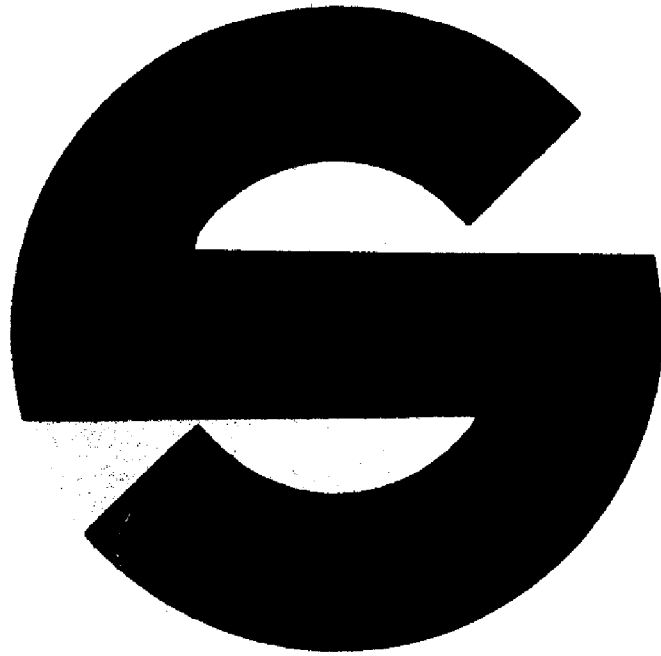


1979-81 Catalog  
Eleventh Edition

Volume 11 — Number 1  
July — 1979



# Shawnee College

**SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS 62992  
618-634-2242**

**1979-81 CATALOG**

# **SHAWNEE COLLEGE**

**Shawnee College Road  
Ullin, Illinois 62992**

**Phone (618) 634-2242**

**ELEVENTH EDITION**

**Volume 11 — Number 1  
July, 1979**

## **MESSAGE FROM THE PRESIDENT . . .**

I am delighted to welcome you to Shawnee College. You made a wise decision when you decided to join hundreds of other Southern Illinoisans in seeking a quality education at this institution.

Shawnee College staff is of the highest caliber. They are well trained in their respective teaching areas and they care about their students.

Shawnee College is concerned with each student as an individual. We want to help each of you succeed in your chosen field of study. The successful faculty member at Shawnee College has compassion for you as an individual. The faculty member wants you to succeed. The rest is up to you.



President Klaus

**A MEMBER OF**

American Association of Community and Junior Colleges

Council of North Central Community Colleges

Illinois Association of Community College Trustees

American Association of Community College Trustees

**RECOGNIZED BY**

Illinois Community 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

**ACCREDITED BY**

North Central Association

of

Colleges & Secondary Schools

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## TABLE OF CONTENTS

### ADMINISTRATION

	Page
Board of Trustees .....	9
Administrative Staff .....	9

### COLLEGE CALENDAR — 1979-81

Fall, Spring and Summer Semesters .....	11
---	----

### SHAWNEE COLLEGE INFORMATION

History and Organization .....	15
Objectives .....	15
Campus Location .....	16
Recognition and Accreditation .....	16
Evening College .....	16
Summer Session .....	17
Bookstore .....	17
Student Center .....	18
Learning Resources Center .....	18

### STUDENT SERVICES AND ACTIVITIES

Counseling .....	20
Conduct .....	21
Student Activities .....	21
Student Senate .....	21
Testing .....	21
American College Test (ACT) .....	22
General Educational Development .....	22
College Level Examination Program (CLEP) .....	23
Vocational Credit by Proficiency Examination .....	23
Entrance Tests .....	23

### FINANCIAL AIDS

Local Programs .....	25
State Programs .....	26

Federal Programs.....	27
Veterans' Benefits (G.I. Bill) .....	28
War Orphans' Assistance Program.....	28
Satisfactory Academic Progress.....	29

## ADMISSIONS

Admission Requirements .....	30
ACT Scores .....	30
Student Registration .....	30
Residence .....	31
Tuition and Fees.....	31
Resident Tuition.....	32
Official Refund Policy.....	32
Charge-Back Tuition.....	32
Non-Resident Special Charges .....	32
Other Fees.....	33
Change of Schedule .....	33
Withdrawal from College.....	33

## ACADEMIC REGULATIONS

Grading System .....	34
Attendance.....	35
Scholastic Records and Standards.....	35
Transfer of Credits .....	35
Classification of Students.....	36
Student Academic Load.....	36
President's Honor List .....	36
Deans' List .....	36
Graduation With Honors.....	36
Credit in Escrow .....	36
Programs of Study .....	37
Requirements for Graduation.....	37
General Studies Program .....	39
Graduation Requirements.....	39
Continuing Education .....	39

## OCCUPATIONAL PROGRAMS

<b>Applied Biological and Agricultural Occupations.....</b>	<b>41</b>
Agri-Business.....	41

---

Agricultural Resources.....	42
Animal and Crop Science .....	43
Greenhouse Management .....	44
Horticulture — Nursery Management .....	45
Horticulture Technology.....	45
Turfgrass Management .....	46
Wastewater Treatment Technology .....	46
Water Treatment Technology .....	47
Water/Wastewater Technology .....	47
Wildlife Technology .....	48
<b>Business, Marketing and Management Occupations .....</b>	<b>49</b>
Accounting .....	49
Clerk Typist.....	50
Executive Secretary .....	50
Legal Secretary .....	51
Medical Secretary .....	52
Mid-Management .....	53
<b>Health Occupations .....</b>	<b>54</b>
Practical Nursing .....	54
Associate Degree in Nursing.....	55
<b>Industrial Oriented Occupations .....</b>	<b>58</b>
Automotive Mechanic Helper .....	58
Automotive Mechanics .....	59
Automotive Service.....	59
Electronics .....	60
Drill Press Operations.....	60
Lathe Operations.....	61
Industrial Machinist.....	62
Milling Machine Operations.....	62
Arc Welding .....	63
Assembly Line Welding.....	64
Combination Welding.....	64
Gas Welding.....	65
MIG Welding .....	65
<b>Personal and Public Service Occupations .....</b>	<b>66</b>
Cosmetology .....	66
Conservation Law Enforcement Technology.....	67
Law Enforcement.....	68
Social Service Technology .....	69
Teacher's Aide .....	70



**COURSES OF STUDY**

Agriculture .....	71
Biological Science .....	76
Business .....	77
Communications.....	83
Health Occupations .....	89
Humanities.....	100
Mathematical Science .....	105
Personal and Public Service Occupations .....	107
Physical Science .....	109
Social Sciences .....	111
Industrial Oriented Occupations.....	114
<b>INDEX .....</b>	<b>141</b>

# ADMINISTRATION

## BOARD OF TRUSTEES

Dr. C. G. Ulrich, Chairman.....	Dongola
George Helman.....	Villa Ridge
Dr. A. L. Robinson, Secretary.....	Mounds
Delano Mowery, Vice-Chairman.....	Anna
Wm. T. "Bill" Crain.....	Cairo
Leslie Broom.....	Vienna
Dr. Stephen Miller, Vice-Secretary.....	Metropolis

## ADMINISTRATIVE STAFF

Dr. Loren E. Klaus.....	President
William F. Whitnel.....	Academic Dean
Gene A. Cross.....	Dean of Students
Joel Jennings.....	Dean of Career Education
George Floyd.....	Dean of Continuing Education



William F. Whitnel  
Academic Dean

**DEANS**



Joel W. Jennings  
Dean of Career Education



Gene A. Cross  
Dean of Students



George A. Floyd  
Dean of Continuing  
Education

# OFFICIAL SHAWNEE COLLEGE CALENDAR 1979-81

## FALL SEMESTER 1979

August 16	Freshman Orientation
August 17	All Faculty Report
August 20-21	Student Advisement & Registration
August 22	Instruction Begins
September 3	<del>Holiday — Labor Day</del>
September 10	Registration Closes — Last Day to Drop Classes Without Financial Penalty
October 8	Holiday — Columbus Day
October 19	<del>Mid-Semester</del>
November 9	Last Day to Drop or Apply for Audit Without Academic Penalty
November 21-23	Thanksgiving Vacation
November 26	Classes Resume
December 12-14	Final Exams
December 14	End of Semester

## SPRING SEMESTER 1980

January 2-3	Student Advisement & Registration
January 4	Instruction Begins
January 15	Holiday — Martin Luther King's Birthday
January 18	Registration Closes — Last Day to Drop Classes Without Financial Penalty
February 12	Holiday — Lincoln's Birthday
February 29	Mid-Semester

March 3-7	Spring Vacation
March 10	Classes Resume — Last Day to Drop or Apply for Audit Without Academic Penalty
April 4	Holiday — Good Friday
April 30-May 2	Final Exams
May 2	End of Semester
May 4	Commencement

### SUMMER SESSION 1980

June 3	Student Advisement & Registration
June 4	Instruction Begins
June 17	Registration Closes — Last Day to Drop Classes Without Financial Penalty
July 2	Mid-Term
July 3	Last Day to Drop or Apply for Audit Without Academic Penalty
July 4	Holiday — Independence Day
July 30-August 1	Final Exams
August 1	End of Summer Session

### FALL SEMESTER 1980

August 14	Freshmen Orientation
August 15	All Faculty Report
August 18-19	Student Advisement & Registration
August 20	Instruction Begins
September 1	Holiday — Labor Day
September 8	Registration Closes — Last Day to Drop Classes Without Financial Penalty
October 6	Holiday — Columbus Day
October 17	Mid-Semester

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November 7	Last Day to Drop or Apply for Audit Without Academic Penalty
November 19-21	Thanksgiving Vacation
November 24	Classes Resume
December 10-12	Final Exams
December 12	End of Semester

**SPRING SEMESTER 1981**

January 5-6	Student Advisement & Registration
January 7	Instruction Begins
January 15	Holiday — Martin Luther King's Birthday
January 16	Registration Closes — Last Day to Drop Classes Without Financial Penalty
February 12	Holiday — Lincoln's Birthday
March 6	Mid-Semester
March 16-20	Spring Vacation
March 23	Classes Resume
March 27	Last Day to Drop or Apply for Audit Without Academic Penalty
April 17	Holiday — Good Friday
May 4-6	Final Exams
May 6	End of Semester
May 10-8	Commencement

**SUMMER SESSION 1981**

June 1	Student Advisement & Registration
June 2	Instruction Begins
June 9	Registration Closes — Last Day to Drop Classes Without Financial Penalty
June 26	Mid-Term
July 3	Last Day to Drop or Apply

	for Audit Without Academic Penalty
July 28-29	Final Exams
July 29	End of Summer Session



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# GENERAL INFORMATION

## HISTORY AND ORGANIZATION

Shawnee College was organized as a Class 1 community college in September of 1967. Created to serve Southern Illinois and its people, the college district covers all of Union, Pulaski, Massac, Alexander and parts of Johnson and Jackson Counties.

The initial Board of Trustees was selected in December of 1967, and in May of 1968 Dr. Loren E. Klaus was named President. The college site consists of 163 acres in the scenic hills of Southern Illinois. Interim facilities were erected during the summer of 1969. Permanent campus buildings were completed in 1976. The college officially opened on September 24, 1969.

## OBJECTIVES

The basic purpose of an educational institution is the preservation and advancement of civilization. Shawnee College attempts to develop in its students the ideas, attitudes, and spirit of inquiry which characterize the educated individual. The desired outcome of this educational process are stated broadly as follows:

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

The objectives of Shawnee College are:

- (1) To provide two years of higher education in the arts and sciences leading to an associate degree.
- (2) To provide associate degree programs leading to employment in specific technologies.
- (3) To provide appropriate career programs leading to a certificate of completion.
- (4) To provide opportunities for intellectual growth in academic areas and for training in specific career skills and part-time enrollment in regular programs.



- (5) To initiate, support, and provide cultural and intellectual activities for all area citizens.
- (6) To provide an educational atmosphere through counseling, activities, and other services which will give students a reasonable opportunity for success in college.

## **CAMPUS**

The campus of Shawnee College is located on the Shawnee College Road approximately seven miles east of Interstate Route 57. The site of 163 acres consists of gently rolling hills. The campus is one of the most attractive in the nation. The campus is centrally located within the college district.

## **STATUS OF ACCREDITATION**

Shawnee College is fully accredited by the North Central Association of Colleges and Secondary Schools. Full accreditation implies the attainment of significant educational standards of quality and excellence which are recognized and respected among the institutions of higher learning.

## **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

Summer sessions of varying lengths are scheduled each year. A student may earn up to twelve semester hours of credit during the summer session.

Summer semester courses are the same quality as those offered during the regular academic year. The selection of classes is based on the demand of prospective summer students. Persons interested in having certain courses offered should contact the college early in the spring to make their wishes known.

## BOOKSTORE

A bookstore is operated by the college and carries all required textbooks and other instructional materials, equipment, and supplies. Bookstore items are selected to meet objectives of the course work.



### **STUDENT CENTER**

A spacious and attractive center for student activities is provided on campus. Food and recreational facilities are available. In addition, many public groups are hosted in the student center.

### **LEARNING RESOURCES CENTER**

Shawnee College has developed a comprehensive Learning Resources Center.

The LRC's collection of more than 34,000 books is increasing annually. The series collection includes 240 periodicals, 12 newspapers, and

13 indexing services. The collection of films, filmstrips, tapes and phonograph records is being expanded monthly. In addition, thousands of volumes of other books and materials are available to students through the college participation in joint agreements with other major library systems.

Library materials are charged out to a student upon presentation of his current I.D. card.

Students, faculty, and all members of the community college district are encouraged to visit the Learning Resources Center and utilize its fine resources and services.



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## 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 that student's skills, aptitudes, and preparation. Other more specialized examinations may be given individual students upon their request or upon the advice of a counselor.

Each student is assigned a faculty advisor. An attempt is made to match students' academic preferences with the background of their faculty advisors. It is hoped that students will avail themselves of the opportunity to counsel with their faculty advisors frequently.

The guidance program of the college involves a one semester hour course named Introduction to College Life. This course is mandatory for every entering freshman student carrying twelve or more semester hours credit. The one semester hour credit may be applied to any associate degree or certificate program at Shawnee College.

This course covers 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 will aid them in developing such a skill. Students who earnestly attempt to assume the responsibilities of college membership will receive the fullest measure of guidance and encouragement. Those found guilty of serious misconduct are subject to suspension and/or expulsion from the college. Cheating constitutes grounds for dismissal from the course with a grade of F assigned thereto.

## STUDENT ACTIVITIES

The college offers a *comprehensive program of student activities* including fashion shows, the college yearbook, student newspaper, dances, plays, madrigal, and other social and cultural activities. In addition, a comprehensive athletic program is offered for both men and women including basketball, baseball, golf, tennis and volleyball.

## STUDENT SENATE

The Student Senate is chiefly responsible for the development and guidance of student activities. It is a group of seven elected and two appointed students assisted by a faculty advisor. Its functions are to express student opinion, coordinate the activities of student groups, assist in planning and carrying out selected college social events, present a cultural series, and promote the welfare of the student body.

All official student activities must be pre-approved by the Dean of Students.

## TESTING

Shawnee College provides a comprehensive testing program for the college community. It serves the needs of its population through its own testing program as well as cooperative contractual services with



federal, state, and private agencies. Shawnee College has become a national testing center for several major testing agencies.

### **AMERICAN COLLEGE TEST (ACT)**

The American College Test (ACT) is an assessment program which provides students and counselors information necessary for sound educational planning. These tests are administered on five national testing dates and are open to high school juniors and seniors as well as college students. Applications may be secured from the local high school counselor or the Director of Guidance and Counseling at Shawnee College.

### **GENERAL EDUCATIONAL DEVELOPMENT (GED)**

There are many educationally mature persons who, for some reason or other, did not complete their formal high school training. The General Education Development test provides an opportunity for these adults to secure an evaluation of their educational maturity and competence and receive a high school equivalency certificate. These tests are administered three times each year and are available to adults in the

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college district. Applications may be secured from the local Superintendent of the Educational Service Region.

### **COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)**

Shawnee College believes college-level achievement should be recognized and rewarded whether or not gained from formal school attendance. The College-Level Examination Program (CLEP) offers the means by which college and universities can realize this objective. In essence, enrollment in certain college courses may be waived if the student demonstrates mastery of course content by achieving a certain score on the CLEP test. Applications for CLEP testing may be secured from the office of the Director of Guidance and Counseling at Shawnee College.

### **VOCATIONAL CREDIT BY PROFICIENCY EXAMINATION**

If reasonable evidence exists that a student possesses proficiency in a particular subject area, the student may petition to take a proficiency examination. The petition must be approved by the appropriate dean.

Students desiring to take proficiency examinations must first contact the appropriate divisional chairman at the beginning of a semester to make arrangements to complete the tests. Test fees are the same as tuition fees and are payable to the business office prior to taking the proficiency test.

If a student's achievement on the examination meets the standard set by the college, credit for the course will be entered on the student's permanent record upon certification by the appropriate dean. A student will not be certified in any course for which he is not eligible to register for credit.

### **ENTRANCE TESTS**

Various tests are administered to incoming students to assess their level of competencies in various areas or to determine their acceptance in particular curricula.

Individual tests may be administered to assist students to recognize their individual strengths and weaknesses and as an aid in choosing a relevant career.



Information concerning these tests may be secured from the Office of the Director of Guidance and Counseling at Shawnee College.



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## FINANCIAL AIDS

The goal of the College in promoting a Financial Aids Program is the removal of economic barriers to higher education among the able people of all classes of our society. To accomplish this objective, Shawnee College has developed a variety of financial aids to assist students in overcoming economic problems associated with college attendance.

### LOCAL PROGRAMS

**Presidential Scholarship.** Two qualifying graduating seniors from each *high school located in the Shawnee College district* may be selected as presidential scholars at Shawnee College each year. THE COLLEGE WAIVES ALL TUITION, REQUIRED TEXTBOOK AND FEE CHARGES.

Qualifications of a presidential scholar:

1. A presidential scholar must rank in the *top ten percent* of his/her high school *graduating class* as certified in writing to the college by the high school principal. *Presidential scholars are the top two of that group who make proper application for the scholarship, enroll at Shawnee College, and are approved by the college.*
2. A presidential scholar must *file a completed application* for the scholarship with the Director of Guidance at Shawnee College by *March 15.*
3. A presidential scholar must complete the ACT test with a score satisfactory to the college. And, complete any special examinations required with a satisfactory score required for his/her particular curriculum. All such scores must be filed with the college's Director of Guidance by *March 15* before the application is complete.
4. To be considered, completed applications and supporting materials must be on file in the college's Director of Guidance office by *March 15.*

Other:

1. Presidential scholars must enroll in an Associate of Arts, Associate of Science or Associate of Applied Science Program.
2. Presidential scholars must enroll in at least 15 semester hours each semester (except summer) and maintain a 3.5 (B+) grade point average to qualify as a continuing presidential scholar.

3. The presidential scholarship program must be completed within 24 months from the date of that student's high school graduation.
4. Presidential scholars must remain in good standing in terms of conduct and citizenship as determined by the college.
5. To continue as a presidential scholar, the student must pay on schedule debts of any kind or character owed the college.
6. The college reserves the right to alter or cancel individual scholarships at any time.

**Shawnee College Scholarships and Memorial Loan Fund.** For those students who have not been able to avail themselves of other scholarships, grants or loans, a memorial or short-term loan fund has been established at Shawnee College. For information concerning these funds, contact the Office of Financial Aid at Shawnee College.

**Miscellaneous Assistance.** Shawnee College has some local scholarships, short-term loans and grants available.

## STATE PROGRAMS

**Illinois Guaranteed Loan.** This loan enables a student who is an Illinois resident to borrow up to \$1,500 (\$1,000 for freshmen) each year to pay educational expenses. Normally students who receive an IGL are not eligible for an NDSL during the same period.

Some students who receive the IGL may qualify for federal interest benefits. Repayment may also be deferred for up to three years while the borrower is a member of the Armed Forces.

**Illinois State Scholarship Monetary Grant.** Monetary awards are conferred by the Illinois State Scholarship Commission in annual amounts to students on the basis of financial need. The applicant must be a legal resident of the State of Illinois, as determined by the legal residence of the parent or guardian. Applications are available from the Shawnee College Financial Aid Office and are to be returned to the Illinois State Scholarship Commission. This grant pays tuition and mandatory fees.

**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 employ-

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ment 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 Students for further information.

## FEDERAL PROGRAMS

Shawnee College subscribes to the principle that the amount of financial aid granted a student be based on financial need. Therefore, the ACT Family Financial Statement is required of all students securing federal funds through the college. Inquiries concerning financial aid should be made to:

Director of Financial Aids  
Shawnee College  
Ullin, Illinois 62992  
(618) 634-2242

**National Direct Student Loan.** The NDSL program is available to students who can demonstrate a financial need by the ACT Family Financial Statement. The money borrowed accrues no interest as long as the student remains in school. When repayment period begins, the annual interest rate is three percent on the unpaid balance.

**Supplementary Educational Opportunity Grant.** The basic purpose of the SEOG is to assist students with exceptional financial need. The student does not repay the grant. The grant will provide these students a sum of federal money which must be matched with an equal amount of financial aid through the National Direct Student Loan or College Work-Study program.

**The Basic Educational Opportunity Grant.** This is a new program of student financial aid which was authorized by Title IV of the Education Amendment of 1972. The amount of financial aid a student may receive is based on a formula which takes into account the amount the student and his family or spouse can be expected to contribute to his education. This grant does not have to be repaid or matched.

**College Work-Study Program.** Shawnee College provides job opportunities on the campus or through public and private non-profit agencies for students to earn money with which to finance their education. College work-study students are paid a salary equivalent to the minimum wage.

**Middle Income Student Assistance Act.** This act liberalizes the formula for determining Basic Grant eligibility and a larger number of students will be eligible for Basic Grant assistance during 1979-80. The income

level has been raised to between \$16,000 and \$26,000 under varying circumstances. The MISAA Act also applies to the Illinois Guaranteed Loan Program.

## **VETERAN'S BENEFITS (G.I. BILL)**

Shawnee College has been approved by the State of Illinois Veteran's Approval Agency for Veterans' Education.

This Federal program administered by the Veteran Administration allows up to 45 months of higher education and up to \$311 per month full time single veteran students with half time and three-fourths time at lesser amounts. For married students it allows \$370 per month plus a proportionate increase for each additional dependent.

The Veteran Administration does not furnish books and a student veteran must maintain satisfactory progress to continue.

Students who have served 180 days or more in the military after May 31, 1966 and prior to December 31, 1976 or after December 31, 1976 if they signed for the new G.I. Bill should contact the Illinois Department of Veteran Affairs or Veteran's representative on campus to confirm the possibility of benefits and the G.I. Bill.

To be eligible each student must submit the original or copy or a copy certified as true or their DD214 separation paper and fill out the appropriate application for education and training. For further information and assistance contact the Shawnee College Veteran Coordinator.

## **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.

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## SATISFACTORY ACADEMIC PROGRESS

All students who receive financial aid to attend Shawnee College must make "satisfactory academic progress" or have the financial aid withdrawn until "satisfactory academic progress" is achieved. "Satisfactory academic progress" is defined as making a 2.0 grade point average for the semester. A student must be enrolled in at least 6 semester hours of credit in order to qualify for financial aid.



## ADMISSIONS

Shawnee College will admit students qualified to complete any of its programs if space for effective instruction is available. General Education, Transfer and Occupational programs are offered. Preference in admissions will be given to students whose legal residence is within the Shawnee College district.

The requirements for admission include the filing of the following forms and numbers with the Dean of Students:

1. Application for admission
2. Transcript from high school or GED scores
3. ACT scores
4. Social Security number
5. Other materials required for certain programs

## ACT SCORES

Each applicant should have an official copy of his American College Test (ACT) scores on file with the Director of Guidance. 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 Service, 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.

### 1979-80 ACT NATIONAL TEST DATE SCHEDULE

October 20, 1979  
December 8, 1979  
February 16, 1980  
April 12, 1980  
June 14, 1980

## STUDENT REGISTRATION

Applicants accepted for admission 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. Ordinarily no student will be admitted to a curriculum before he has been tested. Counseling and pre-registration for the fall and spring semesters and the summer session will take place during the final weeks of the previous semester.

## RESIDENCE

Should the number of admission requests exceed the space available, students living within the Shawnee College district will be given first preference. Students living outside the district will be accepted in a manner determined by the college. 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

Illinois law provides that tuition charged may not exceed  $1/3$  the per capita cost of operation. The community college district is also authorized to charge out-of-state students the full per capita costs.

The Board of Trustees may adjust tuition rates listed in this catalog as necessary.



## SHAWNEE COLLEGE

### **Resident Tuition (Residents of Shawnee College District 531)**

Students who do not officially withdraw from Shawnee College by the tenth day of instruction are required to pay all tuition and fees incurred during the registration.

Per Semester Hour.....\$8.00

### **Official tuition and fees refund policy:**

A refund of tuition and fees will be given up to the 10th day of instruction. Refund on the cost of books will be determined on an individual basis primarily depending upon the condition of the book.

### **Charge-Back Tuition (Residents of Illinois Outside Shawnee College District)**

A student who resides in an Illinois high school district, not located within a community college district, may have partial costs paid by his high school district if he notifies that district at the time provided by law that he plans to attend a community college the following year.

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

A student who resides in an Illinois community college district with an operational community college may have partial costs paid by that student's college district if that student enrolls in a program which the local community 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.

### Other Fees (Non-Refundable)

Graduation fee.....	\$10.00
Laboratory fee (per semester hour).....	.50

(Some vocational classes have higher laboratory fees to off-set costs of laboratory materials used.)

### CHANGE OF SCHEDULE

Any change of schedule after registration has been completed shall be processed through the Office of the Director of Guidance and Counseling.

### 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. TUITION AND FEES FOR CLASSES FOR WHICH STUDENTS HAVE NOT OFFICIALLY WITHDRAWN BY THE TENTH DAY OF INSTRUCTION ARE DUE AND PAYABLE.



# ACADEMIC REGULATIONS

## GRADING SYSTEM

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

A grade of W will be given for any withdrawal within a designated period of each semester. After this time a grade of 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 W may be given to the student.

If a student has a legitimate reason approved by the appropriate dean for not finishing course work during the current semester, that student may receive an "Incomplete" on the transcript. The work, however, must be completed the following semester or the "Incomplete" becomes a grade of "F." This does not include the summer session.

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 an F 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 or W 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 semester. If work is unsatisfactory for the following semester, the student will be placed on probation. At this point the student may choose to change curriculum or continue the current program, but in either case the student must improve his/her standing satisfactorily or be dropped from college for one academic semester. A

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student may attend a summer session to raise the 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.

## **SCHOLASTIC RECORDS AND STANDARDS**

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

Complete permanent records are maintained by the registrar and official transcripts are available upon request, providing the student owes the college no debts and has no default student loans. Each student is entitled to three free transcripts. Additional transcripts are released upon receipt of \$2.00 by the college.

## **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 prior academic accomplishment.

If the student should change his curriculum in the process of transferring from Shawnee College to another college or university, credits for certain courses may not be 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 may be 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 30 semester hours of acceptable credit are classified as freshmen; those with 30 or more semester 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 12-16 semester 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 semester, the college will publish a President's Honor List of academic achievement. Any full-time student who has a 4.0 grade point average for that semester will receive this honor.

## **DEANS' LIST**

At the completion of each semester, the college will publish a Deans' Honor List of academic achievement. Any full-time student who has a 3.20 grade point average for that semester 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.

## **CREDIT IN ESCROW**

Early college admission may be granted in advance of high school graduation if the student is sixteen years of age or older. This credit 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

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high school superintendent. All courses for escrow students must be completed within the current semester and no grade of INC. granted.

## **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 can complete the requirements of the first two years of college work at Shawnee College and after two years of further study in the institution to which the student transfers graduate with a baccalaureate degree. The student should make a decision regarding transfer plans and consult with a counselor 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 64 semester hours of college credit, at least 30 semester hours of which must be earned at Shawnee College.
2. Enrollment at Shawnee College for the last semester 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 Illinois law (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 (C) or higher.

6. Successful completion of the course, Introduction to College Life, a one semester hour course 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 eight semester hours of college credit in each of the four basic divisions:
  - a. Language Communications
    - 1) Includes 6 required semester hours of English Composition 111, 112.
    - 2) Excludes foreign language
  - b. Science and Mathematics
  - c. Social Science
    - 1) Includes 3 required semester hours of American Government 117.
  - d. Humanities
2. Successful completion of eight semester 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 that student obtains permission from the appropriate dean.

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

1. Successful completion of eight semester hours of college credit in each of the three basic divisions:
  - a. Language Communications
    - 1) Includes 6 required semester hours of English Composition 111, 112.
    - 2) Excludes foreign language.
  - b. Humanities
  - c. Social Science
    - 1) Includes 3 required semester hours of American Government 117.
2. Successful completion of a minimum of 16 semester hours of college credit in the areas of Science and/or Mathematics.

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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.

## **GENERAL STUDIES PROGRAM**

This program is designed to give the student an opportunity to develop the student's abilities, to remove deficiencies, and to qualify for the curriculum of the student's 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 the same as a general studies or general education program at a four-year institution.

## **GRADUATION REQUIREMENTS**

Specific requirements for graduation with the Associate of General Studies Degree are:

1. Successful completion of at least 64 semester hours of college credit with at least 30 of the above 64 hours earned at Shawnee College.
2. A cumulative grade point average of 2.00 (C) for all courses presented for graduation.
3. Enrolled at Shawnee College during the semester immediately prior to graduation.

## **CONTINUING EDUCATION**

The continuing education program at Shawnee College is considered as an extension of existing programs rather than a separate division of the college. However, some courses are available under the general studies division which are not included in any other college program.

A program for general educational development (G.E.D.) is available in the general studies division which serves to prepare adults to successfully complete requirements for the high school equivalency (G.E.D.) test. This test is administered at Shawnee College. For further information, students should contact the Director of Guidance and Counseling.





# APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS

## AGRI-BUSINESS

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 salesmen in feeds, seeds, fertilizers, machinery, warehouse managers and employees, and self-employed dealers in agricultural supplies.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	English 105 or 112.....	3
Intro. to College Life 101.....	1	Prod., Sales & Service 131.....	3
Accounting 111.....	4	Business English 117.....	3
Business Organization 119.....	3	Business Finance 220.....	3
Ag. Economics 126.....	3	Government 117.....	3
Total Hours	14	Total Hours	15

### SUMMER SESSION

Agri-Business Internship 245.....4

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Speech 111.....	3	Ag. Mgmt. & Inv. Cont. 233.....	3
Business Math 115.....	3	Crop, Lawn and Garden Sales & Service 232.....	3
Business Law 214.....	3	Principles of Sales 228.....	3
Application and Use of Agricultural Chemicals 230.....	3	Practical Psychology 214.....	3
Typing 121.....	3	Health 111.....	2
Total Hours	15	Elective.....	3
		Total Hours	17

## AGRICULTURAL RESOURCES

A two-year curriculum leading to an Associate of Applied Science degree and preparing the student for a variety of jobs concerned with conservation and effective use of agricultural resources.

Proper selection of electives will allow the student to emphasize conservation, forestry, or outdoor recreation and park management within the total agricultural resources program.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	English 105 or 112.....	3
Intro. to College Life 101.....	1	American Government 117.....	3
Business Math 115.....	3	Soil Science 124.....	3
Soil Science 123.....	3	Conservation of Water Resources 128.....	3
Conservation of Natural Resources 127.....	3	Outdoor Recreation & Park Management 243.....	3
Health 111.....	2		
Total Hours	15	Total Hours	15

### SUMMER SESSION

Agricultural Resources Internship 240.....4

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Introduction to Forestry 225.....	3	Plant Propagation 231.....	3
Introduction to Wildlife 227.....	3	Surveying 129.....	3
Application & Use of Agriculture Chemicals 230.....	3	Practical Psychology 214.....	3
Crop Science 132.....	3	Nature Interpretation 244.....	3
Elective.....	3	Elective.....	3
Total Hours	15	Total Hours	15

### RECOMMENDED ELECTIVES

Biology 111  
Botany 213  
Speech 111  
Forest Management 226  
Wildlife Management 228



## ANIMAL AND CROP SCIENCE

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

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	English 105 or 112.....	3
Intro. to College Life 101.....	1	Soil Science 124.....	3
Business Math 115.....	3	Am. Government 117.....	3
Soil Science 123.....	3	Prac. Psychology 214.....	3
Ag. Economics 126.....	3	Animal Science 223.....	3
Health 111.....	2		
Total Hours	15	Total Hours	15

### SUMMER SESSION

Animal and Crop Science Internship 247.....	4
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### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Application and Use of Agricultural Chemicals 230.....	3	Plant Propagation 231.....	3
Crop Science 132.....	3	Grain Production 222.....	3
Ag. Management 130.....	3	Animal Nutrition 122.....	3
Ag. Mechanics 224.....	3	Surveying 129.....	3
Elective.....	3	Elective.....	3
Total Hours	15	Total Hours	15

### RECOMMENDED ELECTIVES

Livestock Selection and Evaluation 249
Conservation of Natural Resources 127



## GREENHOUSE MANAGEMENT

This program should provide the student with the necessary knowledge and skills for employment in the area of greenhouse management. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Introduction to Greenhouse Operation 112.....	3	Landscape Design 113.....	3
Soil Science 123.....	3	Greenhouse Management 130.....	3
Botany 213.....	4	Horticulture Business Management 131.....	3
Introduction to Horticulture 111.....	5	Internship 132.....	5
Insect Pest & Plant Disease 128.....	3		
Total Hours	18	Total Hours	14



## HORTICULTURE — NURSERY MANAGEMENT

This program should provide the student with the necessary knowledge and skills for employment in such areas as horticulture-nursery operations. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Introduction to Greenhouse Operation 112 .....	3	Landscape Design 113 .....	3
Soil Science 123 .....	3	Nursery Operations 127 .....	4
Botany 213 .....	4	Horticultural Business Management 131 .....	3
Introduction to Horticulture 111 .....	5	Internship 132 .....	5
Insect Pest & Plant Disease 128 .....	3		
Total Hours	18	Total Hours	15

## HORTICULTURAL TECHNOLOGY

This program should provide the student with the necessary knowledge and skills in the general area of horticulture such as golf course greens keeper, floriculture, nursery operator and landscape planner. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Introduction to Greenhouse Operation 112 .....	3	Landscape Design 113 .....	3
Soil Science 123 .....	3	Turfgrass Culture 125 .....	4
Botany 213 .....	4	Nursery Operations 127 .....	4
Introduction to Horticulture 111 .....	5	Greenhouse Management 130 .....	3
Insect Pest & Plant Disease 128 .....	3	Horticultural Business Management 131 .....	3
Total Hours	18	Total Hours	17

SUMMER SESSION	Sem. Hrs.
Internship 132 .....	5

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The above certificate program may be extended into an Associate of Applied Science degree upon successful completion of an additional thirty two semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies (Must include American Government 117), and Humanities.

## TURFGRASS MANAGEMENT

This program should provide the student with the necessary knowledge and skills for employment in such areas as golf course greens keeping. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Introduction to Greenhouse Operation 112	3	Botany 213	4
Soil Science 123	3	Turfgrass Culture 125	4
Landscape Design 113	3	Horticultural Business Management 131	3
Introduction to Horticulture 111	5	Internship 132	5
Insect Pest & Plant Disease 128	3		
Total Hours	17	Total Hours	16

## WASTEWATER TREATMENT TECHNOLOGY

This program will provide the student with the required knowledge and skills appropriate for employment in the area of wastewater technology. It will prepare the student for employment in sewage treatment plants or other related areas of wastewater technology. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.
Introduction to Water/Wastewater Technology 110	2
Basic Wastewater Treatment 111	3
Advanced Wastewater Treatment 113	3
Laboratory Analysis of Wastewater 116	3
Water/Wastewater Treatment Internship 133	5
Total Semester Hours	16

## WATER TREATMENT TECHNOLOGY

This program will provide the student with the required knowledge and skills appropriate for employment in the area of water treatment technology. It will prepare the student for employment in water plants and other related areas of water treatment technology. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.
Introduction to Water/Wastewater Technology 110.....	2
Basic Water Treatment 112.....	3
Advanced Water Treatment 114.....	3
Laboratory Analysis of Water 115.....	3
Water/Wastewater Treatment Internship 133.....	5
<b>Total Semester Hours</b>	<b>16</b>

## WATER/WASTEWATER TECHNOLOGY

This program will provide the student with the required knowledge and skills appropriate for employment in the area of water/wastewater technology. It will prepare the student for employment in water plants, sanitation plants or other related areas in water and/or wastewater technology. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.
Introduction to Water/Wastewater Technology 110.....	2
Basic Wastewater Treatment 111.....	3
Basic Water Treatment 112.....	3
Advanced Wastewater Treatment 113.....	3
Advanced Water Treatment 114.....	3
Laboratory Analysis of Water 115.....	3
Laboratory Analysis of Wastewater 116.....	3
Water/Wastewater Treatment Technology Internship 133.....	5
<b>Total Semester Hours</b>	<b>25</b>





## WILDLIFE TECHNOLOGY

A two-year curriculum designed to prepare the student for employment in a variety of jobs related to wildlife management and conservation. The Associate of Applied Science degree will be awarded to the student upon successful completion of this program.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	English 105 or 112.....	3
Intro. to College Life 101.....	1	Soil Science 124.....	3
Business Math 115.....	3	Am. Government 117.....	3
Soil Science 123.....	3	Animal Science 223.....	3
Cons. of Nat. Res. 127.....	3	Conservation of Water Res. 128.....	3
Health 111.....	2	Total Hours	15
Total Hours	15		

### SUMMER SESSION

Wildlife Technology Internship 246.....	4
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### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Ag. Economics 126.....	3	Wildlife Mgmt. 228.....	3
Intro. to Forestry 225.....	3	Plant Propagation 231.....	3
Intro. to Wildlife 227.....	3	Prac. Psychology 214.....	3
Application and Use of Agricultural Chemicals 230.....	3	Elective.....	6
Crop Science 132.....	3	Total Hours	15
Total Hours	15		



# BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS

## ACCOUNTING

This is a two-year curriculum leading to an Associate of Applied Science degree in accounting and is designed to provide the student with entry level skills as a junior accountant. The student should have a basic knowledge of accounting as it pertains to sales and purchases, commissions, piecework, payrolls, discounts, insurance, and tax computations.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Accounting 111.....	4	Accounting 112.....	4
English 104 or 111.....	3	English 105 or 112.....	3
Business Law 214.....	3	Practical Psychology 214.....	3
Business Machines 125.....	3	Government 117.....	3
Business Organization 119.....	3	Business Math 115.....	3
Intro. to College Life 101.....	1		
Total Hours	17	Total Hours	16

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Accounting 211.....	4	Accounting 212.....	4
Cost Accounting 221.....	3	Auditing 222.....	3
Business English 117.....	3	Health 111.....	2
Introduction to Management 138.....	3	Business Internship 230.....	4
Principles of Marketing 126.....	3	Business Finance & Credit 220.....	3
Total Hours	16	Total Hours	16



## 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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	Intermediate Typewriting 122.....	3
Typewriting 121.....	3	Secretarial Procedures 226.....	4
Business Math 115.....	3	Business English 117.....	3
Records Management 120.....	3	Business Internship 230.....	4
Business Machines 125.....	3	Machine Transcription 128.....	2
Intro. to College Life 101.....	1	Total Hours	16
Total Hours	16		

## EXECUTIVE SECRETARY

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.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Shorthand 123.....	3	Shorthand & Transcription 124.....	3
Typewriting 121.....	3	Intermediate Typewriting 122.....	3
Practical Psychology 214.....	3	Government 117.....	3
English 104 or 111.....	3	English 105 or 112.....	3
Business Machines 125.....	3	Business Math 115.....	3
Intro. to College Life 101.....	1	Machine Transcription 128.....	2
Total Hours	16	Total Hours	17

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Business Law 214.....	3	Secretarial Procedures 226.....	4
Typewriting 223.....	3	Business English 117.....	3
Shorthand & Trans. 224.....	3	Shorthand & Trans. 225.....	3
Records Management 120.....	3	Business Internship 230.....	4
Accounting 111.....	4	Health 111.....	2
Total Hours	16	Total Hours	16

## LEGAL SECRETARY

A two-year curriculum designed to prepare a student for employment as a legal secretary capable of meeting the demands of the busy legal profession. The lawyer depends on the typing of legal documents, dictation and transcription, research, telephone and reception service, filing, records management, and legal secretarial administration that can only be performed by a well-trained legal secretary. The Associate of Applied Science degree will be awarded upon successful completion of the curriculum.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Business Law 214.....	3	Business Law 215.....	3
English 104 or 111.....	3	English 105 or 112.....	3
Shorthand 123.....	3	Shorthand & Transcription 124.....	3
Beginning Typewriting 121.....	3	Intermediate Typewriting 122.....	3
Intro. to College Life 101.....	1	Government 117.....	3
Business Math 115.....	3	Practical Psychology 214.....	3
Total Hours	16	Total Hours	18

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Business English 117.....	3	Health 111.....	2
Shorthand & Trans. 224.....	3	Shorthand & Trans. 225.....	3
Records Management 120.....	3	Secretarial Procedures 226.....	4
Accounting 111.....	4	Business Internship 230.....	4
Typewriting 223.....	3	Machine Transcription 128.....	2
Total Hours	16	Legal Terminology 229.....	3
		Total Hours	18

## MEDICAL SECRETARY

A two-year curriculum designed to prepare the student for employment as a medical secretary capable of taking and transcribing medical dictation, writing reports, and maintaining patient files. The Associate of Applied Science degree will be awarded upon successful completion of the curriculum.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Business Machines 125.....	3	English 105 or 112.....	3
English 104 or 111.....	3	Shorthand & Transcription 124.....	3
Shorthand 123.....	3	Intermediate Typewriting 122.....	3
Practical Psychology 214.....	3	Government 117.....	3
Beginning Typewriting 121.....	3	Business Math 115.....	3
Intro. to College Life 101.....	1	Machine Transcription 128.....	2
Total Hours	16	Total Hours	17

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Medical Terminology 228.....	3	Shorthand & Trans. 225.....	3
Shorthand & Trans. 224.....	3	Secretarial Procedures 226.....	4
Records Management 120.....	3	Business Internship 230.....	4
Accounting 111.....	4	Business English 117.....	3
Typewriting 223.....	3	Health 111.....	2
Total Hours	16	Total Hours	16

## MID MANAGEMENT

This curriculum is designed to prepare the student for employment as a liaison between employees and top level management in the business world. The Associate of Applied Science degree in Mid Management will be awarded upon successful completion of the curriculum.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	English 105 or 112.....	3
Business Organization 119.....	3	Practical Psychology 214.....	3
Principles of Marketing 126.....	3	Business Math 115.....	3
Government 117.....	3	Principles of Sales 228.....	3
Intro. to College Life 101.....	1	Elective.....	4
Business Machines 125.....	3		
Total Hours	16	Total Hours	16

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Accounting 111.....	4	Accounting 112.....	4
Introduction to Management 128.....	3	Business Finance & Cr. 220.....	3
Business English 117.....	3	Business Law 215.....	3
Business Law 214.....	3	Business Internship 230.....	4
Elective.....	3	Elective.....	3
Total Hours	16	Total Hours	17



# HEALTH OCCUPATIONS

## 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 expertise in the following:

- (1) Nursing the patient whose health has been affected by the aging process.
- (2) Total nursing care for the adult whose nursing needs are relatively stable.
- (3) Caring for the adult whose health has been impaired by nutritional deficiencies.
- (4) Caring for the mother and new-born infant with emphasis on the nutritional needs.
- (5) Caring for the infant and child whose nursing needs are relatively stable.
- (6) Nursing the patient who requires care due to mental deficiencies or illness. This care should assist the patient in performing those activities of daily living.

Clinical experience will be conducted in hospitals and nursing homes.

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 entering the program. Entrance requirements include a personal interview, satisfactory completion of pre-testing, and good health as determined by a physical and dental examination. Each entering student must have graduated from high school or possessed a General Education Development certificate.

## PRACTICAL NURSING

FIRST SEMESTER	Semester Hours
Introduction to Basic Nutrition 140.....	1
Basic Nursing Skills 141.....	6
Body Structure & Functions 142.....	3
Communications 143.....	1
Personal & Vocational Relationships 144.....	1
Introduction to Pharmacology 146.....	2
Nursing Care of Geriatric Patient 147.....	2
Intro. to College Life 101.....	1
	Total Hours 17
SECOND SEMESTER	Semester Hours
Nursing Skills 148.....	3
Health and Introduction to Medical-Surgical Nursing 149.....	3
Medical-Surgical Nursing I 150.....	3
Nursing Care of Mother and Newborn 151.....	3
Nursing Care of the Child 152.....	3
Pharmacology 153.....	2
Introduction to Mental Health 145.....	1
Nutrition 158.....	1
	Total Hours 19
SUMMER SESSION	Semester Hours
Diet Therapy 154.....	1
Personal & Vocational Relationships 155.....	1
Advanced Nursing Skills 156.....	2
Medical-Surgical Nursing II 157.....	5
Pharmacology 159.....	1
	Total Hours 10

## ASSOCIATE DEGREE IN NURSING

The Associate Degree in Nursing Program, offered through the Southern Illinois Collegiate Common Market, is developed as an open-curriculum model and is designed to provide career mobility for persons who have completed a practical nursing program or its equivalency through formal or informal methods. Students will be given an opportunity to validate past experiences through utilization of a comprehensive testing program. After assessment by the nursing faculty, an individualized prescriptive-type educational program will be developed with each student.

This unique program is designed to prepare the student for the practice of nursing as defined in the Illinois Nurse Practice Act and meets the requirements for accredited schools in associate degree nursing in Illinois.



Upon satisfactory completion of the program the student will be eligible to write the Illinois State Board Nursing Examination and to become a Registered Nurse.



## HEALTH OCCUPATIONS

57

FIRST SEMESTER	Sem. Hrs.
Introduction to Nursing and Science 210.....	3
Cardiovascular Nursing Interventions 219.....	2
Respiratory Nursing Interventions 220.....	2
Gastrointestinal Nursing Interventions 221.....	2
Maternal-Child Nursing Interventions 211.....	4
*General Education .....	6
Total Hours	19

SECOND SEMESTER	Sem. Hrs.
Neurological-Sensory Nursing Interventions 213.....	2
Dermatological Nursing Interventions 214.....	2
Orthopedic Nursing Interventions 215.....	2
Genital-Urinary Nursing Interventions 216.....	2
Metabolic-Endocrine Nursing Interventions 217.....	2
Community Health Nursing 218.....	2
*General Education .....	6
Total Hours	18

THIRD SEMESTER	Sem. Hrs.
Psychiatric Nursing Interventions 212.....	4
Nursing Today and Tomorrow 222.....	1
**General Education .....	3
Total Hours	8

\*Required General Education  
 Communications (2 units)  
 Psychology (Human Relations) (1 unit)  
 Sociology (1 unit)

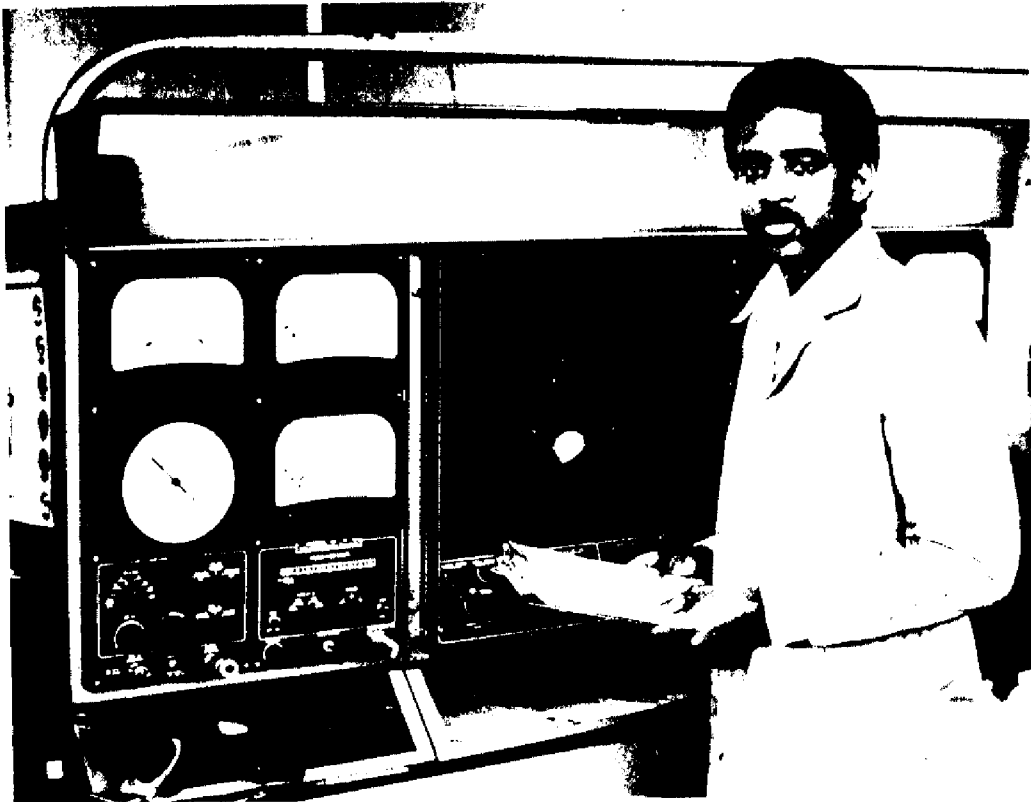
\*\*To be selected by student, dependent on need or interest.

# INDUSTRIAL ORIENTED OCCUPATIONS

## AUTOMOTIVE MECHANIC HELPER

This program is designed to provide the student with the necessary knowledge and skills required of a mechanic's helper. Upon successful completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Shop Safety 115 .....	1	Tune-Up, Troubleshooting, Diagnosis 112 .....	3
Multi-cylinder Engine Servicing 111 .....	3	Internship 127 .....	5
Brakes, Wheel Alignment, Balance and Suspensions 117 .....	3	Total Hours	8
Auto Power Trains 113 .....	3		
Technical Math 121 .....	4		
Total Hours	14		



## AUTOMOTIVE MECHANICS

This program is designed to provide the student with the necessary knowledge and skills required for employment as an auto mechanic. Upon successful completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem Hrs.	SECOND SEMESTER	Sem. Hrs.
Shop Safety 115 .....	1	Auto Blueprint Reading 126 .....	3
Multi-Cylinder Engine Servicing 111 .....	3	Tune-Up, Troubleshooting, Diagnosis 112 .....	3
Brakes, Wheel Alignment, Balance and Suspensions 117 .....	3	AC & DC Electrical Systems 116 .....	3
Auto Power Trains 113 .....	3	Fuel & Fuel Systems 119 .....	3
Technical Math 121 .....	4	Emission Control Systems 118 .....	3
Total Hours	14	Total Hours	15
SUMMER SESSION	Sem. Hrs.		
Manual & Auto Transmissions 123 .....	3		
Air-Conditioning & Heating 114 .....	3		
Internship 127 .....	5		
Auto Shop Management 124 .....	2		
Total Hours	13		

## AUTOMOTIVE SERVICE

This program is designed to provide the student with the necessary knowledge and skills to enable him to perform minor engine repairs and related services. Upon successful completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Shop Safety 115 .....	1	Tune-Up, Troubleshooting, Diagnosis 112 .....	3
Multi-cylinder Engine Servicing 111 .....	3	AC & DC Electrical Systems 116 .....	3
Brakes, Wheel Alignment, Balance and Suspensions 117 .....	3	Air-Conditioning & Heating 114 .....	3
Auto Power Trains 113 .....	3	Auto Shop Management 124 .....	2
Technical Math 121 .....	4	Internship 127 .....	5
Fuel & Fuel Systems 119 .....	3	Total Hours	16
Total Hours	17		

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The above certificate programs may be extended into an Associate of Applied Science degree upon successful completion of an additional thirty two semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies (Must include American Government 117), and Humanities.

## ELECTRONICS

This program allows for a thorough study of electricity and electronic principles and prepares the student for entry into the many varied fields of electronics.

Emphasis in this program is placed upon practical and theoretical application of electronic principles. Digital electronics and rotating machinery are also emphasized.

Students may complete a course in F.C.C. license preparation (second class license) and radio communications if emphasis in this area is desired.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Basic Electrical Concepts 110.....	3	Basic Electronic Concepts I 112.....	3
Rotating Machinery I 111.....	3	Rotating Machinery II 113.....	3
Government 117.....	3	Technical Writing 211.....	3
Math 114 or Math 115.....	5	Math 115 or Math 117.....	5
English 111.....	3	Physical Science 112.....	4
<b>Total Hours</b>	<b>17</b>	<b>Total Hours</b>	<b>18</b>

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Electronic Concepts II 210.....	3	Electronic Concepts III 214.....	3
Electric Power Transmission 211.....	3	Digital Electronics II 215.....	3
Digital Electronics I 212.....	3	Industrial Circuits and Controls II 216.....	3
Industrial Circuits and Controls I 213.....	3	Electives.....	9
Math 117 or Math 211.....	5	<b>Total Hours</b>	<b>18</b>
<b>Total Hours</b>	<b>17</b>		

### RECOMMENDED ELECTIVES

Radio Communications 217  
F.C.C. License Preparation 218

## DRILL PRESS OPERATIONS\*

This program is designed to provide the student with sufficient knowledge and skills for employment as a drill press operator. Experience with feeds and speeds, grinding and drilling operations on modern equipment will be provided. Upon successful completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Machine Tool Fundamentals 116.....	3	Drill Press Operator 121.....	3
Lathe Operations I 117.....	3	Metallurgy and Heat Treatment 123.....	3
Milling Machine Operations I 119.....	3	Technical Math 122.....	4
Blueprint Reading 131.....	3	<b>Total Hours</b>	<b>10</b>
Technical Math 121.....	4		
<b>Total Hours</b>	<b>16</b>		

## LATHE OPERATIONS\*

This program is designed to provide the student with sufficient knowledge and skills required for employment as a lathe operator. Upon successful completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Machine Tool Fundamentals 116.....	3	Lathe Operations II 118.....	3
Lathe Operations I 117.....	3	Metallurgy and Heat Treatment 123.....	3
Milling Machine Operations I 119.....	3	Technical Math 122.....	4
Blueprint Reading 131.....	3	Total Hours	10
Technical Math 121.....	4		
Total Hours	16		



## INDUSTRIAL MACHINIST\*

This program is designed to provide the student with sufficient knowledge and skills for employment as a machinist. The student will be prepared to operate various machine tools such as turret lathes, milling machines, and drilling machines. Upon completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Machine Tool Fundamentals 116 .....	3	Lathe Operations II 118.....	3
Lathe Operations I 117 .....	3	Metallurgy and Heat Treatment 123 .....	3
Milling Machine Operations I 119.....	3	Milling Machine Operations II 120 .....	3
Blueprint Reading 131 .....	3	Drill Press Operations 121 .....	3
Technical Math 121.....	4	Machine Shop 122 .....	3
	Total Hours 16	Technical Math 122.....	4
			Total Hours 19

## MILLING MACHINE OPERATIONS\*

This program is designed to provide the student with sufficient knowledge and skills for employment as a milling machine operator. Upon successful completion of this program, the student will be awarded a certificate.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Machine Tool Fundamentals 116 .....	3	Milling Machine Operations II 120 .....	3
Lathe Operations I 117 .....	3	Metallurgy and Heat Treatment 123.....	3
Milling Machine Operations I 119.....	3	Technical Math 122.....	4
Blueprint Reading 131 .....	3		Total Hours 10
Technical Math 121.....	4		
	Total Hours 16		

\*Available only as part-time evening offerings

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The above certificate program may be extended into an Associate of Applied Science degree upon successful completion of an additional thirty-two semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies (Must include American Government 117), and Humanities.

## ARC WELDING

This program will provide the student with the necessary knowledge and skills required for employment as an arc welder. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Arc Welding I 123 .....	3	Arc Welding II 124 .....	3
Metallurgy and Heat Treatment 123 .....	3	Low Hydrogen ARC Welding 127 .....	3
Technical Math 121 .....	4	Total Hours	6
Blueprint Reading 131 .....	3		
Total Hours	13		





## ASSEMBLY LINE WELDING

This program is designed to provide the student with sufficient knowledge and skills in basic arc welding for employment as an assembly line welder. A certificate will be awarded upon successful completion of the program.

	Sem. Hrs.
Arc Welding I 123 .....	3
Metallurgy and Heat Treatment 123.....	3
Technical Math 121.....	4
Blueprint Reading 131 .....	3
Elective .....	3
Total Hours	16

## COMBINATION WELDING

This program will provide the student with the necessary knowledge and skills appropriate for employment in the areas of electric and oxyacetylene welding. Students completing this program should have sufficient preparation to become certified welders.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Arc Welding I 123 .....	3	Arc Welding II 124 .....	3
Metallurgy and Heat Treatment 123.....	3	MIG Welding 125.....	3
Technical Math 121.....	4	Advanced Gas Welding 126.....	3
Blueprint Reading 131 .....	3	Low Hydrogen ARC Welding 127 .....	3
Gas Welding and Cutting 120.....	3	Pipe Welding 128.....	3
Total Hours	16	Total Hours	15

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The above certificate program may be extended into an Associate of Applied Science degree upon successful completion of an additional thirty-two semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies (Must include American Government 117), and Humanities.

## GAS WELDING

This program will provide the student with the necessary knowledge and skills required for employment as a gas welder. A certificate will be awarded upon successful completion of the program.

	Sem. Hrs.
Gas Welding and Cutting 120.....	3
Metallurgy and Heat Treatment 123.....	3
Technical Math 121.....	4
Blueprint Reading 131.....	3
Advanced Gas Welding 126.....	3
Total Hours	16

## MIG WELDING

This program will provide the student with the necessary knowledge and skills in metallic inert gas welding sufficient for employment as a MIG welder. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Arc Welding I 123.....	3	Arc Welding II 124.....	3
Metallurgy and Heat Treatment 123.....	3	MIG Welding 125.....	3
Technical Math 121.....	4	Total Hours	6
Blueprint Reading 131.....	3		
Total Hours	13		



## PERSONAL AND PUBLIC SERVICE OCCUPATIONS

### COSMETOLOGY

The cosmetology program is designed to provide students with the basic knowledge and skills in accordance with the Department of Registration and Education guidelines to train licensed beauticians. A minimum of 1500 contact hours for 36 semester hours college credit will prepare the graduate for the Illinois State Licensing Examination.

FIRST SEMESTER	Sem. Hrs.
Cosmetology Theory 110 .....	3
Cosmetology Lab 113 .....	9
Total Hours	12

SECOND SEMESTER	Sem. Hrs.
Cosmetology Theory II 111 .....	3
Cosmetology Lab 114 .....	9
Total Hours	12

THIRD SEMESTER	Sem. Hrs.
Cosmetology Theory 112 .....	3
Cosmetology Lab 115 .....	9
Total Hours	12



## CONSERVATION LAW ENFORCEMENT TECHNOLOGY

A two-year curriculum leading to an Associate of Applied Science degree in conservation law enforcement. This program would prepare the student for a variety of jobs in conservation law enforcement.

### FRESHMAN YEAR

FIRST SEMESTER		SECOND SEMESTER	
	Sem. Hrs.		Sem. Hrs.
English 104 or 111.....	3	English 105 or 112.....	3
Intro. to College Life 101.....	1	Criminal Law 209.....	3
Intro. to Crime Control 103.....	3	Am. Government 117.....	3
Elective.....	3	Practical Psychology 214.....	3
Cons. of Nat. Res. 127.....	3	Cons. of Water Resources 128.....	3
Health 111.....	2		
	Total Hours 15		Total Hours 15

### SUMMER SESSION

Conservation Law Enforcement Internship 248.....	4
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### SOPHOMORE YEAR

FIRST SEMESTER		SECOND SEMESTER	
	Sem. Hrs.		Sem. Hrs.
Intro. to Forestry 225.....	3	Plant Propagation 231.....	3
Intro. to Wildlife 227.....	3	Sociology 212.....	3
Application and Use of Agricultural Chemicals 230.....	3	Elective.....	3
Criminal Behavior 105.....	3	Speech 111.....	3
Elective.....	3	Survey of Methods in Crime Detection 205.....	3
	Total Hours 15		Total Hours 15



## LAW ENFORCEMENT

This thirty hour certificate program is designed to provide the student with sufficient background for employment in the law enforcement profession. When considering this program students should be aware of the fact that many law enforcement agencies generally require a person to be twenty-one years of age for employment.

Specialized law enforcement classes in this program may be offered *only* at night unless a sufficient number of day law enforcement students exist to justify these courses as day offerings.

This program is designed in cooperation with Southern Illinois University. All credit received in this program will be accepted as credit leading to the Associate Degree in law enforcement from the School of Technical Careers at S.I.U.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Sociology 212.....	3	Speech 111.....	3
American Government 117.....	3	Criminal Law 209.....	3
Introduction to Crime Control 103.....	3	English 112.....	3
English 111.....	3	Interpersonal Relations 115.....	3
Criminal Behavior 105.....	3	Criminal Law II	
		210.....	3
	Total Hours 15		Total Hours 15



## SOCIAL SERVICE TECHNOLOGY

This curriculum is designed to prepare students for employment in 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 in welfare agencies, municipal recreation programs, social development projects, church-sponsored youth programs, and other private or public enterprises of human welfare.

### FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Health 111.....	2	English 105 or 112.....	3
English 104 or 111.....	3	Science Elective.....	4
Math Elective.....	3	Practical Psychology 214.....	3
Intro. to College Life 101.....	1	Introduction to Social Problems 122.....	3
Introduction to Social Work 121.....	3	Government 117.....	3
Elective.....	4	Total Hours	16
Total Hours	16		

### SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
Marriage & Family 227.....	3	Abnormal Psychology 219.....	3
Introduction to Group Processes 221.....	3	Advanced Group Processes 222.....	3
Principles of Recreation 223.....	3	Practicum 225.....	4
Human Growth & Development 228.....	3	Elective.....	7
Introduction to Service Agencies 224.....	3	Total Hours	17
Total Hours	15		

### RECOMMENDED ELECTIVES

Physical Science 111  
 Physical Science 112  
 Biology 111  
 Speech 111  
 Speech 212  
 Introduction to Psychology 211

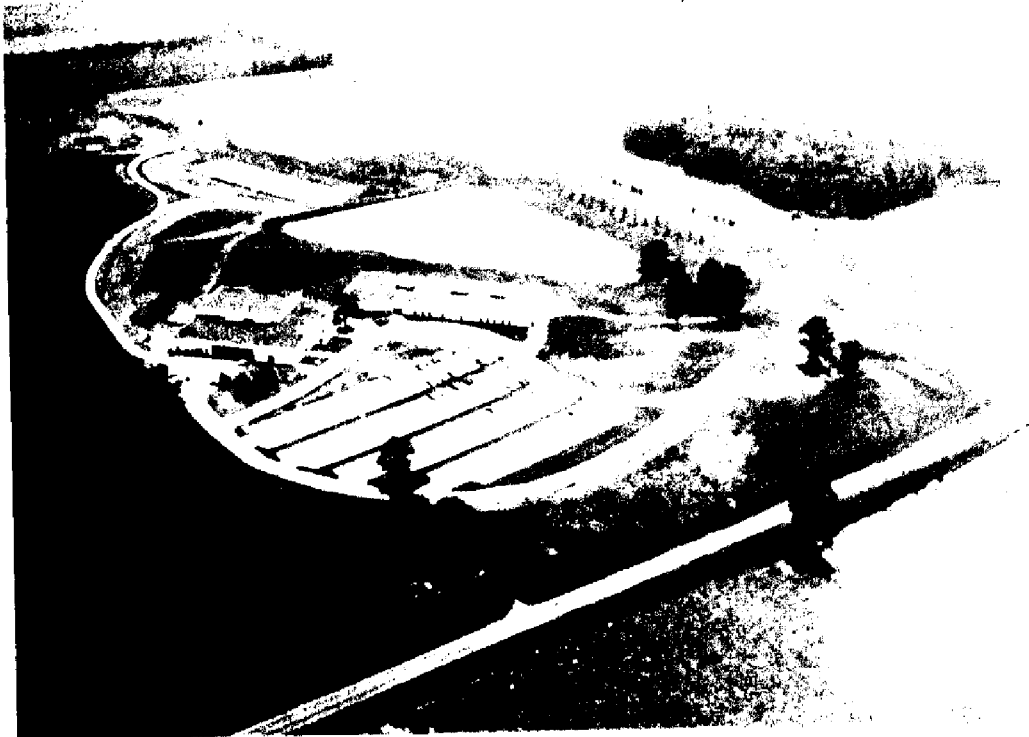
## TEACHER'S AIDE

This program is designed to prepare the student for employment as a teacher aide in the Illinois public or private school system. Emphasis will be placed on relevant, practical topics for the future teacher aide. This program meets the basic requirements of the Office of the Superintendent of Public Instruction for a fully approved teacher aide program. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
English 104 or 111.....	3	Electives .....	6
Human Growth & Development 228.....	3	Practical Psychology 214.....	3
Introduction to Teacher Aide Duties 121.....	3	School Procedures 123.....	3
Teaching Materials and Their Use 122.....	3	Practicum 225.....	5
Elective.....	3	Total Hours	17
Total Hours	15		

### RECOMMENDED ELECTIVES

Music 115  
 Art 114  
 Literature 211, 212 or 213  
 Math 111  
 English 105 or 112  
 TEA 124  
 TEA 125  
 TEA 126  
 TEA 127



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## COURSES OF STUDY

### AGRICULTURE

**AGR 122      Animal Nutrition**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**AGR 123      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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

**AGR 124      Soil Science**

A study of the various methods of soil testing and how the results can be interpreted to make fertilizer recommendations. Investigation of chemical and organic fertilizers and their uses in modern crop production.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Soil Science 123

**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: 3 hours — Three lecture hours per week.

Prerequisite: None

**AGR 127      Conservation of Natural Resources**

A study of conservation of natural resources at the national, state, and local levels.

Credit: 3 hours — Three lecture hours per week.

**AGR 128      Conservation of Water Resources**

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

Credit: 3 hours — Two lecture and two lab hours per week.





**AGR 129      Surveying**

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

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: None

**AGR 130      Agriculture Management**

A study is made of the methods, characteristics and types of agriculture in Southern Illinois. Assignments are given which assist the student in applying management principles to a farm operation.

Credit: 3 hours — Three 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**AGR 132      Crop Science**

A study of the fundamental principles underlying the production of agricultural crops.

Credit: 3 hours — Three lecture hours per week.

**AGR 222      Grain Production**

A detailed study of various crops, their planting, growth, harvest and utilization. The identification of insects and diseases common to crops and how these hazards may be diminished.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Crop Science 132

**AGR 223      Animal Science**

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

Credit: 3 hours — Three lecture hours per week.

**AGR 224      Agriculture Mechanics**

The operation, construction, adjustment, maintenance and repair of farm machinery and buildings with emphasis placed on repairs, including the use of arc and gas welding.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

**AGR 225 Introduction to Forestry**

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

Credit: 3 hours — Three lecture hours per week.

**AGR 226 Forest Management**

Study of the commercial uses of forest and forest products.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Introduction to Forestry 225

**AGR 227 Introduction to Wildlife**

Identification of area wildlife including their life cycles, habitats and uses.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**AGR 228 Wildlife Management**

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

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Introduction to Wildlife 227

**AGR 230 Application and Use of Agriculture Chemicals**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**AGR 231 Plant Propagation**

Study of the natural methods of plant propagation with emphasis upon asexual reproduction.

Credit: 3 hours — Two lecture and two lab hours 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: 3 hours — Three 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 or consent of the instructor

**AGR 240      Agriculture Resources Internship**

This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him.

Credit: 4 hours — One lecture and fifteen lab hours per week.

**AGR 243      Outdoor Recreation and Park Management**

Policy, development and administration of outdoor recreation as encountered in forest, park and wildlands. Topics covered include outdoor recreation, Resource Review Commission report, programs for outdoor recreation and policies for both public and private administration.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**AGR 244      Nature Interpretation**

Appreciation of nature as an outdoor activity. Interpretation of nature as it relates to the National Park System, National Forests, Wildlife areas and urban sites. Man's current malaise with the natural environment will be stressed.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

**AGR 245      Agri-Business Internship**

This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him.

Credit: 4 hours — One lecture and fifteen lab hours per week.

**AGR 246      Wildlife Technology Internship**

This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him.

Credit: 4 hours — One lecture and fifteen lab hours per week.

**AGR 247      Animal and Crop Science Internship**

This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him.

Credit: 4 hours — One lecture and fifteen lab hours per week.

**AGR 248      Conservation Law Enforcement Internship**

This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him.

Credit: 4 hours — One lecture and fifteen lab hours per week.

**AGR 249      Livestock Selection and Evaluation**

A study of the desirable type and economically important characteristics used in selecting, breeding, and slaughtering beef cattle, swine and sheep. Selection of dairy cattle and horses will also be covered.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: None

## BIOLOGICAL SCIENCE

**BIO 111      Introduction to Biology**

This course sequence covers a year's survey of the basic problems faced by all forms of life, whether plant, animal, or microbe, and compares the various alternative "solutions" to these problems as used by a variety of organisms. Emphasis will be on the chemical and cellular basis of life and the biology of organisms.

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

Prerequisite: None

**BIO 112      Biology**

A continuation of Biology 111. The emphasis is placed upon the perpetuation of life, population and communities, evolution, the plant kingdom, and the animal kingdom.

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

Prerequisite: Biology 111

**BIO 211      Environmental Biology**

Environmental biology is ecology. Emphasis is placed upon ecosystems, populations, and communities. Contemporary problems in human ecology are discussed from articles found in periodicals.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Biology 112

**BIO 212      Introductory Human Physiology**

The structure and function of organs and systems will be systematically surveyed. The discussions will provide a basic overview of the gross, as well as, the cellular and subcellular components of the human body. The course will be of benefit to students in many disciplines such as biology, medicine, pharmacy, dentistry, psychology and philosophy.

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

Prerequisite: Biology 112

**BIO 213      Botany**

Introduction to the structure, development, relationships, ecological and economical importances of the algae, fungi, mosses, ferns, and the higher vascular plants. Some work in identification of plants is included.

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

Prerequisite: Biology 112 or approval of the appropriate dean.

**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. Emphasis on internal control notes, interest, inventories, partnerships, depreciation, accruals, and special adjusting entries.

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 corporations, manufacturing, payroll, inventories, and income taxes.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Accounting 111

**ACC 211      Accounting**

A comprehensive study of financial accounting theory and practice. Subjects covered include foundations of accounting theory, the reporting process, inventories, asset valuations, income determination, corporate information, combinations and consolidations.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Accounting 112

**ACC 212      Accounting**

Continued specialization in investments, receivables, current and contingent liabilities, corporate accounting, accounting for bonds, fund accounting, statement preparation, continued financial accounting theory and practice.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Accounting 211

**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: 3 hours — Three lecture hours per week.

Prerequisite: None

**ACC 221      Cost Accounting**

Job order, process accounting, and standard cost accounting for manufacturing. Theory and technique of costing on actual and normal basis, and distribution costs are presented.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Accounting 112

**ACC 222      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 221

**BUS 115      Business Mathematics**

Practice of fundamental mathematical processes with application to their use with percents, discounts, payroll, banking services, notes, simple interest, depreciation, and other typical business calculations.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**BUS 117      Business English**

The practical application of English and communication processes to meet the needs of business. Examines written communications by surveying several types of business letters, specialized business

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correspondence and job application papers. Reviews principles of oral communication. Spelling, language and punctuation are incorporated into the study of business communications.

Credit: 3 hours — Three lecture hours per week

Prerequisite: English 104 or consent of appropriate dean.

**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: 3 hours — Three 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. The product: packaging and branding, industrial and consumer products, product planning and development.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**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. Fundamental considerations, planning, organizing, actuating and controlling management application of principles and techniques to all activities.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**BUS 214 Business Law**

Introduction to Law: nature, function, and classification. General understanding of the reasons for some of our laws governing businesses and people involved in business-related activities.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**BUS 215 Business Law**

The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics. Emphasis is placed on laws which regulate the business enterprise.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Business Law 214 or consent of appropriate dean.



**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: 3 hours — Three lecture hours per week.

Prerequisite: None

**BUS 230 Business Internship**

The student will work part-time for a period of one or two semesters as an intern in a business firm under the supervision of the staff of the Business Division.

Credit: 4 hours — Fifteen lab and one lecture hour per week.

Prerequisite: Consent of the department chairman.

**SEC 120 Records Management**

Fundamentals in alphabetic, numeric, geographic and subject filing. Indexing practices and rules which govern retrieval. Transfer, disposal and other management aspects will be covered.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**SEC 121 Beginning Typewriting**

Typewriter keyboard, techniques of developing speed and accuracy, centering, tables, letters and manuscripts. Minimum 5 minute speed of 35 wpm at end of course. Individualized self-paced method of instruction. Course may be waived based by placement test.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: None

**SEC 122 Intermediate Typewriting**

A continuation of beginning typing with emphasis on straight copy typing as well as timed production work. Includes letters, tables, memos, forms, reports, stencils, dittos, Minimum 5 minute speed of 45 wpm required at end of course. Individualized self-paced method of instruction. Course may be waived by placement test.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Beginning Typewriting 121 or placement test.

**SEC 123      Beginning Shorthand**

A complete course in Gregg shorthand theory with brief forms, phrasing and vocabulary. Emphasis on writing speed with typewritten transcription. Minimum 3 minute dictation and transcription at 50 wpm at end of course. Course may be waived by placement test. Credit: 3 hours — One lecture and four lab hours per week. Prerequisite: Beginning Typewriting 121 enrollment or completion.

**SEC 124      Shorthand and Transcription**

Development of dictation and transcription skills. Minimum 3 minute dictation and transcription at 70 wpm at end of course. Includes mailable letter transcription. Course may be waived by placement test.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Beginning Shorthand 123 or placement test.

**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, and simple interest problems. The student gains necessary skill needed for competent business machine operation.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: None

**SEC 128      Machine Transcription**

Typewriter transcription of prerecorded data from transcription machine into mailable letters. Includes punctuation, spelling, word usage, corrections and other transcription skills.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Beginning Typewriting 121.

**SEC 223      Advanced Typewriting**

A continuation of intermediate typing with emphasis on speed development and timed production work. Government, medical, technical, financial and legal correspondence. Minimum 5 minute speed of 50 wpm at end of course. Individualized self-paced method of instruction.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Typewriting 122 or placement test.

**SEC 224      Shorthand and Transcription**

Increased development of dictation and transcribing skills. Minimum 3 minute dictation and transcription at 90 wpm at end of course. Strong emphasis on mailable letter transcription.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Shorthand and Transcription 124 or placement test.

**SEC 225      Shorthand and Transcription**

Increased emphasis on mailable letter transcription. Minimum 3 minute dictation and transcription at 110 wpm at end of course.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Shorthand and Transcription 224.

**SEC 226      Secretarial Procedures**

A comprehensive study of the duties of the secretary. Topics examined include the secretarial profession, duplicating, communications, personality, and human relations. Knowledge, attitudes, and values that are important for competent performance on the job are stressed.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Typing 121 or the equivalent through proficiency testing.

**SEC 228      Medical Terminology**

Development of a medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Typing 121 or the equivalent through proficiency testing.

**SEC 229      Legal Terminology**

Development of a legal vocabulary through the study of word construction, spelling and pronunciation, legal abbreviations and symbols, and use of terminology in correspondence and reports used in the legal profession.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Shorthand 224 and Typing 121 or the equivalent through proficiency testing.

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# COMMUNICATIONS

## ENGLISH

### **ENG 101      Reading Improvement**

This is a basic or fundamental 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 104      English**

This English course is designed as a basic or fundamental course and will be used as a option to ENG 111 English for vocational students. This beginning course in English grammar and composition includes the fundamental principles of writing and is aimed at helping students who need assistance in the improvement of writing skills.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

### **ENG 105      English**

Continuation of English 104.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: English 104

### **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 221 Technical Writing**

A study of the organization and writing of technical materials, with emphasis on description, process, abstract, technical reports and manuals.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

## JOURNALISM

**JOU 115 Journalism**

Emphasis on 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: None

**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: None

**JOU 212 Sophomore Writing**

A continuation of Sophomore Writing 211.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Journalism 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: Journalism 212

**SPEECH****SPC 111 Basic Oral Communication**

This course is designed to give the student the basic principles of interpersonal communication with emphasis upon the techniques of communication orally. Various types of oral presentation are studied with emphasis upon public speaking. Attention is given to voice, bodily action, organization of material and to the speaker's character and responsibility to society.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**SPC 112 Oral Interpretation**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**SPC 113 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**SPC 114 a,b Forensic Activities**

Students engaged in actual communication situations in the community or in interscholastic speech competition may earn one hour credit per semester. A total of four semester hours may be accumulated. Two lab hours per week are utilized to research and practice for speech activities.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

**SPC 211      Group Discussion**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Basic Oral Communication 111 or consent of instructor.

**SPC 212      Argumentation and Debate**

The principles of argument analysis, evidence reasoning, fallacies, briefing, and delivery are studied and applied in debating experiences.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Basic Oral Communication 111 or consent of instructor.

**SPC 213      Theatre**

Attention is given to the various aspects of play production with opportunity to gain experience in one or more of the theatrical arts.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Introduction to Drama 113 or consent of instructor.

**SPC 214 a,b      Forensic Activities**

Continuation of Speech 114 a,b.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

## 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 — Three lecture and two lab 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 — Three lecture and two lab hours per week.

Prerequisite: French 111

**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 — Three lecture and two lab hours per week.

Prerequisite: French 112

**FRN 212      French**

Continuation of French 211.

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

Prerequisite: French 211

**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 — Three lecture and two lab hours per week.

Prerequisite: None

**GER 112      German**

A continuation of German 111.

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

Prerequisite: German 111

**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 — Three lecture and two lab hours per week.

Prerequisite: German 112

**GER 212      German**

A continuation of German 211.

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

Prerequisite: German 211

**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 — Three lecture and two lab 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 — Three lecture and two lab hours per week.

Prerequisite: Spanish 111

**SPA 211      Spanish**

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

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

Prerequisite: Spanish 211

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# HEALTH OCCUPATIONS

## PRACTICAL NURSING

**PN 140 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

**PN 141 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: 6 hours — Five lecture hours and three lab hours per week.

Prerequisite: None

**PN 142 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**PN 143 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

**PN 144 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.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PN 145 Introduction to Mental Health**

Learning to cope with personal fears and anxieties and the development of self-understanding is of utmost importance to the practical nurse student. This course is also 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 and the ability to identify the major classifications of mental illness.

Practice and theory are given in the clinical area and includes the opportunity for observation of the professional team, patient-centered approach and the community approach.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PN 146 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

**PN 147 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 hour and three lab hours per week.

Prerequisite: None

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**PN 148      Nursing Skills**

A continuation of Basic Skills 141. This course is to familiarize the student with procedures and skills concurrent with the principles underlying their present theory and clinical experience to include the adult patient.

Credit: 3 hours — Two lecture hours and three lab hours per week.

Prerequisite: Basic Skills 141

**PN 149      Health & Introduction to Medical-Surgical Nursing**

This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function and the more commonly used diagnostic aids will complete the course.

Credit: 3 hours — Two lecture hours and three lab hours per week.

Prerequisite: None

**PN 150      Medical-Surgical Nursing I**

The care of selected adult patients in clinical affiliations and the study of disease conditions, symptoms and diagnostic measures used in such conditions.

Credit: 3 hours — Two lecture hours and three lab hours per week.

Prerequisite: Health and Introduction to Medical-Surgical Nursing 149

**PN 151      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 in the maternity division.

Credit: 3 hours — Two lecture hours and three lab hours per week.

Prerequisite: None

**PN 152      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 precautions, 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.

Credit: 3 hours — Two lecture hours and three lab hours per week.

Prerequisite: None

**PN 153            Pharmacology**

This is a course in theory and practice that offers a basic understanding of the principles of medication administration. It covers the basic information concerning the main effects, uses and dosages of the more common drugs. Practical experience will include administration of medications, observing and recording.

Credit: 3 hours — Two lecture hours and three lab hours per week.

Prerequisite: Introduction to Pharmacology 146

**PN 154            Diet Therapy**

This course is designed to develop a clear understanding of the basic concepts of treatment of disease by diet.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Introduction to Basic Nutrition 140 and Nutrition 158

**PN 155            Personal & Vocational Relationships**

A continuation of Personal and Vocational Relationships 144. This course develops within the student an awareness of duties, responsibilities, limitations, ethical and legal aspects, career opportunities and requirements, and nursing organizations.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Personal and Vocational Relationships 144

**PN 156            Advanced Nursing Skills**

This course offers the student advanced nursing theories concurrent with their clinical application. Techniques of charting, transcribing and team nursing as they relate to the duties of practical nursing are presented. In addition, skills relating to nurses station desk duties are developed.

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

Prerequisite: Nursing Skills 148

**PN 157            Medical-Surgical Nursing II**

This course is a continuation of Medical-Surgical Nursing I 150.

Credit: 6 hours — Four lecture hours and six lab hours per week.

Prerequisite: Medical-Surgical Nursing I 150

**PN 158 Nutrition**

This course is designed to present information concerning the modification of the normal basic diet to meet the therapeutic needs of the patient; the interpretation of a diet order in terms of daily foods and meals; and the many factors involved in feeding the sick.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Introduction to Basic Nutrition 140

**PN 159 Pharmacology**

A continuation of Pharmacology 153. This course presents information concerning the effect of drugs on various body systems; expansion of knowledge concerning drugs most commonly used in the treatment of major diseases, their main effects, dosages, contraindications and dangers.

Credit: One hour — One lecture per week.

Prerequisite: Introduction to Pharmacology 146 and Pharmacology 153

## ASSOCIATE DEGREE NURSING PROGRAM

**ADN 210 Introduction to Nursing and Science**

Using the individual modular approach to education this course introduces the student to the basic concepts which are the foundation for the nursing and integrated science curriculum. Emphasis is placed on the scientific principles, conceptual framework and threads which will guide the student through the program. These principles will be applied in selected clinical situations.

Credit: 3 hours — Two lecture and two lab hours per week.

**ADN 211 Maternal-Child Nursing Interventions**

Utilizing principles from the physical, biological and behavioral sciences, this course is designed to give the student a basic knowledge of reproductive function, processes of the maternal cycle, and development of the newborns through age sixteen. The problem-solving approach will be applied to identified nursing problems in normal, specialized and complex clinical situations occurring during the maternal cycle and from birth to age sixteen with special emphasis on concepts of the family.

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

Prerequisite: Introduction to Nursing and Science 210

**ADN 212 Psychiatric Nursing Interventions**

This course is designed to assist the student to learn more about mental health and mental illness. The problem-solving approach will be applied to identified nursing problems in specialized and

complex clinical situations based on the conceptual framework with special emphasis on interpersonal relationships, principles of psychiatric nursing, psychosocial needs and skills in therapeutic communications.

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

Prerequisite: Introduction to Nursing and Science 210

**ADN 213      Neurological-Sensory Nursing Interventions**

Utilizing principles from the physical, biological and behavioral sciences, this course is designed to give the student a basic knowledge of neurological and sensory function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Introduction to Nursing and Science 210

**ADN 214      Dermatological Nursing Interventions**

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of skin function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identified nursing problems in specialized and complex situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

Credit: 2 hours — One lecture and two lab hours per week. Prerequisite: Introduction to Nursing and Science 210

**ADN 215      Orthopedic Nursing Interventions**

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of skeletal and muscular function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Introduction to Nursing and Science 210

**ADN 216      Genital-Urinary Nursing Interventions**

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of genital-urinary function and those disorders commonly encountered in nursing practice. The problem-solving approach will

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be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Introduction to Nursing and Science 210

**ADN 217      Metabolic-Endocrine Nursing Interventions**

Utilizing principles from the physical, biological and behavioral sciences, this course is designed to give the student a basic knowledge of metabolic-endocrine function and those disorders commonly encountered in nursing practice. The problem solving approach will be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Introduction to Nursing and Science 210

**ADN 218      Community Health Nursing**

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

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Introduction to Nursing and Science 210

**ADN 219      Cardiovascular Nursing Interventions**

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of cardiovascular function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Introduction to Nursing and Science 210

**ADN 220      Respiratory Nursing Interventions**

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of pulmonary function and those disorders commonly encountered in nursing practice. The problem-solving approach will



be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.  
Credit: 2 hours — One lecture and two lab hours per week.  
Prerequisite: Introduction to Nursing and Science 210

**ADN 221      Gastrointestinal Nursing Interventions**

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of gastrointestinal function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identified nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.  
Credit: 2 hours — One lecture and two lab hours per week.  
Prerequisite: Introduction to Nursing and Science 210

**ADN 222      Nursing Today and Tomorrow**

Leadership in nursing, transition into New Graduate role, and current issues in nursing are the integral components of the terminal course of this program. It will provide the student with practical experience utilizing all theory and knowledge of skills learned in the care of groups of patients. It is expected that the student will have learned to be a safe practitioner, function in group situations, relate to people of all ages, staff and patients, and effect change in the health care delivery system upon completion.  
Credit: 1 hour — No lecture and two lab hours per week.  
Prerequisite: Consent of Instructor.

**NUR 290      Physical Diagnosis**

This course is designed to provide the professional nurse with the necessary knowledge and skills to conduct a physical examination and to provide a tentative diagnosis of possible illness and/or injury of a patient. Topics to be covered include, but are not limited to history taking; general evaluation; examination of the ear, eye, nose, throat, chest, heart and abdomen. This course is highly recommended for public health nurses, school nurses, and other professional nurses whose job requires the administration of physical examinations.  
Credit: 2 hours — Two lecture hours per week.  
Prerequisite: Registered Nursing or Licensed Practical Nursing

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## HEALTH

**HLT 111      Health**

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

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

**HLT 125      First Aid**

This course is designed to acquaint the student with basic first aid. Lectures, demonstrations and practice in laboratory situations will be used as methods of instruction.

Credit: 1 hour — One lecture hour per week.

## PHYSICAL EDUCATION

**PE 100      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

**PE 101      Bowling**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of bowling.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 102      Beginning Tennis**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of tennis.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 103      Intermediate Tennis**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of tennis. Students enrolled in this course will be expected to have the ability to execute basic fundamentals and techniques and greater emphasis shall be placed upon playing strategy.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Beginning Tennis

**PE 104          Golf**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of golf.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 105          Badminton and Deck Tennis**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of badminton and deck tennis. Badminton will be taught the first nine weeks and deck tennis will be taught the last nine weeks.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 106          Volleyball**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of volleyball.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 107          Archery**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of archery.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 108          Stunts and Tumbling**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of stunts and tumbling.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 109          Football: Flag and Touch**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of flag and touch football.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 110      Basketball**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of basketball.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

**PE 112      Softball**

A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of basketball.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None



# HUMANITIES

## ART

### **ART 111      Basic Studio-Drawing**

A studio course designed for the beginner. This course is meant to develop the drawing skill; emphasis is placed on composition, line, texture, shape and form. Media explored will be graphite, charcoal, conte crayon, and pen and ink.

Credit: 3 hours — Three studio hours per week.

Prerequisite: None

### **ART 112      Basic Studio-Painting**

A studio course designed for the beginner in painting; emphasis is placed on the knowledge of the color theory and various painting techniques. Media explored will be tempera paint, water colors, acrylics, oils, collage.

Credit: 3 hours — Three studio hours per week.

Prerequisite: ART 111 or permission of instructor (based on examples of student's drawings.)

### **ART 113      Basic Studio — Pottery and Sculpture**

A basic course designed to introduce the beginner to the third-dimension. Emphasis is on the use of materials, balance and form in a sculpture. Materials used are found objects, wood, stone, plaster, metal and clay. Hand-built and wheel-thrown pottery is constructed.

Credit: 3 hours — Three studio hours per week.

Prerequisite: None

### **ART 114      Art Appreciation**

Painting, sculpture and architecture from Paleolithic 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**Art 115      Basic Studio — Design and Crafts**

An exploration of the elements of art (line, color, texture, shape, and form) and the principles of design through crafts, two-dimensional designs and three-dimensional designs.

Credit: 3 hours — Three studio hours per week.

Prerequisite: None

**Art 211      Advanced Studio — Drawing**

A studio course designed to develop the drawing skill with emphasis on the study of two-dimensional products, abstract approaches to drawing and personal expression. The human figure as subject matter will be emphasized. Various drawing media are explored.

Credit: 3 hours — Six studio hours per week.

Prerequisite: Art 111

**ART 212      Advanced Studio — Painting**

A studio course exploring various painting techniques and media (water-colors, acrylics, oils, and collage). Emphasis is placed on special problems in color theory, composition, surfaces, subject matter and personal expression.

Credit: 3 hours — Six studio hours per week.

Prerequisite: Art 112

**ART 213      Advanced Studio — Pottery and Sculpture**

A studio course to develop the student's skill in pottery and sculpture. Technical problems in throwing, firing and glazing are emphasized. In sculpture, emphasis is on the use of various materials, textures, balance and form.

Credit: 3 hours — Six studio hours per week.

Prerequisite: Art 113

**ART 215      Advanced Studio — Design and Crafts**

A studio course using the elements of art and the principles of design in the construction of crafts, two-dimensional and three-dimensional designs. Areas explored are batik, macrame, silk screen, linoleum block, and graphic design.

Credit: 3 hours — Six studio hours per week.

Prerequisite: Art 115

THE ART DEPARTMENT MAY RETAIN STUDENTS' WORKS FOR USE IN ART EXHIBITS.

**LITERATURE****LIT 211 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**

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**

A study of representative plays with emphasis on dramatic literary form and dialogue. Student may also gain experience in creating dramatic dialogue.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**LIT 214 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**

Eighteenth century poets through the writers of the present.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**LIT 216 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**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**LIT 218      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

**MUSIC****MUS 111      College Choir**

Membership in the college choir is open to all students with approval from the instructor. Members rehearse and perform music of all styles from renaissance to rock and develop basic singing techniques. May be repeated for credit not to exceed total of four credits.  
Credit: 1 hour — Two lab hours per week.  
Prerequisite: None

**MUS-112      Fundamentals of Music**

A study of how sounds are combined to produce music through the actual processes of composing and performing. Basic music reading, notation, scales, and chords are studied and applied. Suitable for pre-teachers and non-music majors.  
Credit: 3 hours — Three lecture hours per week.  
Prerequisite: None

**MUS 113      Harmony, Ear Training & Sight Singing I**

Study of traditional diatonic tonal materials and standard notational practice: intervals, scales, chords, chord roots, theory of chord inversion. Includes lab in sight singing, ear training, dictation and keyboard skills.  
Credit: 4 hours — Three lecture and two lab hours per week.  
Prerequisite: Music 112, or demonstrate proficiency of Music 112

**MUS 114      Harmony, Ear Training & Sight Singing II**

Beginning study of four part writing, theory of chord succession, structure of harmonic cadence, key systems, modal structured, seventh chords. Harmonic analysis of simple scores. Continuation of common diatonic materials in keyboard, ear training, and sight singing skills. Standard chord progressions at the keyboard.  
Credit: 4 hours — Three lecture and two lab hours per week.  
Prerequisite: Music 113



**MUS 115 Music Appreciation**

A course designed to help the student to become a more sensitive listener. Aural perception of musical sound events, relationships and structures emphasized. Also a survey of musical forms with a study of music in regards to other art forms.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**MUS 116 Applied Class**

Class instruction in applied study of voice, piano, organ, guitar, brass, woodwinds, percussion, strings.

Credit: 1 hour — One hour per week.

Prerequisite: None

**MUS 117 Private Study**

Private applied instruction in voice, piano, organ, guitar, band, or orchestra instruments.

Credit: 1 hour — One half hour per week.

Prerequisite: Enrollment in music major program and consent of appropriate dean.

**MUS 118 Survey of Music Literature**

Musical forms and styles analyzed through listening to examples from leading composers of each historical period.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Music 113.

**MUS 119 ab Chamber Singers**

Membership is open to a select group of students. Designed to give experience with music written for the small ensemble, from Madrigals to pop. Members required to participate in College Choir. Chamber Singers give public performances.

Credit: 1 hour — One half hour per week.

Prerequisite: Membership concurrently in College Choir.

**MUS 213 Harmony, Ear Training & Sight Singing III**

Part writing and harmonizing melodies, theory of chord succession, and analysis of scores using chromatic materials. Keyboard, ear training, sight singing and dictation using chromatic materials.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Music 114 and 2 semesters of class or private piano.

- MUS 214**      **Harmony, Ear Training & Sight Singing IV**  
Original composition utilizing skills and knowledge of Music 213.  
Introduction of Twentieth Century materials.  
Credit: 4 hours — Four lecture hours per week.  
Prerequisite: Music 213 and 2 semesters of class or private piano.

## PHILOSOPHY

- PHI 215**      **Philosophy**  
Study of chief patterns of philosophic thought. Discussion of persistent problems of philosophy illustrated in the writing of major thinkers from Greece through the 20th Century.  
Credit: 3 hours — Three lecture hours per week.  
Prerequisite: None

## MATHEMATICAL SCIENCE

- MAT 101**      **Introduction to Algebra**  
A course in the algebraic fundamentals. It is designed for students who have had no algebra or who desire a review of this material.  
Credit: 3 hours — Three lecture hours per week.  
Prerequisite: None
- MAT 102**      **Basic Mathematics**  
A course in basic mathematics. No algebra. Material includes an analysis of the decimal number system; addition, subtraction, multiplication, and division; work with decimals, percents, ratios and proportions, measurement, equations, and formulas.  
Credit: 3 hours  
Prerequisite: None
- MAT 111**      **Foundations of Mathematics**  
Designed for elementary teaching curricula. Emphasis is on mathematics as a subject viewed as a whole. The newer mathematical concepts, techniques, and terminology associated with elementary mathematics are introduced and analyzed.  
Credit: 3 hours — Three 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**

Basic set theory, fundamental algebraic operations, linear equations, worded problems, factoring, fractions, exponents, logarithms, radicals, complex numbers, quadratic equations, inequalities, functions and graphs, systems of equations and special functions.

Credit: 5 hours — Five lecture hours per week.

Prerequisite: Introduction to Algebra 101 or high school algebra.

**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 geometric progressions, exponents and logarithms.

Credit: 5 hours — Five lecture hours per week.

Prerequisite: Intermediate Algebra 114 or satisfactory math background in high school.

**MAT 117 Analytic Geometry & Calculus**

Introduction to analytic geometry, slope, straight line, the conic sections, functions, limits, continuity, fundamental differentiation, differentiation formulas, and applications of Rolle's theorem and Mean Value theorem.

Credit: 5 hours — Five lecture hours per week.

Prerequisite: College Algebra & Trigonometry 115 or satisfactory math background in high school and consent of instructor.

**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 210      General Elementary Statistics**

Introduction to the theory of statistics. Common statistical measures, probability, the binomial distribution, the normal distribution, one-sample and two-sample hypothesis testing, confidence intervals, correlation, and prediction.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: MAT 114 or equivalent

**MAT 211      Analytic Geometry and Calculus**

Analytic geometry extended, applications of derivatives, maxima, minima, implicit differentiation, concavity, antiderivatives, definite integrals, fundamental theorem of integral calculus. Application of definite integrals, transcendental functions.

Credit: 5 hours — Five lecture hours per week.

Prerequisite: Analytic Geometry & Calculus 117

**MAT 212      Analytic Geometry and Calculus**

Introduction to conics and application of conics, techniques of integration, polar coordinates, parametric equations and vectors, indeterminate forms, improper integrals, multiple integrals, infinite series, partial differentiation, differential equations, three dimension space and linear algebra.

Credit: 5 hours — Five lecture hours per week.

Prerequisite: Analytic Geometry & Calculus 211

## PERSONAL AND PUBLIC SERVICE OCCUPATIONS

### SOCIAL SERVICE TECHNOLOGY

**SST 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. In addition, interviewing skills are developed through role playing.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**SST 122      Introduction to 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**SST 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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

**SST 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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Group Processes 221

**SST 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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

**SST 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**SST 225 Practicum**

A community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks. Included in this practicum will be one seminar session per week for the purpose of discussing problems encountered during the work experience portion.

Credit: 4 hours — One lecture hour, fifteen lab hours per week.

Prerequisite: Sophomore standing in Social Service Technology Program

**SST 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**SST 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**PHYSICAL SCIENCE****PHS 111      Physical Science**

This lecture course is an introduction to the basic concepts of chemistry with emphasis on atomic structure and the behavior of matter. It should be taken by non-science majors and science majors with very limited science background.

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

Prerequisite: None

**PHS 112      Physical Science**

This lecture course is 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 in 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 114      Inorganic Chemistry**

This course is designed for persons interested in any of the sciences including engineering, pre-medical and pre-dental majors. Empha-

sis is on quantitative measurement of chemical composition, the structure of matter, the relationship between the periodic table and properties of elements and the nature of chemical bonds. Laboratory experiments are designed to give the student experience in handling many of the analytical tools used in industry today.

Credit: 5 hours — Three lecture and four lab hours per week.

Prerequisites: Physical Science 111 or high school chemistry and two units of high school algebra or Intermediate Algebra 114.

**CHE 115 Inorganic Chemistry and Qualitative Analysis**

A continuation of Chemistry 114. Deals primarily with the various groups of elements and reactions which they undergo, and with the separation of elements on the basis of the solubility of their salts. The laboratory experiments are qualitative in nature.

Credit: 5 hours — Three lecture and four lab hours per week.

Prerequisite: Inorganic Chemistry 114

**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 115.

**CHE 212 Organic Chemistry**

Continuation of Chemistry 211.

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

Prerequisite: Organic Chemistry 211

**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

**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 semester course is a study of the

basic laws of mechanics, heat, and sound, with considerable emphasis on the solution of problems. Topics covered include rectilinear motion, rotation, momentum, work and energy, heat, laws of thermodynamics, and wave motion.

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

Prerequisite: Mathematics 115 and Inorganic Chemistry 114 or approval of appropriate Dean.

**PHY 217      Physics**

Basic laws of electricity and magnetism, light, and atomic and nuclear physics. Topics covered include electric and magnetic fields, direct current and alternating circuits, physical and geometrical optics, and atomic and nuclear physics.

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

Prerequisite: Physics 216

## SOCIAL SCIENCES

**SEM 101      Introduction to 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. Introduction to College Life is a non-transferable requirement for all graduates of Shawnee College.

Credit: 1 hour — One lecture hour.

Prerequisite: None

**SSC 102      American Social Structure**

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: 3 hours — Three lecture hours per week.

Prerequisite: None

**SSC 104      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: 3 hours — Three lecture hours per week.

Prerequisite: None



**ANT 216 Anthropology**

An introduction to and survey of the nature of man, his origins and culture with the main emphasis on cultural anthropology.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**ECO 211 Economics**

Macro-economics: American capitalism, money, banking, economic growth, national income, and fiscal policy.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**ECO 212 Economics**

Micro-economics, 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 American Economic History**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**GRY 214 Introduction to Physical Geography**

A study of the primary regions of the world which includes such physical factors as topography, climate and vegetation within each region.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**HIS 116 Western Civilization**

A survey of social, economic, political, and cultural development of the Western world from earliest times to 1715.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**HIS 117 Western Civilization**

A continuation of Western Civilization 116 emphasizing social, economic, political, and cultural development of the Western world, from 1715 to the present.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**PSY 219      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: 3 hours — Three lecture hours per week.

Prerequisite: None

**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: 3 hours — Three lecture hours per week.

Prerequisite: None

**HIS 214      History of the United States**

A study of the major political, social, and economic development of the U.S. to 1865.

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 1865 to the present.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**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: 3 hours — Three 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: 3 hours — Three 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: 3 hours — Three lecture hours per week.

Prerequisite: None

**PSY 214 Practical Psychology**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

## **INDUSTRIAL ORIENTED OCCUPATIONS**

### **DRAFTING**

**DRA 120 Fundamentals of Drafting**

A study of basic drafting techniques involved in freehand and instrument drawing. Subjects included are: use of instruments, lettering, geometrical construction, orthographic projection, pictorial drawing, auxiliary views, sections, and dimensioning.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

**DRA 131 Blueprint Reading**

The fundamentals of blueprint reading involving the meaning of lines, symbols, notes, and specifications as applied to industry in the area of machine and construction blueprint reading.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Fundamentals of Drafting 120

**DRA 135 Mechanical Drafting**

A continuation of Fundamentals of Drafting 120. Subjects included are: basic machine elements, precision and limit dimensioning, weldments, power and motion machine elements, piping drawings, and simplified drafting practices.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Fundamentals of Drafting 120

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## AUTOMOTIVE MECHANICS

### **AUT 111      Multi-Cylinder Engine Servicing**

The study of two, four, six and eight cylinder engines. Emphasis is on providing background in the design and operation of gasoline engines. Participation in disassembly of engines and use of shop manuals will be covered.

Credit: 3 hours — Two lecture and two lab hours per week.

### **AUT 112      Tune-Up, Troubleshooting, & Diagnosis**

Diagnosing automotive engine and ignition conditions using electronic testing equipment. Emphasis on operation of equipment, troubleshooting, repairing and tune-up.

Credit: 3 hours — Two lecture and two lab hours per week.

### **AUT 113      Automotive Power Trains**

Study of clutches, manual transmission, automated transmissions, drive lines, differentials, and related components. Emphasis is on study of construction, operating principles, repairing, adjustments and transferring of power.

Credit: 3 hours — Two lecture and two lab hours per week.

### **AUT 114      Air Conditioning & Heating**

This course is designed to train students on operating principles, testing, diagnosis, and servicing of automobile air conditioners, heaters, and controls. Basic testing equipment will be used to determine repairs needed.

Credit: 3 hours — Two lecture and two lab hours per week.

### **AUT 115      Shop Safety**

This course is designed to orient students to basic safety practices necessary with automotive equipment and to introduce the student to management, organization and operation of automotive business. Emphasis is placed on operating procedures, employee and labor relations, productivity, shop layout and planning, customer relations, record keeping, purchasing and basic principles of merchandising.

Credit: 1 hour — One lecture hour per week.

### **AUT 116      AC & DC Electrical Systems**

A course dealing with the construction, operation, function, testing and repairing of the charging and ignition systems. Various electrical circuits such as the lighting and instrument circuits will also be studied. Students will be expected to perform selected tests using appropriate service manuals and test equipment.

Credit: 3 hours — Two lecture and two lab hours per week.

**AUT 117      Brakes, Wheel Alignment, Balance and Suspensions**

Study of manual and power brakes, suspension systems, front wheel alignment, dynamic and static wheel balance and standard and power steering systems. Emphasis is placed on operating principles, troubleshooting and repairing using latest equipment available.

Credit: 3 hours — Two lecture and two lab hours per week.

**AUT 118      Emission Control Systems**

A course designed to give the student background in the design, operation and troubleshooting of emission control systems.

Credit: 3 hours — Two lecture and two lab hours per week.

**AUT 119      Fuel and Fuel Systems**

A course designed to provide background in fuel systems and carburetors. Included is nomenclature, design, construction and maintenance of fuel tanks, fuel lines, fuel pumps, filtration systems and carburetors. Students will conduct inspection and rebuilding of various types of fuel pumps and carburetors.

Credit: 3 hours — Two lecture and two lab hours per week.

**AUT 123      Manual & Automatic Transmissions**

Study of various types of manual and automatic transmissions for the understanding of disassembly, assembly, function, construction, operation service and troubleshooting procedures.

Credit: 3 hours — Two lecture and two lab hours per week.

**AUT 124      Auto Shop Management**

This course is designed to introduce the student to problems relating to management, organization and operation of an automotive shop.

Credit: 2 hours — Two lecture hours per week.

**AUT 126      Auto Blueprint Reading**

This course is designed to familiarize the student with the symbols utilized in automotive blueprints. Upon successful completion of this course the student should be able to readily identify automotive components from blueprint diagrams.

Credit: 3 hours — Two lecture and two lab hours per week.

**AUT 127      Internship**

Course is designed to assist the student with the application of information and skills acquired in previous automotive courses.

Credit: 5 hours — One lecture and twenty lab hours per week.

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## ELECTRONICS

### **ELT 110      Basic Electrical Concepts**

A study of the relationship between current voltage resistance and power for direct current and alternating current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits, Ohm's Law, power-heat-light, series resistive circuits, series circuits — Kirchhoff's Law, parallel resistive circuits, parallel circuits — Kirchhoff's Law, series-parallel circuits, Thevenin's and Norton's Theorems, rheostats and potentiometers, voltage dividers, the DC voltmeter, the DC ammeter, the ohmmeter, power transfer, direct and alternating currents, the oscilloscope, the audio frequency generator, the function generator, relays, inductance, transformers, inductive reactance, capacitance, time constants, capacitive reactance, series resonance and parallel resonance.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: The student must be enrolled in or have completed Math 114 or Math 115 at the time of enrolling in this course.

### **ELT 111      Rotating Machinery I**

A study of DC and AC machines. Topics included are: series and parallel equivalent resistances, resistances in parallel, resistances in series and in series-parallel, safety and the power supply, Ohm's Law, circuit solution, power in DC circuits, the transmission line, the direct current motor, AC voltage and current measurement, the wattmeter, phase angle — real and apparent power, capacitive reactance, inductive reactance, watt — var, volt-ampere and power factor, vectors and phasors-series circuits, vectors and phasors-parallel circuits, impedance, the synchronous motor and the electrodynamicometer, the DC shunt motor, the DC series motor, the DC compound motor, the DC separately excited shunt generator, the DC self excited shunt generator, the DC compound generator, the DC series generator, the split-phase induction motor, the capacitor-start motor, and the capacitor-run motor.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: The student must be enrolled in or have completed Math 114 or Math 115 at the time of enrolling in this course.

### **ELT 112      Basic Electronic Concepts I**

An introduction to electronic concepts including the following topics: introduction to semiconductor diodes, rectifiers; half-wave and full-wave, filtering and voltage doublers, power supply test and

checks, introduction to the transistor, transistor testing, transistor biasing, common base circuit, common emitter circuit, common collector circuit, bias stabilization, the transistor specification sheet, RC coupling, transformer coupling, direct coupling, single-ended power amplifier, phase splitter, phase inverter, push-pull power amplifier, complementary power amplifier, amplifier test and troubleshooting procedure, phase-shift audio oscillator, LC audio oscillator, the radio frequency generator, Hartley RF oscillator, and Colpitts RF oscillator.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electrical Concepts 110 and Rotating Machinery I 111

### **ELT 113      Rotating Machinery II**

A continuation of Rotating Machinery I to include the following topics: the universal motor, the repulsion start-induction run motor, the single phase transformer, transformer phasing, transformer regulation, the autotransformer, transformers in parallel, distribution transformer, three phase circuits, three-phase — watts, vars and volt-amperes, three-phase power measurement, three-phase transformer connections, the wound rotor induction motor, the squirrel cage induction motor, the synchronous motor, the three-phase alternator, the alternator under load, alternator synchronization, alternator power, phase sequence, frequency conversion, reactance and frequency, three-phase to two-phase conversion, selsyn control, and SCR speed control.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electrical Concepts 110 and Rotating Machinery I 111

### **ELT 210      Electronic Concepts II**

A continuation of the study of electronic concepts including the following topics: junction field effect transistor, JFET voltage amplifier, JFET constant current source, metal oxide semiconductor field effect transistor, MOSFET voltage amplifier, dual gate MOSFET, Zener diode, Zener diode voltage regulation, shunt type voltage regulator, series type voltage regulator, DC to DC converter, series feedback, shunt feedback, multistage amplifier feedback, Darlington pair, differential amplifier, integrated circuit operational amplifier, IC OP AMP — inverting amplifier, IC OP AMP — non-inverting amplifier, IC OP AMP, summing amplifier, IC OP AMP, voltage comparator, IC OP AMP, active filter, unijunction transistor, UJT

waveform generator, programmable UJT, and put frequency divider circuit.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electronic Concepts I 112 and Rotating Machinery II 113

### **ELT 211      Electric Power Transmission**

A study of electric power transmission systems to include the following topics: safety and the power supply, phase sequence, real power and reactive power, power flow and voltage regulation of a simple transmission line, phase angle and voltage drop between sender and receiver, parameters which affect real and reactive power flow, parallel lines — transformers and power-handling capacity, the alternator, the synchronous motor, the synchronous condenser and long high voltage lines, transmission line networks and the buck-boost, phase shift transformer, the synchronous motor under load, hunting and system oscillation, power system transients and additional experiments.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electronic Concepts I 112 and Rotating Machinery II 113

### **ELT 212      Digital Electronics I**

An introduction to digital electronics to include the following topics: digital logic trainer familiarization, and/or logic gates; not circuit, NAND/NOR logic gates, dual gating functions — symbolic notation and practical gate applications, number systems; binary numbers and encoders, the decoder, exclusive-OR/NOR gates; parity circuits, memory circuits — the R-S flip-flop, type-T and type-D flip-flops, J-K flip-flop, ripple counter, programming a ripple counter, the BCD decade counter, parallel (synchronous) counters, controlling the modulus of synchronous counters, and the variable modulus synchronous counter.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electronic Concepts I 112 and Rotating Machinery II 113

### **ELT 213      Industrial Circuits and Controls I**

A study of industrial circuits and controls including the following topics: continuity tests — buzzer and lamp, two-station and three-station control, control diagrams — schematic and connection, electromagnetic contractors and relays, full-voltage control of a 30 induction motor, delayed start of a 30 induction motor, start-stop-jog of a 30 induction motor, definite-time jogging and the magnetic



brake, forward-reverse control of a 30 induction motor, primary-resistor starting of a 30 induction motor, autotransformer starting of a 30 induction motor, wye-delta starting of a 30 induction motor, unbalanced starting of a 30 induction motor, starting a 30 wound-rotor induction motor, cam-switch and drum-switch controls, and plugging of 30 induction motors.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electronic Concepts I and Rotating Machinery II 11

### **ELT 214      Electronic Concepts III**

A continuation of the study of electronic concepts to include the following topics: silicon controlled rectifier, SCR gate characteristics, SCR DC power control, SCR AC power control, UJT-SCR time delay circuit, triac and diac, triac — diac AC power control, thermocouple — OP AMP temperature control, thermistor temperature control, photoconductive cells, photo-conductive cell — light control, photovoltaic cells, photovoltaic cell — OP AMP light control, photovoltaic cell — light measurement, waveshaping circuits — Differentiation, wave-shaping circuits — integration, diode limiters and clamps, Schmitt trigger, monostable multivibrator, bistable multivibrator, astable multivibrator, blocking oscillator, bootstrap sawtooth generator, IC timing circuit, light emitting diode, diode digital logic gates, transistor digital logic gates, integrated digital logic gates, JK flip-flop, four bit binary counter, decade counter, and introduction to pulse modulation.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Electronic Concepts II 210

### **ELT 215      Digital Electronics II**

A continuation of the study of digital electronics to include the following topics: registers, parallel-to-serial and serial-to-parallel conversion, synchronous and asynchronous data transmission, shift right/left register, complementing shift register, ring counter and twisted-ring counter, binary addition, binary subtraction, the binary adder-subtractor, Boolean algebra, simulating problems with logic circuits, circuit simplification; the Karnaugh map, sequential control circuits, and shift register generator.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Digital Electronics I 212

### **ELT 216      Industrial Circuits and Controls II**

A continuation of the study of industrial circuits and controls to include the following topics: direct-current contractors and relays, di-

rect-current time-delay relays, cam-switch control of a DC motor, CEMF starting of a DC motor, definite-time DC motor starter, plugging of a DC motor, cam-switch "hoist-lower" control of a DC motor, magnetic "hoist-lower" control of a DC motor, DC braking of a 30 motor, 30 synchronous motor — definite-time starter, 30 synchronous motor — automatic synchronization, 30 synchronous motor — complete control system, sequence timer, and starting split-phase and capacitor-start motors.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Industrial Circuits and Controls I 213

### **ELT 217      Radio Communications**

This is an optional course which could be used as a program elective for students desiring additional background in the radio communications area. Topics included are: demodulation, audio pre-amplifier — driver and output stages, superheterodyne second if amplifier stage, superheterodyne first if amplifier stage, superheterodyne detector and AVC stage, superheterodyne RF tuning circuit, superheterodyne local oscillator circuit, superheterodyne converter stage, superheterodyne receiver alignment, superheterodyne troubleshooting, introduction to FM, communications principles and service considerations, integrated circuit audio amplifier, crystal oscillator, passive filters and impedance matching circuits, RF amplifier, amplitude modulation, transmitting antenna, varactor diode, beat frequency principles, frequency modulation principles, FM detection principles, and automatic frequency control principles.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Electronic Concepts I 112

### **ELT 218      F.C.C. License Preparation**

Intensive study on rules, regulations, and exam related theory is included. F.C.C. rules and regulations related to two-way communications is also studied. The laboratory time is spent studying advanced communication circuitry. The main objective is to enable the student to pass the F.C.C. Second Class exam.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Electronic Concepts II 210

## **COSMETOLOGY**

### **COS 110      Cosmetology Theory**

A study and practice of professional ethics, personal hygiene and grooming, visual poise and personality development, cythology and bacteriology, sterilization, sanitation, shampooing and rinses, scalp

and hair treatments, trichology, hair shaping, fingerwaving, hairstyling, chemistry of heat and cold permanent waving, chemical hair relaxing, theory of massage, facial make-up, hair coloring and art theory.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

**COS 111      Cosmetology Theory**

This course will include the theory of superfluous hair removal, thermal curling and waving, care and styling of wigs, manicuring, osteology, myology, neurology, various systems of the body, dermatology, physics and chemistry of hair, and disorders of the skin, scalp and hair. A basic study of the principles of electricity as used in the beauty culture trade will be covered.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Cosmetology 110

**COS 112      Cosmetology Theory**

This course will include the mathematics of cosmetology, study of the practical application of salon management, rules and regulations for open competition styling and competition judging, Illinois law, cosmetology for the negro and a review of the entire curriculum in preparation for the Illinois State Board Examination.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Cosmetology 111

**COS 113      Cosmetology Laboratory**

There will be demonstrations and lectures by the instructor with the student participating in the following: shampooing, molding of hair, fingerwaving, hair rinses, pin curls and roller placement, hair shaping with scissors and razor, permanent waving and hair straightening, scalp and facial massage, hair colorings (all types) hand and nail care, basic make-up application, eyebrow arching, lash and brow tinting. Students will perform these duties on each other until 240 clock hours have been obtained, then they will be allowed to work on patrons.

Credit: 9 hours — 27 lab hours per week.

Prerequisite: None

**COS 210      Cosmetology Instructor Training**

This course stresses basic cosmetology instructional techniques. The student will observe and assist with instruction under the direct supervision of a qualified cosmetology instructor. Both theory and practical courses will be emphasized. Students who are graduates of

an approved school of beauty culture and have one year of experience as a registered beauty culturist may proficiency Cosmetology 210 and enroll directly in Cosmetology 211 to qualify for the State Licensing Examination by the Illinois Department of Registration.  
Credit: 12 hours — Five lecture and thirty-five lab hours per week.

**COS 211      Cosmetology Instructor Training**

This course is a continuation of Cosmetology 210. More emphasis is placed on the supervision and instruction in the classroom and laboratory setting. Preparation of lesson plans and actual classroom instructional presentations by the student will be emphasized. Additional theory instruction in educational psychology, basic principles of student teaching, and business experience will be stressed.

Credit: 12 hours — Five lecture and thirty-five lab hours per week.

## GENERAL STUDIES

**FA 040      Acrylic Painting**

This course is designed to explore the many uses and advantages of using acrylic paint as a painting media. The use of acrylic paints will provide students with a completed painting in a matter of hours as opposed to days when using oil paint.

Credit: 2 hours

Prerequisite: None

**FA 044      Watercolor**

This course is designed for those adults who have had little or no previous experience in elementary watercolor painting. Still life painting will include drawing, composition, and color. Credit: 2 hours — One lecture and two lab hours per week.

**FA 045      Oil Painting**

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

Credit: 2 hours — One lecture and two lab hours per week.

**FA 046      Ceramics**

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

Credit: 2 hours — One lecture and two lab hours per week.

**FA 047 Intermediate Ceramics**

This course is a continuation of the Ceramics 046 course. Greater emphasis shall be placed upon selection and use of appropriate materials.

Credit: 2 hours

Prerequisite: Ceramics 046

**FA 048 Advanced Ceramics**

This course is a continuing of Intermediate Ceramics 047. Considerable emphasis shall be placed upon proper use of materials, selection of materials, purchasing materials and storage of unfinished and finished products, how and when to fire the kiln.

Credit: 2 hours

Prerequisite: Intermediate Ceramics 047

**FA 049 Antiquing**

This course is designed for the beginner. Course instruction shall include how to condition raw wood, repair wooden surfaces, sandpaper surfaces and fill minor cracks with a minimum of effort. Course will also place significant emphasis on how to successfully market antiques.

Credit: 2 hours

Prerequisite: None

**FA 050 Glass Staining**

This is a basic course for the beginner in glass staining. The course will cover in detail all glass staining related factors from the initial involvement to how to price your work.

Credit: 2 hours

Prerequisite: None

**FA 051 Candlemaking**

This course is designed to instruct the beginning student in the craft of making candles.

Credit: 2 hours

Prerequisite: None

**GED 010 Basic Communication**

Review of basic English and communication skills in preparation for the GED test. This course may be taken for credit twice if necessary to prepare the student for the GED test.

Credit: 1 or 2 hours — One lecture hour per week.

**GED 011      Basic Mathematics**

Review of basic concepts of arithmetic, some attention to algebraic and geometric concepts in preparation for the GED test. This course may be taken for credit twice if necessary to prepare the student for the GED test.

Credit: 1 or 2 hours — One lecture hour per week.

**GED 012      Basic Social Science**

Review of basic Social Sciences including Civics, Economics, and History in preparation for the GED test. This course may be taken for credit twice if necessary to prepare the student for the GED test.

Credit: 1 or 2 hours — One lecture hour per week.

**GED 013      Basic Science**

Review of basic concepts of science, with consideration of general principles, biology, chemistry, and physics in preparation for the GED test. This course may be taken for credit twice if necessary to prepare the student for the GED test.

Credit: 1 or 2 hours — One lecture hour per week.

**GR 100      Grantsmanship**

This is a course designed for the average inexperienced person who has an interest in developing the necessary grantsman's skills and determining the essential tools for grants procurement.

Credit: 2 hours

Prerequisite: None

**HME 090      Beginning Sewing**

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

Credit: 2 hours — One lecture and two lab hours per week.

**HME 091      Advance Sewing**

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

Credit: 2 hours — One lecture and two lab hours per week.

**HME 092      Pattern Fitting**

This course consists of basic tissue pattern, developing an understanding of grain line of fabric and its interpretation into the pattern by draping and drafting fabric. The course will place emphasis upon solving pattern problems by manipulation of miniature patterns and refining the patterns.

Credit: 2 hours — One lecture and two lab hours per week.

**HME 093      Beginning Tailoring**

A basic course which is designed to provide the student with the essential elements of making men and women's clothing. The course is based upon the following three primary concepts: (1) Building a permanent shape into a garment, (2) Specific emphasis placed upon grading of seams, clipping, notching, and layering of fabrics and (3) Basic pressing techniques, pounding, fusing, understitching by hand or machine and top stitching.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Beginning and advanced sewing

**HME 094      Advanced Tailoring**

This course is designed as a follow-up to Beginning Tailoring. Emphasis will be placed upon applying the basic techniques of the previous course through the use of more individual creativity.

Credit: 2 hours — One lecture and two lab hours per week.

Prerequisite: Beginning Tailoring 093

**HOM 096      Interior Decoration**

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

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 097      Advanced Interior Decoration**

This course is a continuation of beginning Interior Decoration 096. Specific emphasis will be placed upon saving while improving the home surroundings in a very inexpensive manner.

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 098      Home Design**

This course is designed for the purpose of viewing home design from the various perspectives which essentially determines how and why houses are constructed in a variety of forms.

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 100 Creative Stitchery**

The fundamental techniques of knitting, crocheting, crewel embroidery and needlepoint are included in this course.

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 101 Quiltmaking**

This course is designed to cover the fundamentals of quilting techniques to produce marketable, creative articles.

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 062 Furniture Upholstering**

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

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 063 Furniture Refinishing**

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

Credit: 2 hours — One lecture and two lab hours per week.

**HOM 064 Intermediate Furniture Upholstery**

This course is a continuation of Furniture Upholstery 062. Due to the extensive amount of material and work to be covered in the first course, it is recommended that all students continue with the second course to adequately learn all of the techniques for upholstering furniture.

Credit: 2 hours

Prerequisite: Furniture Upholstery 062

**HOM 065 Intermediate Furniture Refinishing**

This course is a continuation of the first refinishing course. This course is designed for the student interested in learning about the advanced techniques in refinishing.

Credit: 2 hours

Prerequisite: Furniture Refinishing 063.

**HOM 066 Advanced Furniture Upholstery**

This course is a continuation of the first two courses. Due to the extensive amount of material and work to be covered in the first two courses, it is recommended that all students continue with the third



course to adequately learn all of the techniques and finalize their work. Additional information concerning how to set up an upholstery business will be provided in this course.

Credit: 2 hours

Prerequisite: Intermediate Furniture Upholstery 064

**HOM 102 Intermediate Creative Stitchery**

This course is a continuation of the first creative stitchery. This course will add the dimensions of marketing and how to wisely choose materials.

Credit: 2 hours

Prerequisite: Creative Stitchery 100

**HOM 103 Advanced Creative Stitchery**

This course is a continuation of the first two courses in creative stitchery. Greater emphasis will be placed upon intricate designs. A selling display will be held at the end of this course.

Credit: 2 hours

Prerequisite: Intermediate Creative Stitchery 102

**MAT 120 Metric Math**

This course consists of the basic elements of the metric system; it is primarily designed for the purpose of assisting the general public in the conversion process which will occur in the United States.

Credit: 1 hour — Two lab hours per week.

**SC 101 Introduction to Senior Legal Rights**

The purpose of this course is to introduce senior citizens to the various legal avenues for obtaining:

1. Adequate income
2. Suitable housing
3. Opportunities for employment without discrimination
4. Pursuit of meaningful activity
5. Immediate benefit from proven research knowledge
6. Best possible physical and mental health

Credit: 2 hours — Two lecture hours per week.

**PD 101 Introduction to Emotional Self-Help** This course is designed to assist students in developing the ability to understand rational counseling and how this concept can be applied in their daily activities.

Credit: 2 hours

Prerequisite: None

**PET 100      Parent Effectiveness Training**

This course is a basic training class for parents and interested individuals. Emphasis shall be placed upon teaching the basic skills needed to assist in raising responsible children.

Credit: 2 hours — Two lecture hours per week.

**PET 101      Parents-Special Needs Children**

This course is designed to assist parents on how to work effectively with the physically and/or mentally handicapped children. The course will also acquaint parents with the services in their community that they can rely on for the additional help that they will need.

Credit: 3 hours

Prerequisite: None

**DRV 100      Principles of Bank Operations**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

Credit: 3 hours — Three lecture hours per week.

**DRV 101      Installment Credit**

In this course, the techniques of instalment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's instalment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of instalment lending.

Credit: 3 hours — Three lecture hours per week.

**DRV 102      Money and Banking**

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge on the job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of cen-

tral bank operations, governance of fiscal policies, balance of payments and foreign exchange showing their repercussions on the banking industry in affecting yield curve and structuring of portfolios.

Credit: 3 hours — Three lecture hours per week.

**DRV 103      Law and Banking**

An introduction to basic American law, presenting the rules of law which underlie banking topics including jurisprudence, the court systems and civil procedures, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions.

Emphasis is on the Uniform Commercial Code.

Credit: 3 hours — Three lecture hours per week.

**REP 111      Introduction to Real Estate Sales**

This course is designed to introduce the student to such real estate fundamentals as: ownership, principles and concepts of property ownership, various types of real estate opportunities, real estate marketing, financing, leasing, taxation, appraisal, development, insurance, and state licensing. This course would be appropriate for persons seeking to prepare for the Illinois License Examination for real estate salesman.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None.

**REP 112      Intermediate Real Estate Practices**

This course is designed to cover the real estate functions of securing and servicing listings, qualifying buyers and sellers, multiple listing services, showing property, advertising, and real estate sales techniques.

Additional topics covered will include information on financing, mortgages, deeds, foreclosure, insurances of mortgages and principles of property value for mortgage credit. Topics in real property insurance such as risk, nature and function of insurance, types of insurance, bonding the broker, etc. will also be covered.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Introduction to Real Estate Sales 111 or a valid real estate salesman license.

**REP 113      Advanced Real Estate Practices**

This course is designed to cover the obligations and effects of legal documents in listing, selling, conveying, leasing, and financing real estate. Emphasis will be placed upon the various legal documents

used in real estate transactions. Other appropriate topics will be covered to inform the student of the nature and functions of the real estate brokerage. Such topics as qualifications of the real estate broker, principles of land utilization, appraisal principles and methods, basic policies, organization and equipment of the broker's office, office personnel, selection of sales persons, compensation of sales persons, types and sources of listings, control of listing, control of prospects, real estate markets, financing control and government regulations will be covered.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Introduction to Real Estate Sales 111 or a valid real estate salesman license.

## HORTICULTURE TECHNOLOGY

### **OHT 111 Introduction to Horticulture**

A comprehensive study of the plants utilized in horticultural practices. Presentation of the techniques and procedures utilized to propagate, produce, and maintain these plants.

Credit: 5 hours — Three lecture and four lab hours per week.

### **OHT 112 Introduction to Greenhouse Operation**

An introduction to the basic types of greenhouses and their utility and adaptation for the culture and propagation of plants. The general techniques for culturing and propagating plants in the greenhouse will be presented.

Credit: 3 hours — Two lecture and two lab hours per week.

### **OHT 113 Landscape Design**

A study of the theory and concepts of landscape design applied to private and public areas. In the laboratory, preliminary sketches and final plans of a landscape layout will be prepared.

Credit: 3 hours — Two lecture and two lab hours per week.

### **OHT 125 Turfgrass Culture**

A study of the prominent lawn and special purpose grasses, including methods of identification, propagation, and maintenance. Also an introduction to the common weeds which infect turf and the utilization of herbicides.

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

**OHT 127      Nursery Operations**

An introduction to the techniques and procedures utilized in the commercial production of annuals, herbaceous perennials, deciduous shrubs and trees, and conifers. Nursery practices of propagation and maintenance will be emphasized.

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

**OHT 128      Insect Pest and Plant Disease**

Study of the insect pests and plant disease of ornamental plants. Introduction to the safe and regulated utilization of insecticides and fungicides.

Credit: 3 hours — Two lecture and two lab hours per week.

**OHT 130      Greenhouse Management**

A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed.

Credit: 3 hours — Two lecture and two lab hours per week.

**OHT 131      Horticulture Business Management**

A course utilizing and extending information and horticultural techniques for the proper management of a commercial operation.

Credit: 3 hours — Two lecture and two lab hours per week.

**OHT 132      Horticulture Internship**

A course designed to place the student in a practical work situation which is closely related to the area of emphasis of the student's program.

Credit: 5 hours — One lecture and twenty lab hours per week.

## LAW ENFORCEMENT

**CLE 103      Introduction to Crime Control**

Review of the historical and ideological foundations of law enforcement and corrections; delineation of major patterns of practice and organizational structure; and description of major programs and their inter-relationships.

Credit: 3 hours — Three lecture hours per week.

**CLE 105      Criminal Behavior**

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

Credit: 3 hours — Three lecture hours per week.

**CLE 115      Interpersonal Relations**

Delineation of the major patterns characteristic of relationships between pre-delinquents or offenders and staff of community-based programs; analysis of means of encouraging the development of internalized controls by offenders within the relatively free environment of the average community. Analysis of the fundamental problems of police relationships when situations call for persuasive techniques; discussion of principles pertinent to motivating law observance without coercion; study of the techniques of subject interrogation, consideration of creating favorable public image of policemen.

Credit: 3 hours — Three lecture hours per week.

**CLE 209      Criminal Law**

Consideration of legal aspects of law enforcement. Laws of arrest, search and seizure and constitutional due process, entrapment and informers, wire tapping, interrogation, evidence, examination of court procedures with special implications for criminal justice professionals.

Credit: 3 hours — Three lecture hours per week.

**MACHINE TOOL OPERATION****MAC 116      Machine Tool Fundamentals**

In this course the trainee studies measuring instruments, gauges, and the theory of metal cutting. This course includes machine shop experience on use and care of hand tools, taps and tapping methods, allowances and tolerances for standard fits and thread fits, the drill press, power saw, band saw, engine lathe, milling machines, turret lathe, grinders, cutting fluids, and surface finish.

Credit: 3 hours — Two lecture and two lab hours per week.

**MAC 117      Lathe Operations I**

This is a lecture, laboratory course designed to acquaint the student with the safe operation of the engine lathe. He should develop proficiency in learning the major parts of the lathe, proper setup, basic tool grinding, facing, center drilling, straight turning between centers, and threading.

He should develop skill proficiency in determining feeds, speeds and proper tool selection in machining various types of materials.

Credit: 3 hours — One lecture and four lab hours per week.

**MAC 118      Lathe Operations II**

This course will prepare a person for employment as a lathe operator in a production or job shop. After completion of Lathe Opera-

tions I, he will develop proficiency in the safe operation of the engine lathe, turret lathe and trach lathe. Such operations as drilling, reaming, threading and the use of the attachments, fixtures and special purpose tooling will be emphasized.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Lathe Operations I 117

### **MAC 119 Milling Machine Operations I**

This is a lecture, laboratory course designed to acquaint the student with the major parts of the milling machine and its accessories. The student will be expected to develop skill proficiency in the safe operation and setup, learn to calculate proper feeds and speeds for machining various types of materials.

Credit: 3 hours — Two lecture and two lab hours per week.

### **MAC 120 Milling Machine Operations II**

This is a lecture, laboratory course designed to prepare the student for entry level employment as a milling machine operator in a production or job machine shop. After completion of milling Machine I, he will develop skill in the safe operation of the universal horizontal column, and ram type of vertical milling machine including the use of all available attachments, fixtures, and special purpose tooling.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Milling Machines Operations I 119

### **MAC 121 Drill Press Operator**

This course is designed to prepare a person for employment as a drill press operator in a production or job shop. He is expected to develop skill proficiency in proper tool selection, feeds and speeds, in machining various types of materials, nomenclature of the drill press, drill grinding, setup and safe operation of the drill press.

Credit: 3 hours — One lecture and four lab hours per week.

### **MAC 122 Machine Shop**

This course is designed to give students experience in work layout and tool selection and will develop proficiency in the setup and operation of the drill press, power saw, milling machine, surface grinder and engine lathe.

Credit: 3 hours — One lecture and four lab hours per week.

### **MAC 123 Metallurgy and Heat Treatment**

This is a lecture-lab course on the fundamental characteristics and properties of industrial metals including machinability, bonding, and heat treatment. This course surveys the classification of modern

industrial metals worked in modern machine shops. It points out the property differences between non-ferrous metals, ferrous metals, high temperature metals, rare metals, and how property differences affect machinability, malleability, brittleness, elasticity and hardness. The course surveys heat treating techniques involving controlled heating and cooling of industrial metals. Through this lecture-lab course the student will understand the limitation of the material involved in machine shop work. He will have some degree of insight regarding the metallurgical processes involved. Parts produced in a machine shop require heat treatment and it is important for a machinist to be familiar with the science of heat-treating metals.

Credit: 3 hours — Two lecture and two lab hours per week.

## TEACHER AIDE

### **TEA 121 Introduction to Teacher Aide Duties**

This course examines the role of the trained teacher aide at all levels of work in various areas of the curriculum. An in-depth study will be made of the duties, responsibilities and ethical principles of the teacher aide. A consideration of the future of the role of personnel in such positions will be made.

Credit: 3 hours — Three lecture hours per week.

### **TEA 122 Teaching Materials and Their Use**

Operations of audiovisual equipment, organization of materials and books, preparation of audiovisual aids such as bulletin boards, mounting pictures, lettering, etc. will be stressed.

Credit: 3 hours — Two lecture and two lab hours per week.

### **TEA 123 School Procedures**

This course will deal with the school as a complex public owned institution, stressing the role of staff in helping to transmit a positive impression in a truthful and tactful manner. The importance of school forms, record keeping and work organization will be included, along with utilization of community resources.

Credit: 3 hours — Three lecture hours per week.

### **TEA 225 Practicum**

This will be a supervised teacher aide experience program. Supervising personnel will be fully certified teachers in the public or private school system.

Credit: 5 hours — One lecture and 20 lab hours per week.



**TEA 124      The Young Child's Development**

This course is planned to provide the child care giver with an understanding of the total development of the young child. It focuses on the physical, intellectual, emotional and social aspects of the preschool child's development. Such an approach will benefit the day care worker, nursery school personnel, and licensed sitters, as well as parents.

Credit: 2 hours — Two lecture and two lab hours per week.

Prerequisite: None

**TEA 125      Managing the Preschool Classroom**

This course is planned to provide the child care giver with realistic approaches toward setting up the physical environment for a preschool or day care center. It will deal with the selection and use of equipment, define interest areas and consider safety and health in the center. Group management will be covered in terms of scheduling, transition periods and discipline.

Credit: 2 hours — Two lecture and two lab hours per week.

Prerequisite: None

**TEA 126      Curriculum for Preschool Programs**

This course will provide the child care giver with a wide range of curriculum possibilities that can add quality and enrichment to early childhood programs. It will encourage play and discovery techniques and will include theoretical and practical approaches toward developing language, cognitive, physical and creative skills in the young child.

Credit: 2 hours — Two lecture and two lab hours per week.

Prerequisite: None

**TEA 127      Early Childhood Model Programs**

This course will survey contemporary models of early childhood programs focusing on the theory supporting each program, and the goals and methods involved in each. It is designed to offer the student a broad understanding of alternate approaches to early childhood education and to equip the student with the ability to analyze approaches critically.

Credit: 2 hours — Two lecture and two lab hours per week.

Prerequisite: None

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## WATER TREATMENT

### **WWT 110 Introduction to Water and Wastewater Technology**

A course introducing the fundamental principles of hygienic sewage disposal and water source development and protection emphasizing the scientific rationale for the development and application of standards protecting public health and the environment.

Credit: 2 hours — Two lecture and no lab hours per week.

Prerequisite: None

### **WWT 111 Basic Wastewater Treatment 111**

A course in the chemical, physical, and biological aspects of wastewater designed to familiarize students in the control aspects of wastewater effluents.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

### **WWT 112 Basic Water Treatment Technology 112**

An introductory course in the principles of public water supply utility operation and management including the importance and use of water, sources of water, the physical, chemical, and biological quality of water, and the collection, treatment, storage, and distribution of water.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

### **WWT 113 Advanced Wastewater Treatment 113**

An advanced study of course 111 dealing with the physical, chemical, and biological aspects of wastewater effluents. Emphasis in this course will be placed on operational principles and maintenance of wastewater treatment facilities.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Wastewater Treatment 111 or permission of instructor.

### **WWT 114 Advanced Water Treatment Technology 114**

A continuation of course 112 with emphasis on study of the operational and maintenance principles of the unit processes of water treatment and laboratory control procedures.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Basic Water Treatment 112 or permission of instructor.

### **WWT 115 Laboratory Analysis of Water**

A course designed to familiarize the student with the principles and practices of laboratory procedures used in the control of water treatment plant processes. The course will introduce the student to

basic laboratory equipment and terminology, as well as procedures used in performing chemical, physical, and biological analysis of water.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Advanced Water Treatment Technology 114 or permission of instructor.

**WWT 116      Laboratory Analysis of Wastewater**

A course designed to familiarize the student with the principles and practices of laboratory procedures used in the control of wastewater treatment plant processes. The course will introduce the student to basic laboratory equipment and terminology, as well as procedures used in performing chemical, physical, and biological analysis of wastewater.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Advanced Wastewater Treatment 113 or permission of instructor.

**WWT 133      Water/Wastewater Internship**

A course designed to provide the student with practical work experience in water and/or wastewater treatment plants.

Credit: 5 hours — One lecture and twenty lab hours per week.

## WELDING

**WEL 120      Gas Welding and Cutting**

A study of the techniques, procedures and uses of oxyacetylene welding and cutting equipment.

Credit: 3 hours — One lecture and four lab hours per week.

**WEL 123      Arc Welding I**

A study of welding processes used by Industry concentrating on metallic arc welding on flat, horizontal plates.

Credit: 3 hours — One lecture and four lab hours per week.

**WEL 124      Arc Welding II**

A continuation of welding course 123, metallic arc welding vertical and overhead, lap, and fillet welds.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Arc Welding I 123

**WEL 125      MIG Welding**

A course in the techniques of metallic inert gas (semi-auto welding). Concentration on a flat bend test — horizontal, vertical up-hill and down-hill welding.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Gas Welding and Cutting 120 and Arc Welding II 124

**WEL 126      Advanced Gas Welding**

A continuation of oxyacetylene Welding 120. Horizontal, vertical, and overhead welding. Also a study of brazing and soldering techniques.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Gas Welding and Cutting 120

**WEL 127      Low Hydrogen ARC Welding**

A continuation of arc welding 124, using the low hydrogen electrode, designed for welding high sulphur and high carbon steels.

Course concentrating on flat bend test, horizontal, vertical up-hill and down-hill welding.

Credit: 3 hours — Two lecture and two lab hours per week.

Prerequisite: Arc Welding II 124

**WEL 128      Pipe Welding**

This course is designed to teach up-hill and down-hill pipe welding — fixed position.

Credit: 3 hours — One lecture and four lab hours per week.

Prerequisite: Low Hydrogen Arc Welding 127

**WEL 129      Tig Welding I**

Tig welding is a gas-arc welding process which uses an inert gas to protect the weld zone from the atmosphere. The heat for welding is a very intense electric Arc which is struck between a non-consumable Tungsten electrode and work piece. Tig welding is more complex than regular Arc welding. More emphasis is placed on the technology of metals. The student shall be competent in Arc and Gas welding and have knowledge of metals, their properties and characteristics.

Credit: 2 hours — One lecture and two lab hours per week.

**WEL 130      Metal Working & Fabrications**

This is a course which teaches the fundamentals of working with metal, making layouts, templates, jogs, fixtures, pipe fabrications, and planning and designing projects using both hand and power tools. The student shall be competent in machine shop and welding.

Credit: 2 hours — One lecture and two lab hours per week.



# INDEX

## TABLE OF CONTENTS

	Page
Academic Regulations .....	34
Academic Warning .....	34
Accounting.....	49
ACT Scores .....	30
Administration.....	9
Admissions.....	30
Agri-Business .....	41
Agriculture Courses .....	71
Agricultural Resources .....	42
American College Test (ACT) .....	22
Animal and Crop Science .....	43
Applied Biological and Agricultural Occupations .....	41
Arc Welding.....	63
Art Courses.....	100
Assembly Line Welding .....	64
Associate Degree in Nursing .....	55
Associate Degree Nursing Program .....	93
Attendance.....	35
Automotive Mechanic Helper .....	58
Automotive Mechanics.....	59
Automotive Mechanics Courses .....	115
Automotive Service .....	59
Banking Courses.....	129
Biological Science Courses.....	76
Bookstore .....	17
Business Courses.....	77
Business, Marketing and Management Occupations.....	49
Calendar .....	11
Campus Location .....	16
Change of Schedule .....	33
Charge Back Tuition Policy .....	32
Classification of Students.....	36
Clerk-Typist.....	50
College-Level Examination Program (CLEP).....	23
Combination Welding .....	64
Communications.....	83
Conduct.....	21
Conservation Law Enforcement Technology .....	67
Continuing Education.....	39
Cosmetology.....	66
Cosmetology Courses.....	121
Counseling.....	20
Courses of Study .....	71
Creative Stitchery Courses .....	71
Credit-in-Escrow .....	36
Dean's List.....	36
Drafting Courses .....	114
Drill Press Operations .....	60

---

Electronics.....	60
Electronics Courses.....	117
English Courses.....	83
Entrance Tests.....	23
Evening College.....	16
Executive Secretary.....	50
Financial Aids.....	25
Foreign Language.....	86
French Courses.....	86
Furniture Refinishing Courses.....	127
Furniture Upholstering Courses.....	127
Gas Welding.....	65
General Educational Development (GED).....	22
General Educational Development Courses.....	124
General Studies Courses.....	123
General Studies Graduation Requirements.....	39
General Studies Program.....	39
German Courses.....	87
Grade Point Computation System.....	34
Grading System.....	34
Graduation with Honors.....	36
Grantsmanship Course.....	125
Greenhouse Management.....	44
Health Courses.....	97
Health Occupations.....	54
History and Organization.....	15
Home Design Courses.....	126
Horticultural Technology.....	45
Horticulture-Nursery Management.....	45
Horticulture Technology Courses.....	131
Humanities.....	100
Industrial Machinist.....	62
Industrial Oriented Occupations.....	58
Information.....	15
Interior Decoration Courses.....	126
Introduction to Emotional Self Help Course.....	128
Introduction to Senior Legal Rights Courses.....	128
Journalism Courses.....	84
Lathe Operations.....	61
Law Enforcement.....	68
Law Enforcement Courses.....	132
Learning Resources Center.....	18
Legal Secretary.....	51
Literature Courses.....	102
Machine Tool Operation Courses.....	133
Mathematical Science.....	105
Mathematics Courses.....	105
Medical Secretary.....	52
Metric Math Courses.....	128
Mid-Management.....	53
MIG Welding.....	65
Milling Machine Operations.....	62

---

Music Courses .....	103
Non-Resident Special Charges .....	32
Nursing-Associate Degree Courses .....	93
Objectives .....	15
Parent Effectiveness Training Courses .....	129
Parents-Special Needs Children Course .....	129
Personal and Public Service Occupations .....	66
Philosophy Courses .....	105
Physical Education Courses .....	97
Physical Science Courses .....	109
Practical Nursing .....	54
Practical Nursing Courses .....	89
President's Honor List .....	36
Programs of Study .....	37
Quiltmaking Courses .....	127
Real Estate Courses .....	130
Registration .....	30
Requirements for Graduation .....	37
Residence .....	31
Resident Tuition .....	32
Scholastic Records and Standards .....	35
Sewing Courses .....	125
Social Science Courses .....	111
Social Service Technology .....	69
Social Service Technology Courses .....	107
Spanish Courses .....	87
Speech Courses .....	85
Status of Accreditation .....	16
Student Academic Load .....	36
Student Activities .....	21
Student Center .....	18
Student Senate .....	21
Student Services and Activities .....	20
Summer Session .....	17
Surveying Courses .....	73
Teacher Aide Courses .....	135
Teacher's Aide .....	70
Testing .....	21
Transfer of Credits .....	35
Tuition and Fees .....	31
Turfgrass Management .....	46
Vocational/Credit By Proficiency Examination .....	23
Wastewater Treatment Technology .....	46
Water Treatment Courses .....	137
Water Treatment Technology .....	47
Water/Wastewater Technology .....	47
Water/Wastewater Technology Courses .....	137
Welding Courses .....	138
Wildlife Technology .....	48
Withdrawal from the College .....	33



## **NOTE**

Contents of this catalog are subject to change without notice.

Shawnee College does not discriminate on the basis of race, handicap, or sex in employment, admissions, or activities.