and baked-on finishes are emphasized.

### **ACT 194 BODY SHOP MANAGEMENT**

1 Hour

Prerequisites: ACT 190, 191, 196

1 hour weekly (1-0)

A study of body shop management, time management, space, tools, employees, insurance, safety, and estimate writing will be covered.

### **ACT 196 AUTO BODY REPAIR AND PAINT LAB I**

5 Hours

Prerequisites: Concurrent enrollment in ACT 190, 191  
15 hours weekly (0-15)

This lab will enable students to practice the topics covered in AAM 190 and AAM 191 with the basic application of auto repair filler, patches, and paints. The student will also use buffers, solvents, and chemicals appropriate for new and used car cleanup.

### **ACT 197 AUTO BODY REPAIR AND PAINT LAB II**

5 Hours

Prerequisites: Concurrent enrollment in  
ACT 192, 193, 194  
15 hours weekly (0-15)

This lab will enable students to practice the topics covered in AAM 192, 193, and 194 with the basic application of

auto repair filler, patches, and paints. The uses of frame straightening, gauging, and major panel replacement are strongly stressed.

### **ACT 273 CHASSIS ELECTRICAL**

3 Hours

Prerequisites: 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 ACT 197.

### **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 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 livework, 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 vehicle tires, wheels, and suspension and steering systems. Also the diagnosis, repair, and maintenance of conventional and MacPherson Strut Suspension as well as four-wheel steering, and active and adaptive suspension systems.

**AST 200 ALTERNATE FUELS AND PROPULSION SYSTEMS**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course is a continually evolving study of alternative ways to propel an automobile. For example, compressed natural gas, propane, hydrogen fuels, electrical vehicles, etc., will be studied.

**AST 270 MANUAL DRIVE TRAINS AND AXLES**

4 Hours

Prerequisites: None  
6 hours weekly (3-3)

Provides comprehensive study of manual drive trains and axle design, components, operation, diagnosis, and repair. Included are manual transmissions, transaxles, clutches, final drive units, drive axles, four-wheel-drive operation, and transfer cases. Theory will be supplemented with practical hands-on experiences in the latest diagnostic and service techniques required of current drive trains and axles. Laboratory units as well as live work will be utilized in the proper diagnosis, disassembly, inspection, and reassembly.

**AST 271 AUTOMATIC TRANSMISSION/TRANSAXLES**

4 Hours

Prerequisites: None  
6 hours weekly (3-3)

Provides a comprehensive study of automatic transmission/transaxle torque converters, clutch systems, planetary gear sets, hydraulic clutch units, computer-related controls, and hydraulic controls. Emphasis will be placed on theory of operation and current diagnostic procedures. Theory will be supplemented with practical hands-on experiences in the latest diagnostic and service techniques required of current automatic transmissions and utilized in the proper diagnosis, disassembly, inspection, and reassembly, along with dynamic testing on a transmission/transaxle dynamometer.

### **AST 272 AUTOMOTIVE ENGINE REPAIR**

4 Hours

Prerequisites: None  
6 hours weekly (3-3)

Provides a comprehensive study of automotive power plants and their components, theory of operation, and diagnosis and repair of the various systems and subsystems required by current automotive vehicles. In- vehicle repairs as well as out-of-vehicle repairs are discussed in conjunction with reconditioning/rebuilding procedures. Theory will be supplemented with practical hands-on experiences in the latest diagnostic and service techniques required of current automotive power plants. Laboratory units as well as live work will be utilized in the proper diagnosis, disassembly, inspection, and reassembly.

### **AST 275 SERVICE MANAGEMENT**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

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

### **AST 277 AUTOMOTIVE CLINIC II**

2 Hours

Prerequisites: None  
6 hours weekly (0-6)

Provides a practical work experience in a simulated shop environment. Each student'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.

### **COMPUTER-INTEGRATED MANUFACTURING**

#### **CIM 101 INTRODUCTION TO CIM**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course introduces the student to computer-integrated manufacturing (CIM). It will include the study of computer, CAD, CAM, industrial robots, PLCs, CNC applications, materials handling, inspection by vision, production, planning, scheduling, purchasing, inventory management, and other processes that insure optimum productivity. The student will gain an understanding of how these entities must be integrated for the total CIM concept.

#### **CIM 102 INDUSTRIAL ELECTRICITY**

4 Hours

Prerequisites: None  
6 hours weekly (2-4)

This course is designed to give students a basic understanding of industrial electricity and power systems to include industrial control circuits.

#### **CIM 103 INTRODUCTION TO INDUSTRIAL ROBOTS AND PLCs**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course introduces the student to industrial robots. Included is the operation of PLCs. The student will learn ladder diagram programming of PLCs and point-to-point programming for industrial robots. The student will also write programs to integrate various equipment using the PLCs.

**CIM 104 SOFTWARE APPLICATION FOR COMPUTER-  
INTEGRATED MANUFACTURING**

2 Hours

Prerequisites: IND 122 or DRT 185 and MAC 154

This course will allow students to become familiar with software specific to computer-integrated manufacturing. This CIM course features Metashop software. This course will expose students to data processing hardware for inventory control, order entry, process planning, tracking, order inquiry, cost analysis, master scheduling, and job-cost estimating. The student will learn to use existing software to perform all functions integrated with the CIM cell.

**CIM 201 CIM CELL**

3 Hours

Prerequisites: CIM 101 and CIM 103 or consent of instructor.

5 hours weekly (1-4)

This course gives the student hands-on experience with CIM technologies. Included are certain technical and internal integration technologies utilizing automated manufacturing systems to demonstrate how CIM works in application. Supporting equipment will also be used.

**DRAFTING TECHNOLOGY**

**DRT 181 TECHNICAL DRAFTING I**

6 Hours

Prerequisites: None

9 hours weekly (3-6)

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

**DRT 182 TECHNICAL DRAFTING II**

4 Hours

Prerequisites: None

6 hours weekly (2-4)

A continuation of Technical Drafting 181, with emphasis on precision dimensioning, tolerancing, cams, gears, threads and fasteners, and assembly drawing. Specific problems are undertaken in the drawing and dimensioning of mechanical elements.

**DRT 183 DETAIL AND ASSEMBLY**

2 Hours

Prerequisites: DRT 181

4 hours weekly (0-4)

A laboratory class involved in the study of detail and assembly drawing with emphasis on production drawings and practices. Specific problems are undertaken in detail and assembly drawing, title block construction, engineering change procedures, production dimensioning, and drafting departmental practices.

**DRT 185 COMPUTER GRAPHICS I**

2 Hours

Prerequisites: None

3 hours weekly (1-2)

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

**DRT 186 GEOMETRIC DIMENSIONING AND TOLERANCING**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

Geometric dimensioning and tolerancing (GD and T) is the accepted language industry uses to communicate with engineering drawings. This course is designed to provide the student with an introduction to the practical uses of GD and T. Specific engineering problems are undertaken in the control of manufacturing design and production. Some areas of study include: how the system works, datums, flatness, perpendicularity, profiles, and position.

**DRT 187 PRODUCT DESIGN**

3 Hour

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, 185  
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 182, 185  
7 hours weekly (1-6)

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

**DRT 285 DESCRIPTIVE GEOMETRY**

3 Hours

Prerequisites: DRT 185  
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.



## ELECTRONICS

### **ELT 100 DC/AC FUNDAMENTALS**

8 Hours

Prerequisites: None  
12 hours weekly (4-8)

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

### **ELT 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 semiconductor devices and their properties. Diodes, transistors, J-FETS, and operational amplifiers will be analyzed for DC properties and as amplifiers.

### **ELT 111 DIGITAL ELECTRONICS**

6 Hours

Prerequisites: None  
8 hours weekly (4-4)

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

### **ELT 150 APPLIED SOLID STATE ELECTRONICS**

4 Hours

Prerequisites: AIR 100 or CIM 102 or ELT 100 or consent of instructor.  
6 hours weekly (2-4)

This course is designed to introduce the student to solid state devices, controls and their applications. Basic theory of operation and troubleshooting practices will be introduced using meters and the oscilloscopes. Some of

the devices covered will include diodes, transistor amplifiers, logic circuits, thyristors and timers.

### **ELT 200 INTRODUCTION TO MICROPROCESSORS**

5 Hours

Prerequisites: 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 236 INTRODUCTION TO FIBER OPTICS**

3 Hours

Prerequisites: ELT 110 or consent of instructor  
4 hours weekly (2-2)

This course will give students a basic understanding of fiber optic electronics. It will explore the basic principle of light, light sources, and light carrying links. Fiber optic communications systems will be discussed, including optic receivers, optic transmitters, and optic system power losses.

### **ELT 240 FCC GENERAL CLASS LICENSE PREPARATION**

3 Hours

Prerequisites: ELT 110 or Consent of Instructor  
3 hours weekly (3-0)

This course is designed to prepare the student to take the General Radio Telephone Operator's Exam 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.

### **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, Ohm's Law, series and parallel circuits, 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  
4 hours weekly (3-1)

An advanced course for sheet metal layout techniques as used in residential and commercial air conditioning and ventilation systems. The triangulation method of sheet metal layout will be emphasized in this course.

#### **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 gas and electric furnaces. 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.

#### **AIR 142 COMMERCIAL REFRIGERATION** 4 Hours

Prerequisites: AIR 131  
5 hours weekly (3-2)

This course is designed to introduce the student to the operation and application of commercial refrigeration, evaporators, condensers, compressors, expansion devices and related system components. Troubleshooting and typical operating conditions will be studied.

## 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: IDM 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, troubleshooting, 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 emphasis on the use of the surface plate, height gage, sine bar, gage blocks, layout procedures, and thread measurement. Advanced conventional and CNC turning and milling assignments will be used to apply these measuring skills.

### **MAC 156 MACHINE TOOL LABORATORY**

2 Hours

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

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Assignments will be used which emphasize the cutting of threads, chucking procedures, holding devices, cutting speeds and feeds, horsepower requirements, offset boring, recessing, grooving, and tapering procedures.

**MAC 157 MACHINE TOOL LABORATORY**

2 Hours

Prerequisites: MAC 156

4 hours weekly (0-4)

A continuation study of the turning and milling machines with emphasis on conventional and CNC procedures. Advanced chucking procedures, mandrel turning, indexing operations, offset boring, angular milling, and CNC machine techniques will be emphasized.

**MAC 158 MACHINE TOOL LABORATORY**

2 Hours

Prerequisites: MAC 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, 159

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, 159

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, 159

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, 159

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, 163

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.

## 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: None  
4 hours weekly (0-4)

A study of torch types, their construction and classification and specifications of gas welding rods. Joints welded will be the lap joint and horizontal tee joint. Also a study of the principles of joint design, their preparation, and control of expansion and contraction. Joints welded will be the butt and T joints in the vertical and overhead positions.

### **WEL 152 BRAZING AND SOLDERING**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

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

### **WEL 153 OXY-ACETYLENE CUTTING**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

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

### **WEL 154 ARC WELDING I**

2 Hours

Prerequisites: None  
4 hours weekly (0-4)

A study of process and safe work habits, striking an arc, running beads of weld in several directions, and padding, all in the flat position. Also, a study of American Welding Society (AWS) weld symbols, including the fillet weld symbol. Weaves, flat position, and three different patterns

are taught.

### **WEL 155 ARC WELDING II**

2 Hours

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

A study of metal properties, basic joint designs, weld defects, and distortion control. Study will also include fillet welds in the flat position, lap joints, and single- and multiple-pass techniques. Also, a study of electrode classification systems, including selection, properties, use, and storage. The use of large diameter iron powder electrodes in various fillet weld configurations, including circumferential welds, will also be studied.

### **WEL 156 ARC WELDING III**

1 Hour

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

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

### **WEL 157 ARC WELDING IV**

1 Hour

Prerequisites: WEL 156  
2 hours weekly (0-2)

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

### **WEL 158 ARC WELDING V**

1 Hour

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

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

### **WEL 159 ARC WELDING**

1 Hour

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

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

position will also be included.

### **WEL 160 M.I.G. WELDING**

2 Hours

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

A study of power sources, wire 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 P welding position and practice on the overhead T joint.

### **WEL 161 CORED WIRE WELDING**

2 Hours

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

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

### **WEL 162 T.I.G. WELDING**

1 Hour

Prerequisites: WEL 150-151  
2 hours weekly (0-2)

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

### **WEL 163 WELD TESTING AND INSPECTION**

2 Hours

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

A study of the definition of welding qualifications, welding codes, and procedures and testing. Also included will be the AWS limited-thickness bend test in the flat, horizontal, and vertical position using E-7018, 5/32" diameter electrodes. Also, the study of procedure and operator qualifications and the interpretation of the test results. Emphasis will be placed on the preparation and testing of welded joints.

### **WEL 181 INTRODUCTION TO OXY-ACETYLENE WELDING**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

A study of oxy-acetylene equipment, types of flames, general safety precautions, and flame-cutting principles. Joints welded will be the outside corner, lap and butt joints in the flat positions, and horizontal fillet. Also, brazing and soldering.

### **WEL 182 INTRODUCTION TO ARC WELDING**

1 Hour

Prerequisites: none  
2 hours weekly (0-2)

A study of process and work habits, striking the arc, running beads, padding, fillet welds in the horizontal position, and butt joints in the flat position.

### **WEL 183 INTERMEDIATE ARC WELDING**

1 Hour

Prerequisites: WEL 182  
2 hours weekly (0-2)

A study of electrode classification, butt joints in the flat position with 100% penetration, fillet welds in the horizontal and vertical positions, and butt joints in the vertical position.

### **WEL 188 WELDING LABORATORY I**

1 Hour

Prerequisites: WEL 154-163  
2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee-joint butt welds in vertical positions with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

### **WEL 189 WELDING LABORATORY**

1 Hour

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

This course will consist of supervised laboratory assignments on T joint welds in the vertical position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

**WEL 190 WELDING LABORATORY**

1 Hour

Prerequisites: WEL 189

2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on vee/butt joint welds in the overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

**WEL 191 WELDING LABORATORY**

1 Hour

Prerequisites: WEL 190

2 hours weekly (0-2)

This course will consist of supervised laboratory assignments on T butt joint welds in the overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

**WEL 192 INTRODUCTION TO PIPE WELDING**

1 Hour

Prerequisites: 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

### 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: ENG 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

Prerequisites: ENG 101

3 hours weekly (3-0)

English 103 is an introductory course in techniques and forms of the short story, poetry, and drama. This course will fulfill the requirements of the second semester of English composition.

#### **ENG 112 COMMUNICATIONS II**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This is a course devoted to developing successful oral communication techniques for expressing ideas effectively in the technical and practical fields. This course is only offered during the fall semester.

### **ENG 113 PROFESSIONAL TECHNICAL WRITING**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is a baccalaureate transfer technical writing course especially for engineering 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: JRN 201  
3 hours weekly (1-4)

This concerns the theory and practice of covering news stories, preparing copy, and writing headlines. Must be taken in sequence.

#### **JRN 215 INTRODUCTION TO MASS MEDIA**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is an introduction to the various types of mass media, their effect on the public, their development, and ways in which the consumer can be perceptive and discriminating.

### **LITERATURE**

#### **LIT 211 ENGLISH LITERATURE TO 1750**

3 Hours

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

This is a survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.

#### **LIT 212 ENGLISH LITERATURE: ROMANTICISM TO THE PRESENT**

3 Hours

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

This is a study and analysis of selected works from the Romantic, Victorian, and Modern Eras.

#### **LIT 231 AMERICAN LITERATURE TO 1865**

3 Hours

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

A survey of American literature from the Colonial Period to the Civil War, the emphasis is on major writers.

#### **LIT 232 AMERICAN LITERATURE: 1865 TO THE PRESENT**

3 Hours

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

This is a study and analysis of selected 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**

### **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 of instructor  
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 preschool through elementary level, including participation in methods of using various materials that are best suited to particular stages of development. A study of the purposes of arts and crafts as a means of achieving educational goals should help in understanding and appreciating the child through his 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 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. The class offers excellent training in the drawing discipline.

### **ART 256 DRAWING**

3 Hours

Prerequisites: ART 180 or ART 255 or consent of instructor  
6 hours weekly (0-6)

This course provides the opportunity to extend knowledge and practice in drawing still life, landscape, human figure, and perspective, while gaining increased control of assorted drawing media. It gives the student opportunity for additional development beyond beginning drawing and life drawing. A minimum of 120 hours of studio work is required.

### **ART 257 PASTEL**

3 Hours

Prerequisites: ART 180 or ART 255 or consent of instructor  
6 hours weekly (0-6)

This course is designed to allow concentration of the use of dry media of a very soft nature such as pastel, charcoal, and chalk products. The student can select a given subject or a variety of subjects. It is expected that the work be more advanced than beginning drawing. A minimum of 120 hours of studio work is required.

### **ART 260 BEGINNING PAINTING**

3 Hours

Prerequisites: 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 261 OIL PAINTING**

3 Hours

Prerequisites: ART 260 or consent of instructor  
6 hours weekly (0-6)

Oil painting is a versatile medium that allows the individual many possibilities for creative work. This course is designed to help students understand the working of the medium and improve control and compositional skills. A minimum of 120 hours of studio work is required. This course requires the completion of one or more paintings and at least 120 hours of in-class laboratory work.

### **ART 262 WATERCOLOR**

3 Hours

Prerequisites: ART 260 or consent of instructor  
6 hours weekly (0-6)

This course is designed to provide an opportunity to work extensively in water base media. The student can select aquarelle, gouache, acrylic, casein, tempera, emulsion, or some combination of these. A minimum of 120 hours of studio work is required.

### **ART 265 INTRODUCTION TO CRAFTS**

3 Hours

Prerequisites: 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 LANGUAGES**

Students may elect French, German, or Spanish and obtain a proficiency through 4 semesters. Placement tests are available to ascertain at what level they should begin their studies in these areas.

Students should make special note of the fact that language classes begin only in the fall semester. Therefore, if students are considering a language as an elective or feel they might need it, they are advised to begin their study in their first semester of the freshman year. Unless this is done, they will be unable to complete the two-year sequence in a timely manner.

### **FRE 101 ELEMENTARY FRENCH I**

4 Hours

Prerequisites: None  
4 hours weekly (4-0)

Emphasis on 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 FRE 101 with oral practice of basic conversation and reading of French literature. Language laboratory is required.

### **FRE 201 INTERMEDIATE FRENCH I**

4 Hours

Prerequisites: FRE 102 or two years of high school French, or the equivalent, or consent of the instructor  
4 hours weekly (4-0)

Review and application of essential principles of French grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of French literature with emphasis on French culture and civilization; required language laboratory assignments.

### **FRE 202 INTERMEDIATE FRENCH II**

4 Hours

Prerequisites: FRE 201 or equivalent  
4 hours weekly (4-0)

Continuation of FRE 201 with emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory is required.

**GER 101 ELEMENTARY GERMAN I**

4 Hours

Prerequisites: None  
4 hours weekly (4-0)

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

**GER 102 ELEMENTARY GERMAN II**

4 Hours

Prerequisites: GER 101 or equivalent  
4 hours weekly (4-0)

Continuation of GER 101 with oral practice of basic conversation and reading of German literature. Language laboratory is required.

**GER 201 INTERMEDIATE GERMAN I**

4 Hours

Prerequisites: GER 102 or 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: GER 201 or equivalent  
4 hours weekly (4-0)

Continuation of GER 201 with emphasis on refining conversational skills and rapid reading of representative German prose. Language laboratory is required.

**SPN 101 ELEMENTARY SPANISH I**

4 Hours

Prerequisites: None  
4 hours weekly (4-0)

Emphasis on grammar, pronunciation, vocabulary, and oral use of the language. Language laboratory is required.

**SPN 102 ELEMENTARY SPANISH II**

4 Hours

Prerequisites: SPN 101 or equivalent  
4 hours weekly (4-0)

Continuation of SPN 101 with oral practice of basic

conversation; emphasis on aural comprehension and written composition. Language laboratory is required.

**SPN 201 INTERMEDIATE SPANISH I**

4 Hours

Prerequisites: SPN 102 or two years of high school Spanish, or the equivalent, or consent of the instructor  
4 hours weekly (4-0)

Continuation of SPN 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory is required.

**SPN 202 INTERMEDIATE SPANISH II**

4 Hours

Prerequisites: SPN 201 or equivalent  
4 hours weekly (4-0)

Continuation of SPN 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory is required.

## INTERDISCIPLINARY STUDIES

### **IDH 150 LIFE IN THE WESTERN WORLD**

6 Hours

Prerequisites: None  
6 hours weekly (6-0)

A one-semester transfer course with 6 hours of credit, 3 hours credit in history, and 3 hours credit in the humanities. This course studies the history of Western civilization from the ancient Greeks into the 19th century. Where appropriate, the art and architecture, literature and music of the times are also presented. To broaden the understanding of each era, details of clothing and daily life will be introduced. This course may be used for 3 hours general studies credit in the humanities and 3 hours general studies credit in the social sciences.

### **HUM 101 INTRODUCTION TO THE HUMANITIES**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to give the student a wide and integrated view of the humanities and incorporates four disciplines: art, music, literature, and philosophy. The course is team taught using four modules, one for each of the above disciplines.

### **HUM 152 DEATH AND DYING**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course presents an interdisciplinary analysis of death and dying. Topics to be covered include definitions of death; cultural, social, and psychological aspects of these topics; children and death; dying patients and their survivors; euthanasia; suicide; the right to die; and other related matters. The course is accepted as a College-wide elective.

## MUSIC

### **MUS 012A AND 012B AURAL SKILLS**

1 Hour

Prerequisites: Must be taken in sequence  
2 hours weekly (0-2)

This course is designed to teach the student to sight-sing, to play simple melodies with left hand accompaniment, and to take musical dictation of both melody and harmonies played at the piano. The course is the accompanying course to MUS 121 and 122 and cannot be taken separately.

### **MUS 022A AND 022B ADVANCED AURAL SKILLS**

1 Hour

Prerequisites: Must be taken in sequence  
2 hours weekly (0-2)

Advanced course in continuing sequence to MUS 012A and 012B. Must be taken along with MUS 221 and 222, respectively.

### **MUS 101 CHORAL ENSEMBLE**

1 Hour

Prerequisites: None  
3 hours weekly (0-3)

John A. Logan College Choir. No auditions required. May be taken any semester not to exceed 4 hours credit. Choir performs many times at Christmas and spring concerts and at numerous other functions. Humanities elective.

### **MUS 102 CHAMBER ENSEMBLE**

1 Hour

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

Open to a limited number of students, this is designed to give students experience with choral music specifically written for small groups. Will give public performances during the semester; membership through instructor consultation. May be repeated, not to exceed 4 credit hours. Humanities elective.

### **MUS 105 MUSIC APPRECIATION**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Designed to familiarize the student with outstanding works of musical composition by means of recordings. This includes a survey of musical forms and a study of music in relationship to national cultures and other art forms. The

classics through contemporary music styles will be covered. Humanities elective.

### **MUS 106 BEGINNING CLASS PIANO I**

1 Hour

Prerequisites: None  
2 hours weekly (0-2)

A class designed to teach basic musical information and keyboard skills with actual keyboard instruction. 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 Department of Humanities or credit cannot be given. Student must pay for this private instruction. No more than one (1) credit per instrument may be earned in a semester. Humanities elective.

### **MUS 115 MUSIC FOR CHILDREN**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A survey and analysis of music written for children or appropriate for them. Also designed to give the techniques involved in teaching music to the child. For non-music concentrations only.

### **MUS 121 AND 122 THEORY OF MUSIC**

3 Hours

Prerequisites: Fundamentals of Music (MUS 110) is required or proficiency must be passed.

3 hours weekly (3-0)

A course for the student who desires in-depth knowledge of the rules and principles involved in part writing. Studies the 17th century techniques of writing music. Required for music majors and minors; may also be taken as a humanities elective. MUS 121A and 122A are companion courses and must be taken along with this class.

### **MUS 123 MUSIC ENSEMBLE**

1 Hour

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

Students may acquire no more than four hours credit and not more than two hours per year. Hours are to be secured for participating in musical activities. Designed to provide students with a combination of instrumental and vocal music experience and to develop skills in concentrated areas of music. Students may receive the opportunity to participate in musicals such as Lil Abner, The Fantastics, Showboat, Oklahoma, Charlie Brown, The Wizard of Oz, Little Mary Sunshine, Paint Your Wagon, Annie Get Your Gun, and Man of LaMancha.

### **MUS 211, 212, 213 APPLIED MUSIC\***

1 Hour

Prerequisites: 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 Department of 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 200 EASTERN PHILOSOPHY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A study of representative oriental religions, cultures, and philosophies. Includes the role of myth in mystical experiences.

### **PHL 260 WORLD RELIGIONS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The course will cover the teachings and histories of the world's major religions: Zoroastrianism, Judaism, Christianity, Islam, Hinduism, Buddhism, 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.

### **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 course is designed to prepare students for participation in theatrical roles in a variety of acting situations.

### **SPE 119 THEATER PRODUCTION I**

3 Hours

Prerequisites: None  
3 hours weekly (1-4)

Advanced information relating to theatrical production. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, makeup design, hair style design, costume design, publicity, house management, and advanced acting techniques.

### **SPE 120 THEATER PRODUCTION II**

3 Hours

Prerequisites: None  
3 hours weekly (1-4)

Continuation of Theater Production I. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, makeup design, hair style design, costume design, publicity, house management, and advanced acting techniques.

### **SPE 121 ADVANCED PUBLIC SPEAKING**

3 Hours

Prerequisites: 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.

### **STUDY ABROAD**

### **ITD 200 SPECIAL TOPICS IN SOCIAL SCIENCE**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to explore the life and culture of other countries. Through an interdisciplinary approach, the history, cultural, political, and social aspects of other countries will be studied. On-site visitations and travel will be included.

### **ITD 201 SPECIAL TOPICS IN HUMANITIES**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course provides a study of special topics and problems in humanities through readings, discussions, guided research, and field trips. Topics vary from semester to semester and must be approved by humanities chairperson. On-site visitations and travel will be included.

## DEPARTMENT OF LIFE SCIENCE

### AGRICULTURE

#### **AGR 100 INTRODUCTORY ANIMAL SCIENCE**

4 Hours

Prerequisites: None  
5 hours weekly (3-2)

This is a general overview of dairy, meat animals (swine, beef, sheep) poultry, and horse industries with emphasis on how meat, milk and poultry products are produced and distributed. Included are the general applications of genetic, physiologic, and nutritive principles for the improvement of animal nutrition. (Same as ANI 121 and 122 combined, as offered by Southern Illinois University.)

#### **AGR 101 INTRODUCTORY AGRICULTURAL ECONOMICS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Agriculture in the local and national economies; distribution; size and organization of the farm business units; politics affecting agriculture. (Same as SIU's ABE 204.)

#### **AGR 102 INTRODUCTORY CROP SCIENCE**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Production of important field crops of the world with greatest emphasis on U. S. and midwestern field crops; crop production changes and adjustments; crop 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, 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: BIO 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 human body, cells, tissues, and organ systems.

**BIO 110 GENERAL BOTANY**

3 Hours

Prerequisites: BIO 100 or 101

4 hours weekly (2-2)

Fundamental concepts of plant life cycles, structure, function, and divisional survey, with emphasis on higher plants. This course is only offered during alternating spring semesters.

**BIO 115 INVERTEBRATE ZOOLOGY**

3 Hours

Prerequisites: BIO 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: BIO 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, BIO 105, BIO 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: BIO 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 element of physiologic measurement.

**BIO 225 GENETICS**

3 Hours

Prerequisites: BIO 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: BIO 100 or 101

3 hours weekly (30)

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 transfer students an introduction to tropical ecology. Tropical forests, deserts, savannas, freshwater marine habitats, and the human impact on these areas are explored through readings, lectures, videos, and field work in a tropical location. On-campus assignments include a seminar before and after the trip and weekly assignments during the semester.

### **BIO 245 CONSERVATION OF NATURAL RESOURCES**

3 Hours

Prerequisites: BIO 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: BIO 100 or 101 or consent of instructor  
5 hours weekly (1-4)

A course in the identification of common vascular plants, particularly angiosperms, stressing basic taxonomy, field and herbarium methods, and the pleasure of recognition of wild plants in the field. An extensive field trip is required.

### **IDS 050 ELEMENTS OF SCIENCE**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This developmental class tutors the high school graduate in science basics so that he/she is better prepared for college-level physical sciences and life science classes. IDS 050 is recommended for freshmen scoring below 15 standard score in natural sciences on the ACT.

## **HEALTH**

### **HTH 110 HEALTH EDUCATION**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits, and practices pertaining to the physical, mental, social, and emotional environments. This is a course in critical decision making for personal health and lifestyle choices.

### **HTH 115 FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Emphasis is placed on the physiological aspects of health. An analysis of personal health and physical fitness for efficiency and longevity. Discussion and lab testing of areas of obesity, nutrition, and total physical fitness through balanced living.

### **HTH 120 HUMAN SEXUALITY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The course provides a comprehensive introduction to the biological, psychological, social, historical, and cultural aspects of human sexuality. Course design encourages students to better understand their own sexuality, to increase students' awareness of sexuality throughout the life cycle, to describe human sexuality in precise and objective language, to learn to make responsible sexual decisions, to become aware of issues in the area of sexual health, and to enhance students' understanding of sexual intimacy.

### **HTH 125 FIRST AID AND PERSONAL SAFETY**

2 Hours

Prerequisites: None  
2 hours weekly (2-0)

This course is taught as a combination lecture/laboratory educational experience. This course covers general first aid procedures often needed in everyday situations (CPR is not covered).

## **HTH 135 DRUG ABUSE AND ALCOHOL EDUCATION**

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Drug Abuse and Alcohol Education is an in-depth concentrated course of study which is taught as a lecture/discussion course. This problem identification and solution-seeking approach will encourage student participation and contribution throughout the course.

### **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

(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

(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 150** 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)

scan



## DEPARTMENT OF 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 integers, fractions and decimals; ratio, proportion and percents; prime numbers, factoring; exponents; and solving equations. The student must earn a grade of "C" or better in order to enroll in MAT 052. In addition, the student will need to enroll in MAT 052, and MAT 062 before progression to transfer level mathematics courses.

### **MAT 052 BASIC ALGEBRA WITH GEOMETRY**

4 Hours

Prerequisites: MAT 051 or equivalent  
4 hours weekly (4-0)

This course is designed for students with less than one year of high school algebra. It is not designed for college transfer. This course covers the properties of real numbers; solving equations and inequalities in one variable; operations with polynomials in one variable as well as an introduction to polynomials in several variables; factoring polynomials leading to solving quadratic equations by factoring; operations with rational expressions and solving rational equations; graphing linear equations in two variables, slope, and writing equations of lines; solving systems of equations in two variables; and radical notation including solving radical equations. This course also introduces the student to basic geometric figures and their measures, congruent and similar figures, and properties of these figures. The student must earn a "C" or better in order to enroll in MAT 062. In addition, the student will need to enroll in MAT 062 before progression to transfer level mathematics courses.

### **MAT 062 INTERMEDIATE ALGEBRA**

5 Hours

Prerequisites: MAT 052 or 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 logarithmic functions. Students must earn a grade of "C" or better in order to progress to transfer level mathematics courses.

### **MAT 105 VOCATIONAL MATHEMATICS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is a basic mathematics course for the vocational-technical student. It is not designed for college transfer. This course is designed to review and improve mathematical skills necessary for everyday calculations in the two-year technical programs. Starting from very basic mathematics, the course progresses through a minimal introduction to geometry while stressing the metric system and measurements.

### **MAT 106 TECHNICAL MATHEMATICS**

4 Hours

Prerequisites: MAT 051 or equivalent  
4 hours weekly (4-0)

The course is designed for students in technical programs who have minimal mathematics backgrounds (pre-algebra arithmetic skills). The course is designed to give the student an understanding of introductory algebra covering topics such as polynomials, linear equations and their solutions, solving systems of linear equations, factoring and quadratic equations. Also, the metric system, ratio and proportions, geometry, and trigonometry will be strongly emphasized. A large number of applications will be integrated throughout the course. This course will be offered in the fall semester only.

### **MAT 107 TECHNICAL MATHEMATICS**

4 Hours

Prerequisites: MAT 062 or equivalent  
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. This course is offered in the fall semester only.

### **MAT 108 COLLEGE ALGEBRA**

3 Hours

Prerequisites: MAT 062 or equivalent  
3 hours weekly (3-0)

This course is designed to fulfill 3 hours of the 6 hours general education requirement in mathematics at John A. Logan College. It will cover graphs of equations, functions, transformations, polynomial and rational functions, exponential and logarithmic functions, matrices and determinants, sequences, counting principles, and probability.

### **MAT 111 PRE-CALCULUS**

5 Hours

Prerequisites: MAT 062 or equivalent  
5 hours weekly (5-0)

Students who successfully complete this course may use it to fulfill part of the 6 hours general education requirement in mathematics at John A. Logan College. Topics included in this course are relations and functions, polynomial functions, rational functions, and conic sections; logarithmic and exponential functions; trigonometric functions and their inverses; trigonometric identities and equations; solutions of right triangles and oblique triangles; 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 progression to MAT 131.

### **MAT 113 INTRODUCTION TO CONTEMPORARY MATHEMATICS**

3 Hours

Prerequisites: MAT 062 or equivalent  
3 hours weekly (3-0)

This course is 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 062 or equivalent  
5 hours weekly (5-0)

While this course may be used to fulfill part of the 6 hours general education mathematics requirement at John A. Logan College, it is designed primarily for business administration and accounting majors. Those students probably will be required to take a calculus course to complete their mathematics sequences. Topics covered include break-even analysis, linear programming, matrix algebra, polynomial functions, mathematics of finance, counting techniques, and probability. 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. Topics covered include graphing, differentiation, and integration of polynomial, rational, exponential, and logarithmic functions, emphasizing applications from the worlds of business and social sciences as well as techniques for making those applications. 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 062 or equivalent  
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. 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 062 or equivalent.  
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. It will lay the groundwork for students interested in 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. This course is offered in the fall semester only.

### **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 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, 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 before progressing to MAT 202 or MAT 205.

**MAT 202 CALCULUS III**

3 Hours

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

This is a continuation of MAT 201. Topics include three-dimensional analytic geometry, and multiple variable differential and integral calculus.

**MAT 205 DIFFERENTIAL EQUATIONS**

3 Hours

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

This course is an introduction to differential equations. Topics include standard solution methods for first order linear and nonlinear equations; solution methods for high order linear equations by use of differential operators, undetermined coefficients, reduction of order and variation of parameters; power series; Laplace transforms; and Fourier series.

**MAT 208 MATHEMATICS FOR ELEMENTARY TEACHERS I**

3 Hours

Prerequisites: MAT 062 or equivalent  
3 hours weekly (3-0)

This course is the first of two courses in the mathematics sequence required for elementary 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****CHEMISTRY****CHM 101 CHEMICAL PRINCIPLES**

5 Hours

Prerequisites: MAT 111 or concurrent enrollment or instructor approval  
7 hours weekly (3-4)

A study of the fundamental laws and concepts of chemistry, including formulas, nomenclature, atomic structure, bonding, the periodic chart, equations, stoichiometry, gas laws, and liquids and solids. Laboratory experiments investigate these concepts.

**CHM 102 CHEMICAL PRINCIPLES WITH QUALITATIVE ANALYSIS**

5 Hours

Prerequisites: CHM 101  
7 hours weekly (3-4)

A study of theory and calculations of chemical equilibrium, ionization, solubility products, redox reactions, acids and bases, and the methods and tools of analysis. The laboratory work consists of qualitative identification of common cations, and gravimetric and volumetric quantitative determinations.

**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: CHM 201  
7 hours weekly (3-4)

This course continues the discussions of CHM 201 topics. Topics discussed include reaction mechanisms, reactions involving specific classes of compounds, and an introduction to NMR theory. In the laboratory, students will use microscale organic techniques 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 COMPUTER PROGRAMMING**

3 Hours

Prerequisites: MAT 062 or equivalent  
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 062 or equivalent  
3 hours weekly (3-0)

This course is designed to lay the ground work for students interested in the area of computer science. It will cover number systems and computer arithmetic, sets, relations 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. This course is offered in the fall semester only.

**CPS 203 INTRODUCTION TO FORTRAN (Scientific Programming)**

3 Hours

Prerequisites: CPS 176 and MAT 111, or consent of instructor  
3 hours weekly (3-0)

This course is an introduction to problem solving and programming using the FORTRAN language. 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 206 INTRODUCTION TO C PROGRAMMING**

3 Hours

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

An introduction to programming using the high-level structured C language, including a discussion of programming constructs and data representation. Primary emphasis will be given to problem solving, algorithm design, and program development.

**CPS 208 ASSEMBLY LANGUAGE PROGRAMMING**

3 Hours

Prerequisites: CPS 204 or 206 or consent of instructor  
3 hours weekly (3-0)

An introduction to the logical basis and basic computer organization of a particular system through the extensive treatment of assembly language. Topics studied include these: machine representation of numbers and characters, basic assembly language syntax, machine operations, and addressing techniques, as well as machine-level input/output programming.

### **CPS 215 DATA STRUCTURES**

3 Hours

Prerequisites: CPS 204 or 206 or consent of instructor  
3 hours weekly (3-0)

A continuation of the development of structured programming concepts and their use in program development utilizing a popular, high-level programming language. Topics include stacks, queues, linked lists, arrays, trees, sorting, and searching. Implementation of a number of algorithms will be included.

## **ENGINEERING**

### **EGR 101 ENGINEERING GRAPHICS**

4 Hours

Prerequisites: None  
6 hours weekly (2-4)

This course is designed primarily for the pre-engineering student. It covers lettering, use of instruments, 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: MAT 131 and PHY 155 or 205  
3 hours weekly (3-0)

A rigorous course in statics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics course. Vector algebra is used to study particles, rigid bodies, and systems in equilibrium.

### **PHY 202 DYNAMICS**

3 Hours

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

A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced.

## **PHYSICAL SCIENCE**

### **PHS 101 MAN AND HIS TECHNOLOGY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A consumer-user course oriented toward the economics and wise use of man's energy and machines; various up-to-the-minute scientific topics will be discussed; scientific versus environmental trade-offs will be analyzed.

### **PHS 102 ASTRONOMY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course in astronomy. Textbook principles as well as observations of the night sky are brought together in this course. Intense discussions follow such questions as, "Are we alone?"

### **PHS 103 EARTH SCIENCE**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A general education laboratory course that is designed to introduce the student to the interaction between the atmosphere, hydrosphere, biosphere, and the solid part of the earth. This holistic approach to the science of the earth may include topics from the areas of meteorology, oceanography, and geology. Special emphasis will be placed on the composition of the solid earth, and geological processes such as volcanism, landform evolution, earthquakes, and plate tectonics.

### **PHS 104 CONTEMPORARY CHEMISTRY FOR NON-SCIENCE MAJORS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoints.

### **PHS 105 PHYSICS FOR NON-SCIENCE MAJORS**

3 Hours

Prerequisites: MAT 051 or 1 yr. H. S. Algebra  
3 hours weekly (3-0)

A conceptual introduction to physics for the non-science major. The topics of motion, work, power, energy, waves,

and electricity, and magnetism are emphasized.

### **PHS 220 PHYSICAL GEOLOGY**

4 Hours

Prerequisites: CHM 101 or equivalent  
5 hours weekly (3-2)

Physical Geology is an intensive study of earth materials and processes designed for the beginning geoscience major and others seeking a strong background in earth sciences. Topics will include minerals, rock types, surficial processes, landscape evolution, structural geology, and plate tectonics. One Saturday field trip (date to be arranged) is also required.

### **IDH 050 ELEMENTS OF SCIENCE**

3 hours weekly (3-0)

This remedial class tutors the high school graduate in science basics so that he/she is better prepared to be successful in college-level physical sciences and life science classes. IDS 050 is recommended for freshmen scoring below 15 standard score in natural sciences on the ACT.

## **PHYSICS**

### **PHY 121 TECHNICAL PHYSICS**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

A general study of physics emphasizing applications to the technical field and introducing the topics of laws of motion, equilibrium and their relation to work, energy, and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat and thermodynamics. This course will also introduce the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

### **PHY 153 PHYSICS FOR ELECTRONICS**

4 Hours

Prerequisites: MAT 107  
5 hours weekly (3-2)

A technical course for electronics and industrial maintenance majors. The course, with laboratory, will introduce the fundamental principles of classical physics as they relate to the world of technology. Topics from mechanics, thermodynamics, electricity and magnetism, and optics will be studied.

### **PHY 155 COLLEGE PHYSICS I**

5 Hours

Prerequisites: MAT 111 or 2 yrs. H. S. algebra and 1 yr. H. S. trigonometry  
6 hours weekly (4-2)

An introduction to physics. Classical mechanics and topics chosen from heat, sound, and materials science. This is the first in a non-calculus sequence for science, mathematics, pre-med, chemistry, and other majors requiring college physics.

### **PHY 156 COLLEGE PHYSICS II**

5 Hours

Prerequisites: PHY 155  
6 hours weekly (4-2)

A continuation of PHY 155. Electricity and magnetism along with topics selected from optics and modern physics; the final course of the non-calculus college physics sequence.

### **PHY 201 STATICS**

3 Hours

Prerequisites: MAT 131 and PHY 155 or PHY 206  
3 hours weekly (3-0)

A rigorous course in statics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics course. Vector algebra is used to study particles, rigid bodies, and systems in equilibrium.

### **PHY 202 DYNAMICS**

3 Hours

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

A continuation of PHY 201. Methods of elementary classical mechanics as applied to particles and rigid bodies in nonequilibrium situations. Vector algebra is used extensively and some vector calculus is introduced.

### **PHY 205 UNIVERSITY PHYSICS I**

5 Hours

Prerequisites: MAT 131 or concurrent enrollment  
5 hours weekly (4-2)

PHY 205 is the first course in a standard two-semester calculus-based physics sequence that is offered at virtually all universities and colleges for engineering majors. PHY 205 covers mechanics, heat, and thermodynamics. Physics background is strongly recommended.

### **PHY 206 UNIVERSITY PHYSICS II**

5 Hours

Prerequisites: PHY 205, MAT 201, or concurrent enrollment  
5 hours weekly (4-2)

PHY 206 is the second course in a standard two-semester calculus-based physics sequence that is offered at virtually all universities and colleges for engineering majors. PHY 206 covers electricity, magnetism, electromagnetic waves, optics, and an introduction to relativity and quantum physics.

### **PHY 212 THERMODYNAMICS**

5 Hours

Prerequisites: MAT 202 and PHY 156 or PHY 206  
5 hours weekly (5-0)

Thermodynamics deals with the conversion of energy from one form to another. It also deals with various properties of substances and the changes in these properties as a result of energy transformations. Because every engineering activity involves an interaction between

energy and matter, it is difficult to imagine an area which does not relate to thermodynamics in some respect.

### **PHY 215 INTRODUCTION TO CIRCUIT ANALYSIS**

4 Hours

Prerequisites: MAT 201 and PHY 156 or PHY 206  
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.

## **SURVEYING**

### **SVR 101 SURVEYING I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This is a beginning course in surveying designed to introduce the student to the principles and equipment of surveying, as well as the profession of surveying.

## **DEPARTMENT OF SOCIAL SCIENCE**

## **ANTHROPOLOGY**

### **ANT 111 ANTHROPOLOGY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

An introduction to anthropology is an attempt to present, as simply as possible, the basic materials and ideas of modern anthropology. Two major themes dominate the course. The first is the origin, development, and differentiation of man as a biological organism; the second is the concept of culture, its structure, and development from an anthropological "point of view."

### **ANT 216 CULTURAL ANTHROPOLOGY**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

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

## EDUCATION

### **EDC 202 HUMAN GROWTH, DEVELOPMENT, AND LEARNING**

3 Hours

Prerequisites: PSY 132  
3 hours weekly (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).

### **EDC 208 CHARACTERISTICS AND METHODS OF TEACHING EXCEPTIONAL CHILDREN**

3 Hours

Prerequisites: PSY 262 and EDC 202 or 203  
3 hours weekly (3-0)

This course is designed for preservice teachers and school personnel who serve directly and indirectly, handicapped children and youth. The course focuses on providing the essential characteristics, information, and skills to appropriately educate the handicapped in a variety of settings.

## 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 political, economic, and social factors which influence man's resource decisions.

### **ITD 200A TO H SPECIAL TOPICS IN SOCIAL SCIENCE**

1 to 3 Hours

Prerequisites: None  
1 to 3 hours weekly

This course provides a study of special topics and problems in social science through an interdisciplinary approach. Study may be through lecture, readings, discussions, guided research, travel, and field trips. Topics may vary from semester to semester and must be approved by the social science chairperson.

ITD 200    A    Anthropology  
              B    Geography  
              C    History  
              D    Political Science  
              E    Education  
              F    Sociology  
              G    Travel/Study  
              H    Psychology

## HISTORY

### **HIS 101 WESTERN CIVILIZATION I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The history of European culture from prehistory through



Mesopotamia, Egypt, Greece, and Rome to the Renaissance and Reformation. Attention is given to Middle Ages society and church, the growth of urban culture and trade, the rise of kings, European discovery and exploration of other parts of the world, and the emergence of nation states. This course emphasizes broad social, intellectual, religious, and political movements that shaped Europe on the verge of the Modern period.

### **HIS 102 WESTERN CIVILIZATION II**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

History of Europe since 1650. Beginning with the rise of powerful nation states in the seventeenth century, this course traces the intellectual, political, religious and social trends that formed the modern world. Important elements include the Scientific Revolution, the political transformations beginning with the American and French Revolutions, the rise of industry, imperialism, the World Wars, twentieth century ideas (Freud, Einstein, Planck), and the direction of Western culture in the Cold War and post-Cold War period.

### **HIS 110 EASTERN CIVILIZATIONS**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A survey of the history of China and Japan from prehistory to the present. Special attention is given to the ways these non-western societies organized and governed themselves, and to the art and literature of East Asia. Further emphasis is given to Asian religious outlooks (Confucian, Daoist, Buddhist, and Shinto) that underlie modern Asian values. The interaction of East Asia with Europe and the United States in the last two centuries is also considered.

### **HIS 201 UNITED STATES HISTORY I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

The origins of American culture from exploration through settlement and the founding of the United States. Emphasis is given to social, religious and economic as well as political factors that shaped and continue to shape American civilization. Colonization, development of American identity, rebellion against Great Britain, the Constitution and the evolving cultures of North and South are addressed. The course culminates in the sectional crisis, the Civil War and Reconstruction.

### **HIS 202 UNITED STATES HISTORY II**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

United States History from Reconstruction to the present. Emphasis is placed on the importance of industrialization and the rise of business in transforming both North and South, and the significance of responses of workers, farmers, religious figures and others to the social and economic transformation of America. The Progressive Movement, New Deal, New Frontier, Great Society, and other domestic issues are presented, along with the role of the United States in the World Wars and the Cold War, and the post-Cold War role of the United States as superpower.

### **HIS 211 MODERN AMERICAN HISTORY: 1920-1939 (The Twenties, The Depression, and The New Deal)**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

A study of the contrasts in American social and economic life in the 1920s and the effects of the Great Depression of the 1930s on American attitudes, both national and local. Attention is also given to the major domestic political events of the period. This course is designed for history majors and minors and others desiring a social science elective.

## **ORIENTATION**

### **ORI 100 SEMINARS FOR COLLEGE SUCCESS**

1 Hour

Prerequisites: None  
1 hour weekly (1-0)

This course will provide students with structured opportunities to obtain information, skills, and techniques which may help them succeed in achieving their academic goals.

## POLITICAL SCIENCE

### **PSC 131 AMERICAN GOVERNMENT**

3 Hours

Prerequisites: None  
3 Hours

A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of 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 212 INTERNATIONAL RELATIONS**

3 Hours

Prerequisites: PSC 131  
3 hours weekly (3-0)

An introduction to international relations emphasizing contemporary international problems and relations. The course is a foreign policy analysis of the international interactions of states and other international actors. In addition, the collapse of Soviet and Eastern European communism, the rediscovery of economics, the resurgence of nationalism, and the emergence of global problems will be examined.

### **PSC 213 WORLD AFFAIRS (Honors)**

3 Hours

Prerequisites: HIS 201, HIS 202, or PSC 131 with "B" or higher; 15 semester hours, GPA of 4.0 or higher  
3 hours weekly (3-0)

This course is taught in a seminar format involving an in depth study by honors students of current world affairs. Students will examine current world problems in light of historical, political, economic, social, and geographic background and current policies.

### **PSC 215 CONGRESS: THE LEGISLATIVE PROCESS**

3 Hours

Prerequisites: None  
3 hours (3-0)

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

### **PSC 218 AMERICAN CONSTITUTION: DELICATE BALANCE**

3 Hours

Prerequisites: None  
3 hours (3-0)

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

**PSC 220 THE LAW OF SOCIETY**

3 Hours

Prerequisites: None  
3 hours (3-0)

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

**PSC 230 INTERNSHIP IN POLITICAL SCIENCE**

3 Hours

Prerequisites: 12 semester hours including PSC 131 or PSC 211 with 3.75 GPA or higher

An internship experience which will provide students an opportunity to apply classroom concepts and principles to actual operation of governmental agencies and departments.

**PSC 289 INTRODUCTION TO COMPARATIVE GOVERNMENT**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course is a comparative examination of the systems, processes, and policies of selected countries. The analysis of each country includes a study of political culture, structure, function, and public policy-making of nine separate countries.

**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, and therapy, as well as child, adolescent, adult, and social psychology. Emphasis is placed on discussion as well as presentation of material through lecture, handouts, and videos.

**PSY 132H GENERAL PSYCHOLOGY**

1 Hour

Prerequisites: PSY 132 and consent of instructor  
1 hour weekly

A course designed for honor students interested in meeting with a small group for discussion of psychological topics, field trips, and independent readings.

**PSY 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, including legislation and litigation. All classifications of special education, mental retardation, learning disabilities, hearing-impaired, etc., will be discussed. The course also covers the effects of disability conditions on learning situations.

**PSY 285 PSYCHOLOGY OF PERSONALITY AND ADJUSTMENT**

3 Hours

Prerequisites: PSY 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.

**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 Laboratory\* weekly

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

**AFS 102 AEROSPACE OFFENSIVE AND DEFENSIVE FORCES**

2 Hours

Prerequisites: None  
1 hour class with 1.5 hour Leadership Laboratory\* weekly

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

### **AFS 201 THE DEVELOPMENT OF AIR POWER I**

2 Hours

Prerequisites: None

1 hour class with 1.5 hour Leadership Laboratory\* weekly

History of manned flight from pre-aircraft to the end of WW II. Develops themes of doctrine, technology, and evolution of aircraft and the U. S. Air Force. Concurrent enrollment in Leadership Laboratory.

### **AFS 202 THE DEVELOPMENT OF AIR POWER II**

2 Hours

Prerequisites: none

1 hour class with 1.5 hour Leadership Laboratory\* weekly

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

#### \*Leadership Laboratory

A supervised laboratory taken concurrently with the AFS courses described above. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, performance as a unit, and preparation for field training, which is a voluntary experience.

### **ARMY ROTC**

#### **AMS 101 DEFENSE ESTABLISHMENT**

1 Hour

Prerequisites: None

1 hour weekly (1-0)

An examination of conflict and the U. S. response, with particular emphasis on the Army's role. This course includes instruction in the history, organization, role of the National Guard and Reserves, customs and courtesies, and mission of the U. S. Army. The aspects of military leadership are introduced.

### **AMS 102-1 OR 2 LAND NAVIGATION AND TRAVERSE**

1 Hour

Prerequisites: None

1 hour weekly

An introduction to land navigation involving the use of the compass, maps, the sun, and prominent stars. Includes crossing techniques such as simple free climbing and rappelling. Compass exercises will also be presented, as well as other outdoor practical exercise.

### **AMS 201-3 BASIC LEADERSHIP SKILLS**

2 Hours

Prerequisites: None

2 hours weekly (2-0)

Applied leadership in small-groups. Exercises in self-confidence, group communications in situations where the group is required to function and survive on a self-sufficient basis. Principles of survival will be explored in depth, with maximum involvement of the student in leadership and problem-solving roles. Includes Leadership Laboratory.\*

### **AMS 202-2 LEADERSHIP AND MANAGEMENT TECHNIQUES**

2 Hours

Prerequisites: None

2 hours weekly (2-0)

A study of the military management system and Army leadership. Includes the presentation of military leadership traits, style, approaches, managerial techniques, and communications. Includes leadership laboratory.

#### \*Leadership Laboratory

A supervised laboratory taken concurrently with the AMS courses described above. Students develop leadership potential by participating in practical leadership situations. Emphasis is on customs and courtesies, uniform wear, drill, performance as a unit and preparation for field training, which is a voluntary experience.

## FACULTY AND STAFF

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M. S., Southern Illinois University	
Ph.D., Southern Illinois University	
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JoAnne Nast	Director of Development
B. A., Southern Illinois University	
M. A., Southern Illinois University	
Eric Pulley	Coordinator of Institutional Research
B. S., Southern Illinois University	
Advanced graduate study, Southern Illinois University	
John Sala	Executive Assistant to the President/Foundation
B. S., Southern Illinois University	
M. S., Southern Illinois University	
Advanced graduate study, Southern Illinois University	
Cathy Frey	Secretary I (Secretary to the Director of Development)
Eunice Lantagne	Senior Secretary (Secretary to the President)

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M. S., Southern Illinois University	
Ph.D., Southern Illinois University	
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B. S., Southern Illinois University	
Elizabeth Bailey-Smith	Director of Activities
B. S., Murray State University	
M. S., Murray State University	
Brent Baker	Assistant Men's Basketball Coach, Academic Advisor
B. A., University of Iowa	
Gary Barton	Coordinator of Veterans Affairs Head Women's Basketball Coach
B. S., Southern Illinois University	
Gail Bean	Assistant CRT Counselor/Facilitator, JTPA Programs
B. A., Southern Illinois University	

Charlena Bitting . . . . . Classroom Training Counselor/Facilitator  
 JTPA Programs  
 A. S., Southern Illinois University  
 A. S., John A. Logan College  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University

Teri Campbell . . . . . Academic Advisor  
 Coordinator of Athletic Events  
 B. S., Southern Illinois University  
 M. B. A., Southern Illinois University

Tom Cardwell . . . . . Assessment Specialist  
 B. S., Southern Illinois University, Edwardsville  
 M. S., Southern Illinois University, Carbondale

Larry Chapman . . . . . Dean for Student Services  
 B. S., Murray State University  
 M. Ed., University of Arizona  
 Ph.D., University of Arizona

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

Lauralyn Cima . . . . . Advisor/Counselor  
 B. A., Southern Illinois University  
 M. S., Southern Illinois University  
 Advanced graduate study, Southern Illinois University

Belinda Conner . . . . . ABE Counselor/Facilitator  
 B. S., Southern Illinois University

Sharon Colombo . . . . . Intake Specialist and Counselor Facilitator  
 JTPA Programs  
 B. S., Southern Illinois University

Terry Crain . . . . . Director of Admissions and Registration  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University

Martha Crothers . . . . . Assistant Coordinator, The Literacy Connection  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University  
 Advanced graduate study, Southern Illinois University

Tom Davenport . . . . . Coordinator of Grants  
 B. S., Eastern Illinois University  
 M. S., Eastern Illinois University  
 Ph.D., Southern Illinois University

Alan Dillard . . . . . Director of JTPA Client Service Center  
 B. S., Northeastern Illinois University  
 M. A., Sangamon State University

Lisa Dills . . . . . Coordinator of Hearing-Impaired Services  
 B. A., Maryville College

Robert Fester . . . . . Vocational Counselor  
 B. S., Illinois State University  
 M. S., Southern Illinois University  
 Advanced graduate study, Southern Illinois University

Kay Fleming . . . . . ABE/GED Counselor/Facilitator  
A. S., John A. Logan College  
B. S., Southern Illinois University

Donald Gines . . . . . Head Women's Softball/Volleyball Coach  
B. S., Eastern Illinois University  
M. S., Eastern Illinois University  
Academic Advisor

Ted Green . . . . . Coordinator of Career Development  
A. A. S., Indiana University  
A. S., John A. Logan College  
B. S., Southern Illinois University

Jerry Halstead . . . . . Head Baseball Coach  
A. A., John A. Logan College  
B. S., Southern Illinois University  
Academic Advisor

Martin Hawkins . . . . . Basic Skills Tutor/  
B. S., DePaul University  
M. A., DePaul University  
Academic Advisor

Mabel Hayes . . . . . Field Coordinator for Family Literacy  
B. S., Southern Illinois University  
State of Illinois Teacher's Certificate

Jody Hestand . . . . . ABE/ASE Counselor/Facilitator  
B. A., Illinois Wesleyan University  
M. S., Southern Illinois University

Lisa Hudgens . . . . . Coordinator of Job Development  
B. S., Eastern Illinois University  
M. S., Southern Illinois University

Mark Imhoff . . . . . Head Men's Basketball Coach  
B. S., Eastern Illinois University  
M. A., Morehead State University  
Academic Advisor

Greg Legan . . . . . Director, John A. Logan College Foundation  
B. A., Columbia College  
M. S., Indiana Wesleyan

Kathy Lively . . . . . Coordinator/Counselor, ABE/GED Programs  
B. S., Southern Illinois University  
Graduate study, Southern Illinois University

Laurie Melvin . . . . . Assistant Volleyball Coach  
A. S., John A. Logan College

Philip Minnis . . . . . Associate Dean for Adult Basic/Secondary Education  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University  
Director, JTPA Training

Jane Minton . . . . . Information Referral and  
B. A., University of Maryland  
M. A., University of South Florida  
Advanced graduate study, Southern Illinois University  
Retention Counselor/Facilitator



- Hugh Muldoon ..... Coordinator, The Literacy Connection  
 B. A., St. Bonaventure University  
 M. A., Catholic University of America  
 Advanced graduate study, Southern Illinois University
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 B. S., University of Wisconsin
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 Graduate study, Southern Illinois University
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 M. S., Southern Illinois University  
 Advanced graduate study, Southern Illinois University
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 B. S., Illinois State University  
 Graduate study, Southern Illinois University  
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 B. S., Southern Illinois University  
 M. S., Southern Illinois University  
 Athletic Director  
 Advanced graduate study, Southern Illinois University
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 B. S., Southern Illinois University  
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Tim Williams . . . . . Disabled Student Services Facilitator  
and Assistant Baseball Coach  
A. S., John A. Logan College  
B. S., Southern Illinois University

Steve Wunderle . . . . . Associate Dean for Adult and Continuing Education  
B. S., Eastern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University

Matt Yusko . . . . . Counselor (Evening)  
A. S., A. A., John A. Logan College  
B. S., Murray State University  
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Thomas Bock ..... Du Quoin, Trico

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Sharon Walters ..... Carbondale, DeSoto

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 B. S., Southern Illinois University

Art Walters ..... Heating and Air Conditioning Engineer  
 B. S., Murray State University  
 M. S., Murray State University  
 Advanced graduate study, Southern Illinois University

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Rhonda Avery ..... Personnel and Data Entry Clerk I

W. Craig Batteau ..... Accounting Clerk II

Chris Bell ..... Custodian

James Bell ..... Custodian

Sara Berkbigler ..... Accounts Payable Clerk II

Jack Buckingham ..... Custodian

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Craig Chelin ..... Security Police Officer Trainee

W. Kay Clark ..... Copy Machine Operator/Stockroom Clerk

Frances Cobb ..... Word Processing Operator I

Carol Das ..... Evening Switchboard Operator

Dianne DeTomaso ..... Word Processing Operator II

Mary Ann Duncan ..... Security Desk Clerk I

James Fisher ..... Building Maintenance III

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Rose Honea ..... Accounting Clerk II

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Tom Horn ..... Security Officer, Security

Ryan House ..... Security Police Officer Trainee

Ivan Jefferson ..... Security Police Officer

Robert Kalpinski ..... Security Police Officer Trainee

Robert Kent ..... Custodian

Eldon King ..... Grounds Worker

Larry Dale Marrs ..... Custodian

Brenda Murphy ..... Custodian

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Larry Page ..... Custodian

Marie Perkins ..... Switchboard Operator II

Mike Protsman ..... Custodian

Judith Richardson ..... Accounting Clerk III

Gene Richter ..... Security Police Officer Trainee

Rebecca Robertson ..... Accounting Clerk III

Natalie Rodriguez ..... Computer Operator I

Angela Rushing ..... Receptionist

Cindy Russell ..... Word Processing Operator II

Eldon Dwayne Sanders ..... Building Maintenance II

Kenton Schafer ..... Security Police Officer Trainee

Bill Smillie ..... Custodian

Timothy Smith ..... Draftsperson  
 William Smith ..... Custodian  
 Christy Sneddon ..... Accounting Clerk III  
 Robin Sronce ..... Accounting Clerk III  
 Ronald Sumner ..... Custodian  
 Larry Tanner ..... Custodian Assistant  
 James Taylor ..... Grounds Maintenance  
 Maxine Taylor ..... Custodian  
 Mike Williams ..... Grounds Maintenance

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 Ph.D., Southern Illinois University

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 B. S., East Tennessee State University  
 M. S., Catholic University of America  
 Ph.D., Southern Illinois University

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 M. A., Murray State University

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 M. S., Southern Illinois University

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 B. S., Southern Illinois University

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 B. S., Southern Illinois University

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

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 B. S., Southern Illinois University

Twyla Green ..... Child Care Resource and Referral Specialist  
 A. A. S., Southeastern Illinois College

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Vocational Education Act)  
B. S., Southern Illinois University  
M. S., Southern Illinois University

Paulette Johnson ..... Coordinator of Special Projects  
A. A., Southern Illinois University  
B. S., Southern Illinois University  
M. S., Southern Illinois University

Subhashree Kumar ..... Reference Librarian  
B. Com., Gujarat University, India  
M. Com., Madurai-Kamaraj University, India  
M. L. S., State University of New York at Buffalo

Lori Longueville ..... Child Care Resource and Referral Facilitator  
B. A., Illinois Wesleyan University

Adele McCoy ..... Child Care Resource and Referral Facilitator  
A. A. S., Illinois Central College

Paul McInturff ..... Dean for Instruction  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Ph.D., Southern Illinois University

Abir Majid ..... Computer Network Specialist  
B. S., University of Sulaymaniya, Iraq

Dinah "Marie" Meacham ..... Special Projects Family Specialist  
A. A. S., John A. Logan College

Laura Patterson ..... Special Projects Facilitator  
B. S., Rockford College  
M. S., Southern Illinois University

Darren Pulley ..... Facilitator, Center for Business and Industry  
A. S., John A. Logan College  
B. S., Southern Illinois University

John A. Reeder ..... Single Parent/Homemaker Facilitator  
A. A. S., John A. Logan College  
B. S., Southern Illinois University  
M. S., Southern Illinois University

Richard Ridgeway ..... Theater Technician

Ronda Rietsema ..... Child Care Resource and Referral Specialist  
B. S., Northern State University

Julia Schroeder ..... Associate Dean for Instruction  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Ph.D., Southern Illinois University

Gary Smith ..... Computer Laboratory Supervisor  
B. S., Illinois State University

Gregory Stettler ..... Assistant Coordinator  
Business and Industry Center  
B. A., Southern Illinois University  
M. P. A., Southern Illinois University

Mary Ann Troutman ..... Cosmetology Lab Manager  
 B. S., Southern Illinois University

Dennis White ..... Area Coordinator, Business and Industry Center  
 A. A. S., John A. Logan College  
 B. S., Southern Illinois University  
 M. A., Webster University

Terese White ..... Child Care Specialist--Training Coordinator  
 A. A. S., John A. Logan College  
 B. A., Southern Illinois University

Adeline Wilson ..... Preschool Site Coordinator  
 A. S., John A. Logan College  
 B. A., Southern Illinois University  
 Graduate study, Southern Illinois University

Barbara Ashman ..... Secretary III (Secretary to the Vice-President  
 for Instructional Services)

Brenda Beggs ..... Learning Lab Clerk

Carla Campbell ..... Data Entry Specialist

Rebecca Clifford ..... Secretary I (Secretary to the Associate Dean for  
 Health and Public Service)

Deana DeFrank ..... Secretary

Cheryl Diedrick ..... Secretary II (Secretary for Learning Resources Services)

Patricia Ellett ..... Learning Resources Clerk I

Victoria Elliott ..... Secretary II (Secretary to the Dean for Instruction)

Benita Green ..... Preschool Laboratory Technician

Robin Greenlee ..... Graphics/Photography Technician I

Barbara Harris ..... Learning Lab Technician I

Claudette Harris ..... Cosmetology Laboratory Supervisor

Deborah Hedges ..... Data Entry Specialist

Glenda Knight ..... Secretary I

Colette Marrs ..... Secretary (Secretary for Instructional Services)

Sharyl Melvin ..... Secretary II (Secretary to the Vice-President  
 for Instructional Services)

Judi Peart ..... Secretary I (Secretary for Instructional Services)

Beverly Rogers ..... Dental Assistant Lab Supervisor

Denise Stricklin ..... Cosmetology Laboratory Supervisor

Kimberly Swinford ..... Dental Assistant Lab Supervisor



Rhonda Tanner ..... Secretary I (Secretary, Associate Dean for Business and Industry)  
Jonathan Taylor ..... Biology Lab Clerk I  
Suzanne Ward ..... Secretary I (Secretary to Center for Business and Industry)  
Mildred Weatherford ..... Library Clerk II  
Tracie Zoller ..... Library Circulation Clerk

## TEACHING FACULTY

### DIVISION OF HEALTH AND PUBLIC SERVICES

- Mary Ellen Abell ..... Associate Dean for Health  
Public Service Programs  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- R. Ann Barnstable ..... Instructor, Nursing  
B. S., Southern Illinois University  
M. S. N., University of Evansville
- Leslie Bertolini ..... Instructor, Nursing  
B. S., University of Virginia  
M. S. N., University of New Hampshire
- Karen Betts ..... Associate Professor, Nursing  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Dirk Borgsmiller ..... Instructor, Travel/Tourism  
B. S., Southeast Missouri State University
- Beverly Sue Bryan ..... Associate Professor, Coordinator for Dental Assisting  
A. A., Southern Illinois University  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Shayne Crawshaw ..... Instructor, Business  
B. S., Southern Illinois University  
M. B. A., Southern Illinois University
- Charles Ellett ..... Instructor, Criminal Justice  
B. S., Southern Illinois University
- Shirley Everingham ..... Associate Professor, Nursing  
R. N., Chicago Wesley Memorial Hospital  
and Northwestern University Medical School  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University
- Donna Farris ..... Instructor, Nursing  
B. S., Southern Illinois University  
M. S. N., University of Evansville
- Janice Finney ..... Associate Professor, Nursing  
B. S., Fort Hays Kansas State College  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University
- Pamela Hays ..... Instructor, Nursing  
B. S., Southern Illinois University-Edwardsville
- Julie Horecker ..... Instructor, Nursing  
B. S., McKendree College  
M. S., Southeast Missouri State University

Paul Menkis ..... Instructor, Interpreter Preparation  
 B. A., Gallaudet College  
 M. S., Rochester Institute of Technology

Sandra Monahan ..... Instructor, Cosmetology  
 A. A. S., John A. Logan College  
 B. S., Southern Illinois University

Barbara Patchett ..... Instructor, Nursing  
 R. N., Jewish Hospital School of Nursing  
 M. S. N., University of Evansville  
 Advanced graduate study, Southern Illinois University

Patricia Smith ..... Assistant Professor, Cosmetology  
 B. S., Southern Illinois University

Harry Spiller ..... Associate Professor, Criminal Justice  
 B. A., Southern Illinois University  
 B. S., Southern Illinois University  
 M. P. A., Southern Illinois University  
 Advanced graduate study, Southern Illinois University

Joyce Steber ..... Assistant Professor, Nursing Assistant  
 B. S., University of Illinois

Marilyn J. Toliver ..... Instructor, Child Care  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University  
 Ph.D., Southern Illinois University

Anne Williams ..... Director of Nursing and  
 B. S., Alfred University ..... Instructor, Nursing  
 M. S., State University of New York--Buffalo  
 Certified State of Illinois Registered Professional Nurse

Paula Willig ..... Assistant Professor, Interpreter Preparation  
 B. A., Concordia Teachers College  
 M. S., Western Maryland College

Susan Winters ..... Instructor, Nursing  
 B. S., Clarion University of Pennsylvania  
 M. S., University of Virginia

**DIVISION OF BUSINESS**

Brenda Erickson ..... Assistant for Instructional Services  
 B. S., Southern Illinois University ..... Assistant Professor, Business  
 M. S., Southern Illinois University  
 Ph.D., University of Illinois

Michael Bitting ..... Associate Professor, Accounting  
 B. S., Southern Illinois University  
 M. B. A., Southern Illinois University  
 Advanced graduate study, Southern Illinois University

Carla Bradley ..... Associate Professor, Computer Information Systems  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University

- David England ..... Instructor, Business  
 B. S., Southern Illinois University
- Joyce Hayes ..... Professor, Business  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University  
 Ph.D., Southern Illinois University
- Lora Hines ..... Instructor, Business  
 A. S., John A. Logan College  
 B. S., Southern Illinois University
- Robert Killian ..... Associate Professor, Computer Information Systems  
 B. S., Shippensburg State University  
 M. S., Eastern Illinois University  
 Advanced graduate study, Southern Illinois University
- John L. Kuruc ..... Professor, Accounting  
 B. S., Eastern Illinois University  
 M. S., Eastern Illinois University  
 Advanced graduate study, Southern Illinois University
- Carol Mitchell ..... Professor, Business  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University  
 Advanced graduate study, Southern Illinois University
- Terri L. Rentfro ..... Associate Professor, Computer Information Systems  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University
- Linda Taylor ..... Associate Professor, Business Administration and Accounting  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University

**DIVISION OF INDUSTRY**

- Jon M. Rivers ..... Department Chair for Industry  
 B. S., Ferris State College  
 M. S., Southern Illinois University  
 Professor, Drafting
- Tim Baker ..... Associate Professor, Electronics  
 B. S., Southern Illinois University  
 M. S., Southern Illinois University
- Bill T. Gayer ..... Associate Professor, Industrial Technology  
 B. A., Southern Illinois University  
 M. S., Southern Illinois University
- Debra Grisham ..... Instructor, Electronics  
 B. S., Southern Illinois University
- Robert R. Landes ..... Instructor, Welding  
 Certified in Welding, Southern Illinois University School of Technical Careers  
 B. S., Southern Illinois University
- Ron Parks ..... Associate Professor, Industrial Technology  
 B. A., Southern Illinois University

M. S., Southern Illinois University

Paul E. Roach ..... Instructor, Auto Body Repair  
B. S., Southern Illinois University

Richard Smith ..... Instructor, Heating and Air Conditioning  
A. A. S., John A. Logan College  
B. S., Southern Illinois University  
M. S., Southern Illinois University

Jack Smothers ..... Instructor, Welding  
B. S., Southern Illinois University

Terry J. Stanley ..... Professor, Automotive Technology  
A. S., Olney Central College  
B. S., Southern Illinois University  
Graduate study, Southern Illinois University

Jimmie Wolfe ..... Instructor, Automotive Technology  
B. S., Southern Illinois University

### DEPARTMENT OF ENGLISH

Jerry D. DeSoto ..... Department Chair for English  
B. A., St. Bernard College  
M. S., Alabama College  
Advanced graduate study, Southern Illinois University  
Professor, English

Jeneece Bishop ..... Associate Professor, English  
B. A., Southern Illinois University  
M. S., Southern Illinois University

Kathleen Carl ..... Assistant Professor, English  
B. A., University of Texas  
M. A., Southern Illinois University

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

Joanne Christopher ..... Assistant Professor, English  
B. A., Southern Illinois University  
M. A., Southern Illinois University

Steve Falcone ..... Assistant Professor, English  
B. A., LaSalle College  
M. A., Southern Illinois University

Stan Hale ..... Associate Professor, English/Speech/Journalism  
B. S., Oakland City College  
M. A., University of Evansville  
M. A., Southern Illinois University

Carole Lawson ..... Instructor, English/French  
B. A., Winthrop College  
M. A., Tulane University

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

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

**DEPARTMENT OF HUMANITIES**

Gary W. Kent . . . . . Department Chair for Humanities  
B. S., Eastern Illinois University  
M. A., Southern Illinois University  
Ph.D., Southern Illinois University  
Professor, Speech

Mike Kowalewski . . . . . Instructor, Philosophy  
B. A., University of Arizona  
M. A., University of Arizona  
Ph.D., Southern Illinois University

Carole Lawson . . . . . Instructor, English/French  
B. A., Winthrop College  
M. A., Tulane University

Renee Mavigliano . . . . . Instructor, Art  
B. S., Northern Illinois University  
M. F. A., Southern Illinois University  
Illinois Teaching Certificate for Art, Teaching, and Supervision

Edgar Montano . . . . . Instructor, Spanish  
B. A., Universidad Pedagogica y Techologica de Colombia, Colombia, S. A.  
M. Ed., Boston University  
M. A., Southern Illinois University

Gayle Pesavento . . . . . Associate Professor, English/Speech/Journalism  
B. S., Eastern Illinois University  
M. A., Eastern Illinois University  
and Coordinator of International Studies

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

Frances Swedlund . . . . . Instructor, Art  
B. S., Florida State University  
M. F. A., Southern Illinois University

## DEPARTMENT OF LIFE SCIENCE

- Linwood G. Bechtel ..... Department Chair for Life Science  
B. S., West Chester State College  
M. S., University of Illinois  
Advanced graduate study, University of Illinois and Southern Illinois University  
Professor, Physical Education and Health  
Coordinator of Aerobic Center
- Donald C. Autry ..... Professor, Biology  
B. S., Memphis State University  
M. S., Southern Illinois University  
Ph.D., Southern Illinois University
- Lelia Jo Hart ..... Assistant Professor, Health  
B. S., Illinois State University  
M. S., Southern Illinois University
- Nelda W. Hinckley ..... Assistant Professor, Biology  
B. A., North Texas State University  
M. S., North Texas State University  
Advanced graduate study, University of Texas  
Advanced graduate study, Hofstra University, Pittsburg University, and Southern Illinois University
- Keith Krapf ..... Assistant Professor, Biology  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Gladys J. McCowen ..... Associate Professor, Health  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Jo Princ ..... Instructor, Microbiology  
B. A., University of Kansas  
M. S., University of Michigan  
Advanced graduate study, Eastern Michigan University
- Faye Ragan ..... Assistant Professor, Health and Physical Education  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Larry Spears ..... Instructor, Biology  
A. B., University of Illinois  
M. S., University of Tennessee  
Ph.D., Southern Illinois University

DEPARTMENT OF MATHEMATICS

- John Profilet . . . . . Department Chair for Mathematics  
Professor, Mathematics  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Sangamon State University
- Roberta Brown . . . . . Assistant Professor, Mathematics  
A. S., Carl Sandburg College  
B. A., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University
- Eric Ebersohl . . . . . Instructor, Mathematics  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Kathirave Giritharan . . . . . Assistant Professor, Mathematics  
B. A., Southern Illinois University  
B. S., University of Jaffna, Sri Lanka  
M. S., Southern Illinois University
- Ronald D. Hall . . . . . Instructor, Mathematics  
B. A., Southern Illinois University  
M. A., Southern Illinois University  
Advanced graduate study, Southern Illinois University
- James W. Harris . . . . . Assistant Professor, Developmental/Remedial Mathematics  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University
- Jesse E. Moore . . . . . Professor, Mathematics  
B. S., Western Illinois University  
M. S., University of Notre Dame  
Advanced graduate study, University of Notre Dame,  
Southern Illinois University, and Illinois State University
- Norman Rees . . . . . Professor, Mathematics  
B. A., Kansas State Teacher's College  
M. S., Kansas State Teacher's College  
Advanced graduate study, Southern Illinois University
- Virgil Stubblefield . . . . . Assistant Professor, Physics/Mathematics  
B. S., University of Missouri at Rolla  
M. A., Washington University  
Ph.D., Washington University



## DEPARTMENT OF PHYSICAL SCIENCE

- Sheryl Bleyer ..... Department Chair for Physical Science  
Assistant Professor, Computer Science  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Michiko N. Eberle ..... Assistant Professor, Chemistry/Mathematics  
B. S., Hakkaido University of Japan  
M. S., Washington State University  
Advanced graduate study, Iowa State University
- Robert D. English ..... Instructor, Physical and Earth Science  
B. S., State University of New York  
M. S., Southern Illinois University
- James Gundlach ..... Instructor, Physics  
B. S., University of Michigan  
M. S., Clemson University  
Ph.D., Clemson University
- Marion M. Morgan ..... Professor, Physics and Mathematics  
B. S., Murray State University  
M. S., University of Kentucky  
Ph.D., University of Kentucky
- Don Rich ..... Associate Professor, Chemistry  
B. S., Eastern Illinois University  
M. S., University of Cincinnati
- Mikolaj Sawicki ..... Instructor, Physics  
M. S., Warsaw University, Warsaw, Poland  
Ph.D., Warsaw University, Warsaw, Poland
- Virgil Stubblefield ..... Assistant Professor, Physics/Mathematics  
B. S., University of Missouri at Rolla  
M. A., Washington University  
Ph.D., Washington University

## DEPARTMENT OF SOCIAL SCIENCE

- Don P. Boehne ..... Department Chair for Social Science  
Professor, Psychology  
B. S., Southeast Missouri State University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University
- Gary W. Caldwell ..... Associate Professor, Psychology  
B. S., Southern Illinois University  
M. S., Southern Illinois University
- Thomas Carroll ..... Assistant Professor, History  
B. S., Georgetown University  
M. S., University of Missouri  
Advanced graduate study, College of William and Mary

Denis A. Junge ..... Assistant Professor, Psychology  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University

Perry Knop ..... Assistant Professor, Political Science  
B. A., Southern Illinois University  
M. A., Southern Illinois University  
J. D., Southern Illinois University

Karl E. Maple ..... Professor, Political Science  
B. S., Southern Illinois University  
M. S., Southern Illinois University  
Ph.D., Southern Illinois University

Mary O'Hara ..... Instructor, Sociology  
B. A., Southern Illinois University  
M. S., Southern Illinois University  
Advanced graduate study, Southern Illinois University

Alphonse M. Stadler ..... Instructor, Anthropology and Geography  
B. S., Indiana State University  
M. A., Indiana University  
Advanced graduate study, Indiana University

**COOPERATIVE MINING TECHNOLOGY (CMT) PROGRAM**

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

Diane Lutes ..... Director of Registration and Financial Affairs  
A. S., Frontier College  
B. S., Southern Illinois University

Terry V. Russell ..... Instructor, Coal Mining Technology Program  
B. S., Southern Illinois University  
M. S., Southern Illinois University

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

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

Kay Brown ..... Program Assistant

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