

1971-72 CATALOG
Third Edition

SHAWNEE

COLLEGE

Shawnee College Road

Ullin, Illinois

Phone (618) 634-2242

VOLUME 3 — NUMBER 1
July 1971

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August - 1971



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, (618) 634-2242.

Loren C. Klaus

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

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Ed.D., Illinois State University

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B.S., - M.S., Southern Illinois University

Official College Calendar

SUMMER QUARTER 1971

June 14	Registration
June 15	Instruction begins
June 18	Registration closes
June 25	Last day to change program without financial penalty
July 5	Legal Holiday-Independence Day
July 9	Mid-Term
July 16	Last day to drop courses without academic penalty or to apply for audit
August 6	End of quarter

FALL QUARTER 1971

August 27	New faculty reports-morning, all faculty reports-afternoon
August 30, 31 - Sept. 1	Freshmen Orientation and Seminar
September 2, 3	Faculty advisement of freshmen and sophomores
September 6	Legal Holiday-Labor Day
September 7, 8	Registration
September 9	Instruction begins
September 17	Registration closes
September 24	Last day to change program without financial penalty
October 11	Legal Holiday-Columbus Day
October 15	Mid-term
October 22	Last day to drop courses without academic penalty or to apply for audit
October 25	Legal Holiday-Veterans Day
November 24	End of quarter
November 25, 26	Thanksgiving Vacation-begins at 10:00 P.M. on 24th

WINTER QUARTER 1971-1972

November 29, 30	Registration
December 1	Instruction begins
December 10	Registration closes
December 17	Last day to change program without financial penalty
December 17	Christmas vacation-begins at 10:00 P.M.

WINTER QUARTER 1971-1972 (Continued)

January 3	School resumes
January 21	Mid-term
January 28	Last day to drop courses without academic penalty or to apply for audit
February 7	Legal Holiday-Lincoln's Birthday
February 21	Legal Holiday-Washington's Birthday
March 3	End of quarter

SPRING QUARTER 1972

March 6, 7	Registration
March 8	Instruction begins
March 17	Registration closes
March 24	Last day to change program without financial penalty
March 30	Easter (Spring) vacation begins 10:00 P.M.
April 10	School resumes
April 21	Mid-term
April 28	Last day to drop courses without academic penalty or to apply for audit
May 29	Legal Holiday-Memorial Day
June 2	End of quarter
June 4	Commencement

SUMMER QUARTER 1972

June 12	Registration
June 13	Instruction begins
June 16	Registration closes
June 23	Last day to change program without financial penalty
July 4	Legal Holiday-Independence Day
July 7	Mid-term
July 14	Last day to drop courses without academic penalty or to apply for audit
August 4	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, 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. Present enrollment is 1125 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 the 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 to return to the community prepared to lead more effective lives.
- (2) To provide associate degree programs leading to employment in specific technologies. Such programs shall provide some exposure to the natural sciences, to the social sciences, and to the humanities, as well as the skills and knowledge applicable to the particular vocation involved.
- (3) To provide appropriate career programs leading to a certificate of completion. Normally, such programs shall have a different organization than degree programs.
- (4) To provide opportunities for intellectual growth in academic areas and for training in specific career skills for the people of the area through continuing education programs and part-time enrollment in regular programs.
- (5) To initiate, to support and to provide cultural and intellectual activities outside the curriculum for all citizens of the area served by the college.
- (6) To provide an educational atmosphere through counseling, activities, and other services which will give to all students a reasonable opportunity for success in college.

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 Interstate 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 day 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 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.

BOOKSTORE

A bookstore is operated by the college and carries all required textbooks and other instructional materials, equipment, and supplies. The items in the bookstore 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 credit. The one quarter hour credit may be applied to any associate degree or certificate program at Shawnee College.

This course will meet during freshman orientation week and cover such topics as extra-curricular organizations and activities, use of the Learning Resources Center, requirements for graduation and transfer to senior institutions, general college regulations, testing, 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 course 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.

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 AIDS

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 Veterans' 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 of eligibility for education and training from the Veterans Administration.

War Orphans Assistance Program

The War Orphans Educational Assistance Act (Chap. 35, Title 38, U.S.C.) was amended 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 continue after age 26. Marriage is not a deterrent to this benefit.

The program allows up to 36 months of higher education and allows up to \$175 a month for full-time students. The Veterans Administration 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 Veterans Administration approved school.

Illinois State Scholarship

Monetary awards are conferred in annual amounts to a maximum of \$1200 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 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 Services 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 percent. 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 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 Services 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.

ADMISSION REQUIREMENTS

- (1) Graduates of a senior high school recognized by the Office of the Superintendent of Public Instruction for the State of Illinois will be granted regular admission if they present transcripts showing a minimum of fifteen units of acceptable secondary work exclusive of physical education.
- (2) 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, (b) the student is released in good academic standing from the last institution attended, (c) the student has not been suspended for disciplinary reasons. 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 Services.
- (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 before formal admission can be finalized. Each student is expected to have a good command of the English language. Inasmuch as the college maintains no housing, arrangements must be made by each student.

ACT SCORES

Each applicant should have an official copy of his American College Test (ACT) scores on file with the Dean of Student Services. Shawnee College is a National testing center for ACT and students may take their tests on campus on the designated testing dates. Otherwise, test scores are to be requested from the American College Test, Box 168, Iowa City, Iowa 52240. If scores from the American College Test Service are requested, the Shawnee College identification number, 1173, should be given.

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 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 $\frac{1}{3}$ 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 — \$2.50

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 1 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 attendance.

Other Fees (Non-Refundable)

Application fee (paid once)	\$ 5.00
Late Registration fee	5.00
Graduation fee (paid once)	10.00
Schedule changes (after deadline date)	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 each.

TRANSFER OF CREDITS

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

If the student should change his curriculum in the process of transferring from Shawnee College to another 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 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 preparation to enter an occupation.
- (2) For general education and cultural development.
- (3) 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 preceding 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 hour 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 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 111	3
Health 111	3
Introduction to American Government 117	4
Practical Psychology	4
Elective	2
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 (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 courses. 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

This is a two-year curriculum leading to an Associate of Applied Science degree and is designed to prepare the student for employment as accountants capable of operating common office adding machines and calculators with a basic knowledge of accounting as it pertains to sales and purchasing; commissions, piecework, payrolls, discounts, insurance, and tax computations.

1st Year		2nd Year	
FALL		FALL	
Accounting 111	4	Accounting 211	4
English 104 or 111	3	Intro. to Bus. D.P. 130.....	3
Bus. Machines 125	3	Bus. Math 115	4
Bus. Organization 119	4	Health 111	3
P. E. 111a	1	Elective	3
	15		17
WINTER		WINTER	
Accounting 112	4	Accounting 212	4
English 105 or 112	3	Cost Accounting 222	3
Bus. Law 214	3	Intro. to Management 128	4
Prin. of Marketing 126.....	4	Elective	4
P. E. 111b	1		15
Elective	3		
	18		
SPRING		SPRING	
Accounting 113	4	Accounting 213	4
Bus. English 117	4	Auditing 221	3
Bus. Law 215	3	Internship 230	3
Prac. Psy. 221	4	Seminar 231	1
P. E. 111c	1	Government 117	4
	16		15

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	
English 104 or 111	3	Prac. Psy. 221	4
Agr. Occ. 120	2	Health 111	3
Agr. Bio-Chem. 121	4	Intro. to Forestry 229	4
P. E. 111a	1	Wildlife Management 226	4
Agr. Math. 125	4		15
	14	WINTER	
WINTER		Government 117	4
English 105 or 112	3	Agr. Chem. 227	4
Soil Sci. 123	4	Woodland	
Cons. of Nat. Res. 127	4	Management 225	4
Agr. Econ. 126	4	Elective	4
P. E. 116b	1		16
	16	SPRING	
SPRING		Plant Propagation 228.....	4
English 106 or 113	3	Agr. Seminar 231	1
Soil Sci. 124	4	Agr. Internship 230	6
Con. of Water Res. 128 ..	4	Elective	4
Surveying 129	4		15
P. E. 111c	1	SUMMER	
	16	Occupational	
		Experience 240	5
		Occupational Exp.	
		Sem. 241	1
			6

AGRICULTURE SUPPLY AND SERVICE

This program leads to an Associate of Applied Science degree and prepares the student to provide the farmer with goods and services. The types of jobs include salesman in feeds, seeds, fertilizers, machinery; warehouse managers and employees; and self-employed dealers in agricultural supplies.

1st Year		2nd Year	
FALL		FALL	
English 104 or 111	3	Government 117	4
Agr. Occ. 120	2	Practical Psy. 221	4
Bus. Math 115	4	Intro. to Bus. D.P. 130	3
Accounting 111	4	Crop, Lawn & Garden	
P. E. 111a	1	Sales & Service 232	4
	—		—
	14		15
WINTER		WINTER	
English 105 or 112	3	Agr. Chemicals 227	4
Agr. Econ. 126.....	4	Prin. of Sales 228	3
Soil Science 123	4	Typing 121*	4
Products, Sales &		Bus. Law 214	3
Service 131	4		—
P. E. 111b	1		14
	—	SPRING	
	16	Agr. Internship 230	3-5
SPRING		Agr. Seminar 231	1
Bus. English 117	4	Agr. Management &	
Bus. Finance &		Inventory Control 233.....	3
Credit 220	4	Elective	4
Speech 111	4		—
Bus. Organization 119.....	4		11-13
P. E. 111c	1	SUMMER	
	—	Supervised Work Experience	
	17	240 (40 hour week).....	5
		Seminar 241	1
			—
			6

*If a student has had typing previously, he must substitute this with an elective.

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	
English 104 or 111	3	Government 117	4
Agr. Occupations 120	2	Prac. Psychology 221	4
Agr. Math 125	4	Fruit Prod. Sci. 221.....	4
P. E. 111a	1	Animal Sci. 223	4
Agr. Bio.-Chem. 121	4		—
	—		16
	14		
WINTER		WINTER	
English 105 or 112	3		
Animal Nut. 122	4	Agr. Mech. 224	4
Soil Sci. 123.....	4	Agr. Chem 227	4
Agr. Econ. 126	4	Agr. Manag. 130	4
P. E. 111b	1	Elective	4
	—		—
	16		16
SPRING		SPRING	
English 106 or 113	3	Grain Prod. 222	4
Soil Sci. 124	4	Agr. Sem. 231	1
Speech 111	4	Agr. Intern. 230	5
Health 111	3	Elective	4
P. E. 111c	1		—
	—		14
	15		
SUMMER			
Occup. Experience 240....	5		
Occup. Experience Sem. 241	1		
	—		
	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	
English 104 or 111	3	Marriage & Family 227....	4
Bio. 111	4	Intro. to Group Proc. 221	4
Typing 121	4	Prin. of Rec. 223	4
Sociology 212	4	Human Growth &	
P. E. 111a	1	Develop. 228	4
	—		—
	16		16
WINTER		WINTER	
English 105 or 112	3	Abnormal Psy. 229	4
Bio. 112	4	Adv. Group Proc. 222	4
Prac. Psy. 221	4	Practicum 225	5
Intro. to Social Work 121	4	Seminar 225A	1
P. E. 111b	1		—
	—		14
	16		
SPRING		SPRING	
English 106 or 113	3	Speech 111	4
Bio. 113	4	Intro. to Serv.	
Health 111	3	Agencies 224	4
Social Problems 122	4	Government 117	4
P. E. 111c	1	Practicum 226	5
	—	Seminar 226A	1
	15		—
			18

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		FALL	
English 104 or 111	3	Accounting 111	4
Prac. Psychology 221	4	Prin. of Adver. 227	4
Bus. Organization 119	4	Intro. to Bus. Data Proc. 130	3
P. E. 111a	1	Internship 230	3-5
Health 111	3	Office Seminar 231	1
	—		—
	15		15-17
WINTER		WINTER	
English 104 or 112	3	Accounting 112	4
Government 117	4	Prin. of Sales 228	4
Prin. of Marketing 126	4	Internship 230	3-5
P. E. 111b	1	Office Seminar 231	1
Business Law 214	3	Elective	4
	—		—
	15		16-18
SPRING		SPRING	
Business English 117	4	Intro. to Management 128	4
Prin. of Marketing 127	4	Electives	9
Business Math 115	4	Internship 230	3-5
Business Law 215	3	Office Seminar 231	1
P. E. 111c	1		—
	—		—
	16		17-19

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 of the curriculum.

1st Year		2nd Year	
FALL		FALL	
English 104 or 111	3	Shorthand & Trans. 224 ..	4
Bus. Organization 119	4	Accounting 111	4
Prac. Psy. 221	4	Business Machines 125	3
Typing 121	4	Intro. to Bus. Data	
P. E. 111a	1	Proc. 130	3
	<hr/>		<hr/>
	16		14
WINTER		WINTER	
English 105 or 112	3	Sec. Proced. 226	4
Typing 122	4	Business Law 214	3
Shorthand 123	4	Shorthand & Trans. 225....	4
Government 117	4	Health 111	3
P. E. 111b	1	Elective	3
	<hr/>		<hr/>
	16		17
SPRING		SPRING	
Business English 117	4	Business Law 215	3
Business Math 115	4	Office Internship 230	3-5
Typing & Trans. 223	4	Seminar 231	1
Shorthand 124	4	Electives	8
P. E. 111c	1		<hr/>
	<hr/>		15-17
	17		

Certificate Programs

CLERK-TYPIST

The purpose of this program is to provide students with an intensive training plan of relatively brief duration, which equips them with the skills necessary for gainful employment in the general clerical area of business and industry. Normally three academic quarters are required for completion of this program.

FALL

English 104 or 111	3
Business English 117.....	4
Indexing and Filing 120....	4
Typing 121	4
	15

WINTER

English 105 or 112	3
Business Math 115	4
Typing 122	4
Office Practice 129	4
	15

SPRING

English 106 or 113	3
Typing & Trans. 223.....	4
Business Machines 125	3
Office Internship 230	3-5
Seminar 231	1
	14-16

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 Data Proc. 121.....	3
Typing 121	4
Indexing & Filing 120	4
Business English 117	4

—
15

WINTER

Intro. to Data Proc. 122	3
Typing for Data Proc. 124	1
Accounting for Data Proc. 125	4
Key Punching 127	4
Elective	4

—
16

SPRING

Accounting for Data Proc. 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 draftsmen working primarily in the construction industries. A basic knowledge in construction practices, materials and methods, and drafting techniques 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. 124	4
Technical Math 121	4
Quantity Survey 128	4
	<hr/>
	16

WINTER

Engineering Graphics 127	4
Materials and Methods of Const. 125	4
Architectural Drafting 121	4
Technical Math 122	4
	<hr/>
	16

SPRING

Zoning and Code Planning 123	4
Architectural Drafting 126	4
Materials and Methods of Const. 126	4
Surveying 129	4
	<hr/>
	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 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 men-

tal 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.

LICENSED PRACTICAL NURSING

Area I — 12 Weeks	Credit
Introduction to Basic Nutrition 120	1
Basic Nursing Skills 121	10
Body Structure & Functions 123	2
Communications 124	1
Nursing and Care of the Geriatric Patient 129	2
Personal & Vocational Relationships 126	1
	<hr style="width: 100%; border: 0.5px solid black;"/>
	17
 Area II — 12 Weeks	
Introduction to Mental Health 127	2
Basic Nursing Skills 122	2
Introduction to Pharmacology 128	2
Personal & Community Health 125	1
Introduction to Medical Surgical Nursing 130	8
	<hr style="width: 100%; border: 0.5px solid black;"/>
	15
 Area III — 12 Weeks	
Nursing Care of the Adult Patient 131	16
	<hr style="width: 100%; border: 0.5px solid black;"/>
	16
 Area IV — 12 Weeks	
Nursing Care of the Mother and Newborn 132	8
Nursing Care of the Child 133	8
	<hr style="width: 100%; border: 0.5px solid black;"/>
	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) level courses. 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).

Agriculture

AGR 120 Agriculture Occupations

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

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

AGR 121 Agriculture Bio-Chemistry

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 122 Animal Nutrition

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 123 Agriculture Soil Science

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.

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

AGR 124 Agriculture Soil Science

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: Soil Science 123

AGR 125 Agriculture Mathematics

Fundamentals, of mathematics, review of whole numbers, fractions, decimals, and percentages. Practical application of basic algebraic functions.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

AGR 126 Agriculture Economics

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

AGR 127 Conservation of Natural Resources

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 128 Conservation of Water Resources

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

AGR 129 Surveying

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

Credit: 4 hours - One lecture and four lab hours per week.

Prerequisite: None

AGR 130 Agriculture Management

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, yields, and marketing methods.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

AGR 131 Products, Sales & Service

An introductory course which covers services rendered, product knowledge, display, pricing, advertising farm products, sales and service.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

AGR 221 Fruit Production Science

A study of the principles and practices in modern fruit production including fruit thinning, pruning, harvesting, and storage.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 222 Grain Production Science

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

AGR 223 Animal Science

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 224 Agriculture Mechanics

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 225 Woodland Management

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Introduction to Forestry 229

AGR 226 Wildlife Management

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

AGR 227 Agriculture Chemicals

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

AGR 228 Plant Propagation

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

AGR 229 Introduction to Forestry

Control and supervision aspects of commercial uses of forest land.

Credit: 4 Hours - Three lecture and two lab hours per week.

Prerequisite: None

AGR 230 Agriculture Resources Internship

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

Credit: 6 hours - Fifteen to eighteen lab hours per week.

Prerequisite: None

AGR 231 Agriculture Seminar

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

Credit: 1 hour - One lecture per week.

Prerequisite: None

AGR 232 Crops, Lawn and Garden Sales & Service

A course designed to introduce the student to crop seeds, lawn and garden seeds, and orchard supplies; their characteristics and utilization factors necessary to adapt to Southern Illinois agricultural practices.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

AGR 233 Agriculture Management & Inventory Control

The economic framework of agriculture businesses: organizing for effective management and management in local businesses; servicing agriculture including the management of custom services, retail credit, purchasing, inventory, and customer relations.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Business Organization 119

AGR 240 Agriculture Occupational Experience

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

Credit: 3-5 hours - Ten to fifteen lab hours per week.

Prerequisite: One year of the Agriculture Production Curriculum

AGR 241 Agriculture Occupational Experience Seminar

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

Biological Science

BIO 111 Introduction to Biology

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.

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

BIO 112 Biology

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.

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: Biology 111

BIO 113 Biology

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 present and future destiny.

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: Biology 112

BIO 211 Environmental Biology

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.

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: Biology 112

BIO 212 Organismic Biology

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Biology 112

BIO 213 Botany

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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Biology 112

Business

ACC 111 Accounting

An introduction to accounting theory and principles. The successive steps in the accounting cycle. Subjects covered include special journals and ledgers, working papers, adjusting and closing the books, preparation of statements, columnar journals and controlling accounts.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ACC 112 Accounting

A continuation of the study of accounting principles and their application to partnerships, manufacturing, and payroll. Emphasis on internal control, notes and interest, inventories, depreciation, accruals, and special adjusting entries.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Accounting 111

ACC 113 Accounting

Corporate accounting dealing specifically with such topics as: capital stock, surplus, and dividends. Emphasis on liabilities and reserves, balance sheet presentation, interpreting statements, budgeting, introduction to tax and cost accounting.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Accounting 112

ACC 211 Intermediate Accounting

A comprehensive study of financial accounting theory and practice. Subjects covered include foundations of accounting theory, the reporting process, inventories, and asset valuation and income determination.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Accounting 113

ACC 212 Intermediate Accounting

Continuation of 211. Subjects covered include corporate information, combinations and consolidations, investments, receivables, current and contingent liabilities.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Intermediate Accounting 211

ACC 213 Intermediate Accounting

A continuation of Accounting 212. Continued specialization in corporate accounting, accounting for bonds, fund accounting, statement preparation, continued financial accounting theory and practice.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Intermediate Accounting 212

ACC 220 Business Finance & Credit

A study of finances of a small business operation; source of money, determination of credit needs, records, security, and repayment plans.

Credit: 4 hours - Four lecture hours per week.

Prerequisites: Accounting 111, Business Math 115

ACC 221 Auditing

Introduction to the principles involved in preparing audits of various accounts of a business enterprise, verifications and investigations, working papers, audit procedures, report writing and ethics of the profession.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Cost Accounting 222

ACC 222 Cost Accounting

Job order and process accounting for manufacturing costs, theory and technique of costing on actual and normal bases, and distribution costs are presented.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Accounting 211

BUS 115 Business Mathematics

Review 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 interests, insurance rates, and other typical business calculations.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 117 Business English

The practical application of English and communication to the needs of business. Examines written communications by surveying several types of business letters, specialized business correspondence and job application papers. Reviews principles of oral communication. Spelling, language and punctuation are incorporated into the study of business communication.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 119 Business Organization

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 126 Principles of Marketing

Introduction to the marketing structure as it exists and functions. Emphasis is placed upon the manager's and consumer's influence in marketing functions.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 127 Principles of Marketing

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Principles of Marketing 126

BUS 128 Introduction to Management

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 214 Business Law

Introduction to business law as it applies to society. The legal principles of contracts, agency, employment, partnerships and corporations. The course emphasizes actual cases and identification of basic principles of law that apply to business.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 215 Business Law

Continuation of Business Law 214. A study of laws that govern commercial paper, personal property, bailments, security devices, insurance, real property, estates, bankruptcy, government and business.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Business Law 214

BUS 227 Principles of Advertising

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 228 Principles of Sales

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

BUS 230 Office Internship

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.

Credit: 3-5 hours - Ten to fifteen hours per week.

Prerequisite: None

BUS 231 Office Internship Seminar

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

EDP 121 Introduction to Data Processing

Basic concepts of automatic data processing covering fundamentals, operation, and control panel wiring for unit record equipment (sorter, reproducer, collator, accounting machine and interpreter).

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

EDP 122 Data Processing

Continuation of Data Processing 121.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Introduction to Data Processing 121

EDP 124 Typing for Data Processing

Concentration on mastery of both the alphabetic and numeric simulated keyboards of the key punch machine. Emphasis on developing accuracy, speed, and control.

Credit: 1 hour - Two lab hours per week.

Prerequisite: Beginning Typing 121

EDP 125 Accounting for Data Processing

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

EDP 126 Accounting for Data Processing

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: Accounting for Data Processing 125

EDP 127 Key Punching

Key punch and verifying fundamentals, techniques and operation to obtain a high degree of proficiency.

Credit: 4 hours - Five lab hours per week.

Prerequisite: Typing for Data Processing 124

EDP 128 Board Wiring

Continuation of Introduction to Data Processing 121 and 122.

Credit: 4 hours - Five lab hours per week.

Prerequisites: Introduction to Data Processing 121 and 122.

EDP 129 Introduction to Peripheral Machines

An introduction to computer fundamentals and concepts and computer languages. Not designed as a course in computer operation or programming.

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

EDP 130 Introduction to Business Data Processing

An introduction to the business student the types of data processing equipment and their capabilities. Not applicable to one year certificate in Data Processing.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

SEC 120 Indexing and Filing

Fundamentals in alphabetic, numerical, geographic, subject, and alpha-numeric filing and its applications. Indexing practices and rules which govern retrieval of materials will be covered.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: None

SEC 121 Beginning Typing

Beginning course in touch typewriting. Mastery of the typewriting keyboard and basic theory of typewriting, followed by development of an operational skill of typewriting for personal use and simple business letters. Average operational skill of 30 net words per minute on a 5-minute timed writing. This course may be waived by permission of the department provided the requirements are met in high school typing.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: None

SEC 122 Intermediate Typing

Review of the manipulative machine parts, development of sustained typewriting power, building continuity in typewriting, developing speed and control. Rough drafts, simple manuscripts, block style letters, punctuation, reference line, tabulated reports, and mailable letter production. Average operational skill of 40 net words per minute on a 5-minute timed writing.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Typing 121

SEC 123 Beginning Shorthand

Beginning shorthand covering all of the Gregg Shorthand Theory. Study of brief forms, word building, and phrasing. Work for speed and accuracy in reading and writing shorthand. Writing speed development of 40 words per minute required at completion of course.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: None

SEC 124 Intermediate Shorthand

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. Writing speed development of 60 words per minute required at completion of the course.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Beginning Shorthand 123

SEC 125 Business Machines

A laboratory course which includes addition, subtraction, multiplication, and division on the ten-key adding machine, rotary, printing, electronic, and key-driven calculators. Basic skills are applied to payroll, percentage, merchandise, math and simple interest problems. The student gains necessary skill needed for competent business machines operation.

Credit: 3 hours - Five lab hours per week.

Prerequisite: None

SEC 126 Advanced Typewriting

Concentration on typewriting skill development in speed, accuracy and production for vocational purposes with emphasis on spelling, punctuation, judgment, balance and placement. Special problems in business forms, reports, and duplicating. Average operational skill of 50 net words per minute on a 5-minute timed writing.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Intermediate Typing 122

SEC 127 Advanced Shorthand

Advanced shorthand and transcription development of accurate writing speed at 80 words per minute. Increased emphasis on speed and accuracy of transcription. Integration of specific secretarial skills through intensive dictation and transcription.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Intermediate Shorthand 124

SEC 129 Office Practice

A comprehensive study of the business office and its component parts including typical clerk-typist activities related to filing, communication, telephone, mail, receptionist, duplication, office machines, automation, and human relations. Typing activities and dictaphone transcription are also included.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: None

SEC 223 Typing & Transcription

Advanced skill development in use of the typewriter for vocational purposes with emphasis on letter styles, statistical tabulations, production work, duplicating, legal typing, special communication forms. Further development of skill in typewriting with speed and control necessary for attaining an average net speed of 60 words per minute on a 5-minute writing.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Advanced Typewriting 126

SEC 224 Shorthand and Transcription

Advanced development and skill application in shorthand and transcription. Additional emphasis is given to developing phrasing vocabulary and broadening knowledge of commonly used business terms. More technical type of dictation and transcription continues to be read, written, and typewritten. Writing speed development of 100 words per minute required at completion of the course.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Advanced Shorthand 127

SEC 225 Advanced Transcription

The combining of typewriting and shorthand skills to develop transcription skill and speed. Includes grammar review, punctuation, and spelling. Expanded word power through dictation and transcription of letters and documents of leading business areas. High speed writing on technical and business dictation. Writing speed development of 110 words per minute at the completion of the course.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Shorthand & Transcription 224

SEC 226 Secretarial Procedures

A comprehensive study of the duties of the secretary. Topics examined include the secretarial profession, dictation and transcription, filing, duplication and reproduction, communications, and human relations. Practical experience is provided on transcription and duplication equipment. Preparation for employment testing is encouraged by the use of employment training manuals.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: None

SEC 227 Legal and Medical Dictation

Refinement of previous semester's dictation and transcription skills; developing proficiency with transcription machines; introduction to and development of shorthand and transcription skills in medical terminology; spelling, pronunciation, and meanings of medical and legal words; additional development of high speed writing to 12 words per minute.

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Advanced Transcription 225

Fine Arts

Art

ART 111 Art Structure

A studio course designed for the beginner who will learn to create two-dimensional black and white visual experiences. This course is meant to develop the drawing skill and sense of design and composition in the student. He studies line, shape, mass, texture, and value. Media explored in this course are graphite, charcoal, conte crayon, tempera paint, linoleum printing, and pen and ink. Subjects studied are still life, landscapes, human figures, and abstractions.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ART 112 Art Design

An intensive study of color. The objectives are: to learn the color wheel, to study tints and shades, to learn how colors can be mixed to create illusions of mass, to study compositional arrangement of color and basically to learn how colors work together. Media used are tempera paint, colored papers, and watercolor paint.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ART 113 Art Painting

A study of the third dimension. The student learns two methods of sculpturing: the subtractive process and the additive process. He is also introduced to the art of hand-built pottery and wheel-thrown pottery. Materials used are wood, crea-stone, clay, and a variety of found materials. By solving the problems presented with the corresponding materials, the student becomes acquainted with traditional art methods and contemporary art methods of sculpture and pottery.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ART 114 Art Appreciation

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

Music

MUS 111 abc College Choir

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.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

MUS 211 abc College Choir

Continuation of Music 111 abc.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

MUS 112 Fundamentals of Music

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MUS 115 Music Appreciation

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

Health Occupations

Practical Nursing

NUR 120 Introduction to Basic Nutrition

This course is designed to introduce the practical nurse student to the basic food groups and nutritional requirements essential for maintenance of good health.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

NUR 121 Basic Nursing Skills

This course will provide the concurrent instruction and supervised clinical laboratory experience necessary to meet the nursing needs of patients at an introductory level.

Credit: 10 hours - Three lecture and twenty-one lab hours per week.

Prerequisite: None

NUR 122 Basic Nursing Skills

A continuation of Basic Nursing Skills 121.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Basic Nursing Skills 121

NUR 123 Body Structure and Functions

This course is intended to help the practical nurse student give more intelligent nursing care because she better understands the normal functions of the body through a basic knowledge of anatomy and physiology. This basic knowledge will be reinforced and built upon throughout the program.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

NUR 124 Communications

This course is directed toward improving the verbal, non-verbal and written communicative skills. It is our intention to encourage the nurse to realize the importance of communications in her daily relationship with her patients, co-workers and family. This course will be integrated into all areas.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

NUR 125 Personal and Community Health

This course is directed toward the practical nurse student acquiring a knowledge and appreciation of health and its effect on social and personal life of the individual, an awareness of the health programs within the community, and an understanding of the basic concepts concerning spread, prevention and control of disease. Also the nurse will obtain a better understanding of the importance of good health, personal hygiene, grooming and poise in her life.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

NUR 126 Personal and Vocational Relationships

This course is aimed at helping the practical nurse student understand others by better understanding herself, thus making her more effective in group action. It introduces a background of nursing history and shows practical nursing as an integral part of nursing on the vocational level, and develops within the student an awareness of duties, responsibilities, limitations, legal aspects and nursing organizations of practical nursing.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

NUR 127 Introduction to Mental Health

This course is designed to create within the practical nurse student an awareness of those mental health resources that are available to assist in meeting the physical and mental health needs of the individual. It also emphasizes the importance of communications and interpersonal relationships between the practical nurse student and the patient.

Credit: 2 hours - One lecture and three lab hours per week.

Prerequisite: None

NUR 128 Introduction to Pharmacology

This course is designed to develop a clear understanding of the limitations of the practical nurse and to develop a clear and basic knowledge of the safety measures involved in preparation and administration of medicines, the contradictions, sources, usual dosages and usual methods of administration. It also emphasizes the importance of medications, and an ability to observe and report these reactions intelligently.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

NUR 129 Nursing Care of Geriatric Patient

Recognizing that our geriatric population is increasing due to improved health and health practices, this course is directed toward a knowledge of the basic human needs of the older person, including physical, social, and emotional needs. Not only that the practical nurse might give understanding and competent care, but that she might develop an awareness of a positive approach toward aging as related to her own life.

Credit: 2 hours - One lecture and three lab hours per week.

Prerequisite: None

NUR 130 Introduction to Medical-Surgical Nursing

Introductory information regarding common medical-surgical conditions and procedures. Gradual acquisitions of skills and development of judgment in selected medical-surgical situations. Meeting simple nursing needs of patients in this area.

Credit: 8 hours - Three lecture and fifteen lab hours per week.

Prerequisite: None

NUR 131 Nursing Care of the Adult Patient

This course is designed to prepare the practical nurse student to care for the ill adult patient. Integrated approach including: conditions of illness, diet therapy, drugs and medications, related nursing care and interpersonal relationships will be used. Selected learning experiences will be provided moving from the simple to the complex.

Credit: 16 hours - Two lecture and forty-two lab hours per week.

Prerequisite: None

NUR 132 Nursing Care of the Mother and Newborn

This course is designed to develop within the practical nurse student an appreciation of the meaning of good prenatal and postnatal care and an understanding of the total birth process. To develop skills in caring for the mother and the newborn and to learn to recognize deviations from the normal in each. The student will learn the health needs of each and will participate in the teaching of these concepts. This will be accomplished through classroom instruction and clinical experience on the maternity division.

Credit: 8 hours - Two lecture and twenty-one lab hours per week.

Prerequisite: None

NUR 133 Nursing Care of the Child

This course is designed to help the student develop a basic understanding of the normal growth and development of the child, and how illness may interfere with the normal pattern. This understanding will be helpful in evaluation of the physical, intellectual, emotional and social behavior of the child patient. The student learns to care for the sick child using safety precaution, meaningful observations, and suitable nursing techniques. This experience will be accomplished through classroom instruction and clinical experience in the pediatric division and through the observance of the well child in the kindergarten and day-nursery setting.

Credit: 8 hours - Two lecture and twenty-one lab hours per week.

Prerequisite: None

Health

HLT 111 Health

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

Physical Education

PE 111 abc Physical Education

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.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

*Humanities***English****ENG 101 Reading Improvement**

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.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

ENG 102 Reading Improvement

Continuation of Reading Improvement 101.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Reading Improvement 101

ENG 103 Reading Improvement

Continuation of Reading Improvement 102.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Reading Improvement 102

ENG 104 College Preparatory English

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ENG 105 College Preparatory English

Continuation of College Preparatory English 104

Credit: 3 hours - Three lecture hours per week.

Prerequisite: College Preparatory English 104

ENG 106 College Preparatory English

Continuation of College Preparatory English 105.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: College Preparatory English 105

Literature

LIT 211 Introduction to Poetry

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

LIT 212 Modern Fiction

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

LIT 213 Introduction to Drama

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

LIT 214 English Literature

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

LIT 215 English Literature

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: English Literature 214

LIT 216 American Literature

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

LIT 217 American Literature

American literature. Continuation of English 216 from the Civil War to the present.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: American Literature 216

LIT 218 World Literature

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ENG 111 English Composition

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ENG 112 English Composition

Continuation of English Composition 111

Credit: 3 hours - Three lecture hours per week.

Prerequisite: English Composition 111

ENG 113 English Composition

Continuation of English Composition 112.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: English Composition 112

Foreign Language

FRN 111 French

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

FRN 112 French

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: French 111

FRN 113 French

A continuation of French 112.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: French 112

FRN 211 French

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: French 113

FRN 212 French

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: French 211

FRN 213 French

A continuation of French 212.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: French 212

GER 111 German

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

GER 112 German

A continuation of German 111.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: German 111

GER 113 German

A continuation of German 112.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: German 112

GER 211 German

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: German 113

GER 212 German

A continuation of German 211.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: German 211

GER 213 German

A continuation of German 212.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: German 212

SPA 111 Spanish

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

SPA 112 Spanish

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Spanish 111

SPA 113 Spanish

A continuation of Spanish 112.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Spanish 112

SPA 211 Spanish

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Spanish 113

SPA 212 Spanish

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Spanish 211

SPA 213 Spanish

A continuation of Spanish 212.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Spanish 212

Philosophy

PHI 215 Philosophy

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

Speech

SPC 111 Speech

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

SPC 112 Speech

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Speech 111

SPC 113 Speech

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Speech 112

SPC 211 Speech

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Speech 111

SPC 212 Speech

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Speech 112

SPC 213 Speech

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Speech 113

Journalism

JOU 115 Journalism

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.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

JOU 116 Journalism

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Journalism 115

JOU 117 Journalism

A continuation of Journalism 116

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Journalism 116

JOU 211 Sophomore Writing

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: English 113

JOU 212 Sophomore Writing

A continuation of Journalism 211.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Sophomore Writing 211

JOU 213 Expository Writing

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Sophomore Writing 212

Mathematical Science

MAT 101 Mathematics

A course in the fundamental operation of algebra intended for students who lack credit in one year of elementary algebra or desire a review of this matter.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MAT 102 Mathematics

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MAT 111 Foundations of Mathematics

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MAT 112 Foundations of Mathematics

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MAT 113 Slide Rule

Fundamental operations on the log-log slide rule.

Credit: 1 hour - One lecture hour per week.

Prerequisite: Knowledge of logarithms & trigonometry.

MAT 114 Intermediate Algebra

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MAT 115 College Algebra & Trigonometry

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, inverse functions, arithmetic and geographic progressions, exponents and logarithms.

Credit: 5 hours - Five lecture hours per week.

Prerequisite: Intermediate Algebra 114 or satisfactory score on math entrance exam.

MAT 116 College Algebra & Trigonometry

A continuation of College Algebra & Trigonometry 115.

Credit: 5 hours - Five lecture hours per week.

Prerequisite: College Algebra & Trigonometry 115

MAT 117 Analytic Geometry & Calculus

Introduction to analytic geometry, slope, straight line, the conic sections, functions, limits, continuity, fundamental differentiation.

Credit: 5 hours - Five lecture hours per week.

Prerequisite: College Algebra & Trigonometry 116

MAT 121 Technical Mathematics

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MAT 122 Technical Mathematics

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Technical Mathematics 121

MAT 211 Analytic Geometry and Calculus

Analytic geometry extended, differentiation of algebraic functions, applications of derivatives, maxima, minima, implicit differentiation, Rolle's theorem, concavity, antiderivatives and related topics.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Analytic Geometry and Calculus 117

MAT 212 Analytic Geometry & Calculus

The definite integral, mean value theorem, variable upper limits, fundamental theorem for integral calculus, Bliss' theorem, applications of definite integrals, introduction to conics and application of conics.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Analytic Geometry and Calculus 211

MAT 213 Analytic Geometry and Calculus

A continuation of Analytic Geometry & Calculus 212. Introduction to differential equations.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Analytic Geometry & Calculus 212

Physical Science

PHY 101 Physical Science

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

PHS 102 Physical Science

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Physical Science 101

PHS 103 Physical Science

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Physical Science 102

PHS 111 Physical Science

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

PHS 112 Physical Science

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

AST 111 Introduction to Astronomy

A non-mathematical course in astronomy designed for students on any curriculum. It contains much material of importance for elementary teachers. The course includes a study of the sun and its planets, together with a study of the stars and the 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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

CHE 111 General Chemistry

Fundamental principles including atomic structure, chemical combination, states of matter, solutions, chemistry of metals and non-metals and their important compounds.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: One year high school algebra

CHE 112 General Chemistry

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Chemistry 111

CHE 113 General Chemistry

Continuation of Chemistry 112; with special emphasis on biochemistry concerned with metabolism of carbohydrates, proteins and lipides. Included will be a discussion of the chemical nature of genetic material.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Chemistry 112

CHE 114 Inorganic Chemistry

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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisites: High school chemistry and one unit high school algebra

CHE 115 Inorganic Chemistry and Qualitative Analysis

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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Inorganic Chemistry 114

CHE 116 Inorganic Chemistry and Qualitative Analysis

Continuation of Chemistry 115; included will be a discussion of analytical and family groups, solubility products, hydrolysis, and coordination compound chemistry.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Inorganic Chemistry and Qualitative Analysis 115

CHE 211 Organic Chemistry

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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Inorganic Chemistry and Qualitative Analysis 116

CHE 212 Organic Chemistry

Continuation of Chemistry 211.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Organic Chemistry 211

CHE 213 Organic Chemistry

Continuation of Chemistry 212.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Organic Chemistry 212

GEO 213 Geology

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

GEO 214 Geology

Continuation of Geology 213.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Geology 213

GEO 215 Geology

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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Geology 214

PHY 216 Physics

A general course in physics intended for those students who desire a major or minor in physics, mathematics majors, pre-engineering students, and other pre-professional students who require a basic course in college physics. The first quarter course is a study of the basic laws of mechanics with considerable emphasis on the solution of problems. Topics covered include rectilinear motion, rotation, angular and linear momentum, work and energy, special relativity, and elasticity.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: High school physics, two years of high school algebra, trig, and permission of instructor, or Math 211 parallel.

PHY 217 Physics

Phenomena of heat, sound, and light. Topics covered include the laws of thermodynamics, traveling and stationary waves, physical and geometrical optics.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Physics 216

PHY 218 Physics

Static and current electricity and magnetism. Topics covered include electric and magnetic fields, direct current and alternating circuits, instrumentation, atomic and nuclear physics.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Physics 217

Public and Personal Service

COM 121 Introduction to Social Work

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

COM 122 Social Problems

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

COM 221 Introduction to Group Processes

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.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

COM 222 Advanced Group Processes

A continuation of Group Processes 221. Added emphasis is placed on modern practices of personalizing the learning process to develop more effective relationships.

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Group Processes 221

COM 223 Principles of Recreation

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

Credit: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

COM 224 Introduction to Service Agencies

This course is designed to study the relationship of effective leadership to effective community service, the decision making process, and the principles at work in local and state governments. Field trips, work shops, and discussions of allied facilities constitutes the major portion of this course.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

COM 225 Practicum

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

Credit: 3-5 hours - Ten to fifteen lab hours per week.

Prerequisite: Sophomore standing in Community Service Program

COM 225A Practicum Seminar

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: Sophomore standing in Community Service Program and participation in a practicum assignment

COM 226 Practicum

A continuation of Practicum 225.

Credit: 3-5 hours - Ten to fifteen lab hours per week.

Prerequisite: Practicum 225

COM 226A Practicum Seminar

A continuation of Practicum 225A.

Credit: 1 hour - One lecture hour per week.

Prerequisite: Practicum 225A

COM 227 Marriage & Family

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

COM 228 Human Growth & Development

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

Social Sciences

SEM 101 Seminar in College Life

The student is introduced to the educational opportunities and facilities of the college: social activities, scholarships, study methods, college transfer requirements, and job opportunities. Seminar in College Life is a non-transferable requirement for all graduates of Shawnee College.

Credit: 1 hour - One lecture hour.

Prerequisite: None

SSC 102 Social Science

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

SSC 103 Social Science

A continuation of Social Science 102.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Social Science 102

SSC 104 Social Science

A continuation of Social Science 103.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Social Science 103

SSC 105 American Ethnic Groups

American Ethnic Groups is a course designed to foster an awareness and understanding of the major minority groups (Black Americans, Japanese Americans, Mexican Americans, and the American Indians) in the United States. This course will emphasize the historical background, culture, and achievements of these groups.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ANT 216 Anthropology

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ECO 211 Economics

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ECO 212 Economics

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Economics 211

ECO 213 Economics

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Economics 212

ECO 214 American Economic History

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

GEO 214 World Geography

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

GEO 215 Economic Geography

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

HIS 116 Survey of Western Civilization

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

HIS 117 Survey of Western Civilization

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Survey of Western Civilization 116

HIS 118 Survey of Western Civilization

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Survey of Western Civilization 117

HIS 214 History of the United States

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

HIS 215 History of the United States

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: History of the United States 214

HIS 216 History of the United States

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: History of the United States 215

GOV 117 Introduction to American Government

A survey of political institutions to include forms and functions of the three levels of government: national, state, and local. Throughout the course, stress will be placed on the right and responsibility of citizenship in the democratic process. Meets the requirement relative to the constitutions of the State of Illinois and the United States as required by Senate Bill 95.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

GOV 118 Comparative Government

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

PSY 211 Introduction to Psychology

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

PSY 221 Practical Psychology

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.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

COM 229 Abnormal Psychology

An examination is made of behavior patterns which aid or interfere with personal efficiency. In order to understand the developmental nature and dynamics of these responses attention is focused upon abnormal behavior and various techniques of therapy.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

Sociology

SOC 212 Sociology

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

Trade and Industry

Drafting

DRA 120 Fundamentals of Drafting

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

Credit: 4 hours - One lecture and four lab hours per week.

Prerequisite: None

DRA 121 Architectural Drafting

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

Credit: 4 hours - Two lecture and four lab hours per week.

Prerequisite: None

DRA 122 Architectural Drafting

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

Credit: 4 hours - One lecture and four lab hours per week.

Prerequisite: Architectural Drafting 121

DRA 123 Zoning and Code Planning

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

DRA 124 Materials & Methods of Construction

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

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: None

DRA 125 Materials & Methods of Construction

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

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Materials & Methods 124

DRA 126 Materials & Methods of Construction

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

Credit: 4 hours - Two lecture and three lab hours per week.

Prerequisite: Materials and Methods 125

DRA 127 Engineering Graphics

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

Credit: 4 hours - One lecture and four lab hours per week.

Prerequisite: None

DRA 128 Quantity Survey

Elements of material and cost estimation for building construction.

Credit: 4 hours - One lecture and four lab hours per week.

Prerequisite: None

DRA 129 Surveying

Elementary fundamentals of surveying as applicable to the construction industry.

Credit: 4 hours - One lecture and four lab hours per week.

Prerequisite: None

Division of Continuing Education

The Continuing Education Program of Shawnee College is currently in the process of being revised and rewritten. When completed, the entire Continuing Education Program will be available in a separate bulletin. Students interested in Continuing Education Programs may contact the Dean of Continuing Education at Shawnee College for further information.