

1969-71 CATALOG
FIRST EDITION

Community College

Present Office: 206 East First Street
KARNAK, ILLINOIS
Phone (618) 634-2242



VOLUME 1 — NUMBER 1
January, 1969
KARNAK, ILLINOIS

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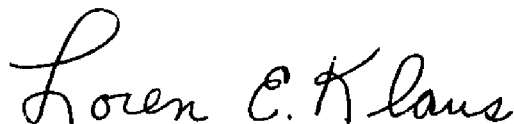


LOREN E. KLAUS, President

Message From The President

I invite you to continue your education by enrolling in Shawnee Community College. This catalog was prepared to inform prospective students and the general public about the objectives and offerings of the college.

Most of your questions will be answered by a complete reading of the catalog. However, if you have additional questions please call or write to the college office at 206 East First Street, Karnak, Illinois, telephone (618) 634-2242.

A handwritten signature in cursive script that reads "Loren E. Klaus". The signature is written in black ink and is positioned above the printed name.

LOREN E. KLAUS

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ADMINISTRATION

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EXECUTIVE SECRETARY

Gerald W. Smith	Springfield
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ADMINISTRATION

Loren E. Klaus	President
A.A., Blackburn College, B.S., Eastern Illinois University, M.S., Eastern Illinois University, Ed.D., Illinois State University	
Howard C. Saar	Dean of the College
B.S., Illinois State University, M.S., Illinois State University, Advanced Graduate Work, Illinois State University	
William F. Whitnel	Dean of Student Personnel Services
B.A., Murray State University, M.A., Murray State University, Advanced Graduate Work, Illinois State University	
Dean D. Barringer	Dean of Business and Related Activities
B.S., Southern Illinois University, M.S., Southern Illinois University, Advanced Graduate Work, Southern Illinois University	

CALENDAR

FALL QUARTER 1969

Sept.	17	Mon. thru Wed.	Faculty Workshop
	18-19	Thurs. thru Fri.	Student Orientation
	22-23	Mon. thru Tues.	Registration for Fall Quarter
	24	Wednesday	Classes Begin
	26	Friday	Registration Closed
Oct.	15	Wednesday	Last Day to change programs
	31	Friday	Mid-term grades due
Nov.	14	Friday	Last day to drop courses without academic penalty
	26	Wednesday	Thanksgiving holiday begins (5:00 P. M.)
Dec.	1	Monday	College resumes (8:00 A. M.)
	15-19	Mon. thru Thurs.	Final Examination period
	20	Friday	Fall Quarter ends

WINTER QUARTER 1970

Jan.	5-6	Mon. thru Tues.	Registration for Winter Quarter
	7	Wednesday	Classes Begin
	9	Friday	Registration Closed
	28	Wednesday	Last day to change programs
Feb.	13	Friday	Mid-term grades due
	27	Friday	Last day to drop courses without academic penalty
Mar.	23-26	Mon. thru Thurs.	Final Examination period
	27	Friday	Winter Quarter ends

SPRING QUARTER 1970

Mar.	30-31	Mon. thru Thurs.	Registration for Spring Quarter
April	1	Wednesday	Classes Begin
	3	Friday	Registration Closed
	22	Wednesday	Last day to change programs
May	8	Friday	Mid-term grades due
	22	Friday	Last day to drop courses without academic penalty
June	15-18	Mon. thru Thurs.	Final Examination period
	19	Friday	Spring Quarter ends (Commencement)

SUMMER SESSION 1970

June	29	Monday	Registration for Summer Session
	30	Tuesday	Classes Begin
July	3	Friday	Registration Closed
	6	Monday	Last day to change programs
Aug.	7	Friday	Last day to drop courses without academic penalty
	20-21	Thurs. thru Fri.	Final Examination period
	22	Saturday	Summer Session ends

General Information

HISTORY AND ORGANIZATION

Shawnee Community College was organized in September of 1967 pursuant to the Illinois Public Junior College Act of 1965 as a Class I community college. Organized to serve Southern Illinois and its people, the college district covers all of Union, Pulaski, Massac, and Alexander counties together with parts of Johnson and Jackson counties. At the time of its formation the college district population was in excess of 65,000. The initial Board of Trustees was selected in December of 1967, and in May of 1968 Dr. Loren E. Klaus was named President.

OBJECTIVES

The basic purpose of every educational institution is the preservation and advancement of civilization. Toward this end, Shawnee Community College attempts to develop in its students the ideas, the attitudes, and a spirit of inquiry which characterize the educated individual. The desired outcomes of this educational process may be stated broadly as follows:

For every student with whom it has significant contact, the college should challenge his prejudices, expand his awareness of the world and its people, enhance his social competence, strengthen his sense of purpose in life, increase his appreciation of the arts, improve his earning capacity, and arouse his curiosity so that he will continue to learn, to think, and to stimulate others after he completes his formal education.

The objectives of Shawnee Community College are:

- (1) To provide two years of collegiate education in the arts and sciences leading to an associate degree. Graduates may then transfer to other institutions to pursue further education or return to the community prepared to lead more effective lives.
- (2) To provide associate degree programs leading to employment in specific technologies. Such programs shall provide some exposure to the natural sciences, to the social sciences, and to the humanities, as well as the skills and knowledge applicable to the particular vocation involved.

- (3) To provide appropriate career programs leading to a certificate of completion. Normally, such programs shall have a different organization than degree programs.
- (4) To provide opportunities for intellectual growth in academic areas and for training in specific career skills for the people of the area through continuing education programs and part-time enrollment in regular programs.
- (5) To initiate, to support and to provide cultural and intellectual activities outside the curriculum for all citizens of the area served by the college.
- (6) To provide an educational atmosphere through counseling, activities, and other services which will give to all students a reasonable opportunity for success in college.

RECOGNITION AND ACCREDITATION

Shawnee Community College is recognized by the Illinois Junior College Board and the Board of Higher Education of the State of Illinois. Shawnee Community College seeks early regional accreditation through the North Central Association of Colleges and Secondary Schools. Such accreditation normally requires a three to five year period after initial acceptance of students.

EVENING COLLEGE

An evening college is operated for those students who are working full-time during the day and would like to enroll for a part-time college program in the evening. The demand for evening classes determines the number of classes that will be offered at any one time and over a period of years nearly all classes offered during the daytime will be offered at night. It will be possible to select course sequences which will lead to associate degrees in various curricula. In addition, Shawnee Community College expects to offer course work in continuing education programs for those area residents who desire to take advantage of such programs.

SUMMER SESSION

Each summer an eight week summer session is conducted for both regularly enrolled students of Shawnee Community College and guest students. Students in regular attendance at other colleges and universi-

ties are admitted for the summer session by completion of a Guest Admission form and payment of course fees. A student may earn up to twelve quarter hours of credit during the summer session.

Most summer session classes are scheduled early in the morning and late in the evening to enable students to attend classes and still be able to work if they desire to do so. Classes scheduled during the summer are the same as those offered during the regular academic year except for the quantity of courses offered. The selection of classes is based upon the demand of prospective summer students. Consequently, persons interested in having certain courses offered should contact the college early in the spring to make their wishes known.

BOOK STORE

A book store is operated by the college and carries all required text books and other instructional materials, equipment, and supplies. The items in the book store are selected and priced to accomplish the objectives of the course work and still be as economical as possible for the student.

STUDENT CENTER

Shawnee Community College will provide a center for student activities in the campus facility. Food service will be provided and an atmosphere for informal student gatherings will exist.

LEARNING RESOURCES CENTER

Shawnee Community College is committed to an educational program which places the Learning Resources Center at the focus. This structure not only contains the usual book and periodical collections of a traditional college library, but also audio-visual and media materials. Students should utilize this valuable educational tool from the beginning of their collegiate pursuits. Proper utilization of the Learning Resources Center will be an integral part of the Seminar in College Life course.

Student Services and Activities

COUNSELING

All entering students are given a series of examinations designed to reveal both their achievement and potentialities in various academic disciplines. After he has taken his tests, the student meets with professional personnel to evaluate the test results and to plan a program appropriate to his skills, aptitudes, and preparation. Other more specialized examinations may be given individual students upon their request or upon the advice of a counselor.

Shawnee Community College is dedicated to the concept of its being a teaching institution. Each student will be assigned a faculty advisor when he enters the college. An attempt is made to match student's academic preferences with the background of his faculty advisor. It is hoped that each student will avail himself of the opportunity to counsel with his faculty advisor frequently.

The guidance program of the college involves a one quarter hour course in Seminar in College Life. This course is obligatory for every entering freshman student carrying twelve or more quarter hours of credit. The one quarter hour of credit may be applied to any associate degree or certificate program at Shawnee Community College. Students in transfer curricula who anticipate completion of a baccalaureate program should recognize that this course may not be acceptable at four year institutions except as elective credit and plan their programs accordingly.

The course in Seminar in College Life meets once a week and covers such topics as study skills and habits, extra-curricular organizations and activities, use of the Learning Resources Center, requirements for graduation and transfer to senior institutions, general college regulations, occupational choices and opportunities, and other topics pertinent to the student's development.

CONDUCT

Shawnee Community College expects from its students the self-discipline necessary to acquire an education and stands ready to aid them in every way possible while exercising as little supervision as is necessary to assure a healthy and smoothly functioning college climate. Students who earnestly attempt to assume the responsibilities of college

membership will receive the fullest measure of guidance and encouragement. Those who are guilty of serious misconduct are subject to suspension from the college.

STUDENT ACTIVITIES

The social and extra-curricular life of Shawnee Community College is as extensive as the students wish to make it. Believing that the education of an individual implies a total development, it is anticipated that the initial student oriented activities should come from the expressed needs and desires of the student body.

Extra-curricular activities which provide relaxation and promote educated interests are a vital part of a college education. The college encourages student activities of this type and accords the students the greatest possible freedom of action and expression of opinion in their development.

College sponsored social events will consist of dances and mixers sponsored by various college organizations, the Winter and Spring Formals sponsored by the Student Government, and the Spring Picnic. It is anticipated that a variety of cultural events such as lectures, films, and concerts will be available to the student body.

STUDENT GOVERNMENT

The Student Government is chiefly responsible for the development and regulation of student activities. It is an elected group of seven students with one faculty member who serves as advisor. Its functions are to accept and administer petitions for college club organizations, express student opinion, coordinate the activities of student groups, plan and carry out all-college social events, present a cultural series, and in general is charged with promoting the welfare of the student body.

TESTING

Shawnee Community College offers each student the opportunity to examine his occupational and educational goals through various tests. Appropriate tests and inventories can be administered through the Dean of Student Personnel Services. Interpretation of the results will often aid the student in understanding himself and in giving him additional information for individual decision making. As a result, a student may gain in self-confidence and develop more realistic goals for himself.

FINANCIAL AID

Veterans' Benefits (G.I. Bill)

Shawnee Community College has been approved by the State of Illinois approval agency for veterans' education.

Students who have served 180 days or more in the military service after January 31, 1955, should contact the Service offices for the Illinois Veteran's Commission or the Veterans' representative to confirm the possibility of benefits under the G. I. Bill.

To be eligible each student must have a certificate for education and training from the Veteran's Administration.

War Orphans Assistance Program

The War Orphans Educational Assistance Act (Chap. 35, Title 38, U.S.C.) was amended so as to provide benefits available not only to sons and daughters of deceased veterans but also to sons and daughters of living veterans who have disabilities which are considered to be total and permanent in nature.

Generally, a young person (man or woman) must be between 18 and 26 years of age to attend school under the program. In certain instances, it is possible to begin school before age 18 and to continue after age 26. Marriage is not a bar to this benefit.

The program allows up to 36 months of higher education and allows up to \$130 a month for full time students. VA does not furnish books.

Dependency status is allowed for the child of a veteran until age 18 or until age 23 if a program of education is continued at a VA approved school.

Illinois State Scholarship

Monetary awards are conferred in annual amounts to a maximum of \$1200.00 and can be applied only toward tuition and mandatory fees. The determination of a monetary award is based on the Illinois State Scholarship Commission's evaluation of the financial data submitted by the student and his parents or guardian, and on the resident or commuting budget.

To be eligible for consideration, each applicant must be named as a semi-finalist by the Illinois State Scholarship Commission as a result of performance on the ACT and his high school record.

Other Illinois State Scholarship Grants

These Grants are available in annual amounts, to a maximum of \$1,200.00 per year and are applicable only to tuition and mandatory fees for full-time undergraduate students. Financial need must be demonstrated by the information on the required application form and is relative to the commuter or resident budget of Shawnee Community College. The Grants are awarded on a need basis. Performance on a qualifying examination or a specific high school record are not required for eligibility in the Grant Program.

Illinois Guaranteed Loan Program

Either college transfer or vocational students may apply for low-cost loans. The student must be a resident of Illinois and enrolled in a full-time course of study. Monthly repayment of loans begin after the student terminates full-time study. Students should contact the Guidance office for an application form and further information.

Federal Loan Program

This program makes up to \$1000 per academic year available on a loan basis to undergraduate students. There is no interest charge on this loan as long as the student remains in school. An interest charge of 3 per cent per annum begins at the time the student leaves school. The recipient has ten years to repay the loan following his departure from school. The person who teaches may reduce the total amount of the loan one-tenth per year, up to a maximum of 50 per cent. A person must show financial need through the nationally standardized procedures of College Scholarship Service or American College Test Service. Students should complete the Parents' Confidential Statement, published by the College Scholarship Service.

Vocational Rehabilitation Grants

The State of Illinois Division of Vocational Rehabilitation may provide funds for board, room, transportation, and other necessary expenses for a person who is found to be disabled. The applicant must have a disability which prevents him from earning a living, prevents his getting a suitable job, or threatens his continued employment. The applicant must have a "reasonable" chance of being able to work in suitable employment after training is provided. Students who have a medical or physical disability should contact an office of Vocational Rehabilitation or the Guidance office for further information.

Shawnee Community College Scholarship and Loan Fund

In the belief that no person should be refused an education because of a lack of money, a scholarship and loan fund is being established by Shawnee Community College. Students should contact the Dean of Student Personnel Services for information.

GENERAL STUDIES PROGRAM

Shawnee Community College has established a program for students whose high school achievement and test scores are below the minimum for admission to other college curricula. This program is designed to give the student every opportunity to develop his abilities, to remove deficiencies, and to qualify for the curriculum of his choice. The program is designed and supervised by the student's faculty advisor within guidelines established by the college.

CONTINUING EDUCATION

Shawnee Community College offers a balanced program and opportunity in continuing education for those adults within the community college district who wish to pursue one or more course(s). Courses within this structure are intended to be both recreational and vocational in nature. All courses are non-credit and meet for ten sessions each semester.

The Continuing Education program attempts to bring courses to the adult community in five broad areas, namely, (1) Basic Studies, (2) Business Skills, (3) Personal Development, (4) Trade and Industrial, and (5) Homemaking. Courses will be continually added and dropped from the schedule depending upon the demand. Individuals interested in such a program should consult the current brochure published by the college.

Fees charged for each unit of study within the Continuing Education program will vary, however, the college will make every attempt to keep costs minimal.

Admissions

Shawnee Community College offers admissions opportunity to all students qualified to complete any one of its programs, including General Education, Transfer, Occupational, Technical, and Terminal, as long as space for effective instruction is available. Preference in admissions will be given to those students whose legal residence is within the Shawnee Community College district.

ADMISSION REQUIREMENTS

- (1) Graduates of a senior high school recognized by the Office of the Superintendent of Public Instruction for the State of Illinois will be granted regular admission if they present transcripts showing a minimum of fifteen units of acceptable secondary work exclusive of physical education.
- (2) Persons who have not been graduated from a senior high school but who are of post-high school age will be admitted on the basis of satisfactory scores on the General Education Development Test.
- (3) Transfer students who have been enrolled in one or more institutions of higher education will be admitted providing: (a) official transcripts from each institution (including senior high school) are submitted, and (b) the student is released in good academic standing from the last institution attended.
- (4) Graduates of non-recognized senior high schools will be granted provisional admission. If the quality of work accomplished in the first quarter indicates that the student will profit by continuance, the provisional admission will be changed to regular status. All work satisfactorily completed by a student under provisional admission status will be credited toward certificate or degree programs.
- (5) Students who do not seek credit from Shawnee Community College but who wish to audit courses offered by this institution will be granted special admission. Audit students pay all fees normally associated with course work carried but do not participate in examinations nor are grades issued.
- (6) Students from foreign countries may be admitted under certain conditions. Inasmuch as the college maintains no housing, arrangements must be made by each student. Applications, credentials and scholastic records must be submitted at least six months in advance of the proposed date of admission. Confirmation and interpretation of all records by the U.S. Office of Education must be obtained by the

college before formal admission can be finalized. Each student is expected to have a good command of the English language.

- (7) All applicants should submit completed application forms no later than thirty days prior to the beginning of the term in which the student expects to enter Shawnee Community College.

ACT SCORES

Each student is strongly urged to submit ACT (American College Testing Program) scores to the college at the time he seeks admission. Requests for these scores should be made to the American College Testing Program, Inc., Box 451, Iowa City, Iowa 52240.

REGISTRATION

Applicants who are accepted will be asked to report to the college during the summer for testing and academic counseling. At that time they will be given guidance in planning their programs of study and arranging their class schedules. Final registration will take place during orientation week. Students registering after that date will be required to pay a late registration fee. Ordinarily no student will be admitted to a curriculum before he has been tested. Counseling and pre-registration for the winter and spring terms and the summer session will take place during the final weeks of the previous term.

RESIDENCE

Tuition at Shawnee Community College depends upon the residence of the student. Ordinarily residence is that domicile established for a purpose independent of attendance at the college. The following guidelines have been established for classifying students by residence:

- (1) The residence of an unmarried student under twenty-one is the same as that of his parents or legal guardian.
- (2) Marriage, attaining the age of twenty-one, or full-time employment may be a basis for changing classification of residence.
- (3) The student will cooperate in providing proof, when necessary, of the residence that he claims.
- (4) Any student whose residence as outlined above is within the State of Illinois is considered as a resident **for tuition purposes only**.
- (5) Any student who lives outside the State of Illinois is classified as a non-resident.

TUITION AND FEES

Resident Tuition

Full Time (15 credit hours or more)	None
Part Time (per credit hour)	None

Non-Resident Special Charges:

Special charges for non-residents is determined by per capita cost.

Activity Fees: 1.25 per quarter hour

These fees are applicable to all students and cover library, laboratory, student center, college newspaper, extra-curricular activities, and other services connected with college classes. Activity fees are non-refundable.

Other Fees:

Application Fee (paid once)	10.00
Late Registration Fee	5.00
Graduation Fee (paid once)	10.00
Schedule Changes (after registration day)	5.00

REFUND POLICY

Students who officially drop all or part of their course work before the end of the fourth week of the term may secure a proportional refund of tuition. Twenty percent of the tuition is deducted for each week of attendance. After the end of the fourth week, no refunds will be granted.

CHANGE OF SCHEDULE

Any change of schedule after the registration process has been completed shall be initiated by the faculty advisor at the request of the student. Approval of the instructors of the courses involved, the faculty advisor to the student, and the Dean of Student Personnel Services is necessary before the change becomes official.

WITHDRAWAL FROM THE COLLEGE

The College believes that attendance at this institution is voluntary and subject to termination by either the institution or the student concerned when the college can no longer meet the needs of that individual. A voluntary withdrawal by a student is not necessarily an indication of failure on the part of the institution or the student, but rather a decision by the student that the college no longer serves his present needs.

The College is concerned that a student who decides to withdraw has a clear understanding of the reasons for this decision and is helped to formulate future plans that will be most beneficial to him. The institution is also concerned that there be an orderly withdrawal procedure so as to assure the student that when he voluntarily severs his relationship with the institution there be no procedural problems which would prevent him from entering another institution or re-entering this institution. This procedure is formulated on these principles and is not designed to impede withdrawal of a student, who should begin the process by conferring with his faculty advisor.

Academic Regulations

The progress of students at the college is indicated by the grades received in each course of study. The following grading system is used:

GRADE		GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
WF	Withdrawal Failing	0

A grade of I indicates that, at the completion of the course, some of the requirements were not fulfilled by the student due to circumstances beyond his control. These requirements must be completed in the following quarter or the grade of I automatically becomes an F.

The grade point average (G.P.A.) is computed by multiplying the grade points earned in a course by the number of credit hours for the course, adding these products for each course, and dividing by the total number of credit hours. The grade points with a WF will be computed in the G.P.A. even if the course is later repeated with a satisfactory grade. Neither credit hours nor grade points will be computed in those courses where a grade of I or W is assigned.

A student's standing in a curriculum is determined by his cumulative G.P.A. Students whose cumulative G.P.A. is unsatisfactory will be placed on probation. The minimum satisfactory averages are:

0-24 credit hours	1.50
25-48 credit hours	1.75
49-70 credit hours	1.90
71-90 credit hours	2.00

A student who has been placed on probation for two consecutive quarters may not be eligible to continue in that curriculum. Guidelines

for continuance of a student in a curriculum who would otherwise fall into such a category are:

- (1) If, in the student's second consecutive quarter with an unsatisfactory cumulative index, he attains for that quarter an index of 2.00 or greater, or
- (2) If the student has completed 75 quarter hours successfully and has a cumulative index of 1.90. In this case probation will be extended for one quarter to permit the student to complete degree requirements and to raise his cumulative index, or
- (3) If the student petitions the Faculty Committee on Academic Standards stating his reasons why he should be continued, and if the Committee acts favorably upon such petition, probation will be extended for one quarter.

If a student is dismissed from a curriculum, he may seek re-admission after one quarter. All previous work taken will be continued as a part of the student's permanent record.

ATTENDANCE

Attendance at all classes for which a student is registered is expected. Excessive absences may lead to a student being denied the right to take the final examination and consequently to a grade of F in the course. Cheating constitutes reasonable grounds for dismissal from the course with a grade of WF assigned thereto.

PREPARATION OUTSIDE OF CLASS

Each lecture hour of a community college class normally requires at least two hours of study outside of class. Students who attend college and also engage in outside employment should consider the following:

If you work (Employment hours)	and Enroll in (Lecture hours)	It will require (outside study hours)	Your total workload is (hours of work required)
40	3	6	49
30	6	12	48
20	9	18	47
10	12	24	46
0	15	30	45

SCHOLASTIC RECORDS AND STANDARDS

Complete records of students are kept by each instructor and are available to the student upon request. A grade report is mailed for each student at the completion of each term.

Complete permanent records are maintained by the registrar and official transcripts are available at any time upon request. Each student is entitled to two free transcripts and may obtain additional copies for \$1.00 each.

A student whose academic record shows that his work is at or above a cumulative index of 2.2 may be recommended to another institution of higher education.

TRANSFER OF CREDIT

Colleges and universities reserve the right to reject in certain cases credits for courses in which the grade of D was received. Also, they can accept or reject a student for admission based upon the student's academic accomplishment at Shawnee Community College.

If the student should change his curriculum in the process of transferring from Shawnee Community College to a college or university, credits for certain courses might be non-applicable toward requirements in the new curriculum.

If a student continues the same curriculum started at Shawnee Community College and has maintained a grade of C or better for all courses taken, it is anticipated that all credits will be accepted in transfer.

CLASSIFICATION OF STUDENTS

Students with fewer than 42 quarter hours of acceptable credit are classified as freshman; those with 42 or more quarter hours of acceptable credit are classified as sophomores.

STUDENT ACADEMIC LOAD

It is assumed that the usual academic load for full time students in this institution will be 14-16 quarter hours of credit. The total credit hours for any student cannot exceed 18 in any one term nor 12 in any one summer session without written permission from the Dean of the College.

DEAN'S LIST

In recognition of superior achievement, a student who attains in any one quarter (or summer session) a G.P.A. of 3.20 or better will be placed on the Dean's List.

GRADUATION WITH HONORS

If a student has completed associate degree requirements with a cumulative index of 3.50 or higher, the degree shall be awarded with Honors.

REPEATED COURSES

Any course in which a student enrolls more than once is considered a repeated course. A student can, to improve his background in a subject matter area, repeat courses in which he has previously been enrolled. Both the original grade and the repeated grade are entered upon the student's permanent record, however, only the last grade and resulting honor points are counted toward graduation.

COLLEGE ENROLLMENT BY HIGH SCHOOL STUDENTS

In certain instances, students enrolled in high school may register for college level courses. Such enrollments are usually limited to high school seniors. Arrangements can be made with the Dean of Student Personnel Services upon the recommendation of the students' high school counselor and the approval of the high school principal.

ADVANCED PLACEMENT CREDIT

Certain high schools offer selected students the opportunity to accelerate their educational programs by taking one or more college level subjects in their senior year. Such courses usually cover the equivalent of material taught in a college course. The College Entrance Examination Board administers a set of Advanced Placement examinations covering such advanced work in May of each year.

Shawnee Community College encourages such participation and cooperates with the program in awarding college credit for all Advanced Placement courses passed with a score of three, four, or five. The student requesting such credit should have his scores forwarded to the Dean of Student Personnel Services.

Programs of Study

Several programs of study are available at Shawnee Community College leading to the degrees of Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies; other programs lead to a certificate of achievement. All associate degree programs have one or more of the following purposes:

- (1) For transfer to a baccalaureate program.
- (2) For preparation to enter an occupation.
- (3) For general educational and cultural development.
- (4) General studies for development and preparatory work.

Certificate programs generally are considered to be developmental and are expected to provide the student with skills and knowledge in specific occupational fields, or provide a basic preparation prerequisite to entering a transfer program.

A student planning to transfer to a four year college or university usually can complete the requirements of the first two years of his work at Shawnee Community College and graduate with a baccalaureate degree after two years of further study in the institution to which he transfers. While the credits earned at Shawnee Community College are readily transferable, the student is urged to make a decision regarding transfer plans as early as possible and to consult with his counselor in order to arrange a program of courses which will satisfy the requirements of the institution of his choice.

REQUIREMENTS FOR GRADUATION

Regardless of the field he intends to enter, the student who seeks a degree or certificate from Shawnee Community College is expected to follow a balanced program of study that will include course work outside his chosen specialty. The college believes that the educated person is one who has not only trained for an occupation but also has acquired the background of a liberal education, an acquaintance with the ideas, the methods, and the values of civilized man.

The college has accordingly grouped the majority of its liberal studies into four major divisions, and it requires that its graduation candidates fulfill specific distribution requirements in these divisions.

LANGUAGE, which deals with man as a thinking, articulate, and receptive being. This division includes such courses as English, Foreign Language, and Speech.

SCIENCE, which defines and classifies man's environment and demonstrates the method of the scientist in understanding and modifying that environment. This division includes such courses as Biology, Chemistry, Geology, Astronomy, and Physics.

SOCIAL SCIENCE, which considers man as a social being and which demonstrates techniques of concerted action in coping with the problems of society. This division includes such courses as Political Science, Economics, Geography, Psychology, and Sociology.

HUMANITIES, which study man as a feeling, contemplative individual who is formed by a long cultural heritage and who is seeking personal values both in the past and in the present. This division includes such courses as Literature, Western Civilization, and Philosophy.

In addition to these general distribution requirements, there are certain specific requirements. Freshman English Composition is required of all degree candidates and in many certificate programs. All entering full-time students are required to register for Seminar in College Life, a one quarter program designed to orient the student to the educational opportunity and facilities of the college.

The specific requirements for graduation with an Associate Degree (other than Associate of General Studies) are:

- (1) Successful completion of at least 90 quarter hours of college credit (not including physical education), at least 45 quarter hours of which must be earned at Shawnee Community College.
- (2) Enrollment at Shawnee Community College for the last 15 quarter hours proceeding graduation.
- (3) Satisfactory performance and completion of course requirements for the curriculum chosen by the student as outlined in this catalog.
- (4) A satisfactory grade on the examination covering the constitutions of the State of Illinois and of the United States as required by Senate

Bill 95 (the examination is given in Political Science 117 which is a required course for all degree candidates).

- (5) English Composition 111, 112, 113.
- (6) A cumulative grade point average for all work taken at Shawnee Community College of 2.00 or higher.

A candidate for an Associate Degree (other than Associate of General Studies) from Shawnee Community College must meet the following additional requirements:

For the Associate of Arts

- (1) Successful completion of twelve quarter hours of college credit in each of the four basic divisions: Language (exclusive of Foreign Language), Science, Social Science, Humanities.
- (2) Successful completion of twelve quarter hours of college credit in a sequence in Foreign Language. A student who has two or more years of high school foreign language may enroll in the second year of foreign language if he obtains departmental permission.

For the Associate of Science

- (1) Successful completion of twelve quarter hours of college credit in each of the three basic divisions: Language, Social Science, Humanities.
- (2) A minimum of thirty quarter hours of college credit successfully completed in the areas of Science and/or Mathematics.

For the Associate of Science in Engineering

- (1) Successful completion of the program as outlined in this catalog. Candidates will note that distributional requirements are waived for this degree program only.

For the Associate of Applied Science

- (1) Successful completion of nine quarter hours of college credit in each of the four basic divisions: Language, Science, Social Science, Humanities.
- (2) A minimum of thirty quarter hours of college credit successfully completed in the major vocational area and related cognate courses as directed.

General Studies Curricula

OBJECTIVES

The following are assumed to be reasonable objectives for students entering the General Studies Curricula:

- (1) To provide for those students who do not have adequate background to pursue either transfer or occupational curricula.
- (2) To provide instruction which will make it possible for such students to achieve success.
- (3) To provide a second chance for those students who fail to achieve success in other curricula.
- (4) To provide an opportunity for self-development and a sense of self-value.

GRADUATION REQUIREMENTS

Recommendation for the Associate of General Studies Degree will be granted to the student who has:

- (1) Earned at least 90 quarter hours of college credit (not including physical education), at least 45 quarter hours of which must be earned at Shawnee Community College.
- (2) Maintained a cumulative grade point average of 1.00 for all courses presented for graduation.
- (3) Been enrolled at Shawnee Community College during the quarter immediately prior to graduation.
- (4) Completed the courses as outlined in the curricula listed below.

(NOTE: A student may substitute for any of the prescribed courses, a course in the comparable subject area. Approval for such substitutions must be obtained prior to registration for such course(s) from the Dean of Student Personnel Services.)

COURSE OF STUDY

1st YEAR		2nd YEAR	
FALL		FALL	
Reading Improvement 101	3	Physical Science 101	3
College Prep. English 104	3	History 114	3
Social Science 102	4	Speech 111	4
Music Appreciation 103	4	Math 101	4
Sem. in College 101	1		14
	15		
WINTER		WINTER	
Reading Improvement 102	3	Physical Science 102	3
College Prep. English 105	3	History 115	3
Social Science 103	4	Political Science 117	4
Introduction to Art 105	4	Math 102	4
Typing 121	3	Elective	3
	17		17
SPRING		SPRING	
Reading Improvement 103	3	Physical Science 103	3
College Prep. English 106	3	History 116	3
Social Science 104	4	Elective	9
Elective	5		15
	15		

WORK-STUDY OPTIONAL PROGRAM

Students who enter Shawnee Community College and pursue the Associate of General Studies Degree program may elect an optional work-study program. Placement in the optional program is accomplished through in-depth interviewing and testing by the Dean of Student Personnel and his staff.

The primary objective of the work-study option is the training and placement of area student-workers in worthwhile occupations. Maximum opportunity for career vocations exist in the area served by Shawnee Community College and interested students should consider such a program.

Students who pursue the work-study option will follow the curricula as outlined below:

1st YEAR		2nd YEAR	
FALL		FALL	
Reading Improvement 101	3	Social Science 102	4
College Prep. English 104	3	Math 122	4
Typing 121	3	Physical Science 101	3
Sem. in College 101	1	Supv. Employ. 221	5
Supv. Employ.	5		16
	15		

1st YEAR		2nd YEAR	
WINTER		WINTER	
Reading Improvement 102	3	Social Science 103	4
College Prep. English 105	3	Political Science 117	4
Math 101	4	Physical Science 102	3
Supv. Employ. 122	5	Supv. Employ. 222	5
	15		16
SPRING		SPRING	
Reading Improvement 103	3	Social Science 104	4
College Prep. English 106	3	Speech 111	4
Math 121	4	Physical Science 103	3
Supv. Employ. 123	5	Supv. Employ. 223	5
	15		16

Placement in area work situations is accomplished through the cooperation of many local businesses and industries. In general, the student will be on campus from 8:00 A.M. until noon, and on the job in the afternoon. A student will receive salary from his work assignment commensurate with his individual background, ability, and initiative. Each employer will assign an academic grade to the student's on-the-job accomplishment. At the completion of the two year program Shawnee Community College will award the student the Associate of General Studies Degree.

FOR THE CERTIFICATE OF ACHIEVEMENT

Satisfactory completion of the course requirements which vary according to the individual programs.

MODEL SCHEDULES

The model schedules that follow provide a basic outline of the most advisable and convenient sequence of courses to take in order to be certain of fulfilling the requirements for graduation in the various programs of study. Students in these programs should attempt to organize their schedules in accordance with the models. All students who plan to transfer to Southern Illinois University are urged to consult with the Dean of Student Personnel Services or his staff before planning a program of studies. An extensive curriculum guide for the first two years of study has been made available to Shawnee Community College by S.I.U. in an attempt to ease later transfer. Students who expect to transfer to other colleges and universities should likewise analyze the basic requirements of the institution to which they expect to transfer.

Transfer Programs

LIBERAL ARTS (A.A.)

The liberal arts program is designed for preparation in many areas of concentration including pre-professional curricula. The selection of electives will depend upon the field of work selected and the specific requirements of the institution to which the student expects to transfer. The curriculum has been devised to enable students to transfer to all baccalaureate degree granting institutions.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Literature	3
Laboratory Science	4	Western Civilization 216	3
History 114	3	Speech 111	4
Foreign Language	4	Electives	5
Sem. in College	1		15
	15		
WINTER		WINTER	
English Composition 112	3	Literature	3
Laboratory Science	4	Western Civilization 217	3
History 115	3	Political Science 117	4
Foreign Language	4	Electives	5
Electives	2		15
	16		
SPRING		SPRING	
English Composition 113	3	Literature	3
Laboratory Science	4	Western Civilization 218	3
History 116	3	Electives	9
Foreign Language	4		15
Electives	2		
	16		

TEACHING (A.A. or A.S.)

The teaching program is designed for pre-service elementary and secondary teachers. Students planning a program in secondary education may substitute courses to fulfill requirements in major fields of study.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Literature	3
Laboratory Science	4	Western Civilization 216	3
Foreign Language	4	Economics 111	3
Electives	3	Psychology 211	4
Sem. in College	1	Electives	3
	15		16
WINTER		WINTER	
English Composition 112	3	Literature	3
Laboratory Science	4	Western Civilization 217	3
Foreign Language	4	Economics 112	3
Political Science 117	4	Sociology 212	4
	15	Electives	3
			16
SPRING		SPRING	
English Composition 113	3	Literature	3
Laboratory Science	4	Western Civilization 218	3
Foreign Language	4	Economics 113	3
Speech 111	4	Electives	6
	15		15

BUSINESS ADMINISTRATION (A.A.)

The business administration program is designed to provide a broad background for future middle management positions in the fields of insurance, banking, civil service, finance, sales, and management trainees in numerous types of business.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Int. Accounting 211	3
Accounting 111	4	Economics 111	3
Political Science 117	4	Western Civilization 216	3
Foreign Language	4	Electives	6
Sem. in College	1		<u>15</u>
	<u>16</u>		
WINTER		WINTER	
English Composition 112	3	Int. Accounting 212	3
Accounting 112	4	Economics 112	3
Business Organization 119	4	Western Civilization 217	3
Foreign Language	4	Electives	6
	<u>15</u>		<u>15</u>
SPRING		SPRING	
English Composition 113	3	Int. Accounting 213	3
Accounting 113	4	Economics 113	3
Speech 111	4	Western Civilization 218	3
Foreign Language	4	Electives	6
	<u>15</u>		<u>15</u>

As minimum preparation for upper level statistics course, it is strongly recommended that college algebra and trigonometry be included as an elective.

SCIENTIFIC (A.S.)

Students with strong academic backgrounds in science and mathematics who are interested in careers in scientific areas will secure through this program the basic preparation needed for successful completion of a baccalaureate degree. Students entering this curriculum should have one year of high school chemistry, one year of high school physics, and three years of high school mathematics.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Math 211	4
Chemistry 111	4	Physics 216	4
Foreign Language	4	Foreign Language	4
Math 115	5	Political Science 117	4
Sem. in College	1		16
	17		
WINTER		WINTER	
English Composition 112	3	Math 212	4
Chemistry 112	4	Physics 217	4
Foreign Language	4	Foreign Language	4
Math 116	5	Speech 111	4
	16		16
SPRING		SPRING	
English Composition 113	3	Math 213	4
Chemistry 113	4	Physics 218	4
Foreign Language	4	Foreign Language	4
Math 117	5	Electives	4
	16		16

AGRICULTURE (A.S.)

A two year program for transfer to four year sequences in agricultural science, agricultural industries, agricultural communications, or food science.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Organic Chemistry 211	4
Chemistry 111	4	Math 115	5
Intr. to Biology 111	4	Geology 213	4
History 114	3	Western Civilization 216	3
Sem. in College	1		16
	15		
WINTER		WINTER	
English Composition 112	3	Organic Chemistry 212	4
Chemistry 112	4	Math 116	5
Intr. to Biology 112	4	Geology 214	4
History 115	3	Western Civilization 217	3
	14		16
SPRING		SPRING	
English Composition 113	3	Organic Chemistry 213	4
Chemistry 113	4	Political Science 117	4
Intr. to Biology 113	4	Geology 215	4
History 116	3	Speech 111	4
	14		16

PRE-MEDICAL TECHNOLOGY (A.S.)

A two year sequence which will lead to transfer into a baccalaureate medical technology program.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Physics 216	4
Intr. to Biology 111	4	Organic Chemistry 211	4
Chemistry 111	4	Political Science 117	4
Math 115	5	Western Civilization 216	3
Sem. in College	1		-----
	-----		15
	17		
WINTER		WINTER	
English Composition 112	3	Physics 217	4
Intr. to Biology 112	4	Organic Chemistry 212	4
Chemistry 112	4	Bacteriology 214	4
Math 116	5	Western Civilization 217	3
	-----		-----
	16		15
SPRING		SPRING	
English Composition 113	3	Physics 218	4
Intr. to Biology 113	4	Organic Chemistry 213	4
Chemistry 113	4	Speech 111	4
Math 117	5	Western Civilization 218	3
	-----		-----
	16		15

PRE-NURSING (A.A. or A.S.)

This program should be followed by students planning to obtain a baccalaureate degree in nursing, and planning should be done in co-operation with the school in which the student plans to obtain her degree.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Psychology 211	4
Intr. to Biology 111	4	Western Civilization 216	3
Chemistry 111	4	Political Science 117	4
Foreign Language	4	Electives	4
Sem. in College	1		<hr style="width: 100%;"/>
	<hr style="width: 100%;"/>		15
	16		
WINTER		WINTER	
English Composition 112	3	Sociology 212	4
Intr. to Biology 112	4	Western Civilization 217	3
Chemistry 112	4	Speech 111	4
Foreign Language	4	Electives	4
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	15		15
SPRING		SPRING	
English Composition 113	3	Western Civilization 218	3
Intr. to Biology 113	4	Electives	12
Chemistry 113	4		<hr style="width: 100%;"/>
Foreign Language	4		15
	<hr style="width: 100%;"/>		
	15		

ENGINEERING (A.S.)*

A student entering the pre-engineering curriculum should recognize the general nature of the first year's program as well as the need for early planning on his area of specialization. Civil, chemical, electrical, and mechanical engineering curricula vary from institution to institution.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Political Science 117	4
Chemistry 111	4	Physics 216	4
Math 115	5	Math 211	4
Eng. Graphics 117	3	Eng. Statics 217	3
Sem. in College	1	Economics 111	3
	16		17
WINTER		WINTER	
English Composition 112	3	Eng. Materials 215	3
Chemistry 112	4	Physics 217	4
Math 116	5	Math 212	4
Eng. Graphics 118	3	Eng. Statics 218	3
Math 113	1	Economics 112	3
	16		17
SPRING		SPRING	
English Composition 113	3	Eng. Materials 216	3
Chemistry 113	4	Physics 218	4
Math 117	5	Math 213	4
Eng. Graphics 119	3	Eng. Dynamics 219	3
	15	Economics 113	3
			17

*Program must be followed as outlined. Degree of Associate of Science in Engineering is granted.

Occupational Programs

CHEMICAL TECHNOLOGY (A.A.S.)

A two year program designed to prepare students for positions as assistants in research and industrial chemical laboratories.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Organic Chemistry 211	4
Chemistry 111	4	Economics 111	3
Int. Algebra 112	4	Electives	8
Political Science 117	4		15
Sem. in College	1		
	16		
WINTER		WINTER	
English Composition 112	3	Organic Chemistry 212	4
Chemistry 112	4	Economics 112	3
Math 115	5	Electives	8
Electives	3		15
	15		
SPRING		SPRING	
English Composition 113	3	Organic Chemistry 213	4
Chemistry 113	4	Economics 113	3
Math 116	5	Electives	8
Speech 111	4		15
	16		

CONSERVATION AND WILDLIFE MANAGEMENT (A.A.S.)

A two year program designed to prepare personnel for positions in state or federal conservation departments.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Con. of Nat. Res. 223	4
Int. to Biology 111	4	Geology 213	4
Political Science 117	4	Psychology 211	4
Physical Science 101	3	Electives	3
Sem. in College	1		15
	15		
WINTER		WINTER	
English Composition 112	3	Wildlife Management 224	4
Int. to Biology 112	4	Geology 214	4
Speech 111	4	Sociology 212	4
Physical Science 102	3	Electives	3
	14		15
SPRING		SPRING	
English Composition 113	3	Geology 215	4
Intr. to Biology 113	4	Electives	6
Physical Science 103	3		10
Electives	6		
	16		
SUMMER			
		So. III. Field Seminar 222	9

ACCOUNTING (A.A.S.)

The accounting program provides the basic principles and procedures which are readily applicable to the problems students will meet in the business world as accountants and cost analyst trainees in numerous areas such as industry, finance, banking, and government on the junior management level.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Int. Accounting 211	3
Accounting 111	4	Economics 111	3
Business Math. 115	4	Business Organization 119	4
Electives (inc. Sem. in Coll.)....	4	Electives	5
	15		15
WINTER		WINTER	
English Composition 112	3	Int. Accounting 212	3
Accounting 112	4	Economics 112	3
Political Science 117	4	Psychology 211	4
Electives	4	Electives	5
	15		15
SPRING		SPRING	
English Composition 113	3	Int. Accounting 213	3
Accounting 113	4	Economics 113	3
Speech 111	4	Sociology 212	4
Electives	4	Electives	5
	15		15

SECRETARIAL SCIENCE (A.A.S.)

The secretarial science program provides the necessary education and training for students to obtain positions in business, government, and industry as secretaries, stenographers, and receptionists.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Shorthand 224	4
Accounting 111	4	Economics 111	3
Typing 121*	3	Typing 223	3
Shorthand 123*	4	Secretarial Pro. 226	4
Sem. in Coll. 101	1		<hr/>
	<hr/>		14
	15		
WINTER		WINTER	
English Composition 112	3	Political Science 117	4
Accounting 112	4	Economics 112	3
Typing 122*	3	Business Organization 119	4
Shorthand 124*	4	Transcription 225	4
Business Machines 125	3		<hr/>
	<hr/>		15
	17		
SPRING		SPRING	
English Composition 113	3	Economics 113	3
Accounting 113	3	Business English 117	4
Business Math 115	4	Electives	8
Electives	5		<hr/>
	<hr/>		15
	15		

*If competency is demonstrated in this subject, an elective may be substituted.

AGRICULTURE PRODUCTION (A.A.S.)

The agricultural curriculum is designed to provide a two year program for students interested in employment in any of several agriculture related fields. The courses cover a combined classroom and on-the-job experience.

1st Year		2nd Year	
FALL		FALL	
English Composition 111	3	Ag. Cred. and Fin. 126	4
Physical Science 101	3	Farm Mach. 223	4
Economics 111	3	Political Science 117	4
Ag. Economics 121	4		<u>12</u>
Sem. in College 101	1		
	<u>14</u>		
WINTER		WINTER	
English Composition 112	3	Fruit Prod. 127	4
Physical Science 102	3	Feeds 224	4
Economics 112	3	Speech 111	4
Ag. Chem. 122	4		<u>12</u>
Field Crop Science 124	4		
	<u>17</u>		
SPRING		SPRING	
English Composition 113	3	Ag. Wrk.-St. 225	12
Physical Science 103	3		
Economics 113	3		
Farm Mgmnt. 123	4		
Soils 125	4		
	<u>17</u>		
SUMMER			
		Ag. Work Study 222	9

NOTE: Humanities distributional requirements are waived for this program.

Certificate Programs

CLERK-TYPIST

The clerk-typist program is open to all students who have completed one-half year of typewriting in high school, or its equivalent. If the program is followed the student should find employment in business and industry as a clerk-typist, receptionist, or general office worker. All courses in the certificate program are transferable to the associate degree program in secretarial science.

FALL

Typing 121	3
Business Math 115	4
Shorthand 123	4
Secretarial Pro. 226	4
Sem. in College 101	1
	<u>16</u>

WINTER

Typing 122	3
Business English 117	4
Shorthand 124	4
Transcription 225	4
	<u>15</u>

SPRING

Typing 223	3
Business Machines 125	3
Shorthand 224	4
Psychology 211	4
	<u>14</u>

AGRICULTURE

The certificate program in agriculture is designed to improve the knowledge and skill of the student interested in a career in agriculture.

FALL

English 101	3
Ag. Economics 121	4
Fld. Crop Sci. 124	4
Frt. Prod. Sci. 127	4
Sem. in College 101	1
	<u>16</u>

WINTER

English 102	3
Ag. Chem. 122	4
Soils 125	4
Farm Mach. 223	4
	<u>15</u>

SPRING

English 103	3
Farm Mgmt. 123	4
Ag. Cred. and Fin. 126	4
Feeds and Feeding 225	4
	<u>15</u>

Courses of Study

All courses of study are subject to approval of the Illinois Junior College Board. Such approval is pending at the time of printing.

NUMBERING SYSTEM

In an attempt to clarify the course numbers and make them more meaningful, the following system has been adopted:

The initial digit separates freshman (100) and sophomore (200) course levels. Sophomore level courses are not generally open to freshman students except by special permission. Sophomore students may elect freshman level courses as they satisfy various curricular requirements.

The second digit indicates the type of curricula for which the course is designed. General Studies (0), College Transfer (1), Occupational (2).

Number in () denotes quarter hours of credit.

DIVISION OF AGRICULTURE

AGRICULTURAL ECONOMICS 121: (4)

A study of the role of agriculture in the present economy, nature and size of agricultural industries, future economic prospects for agriculture and government.

AGRICULTURAL CHEMICALS 122: (4)

A study of the role of chemicals in agricultural productions, including herbicides, insecticides, seed treatments, and live stock chemicals. Identification of weeds and insects and the prevention, control, and eradication of each.

FARM MANAGEMENT 123: (4)

A study of the management factors affecting the operation of a farm business. Rates of production, size, labor, equipment, and capital efficiency. Farm records and income tax included.

FIELD CROP SCIENCE 124: (4)

A study of the characteristics, growth, and utilization of crops. Crop hazards, environments. Emphasis on Southern Illinois practices.

SOILS 125: (4)

A study of the formation, chemical, physical, colloidal, and biological properties of soils. Emphasis is given to soil conditions that affect plant growth and crop yields.

AGRICULTURAL CREDIT AND FINANCE 126: (4)

A study of credit and finance as applicable to the agricultural supply business and the farmer. Uses, sources, and methods of obtaining financing.

FRUIT PRODUCTION SCIENCE 127: (4)

A study of methods, characteristics, and types of fruit production intrinsic to Southern Illinois. Growth factors and yield, marketing methods.

AGRICULTURAL WORK-STUDY I 222: (9)

An intensive eight week summer internship program of supervised training in an approved agricultural setting. The student will spend his full time in participation.

FARM MACHINERY 223: (4)

A study of the care, maintenance, and operation of selected farm machinery.

FEEDS AND FEEDING 224: (4)

A study of common feeds and their uses in animal nutrition including calculations of rations for maintenance, growth, and production.

AGRICULTURAL WORK-STUDY II 225: (8)

An intensive quarter internship program of on-the-job supervised training which will terminate in the awarding of the A.A.S. degree.

DIVISION OF BUSINESS

ACCOUNTING 111: (4)

An introduction to fundamental accounting principles and theory. Covers financial statements and basic procedures in the accounting cycle: general and columnar journals, controlling accounts and subsidiary ledgers; work sheets; notes and interest; prepaid, unearned, and accrued items; depreciation; and vouchers.

ACCOUNTING 112: (4); Prerequisite: Accounting 111

A continuation of the study of accounting principles. Introduces accounting for taxes (payroll, property, income), and for the formation and operation of partnerships and corporations, stocks and bonds, and departmental and branch accounting.

ACCOUNTING 113: (4); Prerequisite: Accounting 112

A continuation of Accounting 112.

BUSINESS MATHEMATICS 115: (4)

Review of and practice in the fundamental arithmetical processes, with their application to the use of fractions, decimals, weights and measures, payroll deductions, record keeping, banking services, notes and interest, insurance rates, and other typical business calculations.

BUSINESS ENGLISH 117: (4)

The practical application of English and communications to the needs of business. Study is made of sales, credit, and application letters, source and reference data, special correspondence, and report writing. Improvement of spelling, word usage and business language form will be stressed.

BUSINESS ORGANIZATION 119: (4)

Study of organization structure; problems of organizing a business; business opportunities; locating, housing, equipping, and laying out production facilities; financing; personnel organization, and government business relations.

TYPEWRITING 121: (Beginning) (3)

Beginning course in touch typewriting. Keyboard mastery and efficient use of operative machine parts, followed by application to simple problems in centering, tabulating, personal letters, and personal business letters. Minimum requirement for credit: 35 words per minute on a five-minute writing. (5 hours of class per week).

TYPEWRITING 122: (Intermediate) (3)

Review of use of manipulative machine parts. Emphasis on technique for speed and accuracy development. Problems in centering, tabulating, and planning and typing of reports, outlines, and manuscripts. Business letter arrangements and punctuation styles learned, and mailable letter production required. Minimum speed requirement for credit: 50 words per minute on a five-minute writing, with no more than five errors. (5 hours of class per week).

SHORTHAND 123: (Beginning) (4)

Beginning shorthand, covering all of Gregg Shorthand Theory. Study of brief forms, word building, and phrasing. Work for speed and accuracy in reading and writing shorthand. Writing speed of 60 words per minute required at completion of course.

SHORTHAND 124: (Intermediate) (4)

Intermediate shorthand with more emphasis on word building, phrasing, and speed-building skills. Incidental, but constant, emphasis on business English skills, spelling, punctuation, and vocabulary. Speed of 80 words per minute, with mailable transcript, required for credit.

BUSINESS MACHINES 125: (3)

A laboratory course which includes the basic operations of ten-key and full keyboard adding machines; rotary and printing calculators; duplicating machines, such as mimeograph, spirit duplicator, photocopy; dictaphone; graphotype; and addressograph.

ACCOUNTING 211: (Intermediate) (3); Prerequisite: Accounting 112

A comprehensive study of the fundamental processes of accounting, with special emphasis on inventories, investments, intangibles, plant and equipment, and long-term liabilities.

ACCOUNTING 212: (Intermediate) (3); Prerequisite: Accounting 211

Continuation of 211, with additional work in accounting for corporate capital—capital stock, surpluses, reserve, dividends—and the analytical processes.

ACCOUNTING 213: (Intermediate) (3); Prerequisite: Accounting 212

A continuation of Accounting 212.

TYPEWRITING 223: (Advanced) (3)

Concentration on speed development, technique improvement, and production skills. Perfection of mailable-letter ability in all the standard forms. Other problems in business forms and reports, legal documents, mimeograph stencils and ditto masters. Minimum speed requirements for credit: 60 words per minute on a five-minute writing, with no more than five errors. (5 hours of class per week).

SHORTHAND 224: (Advanced) (4)

Advanced shorthand and transcription. Development of dictation speed to 100-120 words per minute, with increased emphasis on speed and accuracy of transcription. Writing speed of 100 words per minute, and transcription rate of 25 words per minute, required for credit.

TRANSCRIPTION 225: (Advanced) (4)

The combining of typewriting and shorthand skills to develop transcription skill and speed. Includes grammar review, punctuation and spelling. Introduces a more difficult shorthand vocabulary.

SECRETARIAL PROCEDURES 226: (4)

Comprehensive study of the duties of secretaries, human relations and public relations in business, development of employable personalities, such personal attributes as ethics and loyalty, as well as familiarity with communications services, filing systems, and commonly used office machines.

DIVISION OF HUMANITIES

Art

INTRODUCTION TO ART 105: (4)

Painting, sculpture and architecture from Greek to the present. Intended to provide acquaintance with, and introduce the students to, the aesthetic attitude toward the arts of the past and of contemporary life. Art forms are examined both for their individual qualities and the manner in which they exemplify changes in Western culture patterns.

ART STRUCTURE 111: (4)

A studio course designed for the beginner to explore the two-dimensional and three-dimensional arts, learning basic drawing techniques in charcoal, pastels, and oil crayon. Later, emphasis is placed on the development of watercolor painting, printmaking, plaster sculpture, and additional units in new and different art media.

Literature

ENGLISH LITERATURE 211: (3)

A survey of English literature from Beowulf through James Boswell.

ENGLISH LITERATURE 212: (3)

Eighteenth century poets through the writers of the present.

AMERICAN LITERATURE 213: (3)

American Literature. A study of writers and literary documents that contribute to an understanding of the American heritage from the Colonial beginning to the Civil War period.

AMERICAN LITERATURE 214: (3)

American Literature. Continuation of English 231 from the Civil War to the present.

WORLD LITERATURE 215: (3)

A comprehensive survey of representative masterpieces of world literature. Continental literature of the Middle Ages and Renaissance.

Music

COLLEGE CHOIR 101: (1); May be taken six quarters for credit.

Membership in the College Choir is open to students with musical experience who wish to continue the study of choral music and participate in public performances.

MUSIC APPRECIATION 103: (4)

A listening course designed to increase the student's knowledge and discrimination. Reference to modern and contemporary periods as well as the classics.

FUNDAMENTALS OF MUSIC 112: (4)

Suitable for pre-teachers and non-music majors. Provides background to interpret and understand music. Emphasis is placed upon practical music activities and the study of harmony. Some history of music is included.

*Philosophy***PHILOSOPHY 215: (4)**

Study of chief patterns of philosophic thought. Discussion of persistent problems of philosophy illustrated in the writing of major thinkers from Greece through the 20th century.

ETHICS 216: (4)

The nature of ethics. A presentation of some of the theories proposed by Western thinkers. A study of the nature of ethical reasoning.

*Western Civilization***SURVEY OF WESTERN CIVILIZATION 216: (3)**

Social, economic, political and cultural development of Europe from 1000 BC to the beginning of the 16th century. Attention is given to the rise and fall of civilizations and their effect on modern development.

SURVEY OF WESTERN CIVILIZATION 217: (3)

A continuation of Western Civilization 216. Development of western civilization from the Reformation to the end of the 19th century. Special attention is given to colonial and national developments and their influence on modern times.

SURVEY OF WESTERN CIVILIZATION 218: (3)

A continuation of Western Civilization 217.

DIVISION OF LANGUAGE COMMUNICATIONS

English

READING IMPROVEMENT 101: (3)

This is a basic or fundamentals course and will be used as a prerequisite for some students. The course is designed to assist the student in developing his reading and study skills to the functional level of achievement necessary for college work. The course provides specific practice required to maintain these skills at a high level. Improvement will be sought in the four areas of reading: vocabulary, comprehension, study skills, and fluency.

READING IMPROVEMENT 102: (3)

Continuation of Reading Improvement 101.

READING IMPROVEMENT 103: (3)

Continuation of Reading Improvement 102.

COLLEGE PREPARATORY ENGLISH 104: (3)

This is a basic or fundamentals course and will be used as a prerequisite for some students. This beginning course in English grammar and composition includes the fundamental principles of writing and is aimed at helping students who need special assistance in the improvement of writing.

COLLEGE PREPARATORY ENGLISH 105: (3)

Continuation of College Preparatory English 104.

COLLEGE PREPARATORY ENGLISH 106: (3)

Continuation of College Preparatory English 105.

ENGLISH COMPOSITION 111: (3)

A composition course, with stress on language skills—reading, writing, speaking, listening. Reading and writing fall into the general categories of description, exposition, narration, and argumentation.

ENGLISH COMPOSITION 112: (3); Prerequisite: English 111

Continuation of 111.

ENGLISH COMPOSITION 113: (3); Prerequisite: English 112

Continuation of 112.

JOURNALISM 115: (1-3 Variable)

Emphasis in newswriting, stressing development of terseness and vigor of style. Studying characteristics of outstanding newspapers. Practice in proofreading and layouts. Class publishes the college paper. Typing ability is helpful; some lab work required.

JOURNALISM 116: (1-3 Variable)

A continuation of Journalism 115. Greater emphasis on writing heads and leads, feature stories, and editorials.

JOURNALISM 117: (1-3 Variable)

A continuation of Journalism 116.

SOPHOMORE WRITING 211: (3); Prerequisite: English 112

Study and disciplined practice of the basic techniques of effective imaginative writing with considerable allowance for individual interests. Analysis of rhetorical models, discussion of short stories, and criticism of manuscripts produced by class members.

SOPHOMORE WRITING 212: (3); Prerequisite: English 211

A continuation of English 211.

EXPOSITORY WRITING 213: (3); Prerequisite: English 212

Further practice in writing informative and persuasive prose, with considerable allowance for individual interests. Special attention to the kinds of writing expected in advanced academic work: book reports, critical papers, presentation of research findings.

Speech

SPEECH 111: (4)

This course is designed to give the student the basic principles of public speaking and to develop a proficiency in their use. The proper use of the voice, bodily action, and organization of material is stressed.

SPEECH 112: (4); Prerequisite: Speech 111

Argumentation and debate. A study of the principles of argumentation or logic; analysis, evidence and reasoning as used in public speaking and debate.

SPEECH 211: (4); Prerequisite: Speech 111

Public discussion. A study of the principles, methods, and types of discussion and their application in the solving of modern day problems.

Foreign Language

FRENCH 111: (4)

An introductory course designed to present the fundamentals of French grammar, vocabulary, and culture. There is constant use of the language in the classroom, with graduated reading and writing.

FRENCH 112: (4); Prerequisite: French 111

A continuation of French 111 with increased stress on conversation. Aspects of grammar which are of greater complexity are presented, with readings and reports based on French culture and civilization.

FRENCH 113: (4); Prerequisite: French 112

A continuation of French 112.

FRENCH 211: (4); Prerequisite: French 113

Continued practice in speaking and reading French following review of basic principles. Occasional oral reports in French graded to students' conversational level. Practice in reading at sight.

FRENCH 212: (4); Prerequisite: French 211

Continuation of French 211, with reading, oral discussion, writing, of more advanced nature.

FRENCH 213: (4); Prerequisite: French 212

A Continuation of French 212.

GERMAN 111: (4)

A beginning course which stresses the conversational approach to the language. Essential grammar is studied and composition is introduced.

GERMAN 112: (4); Prerequisite: German 111

A continuation of German 111.

GERMAN 113: (4); Prerequisite: German 112

A continuation of German 112.

GERMAN 211: (4); Prerequisite: German 113

A review of grammar combined with the reading of selected works of contemporary German authors. Oral expression as well as composition is stressed.

GERMAN 212: (4); Prerequisite: German 211

A continuation of German 211.

GERMAN 213: (4); Prerequisite: German 212

A continuation of German 212.

SPANISH 111: (4)

An introductory course designed to facilitate conversation from the beginning, with minor emphasis on writing. The course is taught in Spanish with translation only where necessary.

SPANISH 112: (4); Prerequisite: Spanish 111

A continuation of Spanish 111. Increased stress on reading in order to inculcate idiomatic use of the language. Constant oral practice.

SPANISH 113: (4); Prerequisite: Spanish 112

A continuation of Spanish 112.

SPANISH 211: (4); Prerequisite: Spanish 113

Intermediate Spanish. Continued major emphasis on conversation with beginning writing.

SPANISH 212: (4); Prerequisite: Spanish 211

A continuation of 211. Increased use of contemporary oral and written Spanish material from Latin America.

SPANISH 213: (4); Prerequisite: Spanish 212

A continuation of Spanish 212.

DIVISION OF SCIENCE AND MATHEMATICS

Biology

INTRODUCTION TO BIOLOGY 111: (4)

This course sequence covers a year's survey of the plant and animal kingdom. Included is a detailed study of the cell, physiology and morphology of the major plant phyla. Lecture and lab.

INTRODUCTION TO BIOLOGY 112: (4); Prerequisite: Biology 111

Continuation of Biology 111. A detailed study of the animal phyla, systems of higher animals, heredity, biological inter-relationship and evolution. Lecture and lab.

INTRODUCTION TO BIOLOGY 113: (4); Prerequisite: Biology 112

Continuation of Biology 112. Lecture and lab.

INVERTEBRATE ZOOLOGY 211: (4); Prerequisite: Biology 113

A detailed study is made of the most important invertebrate phyla, with consideration of morphology, physiology and phylogeny. Considerable time will be spent on invertebrates which are parasites on other animals. Lecture and lab.

VERTEBRATE ZOOLOGY 212: (4); Prerequisite: Biology 113

A study of the morphology, anatomy, physiology, evolution, taxonomy, and distribution of the major vertebrate groups.

COMPARATIVE ANATOMY 213: (4); Prerequisite: Biology 113

This course compares the anatomy of the various vertebrates, with a brief survey of the prochordates. Both lecture and laboratory work deal with the various organ systems of vertebrates. Lecture and lab.

BACTERIOLOGY 214: (4); Prerequisite: Biology 113

This course includes the identification, structure, and physiology of bacteria important to humans. Laboratory work will include techniques in preparation of media, growing cultures, staining methods, and identification. Lecture and lab.

SO. ILL. FIELD SEMINAR 222: (9)

An intensive eight week summer field course required in A.A.S. Conservation and Wildlife Management program. Open to students in other curricula only if space is available. An outdoor laboratory approach to the study of the natural resources of Southern Illinois is utilized.

CONSERVATION OF NATURAL RESOURCES 223: (4)

A study of the natural resources of the United States in general and Illinois in particular. Problems in mineral resources, land uses, forests, water, population, recreation will be considered.

WILDLIFE MANAGEMENT 224: (4)

The interaction of plants and animals with their physical environment, given in a way which stresses ecology as applied in conservation practices. This could be used by elementary teachers or for biology majors and minors, forestry, conservation. Lecture and lab.

Chemistry

GENERAL CHEMISTRY 101: (4);

Prerequisite: one year high school algebra

Fundamental principles including atomic structure, chemical combination, states of matter, solutions, chemistry of metals and non-metals and their important compounds. Primarily for nursing students, home economic students, biology majors, conservation majors. Lecture and laboratory.

GENERAL CHEMISTRY 102: (4); Prerequisite: Chemistry 101

Continuation of 101; special emphasis on carbon compounds, introducing the aliphatic and aromatic hydrocarbons. Some typical compounds are prepared and studied in the laboratory.

GENERAL CHEMISTRY 103: (4); Prerequisite: Chemistry 102

Continuation of Chemistry 102.

INORGANIC CHEMISTRY 111: (4);

Prerequisite: high school chemistry, one unit of high school algebra
Fundamental laws of chemical combination, atomic structure and its relations to bonding, gas laws, crystal structure, oxidation—reducing, chemical equilibrium, etc. For chemistry majors and minors, engineering students, pre-medical and pre-dental students. Lecture and lab.

INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS 112: (4);

Prerequisite: Chemistry 111

Continuation of 111; descriptive chemistry of metallic and non-metallic elements. Laboratory work will include qualitative inorganic analysis, systematic separation and identification of cations and anions.

INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS 113: (4);

Prerequisite: Chemistry 112

Continuation of Chemistry 112.

ORGANIC CHEMISTRY 211: (4); Prerequisite: Chemistry 113

Preparation and chemical properties of aliphatic and aromatic compounds. Emphasis in the nature of the covalent bond and reaction of functional groups. Laboratory consists of synthesis and identification of organic compounds.

ORGANIC CHEMISTRY 212: (4); Prerequisite: Chemistry 211

Continuation of Chemistry 211.

ORGANIC CHEMISTRY 213: (4); Prerequisite: Chemistry 212

Continuation of Chemistry 212.

Engineering

ENGINEERING GRAPHICS 117: (3)

Uses of instruments and sketching. Graphical representation, including orthographic, oblique, and perspective projections. Auxiliary views, working drawings including lettering, dimensioning, sections, standards, detail and assembly drawings. Introduction to descriptive geometry.

ENGINEERING GRAPHICS 118: (3);

Prerequisite: Engineering Graphics 117

Continuation of descriptive geometry and its application to problem solving. Points, straight lines, planes, curved lines and warped surfaces in space, intersections. Graphical representation of data and solutions of mathematical problems.

ENGINEERING GRAPHICS 119: (3);

Prerequisite: Engineering Graphics 118

Continuation of Engineering Graphics 118 with emphasis on problem solution.

ENGINEERING MATERIALS 215: (3);

Prerequisite: Math 115 and Chemistry 111

The procurement, processing, mechanical and physical properties, and industrial uses of prominent engineering materials. Laboratory work where practical to illustrate lecture presentation.

ENGINEERING MATERIALS 216: (3);

Prerequisite: Engineering Materials 215

Continuation of Engineering Materials 215 with laboratory emphasis.

ENGINEERING STATICS 217: (3);

Prerequisite: Concurrent registration in Math 211

Composition and resolution of force systems in two and three dimensions. Centroids and centers of gravity. Bodies and simple structures in equilibrium.

ENGINEERING STATICS 218: (3); Prerequisite: Engineering Statics 217

Continuation of Engineering Statics 217. Friction. Moments of inertia. The use of free body diagrams is stressed.

ENGINEERING DYNAMICS 219: (3);

Prerequisite: Engineering Statics 218

Absolute and relative motion, velocity and acceleration. Newton's laws of motion and application. Work, energy, impulse, momentum, and introduction to vibration problems.

Geology

GEOLOGY 213: (4)

Fundamentals of physical geology with emphasis on geologic principles and processes. Lecture and laboratory.

GEOLOGY 214: (4); Prerequisite: Geology 213

Continuation of Geology 213.

GEOLOGY 215: (4); Prerequisite: Geology 214

Historical geology presenting the essentials of earth history with special emphasis on North America. Course covers earth formation, age, physical changes, past climates, paleontology, and organic evolution. Lecture and laboratory.

Physical Science

PHYSICAL SCIENCE 101: (3)

A course designed to integrate the fields of physics, ~~chemistry~~, astronomy, and geology in a unified, predominantly non-mathematical approach. The course attempts to present basic physical science concepts, including topics of recent interest. The historical development of the subject and the methods of science are presented where applicable. Three hours of lecture and two consecutive hours of lab per week.

PHYSICAL SCIENCE 102: (3)

A continuation of Physical Science 101.

PHYSICAL SCIENCE 103: (3)

A continuation of Physical Science 102.

INTRODUCTION TO ASTRONOMY 111: (4)

A non-mathematical course in astronomy designed for students on any curriculum. It contains much material of importance for the early and late elementary teachers. The course includes a study of the sun and its planets, together with a study of the stars and nebulae beyond the sun. Evening observation of the moon and planets with the telescope and field glasses, together with the study of about 20 constellations, is a main part of the course. Three hours of combined lecture and lab per week.

Physics

NUCLEAR AND ATOMIC PHYSICS 115: (4)

A study of atomic and nuclear structure, properties of the fundamental particles of matter, effects of radiation upon living organisms, production and use of radioactive isotopes in industry, medicine, etc. Followed by a study of the safety precautions used in handling radioactive materials.

MECHANICS 216: (4); Prerequisite: high school physics, two years of high school algebra, trig, AND permission of instructor, or Math 211 parallel.

A basic course in college physics intended for those liberal arts students who desire a major or minor in physics, pre-engineering students, and other pre-professional students who require a basic course in college physics. This course will deal with the basic laws of mechanics, with considerable emphasis on the solution of problems.

HEAT, SOUND, AND LIGHT 217: (4); Prerequisite: Physics 216

Phenomena of heat, sound and light.

ELECTRICITY 218: (4); Prerequisite: Physics 217

Static and current electricity magnetism.

Mathematics

MATHEMATICS 101 (Elementary Algebra): (4)

A course in the fundamental operations of algebra intended for students who lack credit in one year of elementary algebra or desire a review of this subject matter. This course is considered equivalent to one year of high school algebra.

MATHEMATICS 102 (Elementary Geometry): (4)

A course in the fundamental concepts of two and three dimensional Euclidean geometry intended for students who lack credit in one year of elementary geometry or desire a review of this subject matter. This course is considered equivalent to one year of high school geometry.

FOUNDATION OF MATHEMATICS 111: (4)

Designed primarily for liberal arts and elementary teaching curricula, also appropriate for those whose mathematical backgrounds are inadequate. Emphasis on the fundamental operation of numbers including operations with non-decimal bases. Selected mathematical topics chosen with attention given to their historical and philosophical development.

INTERMEDIATE ALGEBRA 112: 4)

Fundamental algebraic operations, linear equations, worded problems, factoring, fractions, exponents, radicals, complex numbers, quadratic equations.

SLIDE RULE 113: (1);

Prerequisite: Knowledge of logarithms and trigonometry.

Fundamental operations on the log-log slide rule.

COLLEGE ALGEBRA & TRIGONOMETRY 115: (5):

Prerequisite: Math 112 or satisfactory score on math entrance exam.

Sets, notation, and operation, the algebra of numbers as a logical system, inequalities, absolute value, coordinate systems, functions and graphs, the circular functions, trig identities, linear and quadratic equations, determinants, binomial theorem, mathematical induction, complex numbers.

COLLEGE ALGEBRA & TRIGONOMETRY 116: (5);

Prerequisite: Math 115

A continuation of College Algebra & Trigonometry 115.

ANALYTIC GEOMETRY & CALCULUS I 117: (5);

Prerequisite: Math 116

Introduction to analytic geometry, slope, straight line, the conic sections, functions, limits, continuity, fundamental differentiation, Rolle's Theorem, maximum and minimum, fundamental integration, indefinite and definite integrals, applications of integration.

TECHNICAL MATHEMATICS 121: (4)

An introduction to the basic concepts of mathematics as applied to the concepts of technology. Included will be such topics as basic algebraic operations, functions, and graphs, the meaning of an equation, linear equations, exponents and radicals, and quadratic equations.

TECHNICAL MATHEMATICS 122: (4); Prerequisite: Math 121

Further developments of mathematical concepts in which the student is introduced to trigonometry, logarithms, systems of equations, inequalities, ratio and proportion.

ANALYTIC GEOMETRY & CALCULUS II 211: (4);

Prerequisite: Math 117

Analytic geometry extended, the trigonometric functions, logarithmic and exponential functions, methods of integration, vectors in the plane, indeterminate forms, improper integrals, polar coordinates.

ANALYTIC GEOMETRY & CALCULUS III 212: (4);

Prerequisite: Math 211

Infinite series, vectors and solid analytic geometry, the plane and line in space, applications of the calculus to physics, partial differentiation, multiple integrals.

ANALYTIC GEOMETRY & CALCULUS IV 213: (4);

Prerequisite: Math 212

A continuation of Math 212. Introduction to differential equations.

DIVISION OF SOCIAL SCIENCE

SEMINAR IN COLLEGE LIFE 101: (1)

The student studies about the educational opportunity and facilities of the college; the social activities, scholarship, and study methods, future planning to include transfer planning or job opportunity; plus general information about college requirements. Required of all first enrollment freshmen. Students can count this course for graduation from Shawnee Community College, however, it in general will not be transferable to a four year institution.

SOCIAL SCIENCE 102: (4)

An introduction to social science, with a general sociological perspective, with attention to economic theory, history, political science, and psychology. Emphasis on the structure and function of social institutions, particularly American society.

SOCIAL SCIENCE 103: (4); Prerequisite: Social Science 102

A continuation of Social Science 102.

SOCIAL SCIENCE 104: (4); Prerequisite: Social Science 103

A continuation of Social Science 103.

ECONOMICS 111: (3)

An introduction to economic theory, and applications to production, exchange, distribution, and consumption, with emphasis on prices and their determination, and on distribution of the natural income.

ECONOMICS 112: (3); Prerequisite: Economics 111

A continuation of Economics 111, including an introductory study of money, credit, and banking; problems of government finance, taxation, and debt; and such other current economic problems as labor, agriculture, foreign exchange, and social security.

ECONOMICS 113: (3) Prerequisite: Economics 112

A continuation of Economics 112.

HISTORY OF THE UNITED STATES 114: (3)

A study of the development of American life and culture from the period of colonial settlement through the Civil War.

HISTORY OF THE UNITED STATES 115: (3)

A continuation of History 114. History of the United States from the end of the Civil War to the present. Emphasis given to social, economic, and political development and America's role in international relations.

HISTORY OF THE UNITED STATES 116: (3)

A continuation of History 115. Emphasis on post-World War II events.

INTRODUCTION TO AMERICAN GOVERNMENT 117: (4)

A survey of political institutions to include forms and functions of the three levels of government, national, state and local. Throughout the course, stress will be placed on the right and responsibilities of citizenship in the democratic process.

COMPARATIVE GOVERNMENT 118: (4)

A course dealing with the ~~government~~ ^{MAJOR} of ~~Great Britain, France,~~ ^{GOVERNMENTS} ~~Soviet Russia and Germany,~~ ⁰⁷² with reference to the study of political institutions and dynamics of political behavior.

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Europe and Asia.

INTRODUCTION TO PSYCHOLOGY 211: (4)

An introduction to the study of human behavior, with emphasis on basic psychological principles. Topics such as learning, motivation, intelligence, special senses and perception are considered.

SOCIOLOGY 212: (4)

Basic principles of social organizations with reference to communities, social institutions, social stratification, concepts of culture, collective behavior, and social change in the contemporary societies.

HISTORY OF MODERN TIMES 213: (4)

A survey of development in world affairs in the 20th century. Special attention given to political, social and economic factors affecting national development and the rise of new states in the period since World War II.

WORLD GEOGRAPHY 214: (4)

A study of the primary regions of the world to include such physical factors as topography, climate, vegetation, combined with the human activities within each region.

ECONOMIC GEOGRAPHY 215: (3)

A study of the important economic products of the world from the viewpoint of their origin, culture and natural factors in their production, their flow in commerce, and their ultimate consumption.

PHYSICAL EDUCATION

PHYSICAL EDUCATION 100: (1); May be taken six quarters for credit

A basic co-educational program in physical education which emphasizes essentially carry-over activities. Recreational aspects of activities including, badminton, golf, bowling, tennis, and other related sports.

WORK-STUDY OPTION

A student selecting the Work-Study Option of the Associate of General Studies degree will complete two sequences of supervised employment. Each work experience requires registration in the appropriate course level.

1st YEAR

FALL:

Supervised Employment 121: (5)

WINTER:

Supervised Employment 122: (5)

SPRING:

Supervised Employment 123: (5)

2nd YEAR

FALL:

Supervised Employment 221: (5)

WINTER:

Supervised Employment 222: (5)

SPRING:

Supervised Employment 223: (5)

DIVISION OF CONTINUING EDUCATION

The continuing education program of Shawnee Community College offers a variety of courses which are suited to the needs of the people of the district. Courses continually are being added and removed from the schedule. For a listing of courses being offered any particular quarter the prospective student should consult the Bulletin on Continuing Education available from the administrative offices of the college. Types of courses representative of the offerings of the program are indicated below.

Basic Studies

010 GREAT BOOKS

A survey of the Great Books from world literature. Emphasis on individual selection and seminar type discussion.

011 ROCKS AND MINERALS

An introductory study of rocks and minerals with emphasis on specimens common to Illinois.

012 MODERN MATH FOR PARENTS

Designed for individuals interested in learning some of the new concepts and new terminology now being taught in mathematics.

013 ASTRONOMY

A survey of the basic celestial constellations, use of the telescope, and a basic understanding of the science of astronomy. Non-mathematical in nature.

014 FIRST AID

Learn what to do when accidents occur. Enroll in a certified Red Cross standard first aid course taught by an authorized volunteer Red Cross instructor.

015 SPEED READING

This course is designed to help the student improve his reading skill. Emphasis is placed on reading rate, comprehension, and vocabulary. Use is made of reading accelerations, the tachistoscope, and other visual devices.

016 CONTEMPORARY ISSUES

An informal group that meets one night per week to discuss headline issues of U.S. Foreign Policy. Five to fifteen can participate. Members can select a leader or alternate leadership.

017 SOUTHERN ILLINOIS HISTORY

An introduction to the history of Southern Illinois, its peoples, and its contribution to the history of the state.

018 CURRENT LAW PROBLEMS

Practical legal aspects of wills, trusts, court procedures, employment of a lawyer, home ownership, personal rights if arrested, and other everyday legal problems will be discussed.

019 SOCIAL SECURITY

This course will include lectures, films, discussions, and a workshop on Social Security. It will be geared to all age brackets. Some of the many topics covered include: An insurance protection for the young, disabled, and retired; the young women's roll in social insurance; and medicare.

Business Skills**020 PERSONAL TYPING**

This is a beginning course in typing for those desiring a knowledge for personal or office use. It will consist of learning the keyboard and developing proper typewriter skills.

021 BASIC SHORTHAND

This course will cover the basic theories of Gregg Shorthand. Diamond Jubilee Series, designed for students with no previous shorthand experience.

022 BOOKKEEPING

Consists of the presentation of the complete bookkeeping cycle. It includes starting a system, journalizing, posting, making financial statements, and closing the ledger. The course should be valuable to people in business, office workers, and those who keep personal records.

023 BUSINESS PROCEDURES

An introduction to basic business and office procedures. The nature of business organization and communication.

024 OFFICE MACHINES

Experience in running duplicating machines, addressograph, and various other machines common to practical office practice.

Personal Development**030 BEGINNING BRIDGE**

This course is intended for the beginning bridge player. The point count method according to the Goren system is used. The class will include the basic principles of bidding and general information about offensive and defensive play.

031 ADVANCED BRIDGE

This course has been designed for those people who have some knowledge of the game of bridge and who want to improve their game.

032 WATERCOLOR

This course is designed for those adults who have had little or no previous experience in elementary watercolor painting. Still life painting will include drawing, composition, and color.

033 CERAMICS

A beginning course for those that want to learn how to decorate and work with various types of ceramics. In this course you will learn how to pour and clean ceramics as well as glazing.

034 PERSONAL FINANCE

The budgeting of current funds, credit practices, and a study of personal finance methods and systems.

Trade and Industrial**040 BASIC WOODWORK**

Correct use of hand and power tools, wood construction, finishing and designing help will be available. Students will have an opportunity to build that long wanted piece of furniture. Table saw, jointer, spindle shaper, router, lathes, band saw, jig saw, and numerous hand tools available. Students must furnish or buy material used.

041 BASIC ELECTRICITY

This is a basic course that begins with the fundamental principles of electricity and extends through domestic wiring. The course will include: Ohms Law, series circuits, parallel circuits, series-parallel circuits, electrical conductors and wire size, voltage loss, and many practical problems.

042 SLIDE RULE AND SHOP MATH

This course will cover the basic fundamentals of math with particular reference to shop practice. A review of basic operations will be made if necessary involving the use of fractions, decimals, etc. Beyond that emphasis will be on the shop application of plane and solid geometry.

043 BLUEPRINT READING

A practical course for both apprentices and journeymen. The course will cover the basic principles of interpreting blueprints and the reading of trade specifications as related to each of the building trades.

044 AUTO MECHANICS

This course is designed to give car owners help with maintenance, care, and minor repairs of their automobile. Such topics as internal combustion engines, transmission, brakes, and cooling systems will be covered.

045 SMALL ENGINE REPAIR

Motor boat, lawn mower, and motor owners will find great value in this course. Here is an opportunity to learn how to make repairs on those two and four cycle engines. A major portion of the class time will be devoted to working on your own engines.

046 T.V. REPAIR

Most of us are awed by the complicated workings of our television sets. Since most televisions have the same basic design it is a simple job, under the guidance of an expert teacher, to learn to make the minor adjustments that will give you a good clear picture, and to spot the major repairs which require professional attention. The class will use a T.V. set to demonstrate how to make repairs and corrections.

047 FURNITURE UPHOLSTERING

You can make your old furniture more beautiful and usable. Instruction, demonstration, and individual help in repairing your furniture, tying springs, cording, upholstering, and covering. Limited storage space is available.

048 FURNITURE REFINISHING

The stripping and refinishing of old pieces of furniture. You will be able to share ideas with one another plus receive assistance from the instructor. Hand chair caning will also be offered during this class for those wishing to learn the art. Limited storage space available.

049 DRAFTING

Here is an opportunity to learn the basic fundamentals of drafting. The course will include principles of sketching and making clear and accurate drawings with the use of instruments. Methods of dimensioning and tolerance will also be covered. This course is open to both men and women.

Homemaking

050 BEGINNING SEWING

Basic dressmaking techniques of clothing construction will be presented in this twelve-week course. The Bishop method with variations is presented, and these principles are used to construct an attractive, well fitted garment by each class member. This is a course for the beginner who knows how to use the sewing machine, but wants to learn construction techniques that will produce quality looking garments.

051 ADVANCED SEWING

This course will be a continuation of Clothing Construction I. You will learn to solve figure problems and to construct a basic dress from which all later measurements can be taken to make properly fitted clothing. Upon completion of the basic dress, the student will make a garment using the finer dress making points learned.

052 KNITTING

Among the happiest and most satisfying hobbies, knitting can also be profitable. When you understand all the different techniques that go into making a beautiful garment, you will enjoy knitting much more. Material can be purchased at the first session.

053 FLOWER ARRANGING

An eye catching floral arrangement, a party centerpiece, a special decorative touch—you can do it yourself under the direction of an expert. Demonstrations and practical help will be given as you work on your own arrangements.

054 CAKE DECORATION

Learn how to make fancy icings, cake borders, and flower scrolls under the direction of an experienced cake decorator.

055 GOURMET COOKING

Every homemaker will be interested in this interesting and informative course. Creative secrets, shortcuts, recipes, and techniques to make everyday food preparation "Gourmet" will be covered.

056 HOLIDAY DECORATING

Festive creativity for decorating your home for the holidays. Practical suggestions for any size budget.