

1970 - 71 CATALOG
SECOND EDITION

SHAWNEE COLLEGE

Shawnee College Road

Ullin, Illinois

Phone (618) 634-2242

VOLUME 2 - NUMBER 1
— JULY - 1970 —

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A MEMBER OF

American Association Of Junior Colleges

Council Of North Central Junior Colleges

Illinois Association Of Community & Junior Colleges

RECOGNIZED BY

Illinois Junior College Board

Illinois Board Of Higher Education

Illinois State Scholarship Commission

Illinois Board Of Vocational Education

U.S. Office Of Health, Education, & Welfare

Veterans Administration

CORRESPONDENT STATUS

North Central Association

of

Colleges & Secondary Schools



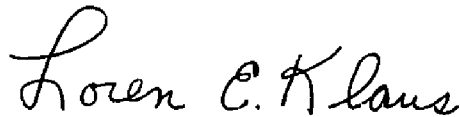
LOREN E. KLAUS, President

Message From The President

WELCOME to Shawnee College. I invite you to continue your education by enrolling at this dynamic institution. Shawnee College is fully recognized by the Illinois Junior College Board, the Board of Higher Education and the Office of the Superintendent of Public Instruction.

Shawnee College has many excellent facilities. The College has a comprehensive, fully equipped library. Friendly counselors and instructors are available to help you at any time. In addition to a quality transfer program, the college offers a broad spectrum of occupational (vocational) courses including short-term as well as two year programs.

Most of your questions will be answered by a complete reading of this catalog. However, if you have additional questions, please write or call the college on Shawnee College Road, Ullin, Illinois, or telephone (618) 634-2242.



LOREN E. KLAUS

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Administration

ILLINOIS JUNIOR COLLEGE BOARD

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James A. Brailey	Decatur
Willard A. Brown	Palatine
Richard G. Browne	Normal
John K. Cox	Bloomington
Lee O. Dawson	East Moline
Mrs. Gertrude C. Kahn	Pekin
Mrs. Annabel C. Prescott	Brookfield
Ray Page	Springfield

EXECUTIVE SECRETARY

Dr. Fred L. Wellman	Springfield
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Delano Mowery	Anna
Ralph Taake, Jr.	Ullin
Dr. C. A. Turner	Cypress

ADMINISTRATIVE STAFF

Dr. Loren E. Klaus	President
B.S., Eastern Illinois University	
M.S., Eastern Illinois University	
Ed D., Illinois State University	
Dean D. Barringer	Dean of Business
B.S., Southern Illinois University	
M.S., Southern Illinois University	
Advanced Graduate Work, Southern Illinois University	

Charles W. Cole **Dean of Occupational Education**

B.S., Eastern Illinois University
M.S., Eastern Illinois University
Advanced Graduate Work, University of Illinois
and Chicago City College

Charles Harner **Dean of Student Personnel**

B.S., Southern Illinois University
M.A., Murray State University
M.S., University of Illinois

William F. Whitnel **Academic Dean**

B.S., Murray State University
M.A., Murray State University
Advanced Graduate Work, Illinois State University

Faculty

- Dale Bishop Social Science
 B. S., Northeast Missouri State College
 M. S., Southern Illinois University
- Hartzel Black Agriculture
 B. S., Murray State University
 M. S., University of Kentucky
- Dale J. Bremer Division Chairman Science and Mathematics
 B. A., – M. A., Southern Illinois University
 Advanced Graduate Work, Utah State University
- Edward T. Bridges Science and Mathematics
 B. A., Berea College
 M. S., – Ph.D., University of Kentucky
- Ronald Case Division Chairman—Business
 B. S., Nebraska State Teachers College
 M. S., University of Nebraska
 Advanced Graduate Work, Southern Illinois University
- Gwendolyn Chambliss English
 B. A., Fisk University
 M. A., University of Illinois
 Advanced Graduate Work, Southern Illinois University
- Carolyn Conley Business
 B. S., – M. S., Southern Illinois University
- Gene Cross Associate Dean of Students
 B. A., Wilberforce College
 M. A., Southeast Missouri State College
- Julie K. Davis Art
 B. A., Southern Illinois University
- Elva DeJarnett Director of Guidance and Counseling
 A. B., Asbury College
 M. S., Southern Illinois University
 Advanced Graduate Work, Southern Illinois University

-
- Joan S. Duncan Data Processing
 B. S., Middle Tennessee State University
 Data Processing Certificates
 Automation Institute of Middle Tennessee
- Alice C. Eddins Vocal Music
 B. M. E., – M. A., Florida State University
- George Floyd Physical Education
 B. S., Tennessee A & I
 Graduate Work, Southern Illinois University
- Joan Floyd Health and Sociology
 B. S., Southern Illinois University
 Graduate Work, Southern Illinois University
- Arnold Foster Agriculture
 B. S., – M. Ed., Sam Houston State, Huntsville, Texas
 Ph.D., University of Kentucky
- Eugene S. Gerard Biology and Chemistry
 B. S., – M. A., Murray State University
 Ed. S., Kansas State University
- Maudie Bell Hill Associate Director of Guidance and Counseling
 B. S., University of Illinois
 M. S. W., Atlanta University
 M. S., Southern Illinois University
- L. R. Hilterbrand Division Chairman—Agriculture
 B. S., University of Missouri
 M. S., University of Missouri
 Ed. D., University of Missouri
 Post-Doctoral Study, Purdue University
- Joel W. Jennings Mathematics
 B. S., Southern Illinois University
 M. S., Notre Dame
 Advanced Graduate Work, Southern Illinois University
- Herman C. Lawrence Vocational Coordinator
 A. B., Trevecca Nazarene College
 M. S., University of Missouri
-

-
- Rosalie O'Leary Nursing
R. N., St. Mary's School of Nursing
- Jean Miller Community Service
B. A., Southern Illinois University
M. S., Southern Illinois University
- Henry C. Pepper Social Science
B. A., – M. A., University of Missouri
Ph.D., State University of Iowa
- Pryntha Rodgers Nursing
R. N., St. Mary's School of Nursing
- Irene Rondeau English
B. S., – M. S., Southern Illinois University
Advanced Graduate Work, Southern Illinois University
- Charles C. Ryan Psychology
A. B., McKendree College
S. T. B., Boston University
Ph.D., New York University
- Jon Sams French and Spanish
B. S., Eastern Illinois University
M. A., University of Wisconsin
Advanced Graduate Work, Louisiana State University
- Elise Sanford German and Financial Aid Director
B. S., University of Mississippi
- John B. Shelton Division Chairman—Language Communications
B. A., David Lipscomb College
M. A., Southern Illinois University
Advanced Graduate Work, Southern Illinois University
- Jacqueline Schroeder Business
B. S., – M. S., Southern Illinois University
- John C. Taylor Informational Aide to President
A. B., Bob Jones University
M. A., University of Alabama
Advanced Graduate Work, Southern Illinois University
-

-
- Ike Edward Turner Business
 B. S., Southern Illinois University
- Martha Van Cleve L. P. N. Coordinator
 B. S. In Nursing Education, Loyola University
- Clairene Weaver English
 B. A., High Point College
 M. A., Murray State University
 Advanced Graduate Work, Murray State University
- Joseph Wiest Science
 B. S., Eastern Illinois University
 M. S. – Ph.D, University of Kentucky
- Merle Wilson Reading
 B. S., Southern Illinois University
- Harold L. Woods Social Science
 B. S., Arkansas State University
 M. A., George Peabody College
 Ed.D., George Peabody College
- Morton S. Wright Director of Learning Resources
 B. S., Southern Illinois University
 M. S., Southern Illinois University
-

Official College Calendar

SHAWNEE COLLEGE
1970-71
ADOPTED APRIL 13, 1970
DR. LOREN E. KLAUS, PRESIDENT

SUMMER QUARTER 1970

June 22	Registration
June 23	Instruction Begins
July 3	Independence Day—Holiday
August 14	End of quarter

FALL QUARTER 1970

September 3	New Faculty report
September 4	All faculty report
September 7	Legal Holiday—Labor Day
September 8, 9	Registration
September 10	Instruction begins
October 12	Legal Holiday—Columbus Day
October 16	Mid-term
November 11	Legal Holiday—Veterans Day
November 25	End of quarter
November 26, 27	Thanksgiving Vacation

WINTER QUARTER 1971

November 30, December 1	Registration
December 2	Instruction begins
December 18	Christmas vacation—begins at 10:00 p.m.
January 4	School resumes
January 22	Mid-term
February 1	Legal Holiday—Lincoln's Birthday
March 5	End of quarter

SPRING QUARTER 1971

March 8, 9	Registration
March 10	Instruction begins
April 8	Spring Vacation--Begins at 10:00 p.m.
April 9	Legal Holiday--Good Friday
April 16	Mid-term
April 19	School resumes
May 31	Legal Holiday--Memorial Day
June 4	End of quarter
June 4	Commencement

SUMMER QUARTER 1971

June 14	Registration
June 15	Instruction begins
July 5	Legal Holiday--Independence Day
July 9	Mid-term
August 6	End of quarter

General Information

HISTORY AND ORGANIZATION

Shawnee College was organized as a Class I community college in September of 1967, pursuant to the Illinois Public Junior College Act of 1965. Organized to serve Southern Illinois and its people, the college district covers all of Union, Pulaski, Massac, and Alexander and 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. The original campus site of 113 acres was purchased February 10, of 1969. Interim facilities were erected during the summer of 1969. Faculty and staff were hired and the college officially opened on September 24, 1969 with 740 students enrolled in day and night classes.

OBJECTIVES

The basic purpose of every educational institution is the preservation and advancement of civilization. Toward this end, Shawnee College attempts to develop in its students the ideas, the attitudes, and spirit of inquiry which characterize the educated individual. The desired outcome 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 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.
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- (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.

CAMPUS

The campus of Shawnee College is located on the Shawnee College Road just west of Illinois route 37 and approximately seven miles east of Inter-state route 57. The site of 163 acres is located on gently rolling hills, and the campus gives evidence of being one of the most attractive colleges in the state. The campus is centrally located within the college district, being equidistant from Anna-Jonesboro, Cairo, Metropolis and Vienna .

RECOGNITION AND ACCREDITATION

Shawnee College is recognized by the Illinois Junior College Board and the Board of Higher Education of the State of Illinois. It 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. Shawnee College holds correspondent status as of March 23, 1969. Such status indicates that the institution has given evidence of sound planning and the resources to implement these plans, and has indicated an intent to work toward accreditation.

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. The college reserves the right to withdraw any evening college offering for which there is insufficient registration.

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 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 session is conducted for both regularly enrolled students of Shawnee College and guest students. A student may earn up to twelve quarter hours of credit during the summer session.

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.

STUDENT CENTER



A center for student activities is provided on the campus. Food services are available and an atmosphere for informal student gatherings exists.

BOOK STORE

A book store is operated by the college and carries all required textbooks 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.

LEARNING RESOURCES CENTER

Shawnee College is committed to an educational program which places at the focal point the Learning Resources Center. 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 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 meet with professional personnel for counseling. Through the use of test results, high school records, and personal consultation, an effort is made to counsel the student concerning 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.

Being a teaching institution is the concept to which Shawnee College is dedicated. Each student is 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 mandatory 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 College.

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 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 smooth 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. Cheating constitutes reasonable grounds for dismissal from the college with a grade of WF assigned thereto.

STUDENT ACTIVITIES

The social and extra-curricular life of Shawnee 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. Such activities accord the students the greatest possible freedom of action and expression of opinion in their development.

STUDENT GOVERNMENT

The Student Government is chiefly responsible for the development and guidance of student activities. It is a group of seven elected and two appointed 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, assist in planning and carrying out of all college social events, present a cultural series, and in general is charged with promoting the welfare of the student body.

TESTING

Shawnee 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 Office of the Dean of 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 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 \$175 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.

Shawnee College Scholarship and Memorial Loan Fund

For those students who have not been able to avail themselves of other scholarships, grants, or loans, a scholarship and memorial loan fund has been established by Shawnee College. For information concerning this, contact the Office of the Dean of Student Personnel Services.

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 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 Office of the Dean of Student Personnel 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 percent 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 office of the Dean of Student Personnel for further information.



Admissions

Shawnee College offers admission opportunities to all students qualified to complete any one of its programs, as long as space for effective instruction is available. Programs offered include General Education, Transfer, Occupational, and Continuing Education. Preference in admissions will be given to those students whose legal residence is within the Shawnee College district.

ADMISSIONS 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) 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.
 - (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. If the student is not released in good standing from the last institution attended, his eligibility for admission must be reviewed by the Dean of Student Personnel Office. (c) the student has not been suspended for disciplinary reasons.
 - (4) Persons who have not graduated from a senior high school, but who are of post-high school age may be admitted on the basis of satisfactory scores on the General Education Development test.
 - (5) Students who do not seek credit from Shawnee 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. Applications, credentials and scholastic records must be submitted well 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
-

good command of the English language. Inasmuch as the college maintains no housing, arrangements must be made by each student.

ACT SCORES

To be officially admitted to a transfer program, each student must 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. For the transfer of the scores and information concerning them may be obtained at the Office of the Dean of Student Personnel.

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

Should the number of admission requests exceed the space available, students living within the junior college district will be given first preference. Students living outside the district will be accepted in the order in which acceptable applications are filed. If space is not available for all resident students applying, the college will accept those best qualified using rank in class, ability and achievement tests, and other evidence as required by the college.

TUITION AND FEES

The State of Illinois Public Junior College Act of 1965 established that each public junior college charge the same tuition to students residing outside the junior college district within the state as to those residing within the district. The amount of tuition charged may not exceed 1/3 the per capita cost of operation. The junior college district is also authorized to charge out-of-state students the full per capita costs.

Resident Tuition (Residents of Shawnee College District 531)

Per Credit hour—None

Charge-Back Tuition (Residents of Illinois outside Shawnee College District)

A student who resides in a high school district, not located within a junior college district, may have partial costs paid by his high school district if he notifies that district before July 1st that he plans to attend a junior college the following year.

A student who resides in a junior college district which has not begun operation may have partial costs paid by his junior college district if he notifies that district of his intent to attend a junior college the following year.

A student who resides in a junior college district with an operational junior college may have partial costs paid by his junior college district if he enrolls in a program which his local junior college does not offer. In all other cases students from these districts must pay their own costs.

Non-Resident Special Charges

Non-resident out-of-state students will pay special charges determined by per capita costs.

Activity Fees

Per quarter hour—\$1.25

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.

Other Fees (Non-Refundable)

Application fee (paid once)	\$10.00
Late registration fee	\$5.00
Graduation fee (paid once)	\$10.00
Schedule changes (after five class days)	\$5.00

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 Dean of Student Personnel Services is necessary before the change becomes official.

WITHDRAWAL FROM THE COLLEGE

To officially withdraw from Shawnee College a student must make proper application at the Office of the Director of Guidance and Counseling. An orderly withdrawal procedure assures the student that there would be no procedural problems which would prevent his entering another institution or re-entering Shawnee College.

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
WP – Withdrawal Passing	0

A grade of W will be given for any withdrawal within the first four (4) weeks of a regular quarter. A grade of WP or WF will be given to indicate withdrawal failing or passing from the fifth week thru the eighth week.

After eight (8) weeks an F will be given in all classes except in cases where extenuating circumstances prevail. In such cases and upon the recommendation of the appropriate dean, a WP or WF may be given to the student.

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. unless 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, W, or WP is assigned. A student's standing in a curriculum is determined by his cumulative G.P.A.

A student who does unsatisfactory work will be given academic warning for that quarter. If work is unsatisfactory for the following quarter the student will be placed on probation. At this point the student may choose to change his curriculum or continue in his current program, but in either case he must improve his standing satisfactorily or be dropped from school for one academic quarter. A student may attend a summer session to raise his G.P.A. to a satisfactory level. The minimum satisfactory average is 2.0.

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.

PREPARATION OUTSIDE OF CLASS

Each lecture hour of a 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

Class 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 one free transcript and may obtain additional copies for \$1.00 each.

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 up the student's academic accomplishment at Shawnee College.

If the student should change his curriculum in the process of transferring from Shawnee 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 transfer curriculum started at Shawnee 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. While there is a question of applicability of particular courses for bachelor degree requirements, it is the responsibility of the student to check with his academic advisor or the Director of Guidance and Counseling.

CLASSIFICATION OF STUDENTS

Students with fewer than 45 quarter hours of acceptable credit are classified as freshmen; those with 45 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 appropriate Dean.

PRESIDENT'S HONOR LIST

At the completion of each quarter, the President's office will publish a President's Honor List of academic achievement. Any full time student who has a 4.0 point average for that quarter will receive this honor.

DEANS' LIST

At the completion of each quarter, the Deans will publish a Deans' Honor List of academic achievement. Any full time student who has a 3.20 grade point average for that quarter will be placed on this 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.

COLLEGE ENROLLMENT BY HIGH SCHOOL STUDENTS

Early admission may be granted in advance of high school graduation after the student has successfully completed six semesters of high school work. This

admission is contingent on the successful completion of the high school course of study. In no event shall these credits be counted toward high school graduation. Permission for such enrollment must be in writing from the high school superintendent. These credits will count toward Shawnee graduation but may not be transferable to other institutions.

PROGRAMS OF STUDY

Several programs of study are available at Shawnee College leading to the degrees of Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies; other 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.

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 College and after two years of further study in the institution to which he transfers graduate with a baccalaureate degree. The student is urged to make a decision regarding transfer plans 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

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

- (1) Successful completion of at least 96 quarter hours of college credit, at least 45 quarter hours of which must be earned at Shawnee College.
 - (2) Enrollment at Shawnee College for the last 15 quarter hours preceeding graduation.
 - (3) Satisfactory performance and completion of course requirements for the curriculum chosen by the student as outlined.
-

- (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 American Government 117 which is a required course for all degree candidates).
- (5) A cumulative grade point average for all work taken at Shawnee College of 2.00 or higher.
- (6) Successful completion of the course, Seminar in College Life, a one quarter program designed to orient the student to the educational opportunities and facilities of the college.

A candidate for an Associate of Arts Degree from Shawnee College must meet the following requirements:

- (1) Successful completion of twelve quarter hours of college credit in each of the four basic divisions:
 - (a) Language Communications
 - 1) Includes 9 required quarter hours of English Composition 111, 112, 113.
 - 2) Excludes Foreign Language
 - (b) Science and Mathematics
 - (c) Social Science
 - 1) Includes 4 hours required quarter hours of American Government 117
 - (d) 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.

A candidate for an Associate of Science Degree from Shawnee College must meet the following requirements:

- (1) Successful completion of twelve quarter hours of college credit in each of the three basic divisions:
 - (a) Language Communications
 - 1) Includes 9 required quarter hours of English Composition 111, 112, 113
 - 2) Excludes Foreign Language
 - (b) Humanities
 - (c) Social Science
 - 1) Includes 4 required quarter hours of American Government 117
- (2) Successful completion of a minimum of 24 quarter hours of college credit in the areas of Science and/or Mathematics.

In the above Associate Degree programs, Literature courses may apply to either the Humanities or Language Communications divisions, but may not apply to both. Western Civilization courses may apply to either Humanities or Social Science divisions, but not to both.

The minimum requirements for an Associate in Applied Science Degree are 96 quarter hours distributed as follows:

Group I – General Education Courses (26 quarter hours)

Communications 104, 105, 106 or 111, 112, 113	.9
Physical Education 100	.3
Health 111	.3
Introduction to American Government 117	.4
Practical Psychology	.4
Elective	.3
Seminar in College Life	.1

Group II – Specialty Courses (45 quarter hours)

Specialty courses are defined as those units of instruction directly related to the occupational training selected by the student. Individual course selections will be made in consultation with a faculty advisor.

Group III – Related Supportive Courses**(25 quarter hours)**

Related supportive courses are defined as those units of instruction not specifically in the chosen occupational area but which are related to the vocational goal of the student.

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 96 quarter hours of college credit (not including physical education), at least 45 quarter hours of which must be earned at Shawnee College.
 - (2) Maintained a cumulative grade point average of 2.00 for all courses presented for graduation.
 - (3) Been enrolled at Shawnee College during the quarter immediately prior to graduation.
-

GENERAL STUDIES PROGRAM

Shawnee 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. This general studies program is not to be confused with a general studies or general education program at a four-year institution.

CONTINUING EDUCATION

Shawnee 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.

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.

Occupational Programs

ACCOUNTING AIDE

A two-year curriculum designed to prepare the student for employment as accounting aides capable of operating common office adding machines and calculators with a basic knowledge at accounting as it pertains to sales and purchasing; commissions, piecework. payrolls, discounts, and insurance and tax computations.

1st Year	2nd Year
<p>FALL</p> <p>Accounting 1114</p> <p>Comm. 104 or 1113</p> <p>Bus. Machines 1253</p> <p>Bus. Org. 1194</p> <p>Sem. in College Life1</p> <p>P.E. 1001</p> <p style="text-align: right;">—</p> <p style="text-align: right;">16</p> <p>WINTER</p> <p>Accounting 1124</p> <p>Comm. 105 or 1123</p> <p>Pol. Sci. 1174</p> <p>Bus. Law 2143</p> <p>Prin. of Marketing 1263</p> <p>P.E.1</p> <p style="text-align: right;">—</p> <p style="text-align: right;">18</p> <p>SPRING</p> <p>Accounting 1134</p> <p>Bus. Eng. 1174</p> <p>Bus. Law 2153</p> <p>Prac. Psy. 2213</p> <p>P.E.1</p> <p style="text-align: right;">—</p> <p style="text-align: right;">15</p>	<p>FALL</p> <p>Accounting 2114</p> <p>Intro. to Bus. Data Proc. 1303</p> <p>Math of Finance 2204</p> <p>Health 1113</p> <p>Soc. Sci. Elective3</p> <p style="text-align: right;">—</p> <p style="text-align: right;">17</p> <p>WINTER</p> <p>Accounting 2124</p> <p>Auditing 2213</p> <p>Intro. to Mang. 1284</p> <p>Electives4</p> <p style="text-align: right;">—</p> <p style="text-align: right;">15</p> <p>SPRING</p> <p>Accounting 2134</p> <p>Cost Account. 2223</p> <p>Internship 2303</p> <p>Seminar 2311</p> <p>Electives4</p> <p style="text-align: right;">—</p> <p style="text-align: right;">15</p>

AGRICULTURE PRODUCTION

A two-year curriculum, leading to an Associate of Applied Science degree, designed to improve in depth the student's ability and knowledge to more capably manage a farm producing livestock and/or crops.

1st Year	2nd Year
FALL	FALL
Comm. 104 or 1113	Political Sci. 1174
Agr. Occupations 1202	Prac. Psychology4
Agr. Math 1254	Fruit Prod. Sci. 2214
P.E.1	Animal Sci. 2234
Agr. Bio. Chem. 1214	---
Seminar in College Life1	---
15	16
WINTER	WINTER
Comm. 105 or 1123	Grain Prod. 2224
Animal Nut. 1224	Agr. Mech. 2244
Soil Sci. I 1234	Agr. Chem 2274
Agr. Econ. 1264	Agr. Manag. 2304
P.E. 1001	---
16	16
SPRING	SPRING
Comm. 106 or 1133	Agr. Sem. 2311
Soil Sci. II 1244	Agr. Intern. 2306
Speech III4	Elective4
Health III3	---
P.E. 1001	---
15	11
SUMMER	
Occup. Experience6	
6	

AGRICULTURE RESOURCES

A two-year curriculum designed to prepare the student for employment in a variety of jobs concerned with conservation and effective use of agricultural resources. The Associate of Applied Science degree will be awarded upon gaining a basic knowledge and ability in areas of soil conservation, wildlife conservation, introductory forest usage, and related occupational areas.

1st Year	2nd Year
FALL	FALL
Comm. 104 or 1113	Prac. Psy. 2214
Agr. Occ. 1202	Health 1113
Agr. Bio-Chem. 1214	Woodland Management 2254
P.E. 1001	Wildlife Management 2264
Agr. Math. 1254	---
Sem. in Coll. Life 1011	15

15	
WINTER	WINTER
Comm. 105 or 1123	Pol. Sci. 1174
Soil Sci. I 1234	Agr. Chem. 2274
Cons. Nat. Res. 1274	Plant Propagation 2284
Agr. Econ. 1264	Intro. to Forestry 2294
P.E.1	---
---	16
16	
SPRING	SPRING
Comm. 106 or 1133	Agr. Seminar 2311
Soil Sci. II 1244	Agr. Internship 2306
Con. of Water Res. 1284	Elective4
Surveying 1294	---
P.E.1	11

16	
	SUMMER
	Occupational Experience6

	6

COMMUNITY SERVICE ASSISTANT

This curriculum is designed to prepare students for entry into a variety of agencies which provide social services to the community. Upon completion of the program, which leads to the Associate of Applied Science Degree, the graduate is prepared for employment as an assistant in welfare agencies, municipal recreation programs, social development projects, church-sponsored youth programs, and other private or public enterprises of human welfare nature.

1st Year	2nd Year
FALL	FALL
Comm. 104 or 1113	Marriage & Family 2174
Intro. to Bio. 1114	Intro. to Group Proc. 2214
Typing 1213	Princ. of Rec. 2234
Soc. 2124	Elective4
P.E. 1001	—
Seminar in College Life 1011	16
—	
16	WINTER
WINTER	Human Growth & Development .4
Comm. 105 or 1123	Adv. Group Proc. 2224
Intro. to Bio. 1124	Practicum 22510
Prac. Psy. 2214	—
Intro. to Social Work4	18
P.E. 1001	
—	
16	SPRING
SPRING	Abnormal Psy. 2194
Speech 1114	Intro. to Serv. Agencies 2244
Intro. to Bio. 1134	Political Science 1174
Health 1113	Prac. Evaluation 2263
Social Problems 1224	—
P.E. 1001	15
—	
16	

MID-MANAGEMENT

This curriculum is designed to prepare the student for entry into employment situations functioning in a liaison capacity between employees and top level management and have responsibility for the supervision of products and/or people. Basic knowledge in marketing, business organization, sales, advertising, and general education will lead to a degree in Associate of Applied Science.

1st Year**2nd Year****FALL**

Comm. 104 or 111	3
Prac. Psychology 221	4
Bus. Organization 119	4
P.E. 100	1
Elective	4
Sem. in College Life 101	1

	17

WINTER

Comm. 105 or 112	3
Princ. of Marketing 126	3
Health 111	3
P.E. 100	1
Business Law 214	3

	13

SPRING

Business English 117	4
Princ. of Marketing 127	3
Business Math 115	4
Business Law 215	3
P.E. 100	1

	15

FALL

Accounting 111	4
Princ. of Adver. 227	3
Intro. to Bus. Data Proc. 130	3
Internship 230	3
Seminar 231	1

	14

WINTER

Accounting 112	4
Princ. of Sales 228	3
Internship 230	3
Seminar 231	1
Political Science 117	4

	15

SPRING

Intro. to Management 128	4
Soc. Science Elective	4
Internship 230	3
Seminar 231	1
Electives	4

	16

SECRETARIAL SCIENCE

A two-year curriculum designed to prepare the student for employment as a secretary capable of taking dictation, transcribing, typing, handling appointments, screening office visitors, reading and writing routine office correspondence. The Associate of Applied Science degree will be awarded upon successful completion.

1st Year

2nd Year

FALL

Comm. 104 or 111	.3
Bus. Organization 119	.4
Pract. Psy. 221	.4
Typing 121	.3
P.E. 100	.1
Sem. in College Life	.1
	—

16

WINTER

Comm. 105 or 112	.3
Typing 122	.3
Shorthand 123	.4
Political Science 117	.4
Health 111	.3
P.E. 100	.1
	—

18

SPRING

Business English 117	.4
Business Math 115	.4
Typing & Transcription 223	.3
Shorthand 124	.4
P.E. 100	.1
	—

16

FALL

Shorthand & Trans. 224	.4
Accounting 111	.4
Business Machines 125	.3
Intro. to Bus. Data Proc. 130	.3
Social Science Elec.	.4
	—

18

WINTER

Sec. Proced. 226	.4
Business Law 214	.3
Shorthand & Trans. 225	.4
Electives	.6
	—

17

SPRING

Business Law 215	.3
Office Internship 230	.3
Seminar 231	.1
Electives	.8
	—

15

Certificate Programs

CLERK-TYPIST

A one-year certificate program designed to prepare the student for employment as a general office worker capable of typing general correspondence, copy or duplicating work, filing and sorting work and answering the telephone and greeting office visitors.

FALL

Communications 104 or 1113
Business English 1174
Indexing and Filing 1204
Typing 1213
Sem. in College Life 1011

15

WINTER

Communications 105 or 1123
Business Math 1154
Business Machines 1253
Typing 1223
Office Practice 1294

17

SPRING

Communications 106 or 1133
Typing 2233
Office Internship 2303
Seminar 2311
Elective3

13

DATA PROCESSING

An introductory one-year program designed to prepare students for employment as key punch operators, machine room operators and board wirers for business data processing.



FALL

Intro. to Bus. Data Proc. 130 3
 Typing for Data Processing 123 . . . 4
 Indexing and Filing 120 4
 Business English 117 4
 Seminar in College Life 101 1

—

16

WINTER

Intro. to Data Processing 122 3
 Typing for Data Processing 124 . . . 4
 Accounting for Data Processing 125 4
 Key Punching 127 4

—

15

SPRING

Accounting for Data Processing 126 4
 Board Wiring 128 4
 Intro. to Peripheral Machines 129 . . 4
 Business Math 115 4

—

16

DRAFTING

This program is designed to prepare students for employment as draftsman working primarily in the construction industries. A basic knowledge in construction practices, materials and methods, and drafting technique allow the student to receive a certificate of completion at the end of one year.

FALL

Fundamentals of Drafting 120	4
Materials and Methods of Const. I 124	4
Technical Math 121	4
Seminar in College Life 101	1
Quantity Survey 128	4
	—
	17

WINTER

Engineering Graphics 127	4
Materials and Methods of Const. II 125	4
Architectural Drafting I 121	4
Technical Math 122	4
	—
	16

SPRING

Zoning and Code Planning 123	4
Architectural Drafting II 126	4
Materials and Methods of Const. III 126	4
Surveying 129	4
	—
	16

PRACTICAL NURSING



This curriculum is designed to prepare students for entry into the nursing profession upon completion of one year of training. The student should develop a relatively high degree of expertness in the following:

- (1) Nursing patients whose general state of health has been affected by the general malfunctioning of aging.
- (2) Nursing adult patients whose nursing requirements result from a circumstance physical health deviation which conditions daily living and personal care in a relatively fixed manner.
- (3) Nursing infant and child patients with nursing requirements directly related to their nutritional state.
- (4) Nursing infant and child patients with circumscribed physical health deviations which condition personal care in a relatively fixed manner.
- (5) Nursing patients whose nursing requirements arise from a situation of health where the effects of illness have resulted in nutritional impairments, weakness, and other grave physical functional limitations, without any present impairment of vital functioning which is not under medical control.

- (6) Nursing patients whose nursing requirements result from a state of mental deficiency or from organically impaired mental functioning who must be cared for or who require continuous guidance so that they perform the activities essential for self care and daily living.

Clinical experience will be conducted in area hospitals, nursing homes, and day care centers.

Students will pay for their uniforms, books, transportation, insurance, and other necessary expenses.

Plans for enrollment should be made early since all admission requirements must be met before admission to the program. Entrance requirements include a personal interview, satisfactory completion of pre-testing, and good health as determined by a physical examination.

AREA I – 12 WEEKS

CREDIT

Introduction to Basic Nutrition	1
Basic Nursing Skills	10
Body Structure & Functions	2
Communications	1
Personal & Community Health	1
Personal & Vocational Relationships	1
	—
	16

AREA II – 12 WEEKS

Introduction to Mental Health	2
Basic Nursing Skills	2
Introduction to Pharmacology	2
Nursing and Care of the Geriatric Patient	2
Introduction to Medical Surgical Nursing	8

AREA III – 12 WEEKS

Nursing Care of the Adult Patient	16
	—
	16

AREA IV – 12 WEEKS

Nursing Care of the Mother and Newborn	8
Nursing Care of the Child	8
	—
	16

Courses of Study

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) or (3).

Number in () denotes quarter hours of credit.

DIVISION OF AGRICULTURE

AGRICULTURE OCCUPATIONS 120: (2)

Acquaints students with various related agricultural occupations. Affords opportunity for discussion and visitations.

AGRICULTURE BIO-CHEMISTRY 121: (4)

Fundamentals of Applied Biology as it relates to ecology, forestry, wildlife, and conservation.

ANIMAL NUTRITION 122: (4)

Study of the common feeding methods of livestock, including their relation to growth, maintenance and reproduction.

SOIL SCIENCE I 123: (4)

Fundamental study of the chemical and physical structure of soils of Southern Illinois. Anatomy and physiology of plants. Relationships between soil structure and plant production.

SOIL SCIENCE II 124: (4)

Investigations into the uses of chemical fertilizers to increase the productivity of soils.

AGRICULTURE MATH 125: (4)

Fundamentals of math, review of whole numbers, fractions, decimals, and percentages. Practical applications of basic algebraic functions.

AGRICULTURE ECONOMICS 126: (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.

CONSERVATION OF NATURAL RESOURCES 127: (4)

The importance of conservation of agricultural resources at both the national, state, and local levels.

CONSERVATION OF WATER RESOURCES 128: (4)

Study of water sheds, effective methods of controlling flood, pollution and water supplies.

SURVEYING 129: (4)

Fundamentals and concepts of surveying as it applies to agriculture usage in conservation practices.

AGRICULTURE PROBLEMS 130: (4)

Assigned individual projects will be discussed with emphasis toward reinforcement of learning experiences and increased efficiency of Agriculture Production techniques. A study of methods, characteristics, and types of fruit production intrinsic to Southern Illinois. Growth factors and yield, marketing methods.

GRAIN PRODUCTION 222: (4)

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

ANIMAL SCIENCE 223: (4)

Production methods of livestock, effects of metabolic, infections, and parasitic diseases. Selection and genetics of livestock.

AGRICULTURE MECHANICS 224: (4)

Basic theory of farm machinery operation, adjustment, and care.

WOODLAND MANAGEMENT 225: (4)

Fundamentals of forestry operations, including principles of stocking, yield, growth, continued production, rotation, and control of cut.

WILDLIFE MANAGEMENT 226: (4)

A study of the balance of nature, habitat improvement, and control of wildlife hunters and predators.

AGRICULTURE CHEMICALS 227: (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.

PLANT PROPAGATION 228: (4)

Study of the natural methods of plant propagation and relationships to natural resources.

INTRODUCTION TO FORESTRY 229: (4)

Control and supervision aspects of commercial uses of forest land.

AGRICULTURE INTERNSHIP 230: (6)

A supervised occupational experience in Agriculture Resources or Production carried out according to an organized, written training plan consistent with the objectives of the curriculum.

AGRICULTURE SEMINAR 231: (1)

A structured class to give students an opportunity to discuss problems encountered during internship and reinforce areas in which they find deficiencies.

OCCUPATIONAL EXPERIENCE: (6)

A summer option to allow students to gain practical knowledge and experience under a supervised, written training plan.

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 ledger; 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, photo-copy; dictaphone; graphotype; and addressograph.

PRINCIPLES OF MARKETING 126: (3)

Introduction to the marketing structure as it exists and functions. Marketing channels and methods used in marketing products.

PRINCIPLES OF MARKETING 127: (3)

Continuation of Principles of Marketing 126 with considerations of product policies, distribution channels and sales programs.

INTRODUCTION TO MANAGEMENT 128: (4)

Principles and practices of establishing and operating a business are presented, including opportunities, hazards, and problems which might be encountered.

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.

BUSINESS LAW 214: (3)

Introduction to legal aspects as they apply to contracts, agency and employment, negotiable instruments, bailments and personal property.

BUSINESS LAW 215: (3) Prerequisite: Business Law 214

A continuation of Business Law 214 with emphasis on legal aspects of sales of goods, partnerships, corporations, real property and leases, insurance, security, bankruptcy, trusts, and estates.

MATH OF FINANCE 220: (4)

Fundamentals of math as it applies to concepts of business finance.

AUDITING 221: (3)

Introduction to the principles involved in preparing audits of various accounts of a business enterprise.

COST ACCOUNTING 222: (3)

A course dealing with principles and methods of accounting for management control of production costs.

TYPING AND TRANSCRIPTION 223: (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 AND TRANSCRIPTION 224: (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.

PRINCIPLES OF ADVERTISING 227: (3)

An introduction to the principles of advertising with emphasis on the advertising department, agencies, research, choice appeals, and advertising copy layout. Project experience will be given to students.

PRINCIPLES OF SALES 228: (3)

Basic principles underlying the sales process are covered. The course is designed to promote an understanding of the salesman's obligation to himself, the company, and the customer.

INTERNSHIP 230: (3)

Students are assigned to an approved cooperating agency for supervised occupational experience in accounting which will follow an organized written training plan which is consistent with objectives of the curriculum.

SEMINAR 231: (1)

A structured class to give students an opportunity to discuss problems encountered during internship and reinforce areas in which they find deficiencies.

DATA PROCESSING**INDEXING AND FILING 120: (4)**

Fundamentals in alphabetic, numerical, geographic, subject, and alpha-numeric filing and its applications. Indexing practices and rules for indexing governing use retrieval will be covered.

INTRODUCTION TO DATA PROCESSING 121: (3)

Basic concepts of automatic data processing with uses and limitations of automatic data processing.

INTRODUCTION TO DATA PROCESSING 122: (3) Prerequisite: Intro. to Data Processing 121

Continuation of Data Processing 121.

TYPING FOR DATA PROCESSING 123: (4)

Designed to develop a high degree of accuracy in typing.

TYPING FOR DATA PROCESSING 124: (4) Prerequisite: Typing for Data Processing 123

Continuation of Typing for Data Processing 123. Students should be able to type 40-45 words per minute upon completion of Data Processing Typing 123 and 124.

ACCOUNTING FOR DATA PROCESSING 125: (4)

Elementary accounting concepts presented to enable the student to function as a member of business data processing environment.

ACCOUNTING FOR DATA PROCESSING 126: (4) Prerequisite: Acc. for Data Pro. 125

Continuation of Accounting for Data Processing 125. Student must complete both courses.

KEY PUNCHING 127

Key punch fundamentals and operation to obtain a degree of proficiency.

BOARD WIRING 128

Fundamentals of Board Wiring concepts for Business Data Processing.

INTRODUCTION TO PERIPHERAL MACHINES 129

Fundamentals of operation of sorters, reproducers, calculators, interpreters, tabulators.

INTRODUCTION TO BUSINESS DATA PROCESSING 130:

Introduction to the Business Student that type of Data Processing equipment and their capabilities. Not applicable to one year Certificate Data Processing Program.

DIVISION OF HEALTH AND PHYSICAL EDUCATION**HEALTH 111: (3)**

An introduction to personal health and hygiene. Problems of smoking, alcohol, and drug usage are discussed.

PHYSICAL EDUCATION 111 a-b-c: (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.

DIVISION OF HUMANITIES**ART****ART APPRECIATION 114: (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.

ART DESIGN 112: (4)

An introduction to the theory and practice of the elements of design through creative expression. Experimentation with a variety of materials in drawing media.

PAINTING 113: (4)

Experimentation with various techniques related to painting. Analysis of methods and philosophies of past and contemporary artists. Preparation of various working surfaces, stretching canvases, and methods of framing.

LITERATURE**LITERATURE 111: (3)**

Introduction to poetry. Poetic forms, themes and styles are studied to enhance the student's understanding and appreciation of poetry.

LITERATURE 112: (3)

Modern fiction. Representative novels and short stories are examined and studied in terms of style, structure, and contribution to modern civilization.

LITERATURE 113: (3)

Introduction to drama. A study of representative plays with emphasis on various dramatic conventions and devices used to give form and meaning to dramatic principles.

LITERATURE 211: (3)

English literature. A survey of English literature from its early beginnings through James Boswell.

LITERATURE 212: (3)

English literature. Eighteenth century poets through the writers of the present.

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.

LITERATURE 214: (3)

American literature. Continuation of English 213 from the Civil War to the present.

LITERATURE 215: (3)

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

MUSIC

COLLEGE CHOIR 111 a-b-c & 211 a-b-c: (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 115: (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.

MUSIC THEORY 113: (4)

An introduction to music theory and its application. Rhythm, meter, scales, intervals, triads, and musical terminology. Chord recognition and dictation.

MUSIC THEORY 114: (4) Prerequisite: Music 113

- An introduction to the standard concert repertory through intensive guided listening with emphasis on the basic formal structures, instrumental choral and vocal literature, continuation of 113 with inclusion of modulation and secondary dominants.

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 116: (3)**

A survey of social, economic, political, and cultural development of the Western world from earliest times to the 14th century.

SURVEY OF WESTERN CIVILIZATION 117: (3)

A continuation of Western Civilization 116 emphasizing social, economic, political, and cultural development of the Western world from the 14th century to 1848.

SURVEY OF WESTERN CIVILIZATION 118: (3)

A continuation of Western Civilization 117 emphasizing social, economic, political, and cultural development of the Western world from 1848 to the present.

DIVISION OF LANGUAGE COMMUNICATIONS**ENGLISH****READING IMPROVEMENT 101: (2)**

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: (2)

Continuation of Reading Improvement 101.

READING IMPROVEMENT 103: (2)

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.

SPEECH**SPEECH 111: (4)**

Public speaking. 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. Attention is given to the speaker's character and his responsibility to the society in which he lives.

SPEECH 112: (4) Prerequisite: Speech 111

Oral interpretation. Problems and techniques of reading various types of literature orally are studied and practiced.

SPEECH 113: (4)

Introduction to drama. Modern and ancient plays are studied with emphasis on dramatic conventions and devices used to give form and meaning to human experience.

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.

SPEECH 212: (4) Prerequisite: Speech 111

Argumentation and debate. The principles of argument analysis, evidence reasoning, fallacies, briefing, and delivery are studied and applied in debating experiences. Additional credit may be earned through participation in inter-collegiate debates.

SPEECH 213: (4) Prerequisite: Speech 113

Theater. Emphasis is placed upon basic techniques of acting with application to actual performance in plays.

JOURNALISM**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 113

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.

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 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 adequate 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 kingdoms. Included is a broad study of all structure and functions as well as organismic structure and function. Emphasis will be on major plant phyla. Lecture and lab.

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

Continuation of Biology 111. Included is a detailed study of the animal phyla, their diversity and adaptations. The organization of the human body will be of major concern. Lecture and lab.

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

Continuation of Biology 112. Stressed will be the reproductive process, principles of the evolutionary theory and ecological relationships of plants and animals. Human ecology will be discussed in view of the present and of mans future destiny. Lecture and lab.

ENVIRONMENTAL BIOLOGY 211: (4) Prerequisite: Biology 113

A course for the biological science major illustrating the broad principles of ecology on the organismic level, the population level, and the community level. Included are environmental factors, adaptations, energy and material balance, succession and human ecology.

ORGANISMIC BIOLOGY 212: (4) Prerequisite: Biology 113

A course for the science major with emphasis on the structural and functional organization of organisms including reproduction, hormones and transport, respiratory, skeletal, and secretory systems.

BOTANY 213: (4) Prerequisite: Biology 113

Introduction to the structure, development, relationships, ecological and economic importances of the algae, fungi, mosses, ferns and spermatophytes. Special emphasis will be placed on the identification of flowers and trees of the local flora. Taught in Spring Quarter only. Lecture and lab.

CHEMISTRY

GENERAL CHEMISTRY 111: (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. Lecture and lab.

GENERAL CHEMISTRY 112: (4) Prerequisite: Chemistry 111

Continuation of 111; special emphasis on carbon compounds, introducing the aliphatic and aromatic hydrocarbons. Some typical compounds are prepared and studied in the laboratory.

GENERAL CHEMISTRY 113: (4) Prerequisite: Chemistry 112

Continuation of Chemistry 112

INORGANIC CHEMISTRY 114: (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 115: (4)
Prerequisite: Chemistry 114

Continuation of 114; 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 116: (4)
Prerequisite: Chemistry 115

Continuation of Chemistry 115

ORGANIC CHEMISTRY 211: (4) Prerequisite: Chemistry 116

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.

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.

PHYSICAL SCIENCE 102: (3)

A continuation of Physical Science 101.

PHYSICAL SCIENCE 103: (3)

A continuation of Physical Science 102.

PHYSICAL SCIENCE 111: (4)

An introduction to the basic concepts of chemistry with emphasis on atomic structure and behavior of matter.

PHYSICAL SCIENCE 112: (4)

An introduction to the basic concepts of physics with emphasis on types of energy and their properties.

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

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 216

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 matter.

MATHEMATICS 102 (Elementary Geometry): (4)

A course in the fundamental concepts of two and three dimensional Euclidean geometry for students who lack credit in one year of elementary geometry or desire a review of this subject matter.

FOUNDATION OF MATHEMATICS 111: (4)

Designed for elementary teaching curricula. 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.

FOUNDATION OF MATHEMATICS 112: (4)

Introduction to Algebra. Suitable as a second course for elementary teaching curricula. Sets, the language of algebra, open sentences, the real number system, graphing equations and inequalities in one and two variables, informal geometry, introductory statistics and logic.

SLIDE RULE 113: (1) Prerequisite: Knowledge of logarithms and trigonometry

Fundamental operations on the log-log slide rule.

INTERMEDIATE ALGEBRA 114: (4)

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

COLLEGE ALGEBRA & TRIGONOMETRY 115: (5) Prerequisite: Math 114 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 & TRIGNOMETRY 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 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**ECONOMICS 211: (3)**

An introduction to economic principles and theory, the basic economizing problem, supply and demand, the American economic system, and national income accounting.

ECONOMICS 212: (3) Prerequisite: Economics 211

A continuation of Economics 211, including a study of business cycles, fiscal policies, money-banking and monetary policies, economic growth, and international economics.

ECONOMICS 213: (3) Prerequisite: Economics 212

A continuation of Economics 212, including a study of the economics of the firm, resource allocation, and current domestic economic problems.

AMERICAN ECONOMIC HISTORY 214: (3)

A study of the development of economic institutions in the United States emphasizing the changing structure and performance of the economy.

GEOGRAPHY & ANTHROPOLOGY**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: (4)

A study of the economic products and industries of the world with emphasis on the geographic significance and importance of each to the world economy.

ANTHROPOLOGY 216: (4)

An introduction and survey of the nature of man as seen in physical anthropology, archaeology, and ethnology.

HISTORY & GOVERNMENT**HISTORY OF THE UNITED STATES 214: (3)**

A study of the major political, social and economic developments of the U.S. to 1830.

HISTORY OF THE UNITED STATES 215: (3)

A continuation of History 214, emphasizing the political, social and economic developments from 1830 to 1900.

HISTORY OF THE UNITED STATES 216: (3)

A continuation of History 215, emphasizing the political, social, and economic developments from 1900 to the present.

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 rights and responsibilities of citizenship in the democratic process.

COMPARATIVE GOVERNMENT 118: (4)

A course dealing with the major governments of modern Europe and Asia with reference to the study of political institutions and dynamics of political behavior.

PSYCHOLOGY & SOCIOLOGY**INTRODUCTION TO SOCIAL WORK 121: (4)**

A survey of the field of social work describing the historical development of social work from the early English Poor Laws through contemporary American practices.

SOCIAL PROBLEMS 122: (4)

A study of poverty, delinquency, and crime as well as family discord and nationality conflicts. Associations among groups of unequal numbers of power within pluralistic societies will be considered.

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.

INTRODUCTION TO GROUP PROCESSES 221: (4)

An introduction to the process of social group work to include fundamental methods, techniques, and skills with emphasis on the concepts and principles as practiced in the modern social agency.

ADVANCED GROUP PROCESSES 222: (4)

A continuation of Group Processes 221 with added emphasis on modern practice.

PRINCIPLES OF RECREATION 223: (4)

A study of principles involved in organizing and supervising recreational programs for community agencies. Practical experience will be gained through fieldwork.

INTRODUCTION TO SERVICE AGENCIES 224: (4)

An examination of the complex interrelationships among governmental agencies. Legislation relevant to community programs will be assessed and guidelines will be drawn through the maze of federal-state legislation to offer tips for dealing with forms and procedures.

MARRIAGE AND THE FAMILY 217: (4)

A study of the general cultural background of the family in American society including comparison with other times and cultures to give perspective.

HUMAN GROWTH AND DEVELOPMENT 218: (4)

A systematic study of behavior from conception through adolescence with emphasis on physical, social, emotional, and intellectual growth and development. The scientific methods of child study and developmental nature of growth are stressed.

ABNORMAL PSYCHOLOGY 219: (4)

An examination of behavior patterns which aid and which interfere with personal efficiency in order to understand the developmental nature and dynamics of those responses. Abnormal behavior is focused upon along with various techniques of therapy.

PRACTICAL PSYCHOLOGY 221: (4)

Basic concepts as it applies to human relations employee organizations and working conditions. Problems of disciplines, communications, motivation, authority, social change, and teamwork are examined through case studies.

PRACTICUM 225

A community agency based experience providing lectures, practice under the supervision of a trained practitioner, and participation in skill workshops. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks.

DIVISION OF TRADE & INDUSTRIAL STUDY**FUNDAMENTALS OF DRAFTING 120: (4)**

Basic drafting essentials. Freehand and instrument techniques applied to orthographic, isometric, and perspective, representations. Includes sectioning and dimensioning.

ARCHITECTURAL DRAFTING 121: (4)

Introduction to the basic fundamentals of architectural drawing. Drafting techniques, lettering, methods of showing plans, elevations, sections, dimensioning and functional planning of facilities. Prerequisite: Fundamentals of Drafting 120.

ARCHITECTURAL DRAFTING 122: (4)

Preparation of working drawings from preliminary plans including detailing. Varied problems of materials, occupancy and structural systems will be presented. Prerequisite: Architectural Drafting 121.

ZONING AND CODE PLANNING 123: (4)

A survey of national, states and local ordinances and codes as applicable to the construction industry.

MATERIALS AND METHODS OF CONSTRUCTION 124: (4)

Introduction to materials and products used in wood frame construction. Standards of construction of the building construction industry.

MATERIALS & METHODS OF CONSTRUCTION 125: (4)

Continuation of Materials and Methods 124 with consideration of masonry, concrete and steel as used in the construction industry.

MATERIALS & METHODS OF CONSTRUCTION 126: (4)

Plumbing, electrical, and environmental systems; fundamentals and representation for construction, appropriate problems assigned.

ENGINEERING GRAPHICS 127: (4)

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

SURVEYING 129: (4)

Elementary fundamentals of surveying as applicable to the construction industry.

QUANTITY SURVEY 128: (4)

Elements of material and cost estimation for building construction.

Division of Continuing Education

DIVISION OF CONTINUING EDUCATION

The continuing education program of Shawnee 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. In order to encourage the adult community to take advantage of its resource in adult education, the following certificate and/or degree programs are offered.

A Certificate of Achievement is awarded to an individual who completes any three separate units of instruction within a given area.

The Certificate of Adult Education is conferred upon an individual who completes fifteen separate units of instruction in the Division of Continuing Education. The fifteen units must be broad enough in distribution to cover three of the seven areas (the G.E.D. refresher sequence is excluded) with a minimum of three units of instruction within each of the three chosen areas.

Additional units of instruction will be developed if sufficient interest is demonstrated. Individuals or groups who desire certain adult courses should contact the administrative office and discuss their interests with the Dean of the Evening College.

AREA A GENERAL EDUCATION DEVELOPMENT REFRESHER

- 010 Basic Communication
- 011 Basic Mathematics
- 012 Basic Social Science
- 013 Basic Science

AREA B BUSINESS SKILLS

- 020 Personal Typing
 - 021 Basic Shorthand
 - 022 Effective Business Letter Writing
 - 023 Office Machines
 - 024 Clerical Office Procedures
 - 025 Bookkeeping
 - 026 Business Management
 - 027 Introduction to Data Processing
-

AREA C SOCIAL STUDIES

- 031 Southern Illinois History**
- 032 Understanding Human Behavior**
- 033 Practical Politics**
- 034 Contemporary Issues**
- 035 Minority Groups**

AREA D FINE ARTS

- 040 Great Books**
- 041 Drama & the Theater**
- 042 History & Appreciation of Music**
- 043 History & Appreciation of Art**
- 044 Watercolor**
- 045 Oil Painting**
- 046 Ceramics**

AREA E PERSONAL & FAMILY FINANCE

- 050 Consumer Buying**
- 051 Borrowing & Saving Money**
- 052 Planning & Building a Home**
- 053 Buying & Selling Real Estate**
- 054 Investments & Securities**
- 055 Retirement Planning**
- 056 Current Law Problems**

AREA F HOME MAINTENANCE SERIES

- 060 Basic Woodwork**
- 061 Basic Electricity**
- 062 Furniture Upholstering**
- 063 Furniture Refinishing**
- 064 Gardening & Lawn Care**
- 065 Home Decoration**
- 066 Electric Appliance Repair**

AREA G METAL FABRICATION SERIES

- 070 Slide Rule & Shop Math**
 - 071 Basic Welding**
 - 072 Blueprint Reading**
 - 073 Basic Sheet Metal**
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AREA H MECHANICAL SERIES

- 076 Introduction to Mechanics**
- 077 Small Engine Repair**
- 078 Automotive Tune-Up**
- 070 Slide Rule & Shop Math**

AREA I PERSONAL DEVELOPMENT

- 080 Beginning Bridge**
- 081 Advanced Bridge**
- 082 Physical Fitness for Men**
- 083 Physical Fitness for Women**
- 084 Square Dancing**
- 085 First Aid**
- 086 Modern Math for Parents**
- 087 Speed Reading**
- 088 Powder Puff Auto**
- 089 Rocks & Minerals**

AREA J HOMEMAKING

- 090 Beginning Sewing**
- 091 Advanced Sewing**
- 092 Knitting**
- 093 Flower Arranging**
- 094 Cake Decoration**
- 095 Courmet Cooking**
- 096 Interior Decoration**
- 097 Holiday Decorating**

AREA K

- 901 Taxidermy I**
 - 902 Taxidermy II**
 - 903 Taxidermy III**
-

G.E.D. REFRESHER SERIES**010 Basic Communication**

Review of basic English and communication skills.

011 Basic Mathematics

Review of basic concepts of arithmetic, some attention to algebraic and geometric concepts.

012 Basic Social Science

Review of basic Social Science including Civics, Economics, and History.

013 Basic Science

Review of Basic concepts of Science, with consideration of general principles, biology, chemistry and physics.

BUSINESS SKILLS SERIES**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 Effective Business Letter Writing

Introduction to and techniques of set up and writing of effective business letters. Styles of business letters are considered. Considerable practice time.

023 Office Machines

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

024 Clerical Office Procedure

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

025 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.

026 Business Management

Introduction to the fundamentals of small business. Types of business organization, records and record keeping. Principles of business management.

027 Introduction to Data Processing

Designed to give introductory principles of various data processing systems and equipment. Understanding in possible business applications.

SOCIAL SCIENCE SERIES**031 Southern Illinois History**

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

032 Understanding Human Behavior

A study of the basic factors of human behavior and interrelationships. The basic psychology of groups is considered.

033 Practical Politics

Are you a Democrat? A Republican? Perhaps a Whig? What are the practical aspects of politics and political parties. Group interaction is encouraged.

034 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.

035 Minority Groups

Introduction and survey of the minority peoples of the United States. Emphasis on historical interactions of minority groups and their sociology.

FINE ARTS SERIES**040 Great Books**

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

041 Drama & The Theater

An introduction to drama, drama forms, and the theater. Emphasis on history of dramatic arts. Reading of plays.

042 History & Appreciation of Music

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

043 History & Appreciation of Arts

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.

044 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.

045 Oil Painting

Basic introduction to oil painting techniques. Adults who have had no or little experience are encouraged to enroll in Watercolor before entering the Oil Painting program.

046 Ceramics

A beginning course for those who want to learn 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.

PERSONAL & FAMILY FINANCE SERIES**050 Consumer Buying**

A basic course involving the practical aspects of consumer problems. Emphasis on money management.

051 Borrowing & Saving Money

How much does money cost? From what sources is money available? An introduction to basic borrowing and saving programs. Lending institutions are discussed.

052 Planning & Building A Home

This course is directed toward a comprehensive program of pre-planning through the construction of a home. Tips on financing, problems to avoid, and types of construction.

053 Buying & Selling Real Estate

A layman's approach to the handling of real estate. Types of investments and financing. This program is not designed to develop a licensed real estate broker.

054 Investments & Securities

The ins and outs of various investments and securities. The stock exchange, mutual funds, bonds, et al are discussed. Taught by a licensed broker.

055 Retirement Planning

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.

056 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.

HOME MAINTENANCE SERIES**060 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.

061 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.

062 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.

063 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.

064 Gardening and Lawn Care

The care and development of lawns, fertilization, landscaping and fundamentals of home gardening.

065 Home Decoration

Interior decoration for the novice. A study of color, harmony, and contrast, use of paint, fabric, wallpaper, et al.

066 Electric Appliance Repair

A "how to" course with emphasis on small household appliances. Practical experience in repair.

METAL FABRICATION SERIES**070 Slide Rule & 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.

071 Basic Welding

Introduction to and basic principles of welding.

072 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.

073 Basic Sheet Metal

Fundamentals of sheet metal, handling and form, applications to various trade and industrial situations.

MECHANICAL SERIES**076 Introduction to Mechanics**

An orientation to the basic principles of mechanics as related to small engines and automobiles.

077 Small Engines

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 two and four cycle engines. A major portion of the class time will be devoted to working on your own engines.

078 Automotive Tune-up

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.

079 Slide Rule & 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 geometry.

PERSONAL DEVELOPMENT SERIES**080 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.

081 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.

082 Physical Fitness for Men

An activity program organized to meet the needs of the group.

083 Physical Fitness for Women

An activity program organized to meet the needs of the group.

084 Square Dancing

Grab your partner and join the group. All levels are invited, novices to experts.

085 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.

086 Modern Math For Parents

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

087 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.

088 Powder Puff Auto

Sorry fellows, ladies only. An introduction to internal combustion engines and the mysteries of the family auto.

089 Rocks & Minerals

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

HOMEMAKING SERIES**090 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.

091 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.

092 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.

093 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.

094 Cake Decoration

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

095 Gourmet Cooking

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

096 Interior Decoration

Fundamentals of interior decoration, harmony of color and fabric, helpful hints on decoration on a low budget.

097 Holiday Decoration

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

901 Taxidermy I

Taxidermy I consists of teaching the nomenclature, identification and mounting of small animals and bird species. Some attention will be given to the processes involved with the preparation of forms.

902 Taxidermy II

A continuation of Taxidermy I with consideration given to introductory principles and practices of mounting fish specimens.

903 Taxidermy III

A continuation of Taxidermy I and II with emphasis toward mounting of larger specimens.
