



Shawnee Community College

2011-2013 Catalog

SHAWNEE COMMUNITY COLLEGE 2011-2013 CATALOG

Volume XXVII

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

Shawnee Community College
8364 Shawnee College Road
Ullin, Illinois 62992

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(618) 634-3300 (fax)
(800) 481-2242
<http://www.shawneecc.edu>

Accredited by:

North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504

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DIRECTIONS TO SCC

The Shawnee Community College main campus is located nine miles east of Ullin, IL.

To get to Shawnee Community College from:

Carbondale/Marion, IL, travel on I-57 south to Ullin exit 18. Turn left. Shawnee College is approximately 8 miles due east on your right.

Charleston, MO, travel on I-57 north past Cairo, IL to Ullin exit 18 (approximately 35 miles total). Turn right (east) at exit 18. Shawnee College is approximately 6 miles due east on your right.

Paducah, KY and Metropolis IL, travel on IL Rt. 45 North. Follow Rt. 45 approximately 15 miles to Rt. 169. Turn left on Rt. 169. Travel through Karnak. The road will end at Rt. 37. Turn left (south) on Rt. 37. Travel 1 mile, turn right on Shawnee College Road. The college will be on the left approximately 1/2 mile.

From Cape Girardeau, MO, cross the Cape Bridge at the "T-Stop" turn left onto IL. Rt. 3 north. Travel north on Rt. 3 to the Shawnee Elementary School-South. Turn right at the school. This road is the "Grapevine Trail." Follow the trail 14 miles until you reach Tamms. At Tamms, cross the railroad tracks and make an immediate left. Follow to the Stop sign. This is Rt. 127. Turn left onto Rt. 127 (north). Travel 2.5 miles to the Ullin-Tamms blacktop. There is a green sign indicating Ullin 4 miles. Turn right onto the Ullin-Tamms blacktop. When you enter Ullin, you will cross the railroad tracks. Turn immediately to your right. When you come to the stop sign, turn right onto Rt. 51 (south). You will travel only 1/4 mile until you reach the sign indicating I-57 and Shawnee Community College. Turn left. Travel east on this road 8 miles. Shawnee is on the right.

BOARD OF TRUSTEES

Maxine Russell, Chairman
Massac County

Don E. Patton, Vice Chairman/ICCTA Delegate
Alexander County

Cathleen Belcher, Secretary/Liaison to Foundation
Union County

Dr. Manul Goins, Assistant Secretary
Johnson County

Scott Farmer
Massac County

Dr. Richard Trampe
Massac County

Wesley Wright
Union County

ADMINISTRATION

Dr. Larry Peterson

President

Dr. Tim Bellamey

Vice President of Instructional Services

Carolyn Kindle

Interim Vice President of Student and Administrative Services

Tiffney Ryan

Chief Financial Officer

Dedria Blakely

Dean of Student Services

Jean Ellen Boyd

Dean of Instructional Services

James Darden

Dean of Adult Education and Alternative Instruction

Dr. Tammy Capps

Director of Financial Aid

Chris Clark

Director of Management Information Systems

Mike Fitzgerald

Director of Anna Extension Center/Athletics

Deborah Johnson

Director of Educational Talent Search

Russ Stoup

Director of Learning Resources and Instructional Technology

Gwen Watts

Director of Cairo Extension Center

Dr. Sally West

Director of Metropolis Extension Center

Jeff McGoy

Director of Student Support Services

FALL SEMESTER 2011

Registration Begins.....	April 11
Faculty In-Service.....	August 15
Instruction Begins.....	August 17
Registration Closes.....	August 17
Last Day to Add Regular Start Classes.....	August 18
Last Day to Drop Without Financial Penalty.....	August 23
Holiday.....	September 5
Late Start Instruction Begins.....	September 12
Regional Educators' Institute (no classes).....	October 7
Holiday.....	October 10
SCC Day (no classes).....	October 11
Mid-Semester.....	October 12
Last Day to Drop Without Academic Penalty.....	October 19
Pell Status Day.....	October 24
Pell Checks Mailed.....	November 3
Registration for Spring 2012.....	November 7
Holiday.....	November 11
Holiday.....	November 23/24/25
Final Exams.....	December 12, 13, 14, 15
End of Semester.....	December 16

SPRING SEMESTER 2012

Registration Begins.....	November 7
Faculty In-Service.....	January 9, 2012
Instruction Begins.....	January 11
Registration Closes.....	January 11
Last Day to Add Regular Start Classes.....	January 12
Holiday.....	January 16
Last Day to Drop Without Financial Penalty.....	January 18
Late Start Instruction Begins.....	February 6
Holiday.....	February 20
Spring Break.....	March 5-9
Mid-Semester.....	March 5
Last Day to Drop Without Academic Penalty.....	March 14
Pell Status Day.....	March 16
Pell Checks Mailed.....	March 29
Holiday.....	April 6
Registration for Summer/Fall 2012.....	April 15
Final Exams.....	May 7, 8, 9, 10
Commencement.....	May 11

SUMMER SESSION 2012

Registration Begins.....	April 15
Faculty In-Service.....	May 31
Instruction Begins.....	June 4
Registration Closes.....	June 4
Last Day to Add Regular Start Classes.....	June 4
Last Day Drop Without Financial Penalty.....	June 5
Mid-Semester.....	June 28
Holiday.....	July 4
Last Day to Drop Without Academic Penalty.....	July 5
Pell Status Day.....	July 9
Pell Checks Mailed.....	July 17
Final Exams.....	July 30, 31
End of Semester.....	August 1

FALL SEMESTER 2012

Registration Begins.....	April 15
Faculty In-Service.....	August 13
Instruction Begins.....	August 15
Registration Closes.....	August 15
Last Day to Add Regular Start Classes.....	August 16
Last Day to Drop Without Financial Penalty.....	August 21
Holiday.....	September 3
Late Start Instruction Begins.....	September 10
Regional Educators' Institute (no classes).....	October 5
Holiday.....	October 8
SCC Day (no classes).....	October 9
Mid-Semester.....	October 10
Last Day to Drop Without Academic Penalty.....	October 17
Pell Status Day.....	October 22
Pell Checks Mailed.....	November 1
Holiday.....	November 12
Registration Begins for Spring Semester 2013.....	November 13
Holiday.....	November 21, 22, 23
Final Exams.....	December 10, 11, 12, 13
End of Semester.....	December 14

SPRING SEMESTER 2013

Registration Begins.....	November 13
Faculty In-Service.....	January 14, 2013
Instruction Begins.....	January 16
Registration Closes.....	January 16
Last Day to Add Regular Start Classes.....	January 17
Holiday.....	January 21
Last Day to Drop Without Financial Penalty.....	January 23
Late Start Instruction Begins.....	February 11
Holiday.....	February 18
Mid-Semester.....	March 11
Spring Break.....	March 11, 12, 13, 14, 15
Last Day to Drop Without Academic Penalty.....	March 20
Pell Status Day.....	March 22
Holiday.....	March 29
Pell Checks Mailed.....	April 4
Registration for Summer/Fall 2013.....	April 8
Final Exams.....	May 13, 14, 15, 16
Commencement.....	May 17

SUMMER SESSION 2013

Registration Begins.....	April 8
Faculty In-Service.....	June 6
Instruction Begins.....	June 10
Registration Closes.....	June 10
Last Day to Add Regular Start Classes.....	June 11
Last Day to Drop Without Financial Penalty.....	June 11
Holiday.....	July 4
Mid-Semester.....	July 5
Last Day to Drop Without Academic Penalty.....	July 11
Pell Status Day.....	July 15
Pell Checks Mailed.....	July 23
Final Exams.....	July 31, August 1
End of Semester.....	August 1

PHILOSOPHY, VALUES AND PURPOSES

Shawnee Community College promotes student learning through the values of the community college concept, recognizing the uniqueness of each individual and the diversity of his/her needs. The college is dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual. Education is the key to preparing individuals to confront the economic, social, and multicultural issues of this century. The college takes pride in providing quality educational and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and district residents.

Shawnee Community College is dedicated to providing quality, cost-effective, comprehensive programs to all individuals within the district and the region who can benefit from such activities. The college strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement. The college maintains an “open-door” admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, disability, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a major role in the district’s future.

Purpose 1. Shawnee Community College **values** life-long learning. As a consequence, the college provides comprehensive programs, including curriculums in liberal arts and sciences, career and technical education, as well as adult, developmental, and community education and training.

Purpose 2. Shawnee Community College **values** its role as a change agent for the public good. As a consequence, the college facilitates area economic development, promotes cohesiveness within the community, and improves the quality of life for all citizens.

Purpose 3. Shawnee Community College **values** equal access to educational opportunities for all citizens. As a consequence, the college provides equal educational opportunities for all citizens to the extent permitted by available resources.

Purpose 4. Shawnee Community College **values** multicultural diversity within a pluralistic society. As a consequence, the college provides programs and activities that encourage and preserve multicultural diversity within a unified American society.

Purpose 5. Shawnee Community College **values** the dignity and worth of each individual. As a consequence, the college develops programs and services, which address the needs of all segments of the college community.

Purpose 6. Shawnee Community College **values** a systematic and participatory management approach to decision making. As a consequence, the college solicits input from all constituencies, reaches decisions based upon all available information, and communicates such decisions to the public in an orderly manner.

Purpose 7. Shawnee Community College **values** its reciprocal relationship with the community, including business, civic, social, and religious aspects. As a consequence, the college fosters community partnerships in which each organization benefits from its mutual affiliation with the other.

Purpose 8. Shawnee Community College **values** the prudent utilization of resources. As a consequence, the college develops and administers programs, services, and facilities, which are consistent with the district’s financial base and which benefit the greatest number of individuals.

Purpose 9. Shawnee Community College **values** the pursuit of excellence. As a consequence, the college organizes and administers high quality programs and recruits and retains highly qualified personnel in all positions.

AFFIRMATIVE ACTION

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement services and athletic programs shall be available to all students without regard to race, color, sex, age, national origin or disability. The college’s Title IX and Section 504 coordinator is Dr. Richard Massie, Vice President of Student and Administrative Services, 618-634-3245.

CULTURAL DIVERSITY

America draws its strength and vitality from the diversity of its people. Shawnee Community College is committed to multicultural diversity and building a pluralistic campus that celebrates and draws upon the talents of all its students and staff.

The college seeks to promote this concept within the curriculum by including information related to multiculturalism in numerous identified courses.

HISTORY

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

The initial seven-member Board of Trustees was selected in December of 1967. These seven men ascertained the principles around which the college would be built. The board is responsible for the adoption and enforcement of all policies needed to manage and govern the college. **Dr. Loren E. Klaus** was named the first president in May of 1968. The college officially opened September 24, 1969.

The campus of Shawnee Community College is located on Shawnee Community College road approximately eight miles east of Interstate 57. The site consists of 153 acres of gently rolling hills. The campus is centrally located within the college district. The rustic campus was erected during the summer of 1969. The main campus buildings were completed in 1976.

In July of 1987, **Dr. Barry Gowin** was selected as the second president of the Shawnee Community College District. In November of 1987, the voters in the Shawnee Community College district voted overwhelmingly in support of a new classroom building addition. The 21,000 square-foot addition provided a biology laboratory, a nursing laboratory, general classrooms, and one large-group meeting room. The building addition was completed for student use in January of 1989.

In January of 1991, **Dr. Jack D. Hill** was appointed as the third president of Shawnee Community College. During his tenure, he uplifted the institution and renewed its spirit through his integrity and morale-building leadership. During his presidency, the college expanded extension centers and experienced a large growth in the number of students who attended SCC. He initiated and built financial support for the construction of building K which houses the Educational Center, computer labs, the biology lab, general classrooms, and faculty offices. In 1996, Dr. Jack Hill was selected as the first President Emeritus of Shawnee Community College for his initiative and foresight.

In August of 1996, **Dr. Terry G. Ludwig** was selected as the fourth president of Shawnee Community College. Dr. Ludwig brought with him extensive community college work experience through his employment at various colleges throughout the state of Illinois. Dr. Ludwig shared a common goal with SCC employees, and that was to make Shawnee Community College the best it can be for the citizens of the district. During his tenure, the college experienced growth in numbers of students, staff, programs, and grants. The college also opened the 33,000 square foot Educational Center in August of 2000, secured funding for the 10,500 square foot Metropolitan Regional Education and Training Center in Metropolitan City Industrial Park, opened a computer lab and fitness facility in the Alexander County Housing Authority in Cairo, Illinois, and planned a Regional Education Center in Cairo, Illinois. Shawnee Community College provides a dynamic learning environment incorporating advanced technology that ensures students of all ages the greatest chance of success.

Dr. Larry D. Choate assumed the duties of the fifth president of Shawnee Community College on January 1, 2005. Prior to this appointment, Dr. Choate served as the vice president of instruction since January 1, 1988. During his tenure at SCC, Dr. Choate worked alongside the college presidents assisting with the success of building initiatives such as an additional classroom building, educational center, and the Metropolitan Regional Education and Training Center. Dr. Choate also initiated the colleges continuous quality improvement and strategic planning process. Dr. Choate supported the expansion of instructional services to students with the

addition of internet courses, interactive television, and telecourse offerings.

Dr. Larry Peterson was named the sixth president of Shawnee Community College in December 2007. He served for 20 years at John A. Logan College — including two months as interim president — before coming to SCC. Dr. Peterson has taken an aggressive approach to growth at SCC, challenging the staff to work with him to double enrollment over the next five years. After being named president, Dr. Peterson quickly reached out to the supporters of the college through an effort called “Shawnee United.” He also initiated a vast advertising campaign titled “I am Shawnee Community College” highlighting the success stories of graduates. Dr. Peterson also immediately began eyeing improvements for the Anna Extension Center, relocating the center to a more visible and more easily accessible location. The new 19,500 square-foot state-of-the-art facility opened January 2009. Dr. Peterson also began working with local, state, and federal leaders — in conjunction with Southern Illinois University Carbondale — to create an aviation program at the Cairo Regional Airport. In addition, Dr. Peterson has reached out to economic development entities throughout the college district to create partnerships between the college and business and industry to bring economic growth to the southernmost part of Illinois. Under Dr. Peterson’s leadership, the college’s first basketball team was reunited after 35 years on Oct. 18, 2008. More than 700 persons from throughout the college’s district attended the event, which highlighted speeches from players, coaches, and a number of elected officials. Also that day, the gymnasium was dedicated as the “Edward M. Smith Center.” Edward M. Smith was a member of the first basketball team. Dr. Peterson believes that by reaching out to the communities throughout the district, and by always putting students first, the college will see considerable growth.

SEMESTER PLAN

Shawnee Community College operates on the semester plan with two regularly scheduled semesters of instruction per academic year plus one summer session. One semester hour of credit represents the work done by a student in a lecture course attended one hour per week for one regular semester. In laboratory and activity courses, additional class time is required for each semester hour. Intersession classes are scheduled between the spring and summer semesters. Late start classes are regularly scheduled each fall and spring semester.

SHAWNEE COMMUNITY COLLEGE FOUNDATION

"Building Friends for Shawnee Community College" is the theme of the Shawnee Community College Foundation. The SCC Foundation was established in 1987 as a non-profit, tax-exempt corporation to benefit the educational endeavors of Shawnee Community College. The foundation, in a fund-raising role, administers additional funds from the private

sector to support activities and programs at the college which are not adequately supported through traditional funding.

The SCC Foundation exists for our students. It is they who receive the direct and critically needed support from foundation projects.

The SCC Foundation Board of Directors consists of persons from each county served by the Shawnee Community College District and can have up to 22 members. The SCC Foundation supports the college in its concept to provide educational opportunities for students from Alexander, Johnson, Massac, Pulaski and Union counties. The Foundation office can be reached at (618) 634-3349 or (618) 634-3353.

In raising funds for the college, the foundation sponsors fund-raising events in the district's communities to encourage community support while building friendships for the college.

COLLEGE CAMPUS

The Learning Resource Center (LRC/Library)

The Learning Resource Center (LRC/Library) at Shawnee Community College offers access to a comprehensive field of information. The LRC's collections in print format include 38,000 books, 140 magazine titles, and 13 newspapers. Through computer access from the library PC workstations, information can be retrieved from more than 30 specialized databases. The databases are electronic collections of scholarly journals, with material suitable for academic and personal research. Special features include about 2000 videos and DVDs, a local history collection, and a children's literature collection. SCC's LRC/Library is a member of the Shawnee Library System. Through the system, SCC students and staff are able to borrow materials from more than 95 other member libraries. Materials can also be borrowed from out-of-system libraries.

The library also offers three small rooms for meetings, study groups, and audio-visual material viewing. The rooms are available on a first-come, first-served basis.

Residents of the Shawnee Community College district over 18 years of age are welcome to use the resources of SCC LRC/Library at no charge. A proof of residence (such as a driver's license) is required to obtain a community user library card. SCC students, staff, and community residents are encouraged to visit and utilize the LRC's print, audio-visual, and on-line material. LRC staff members are happy to assist patrons in locating items.

Extension Centers

The college maintains extension centers throughout the district to accommodate those students who desire educational opportunities but are unable to attend courses on campus. Extension courses are offered at the Anna Center, Cairo Center, Metro Center and the East St. Louis Community College Center.

Academic, vocational and personal development courses are offered. Students taking extension center courses are enrolled at designated times at the various locations. Schedules of course offerings are printed and distributed each semester.

Bookstore

The SCC bookstore provides required textbooks, reference books, software, instructional materials and supplies needed for classes. The bookstore is located in the Administration Building H. The regular operating hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday excluding holidays. The hours during peak registration times are extended for evening students until 7:00 p.m., Monday through Thursday.

CENTER FOR COMMUNITY AND ECONOMIC DEVELOPMENT

Shawnee Community College is committed to the economic vitality of southernmost Illinois. Shawnee Community College works to stimulate the region by providing on-going support to communities with industrial attraction, expansion and retention assistance.

Through the Center for Community and Economic Development, a variety of services are offered to businesses, industries and the communities within the SCC district. These services include the following:

The Business and Industry Training Center provides workforce development training opportunities for business and industry. A variety of courses are available including computer and general office training, forklift certification, OSHA Safety Courses, and Customer Service Training, just to name a few, or we can customize a program specifically to meet the needs of your business.

The Illinois Small Business Development Center provides assistance to small businesses with start-up, expansion, business and marketing plan assistance, accessing financing opportunities, and a variety of seminars and workshops.

Workkeys Assessments – Shawnee Community College is an authorized Workkeys Service Center. Workkeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. These skills are valuable to any occupation and at any level of education.

SPECIAL PROGRAMS AND COMMUNITY SERVICES

Workforce Investment Act (WIA)

Eligible clients may obtain individual training account vouchers to pay for training provided by institutions certified by the local workforce investment board. Shawnee Community College is certified to offer training programs

under WIA. Interested persons may visit or contact Shawnee Development Council.

Dislocated Workers

Dislocated workers are also served through the WIA one stop center. The dislocated workers program serves clients who have been terminated and are unlikely to return to their prior industry or occupation; have been laid off or terminated due to plant closure or substantial layoff; are formerly self-employed but now unemployed; or are displaced homemakers. In order to receive services, additional eligibility requirements must be met. Interested persons should contact Shawnee Development Council.

Student Support Services

The Student Support Services (SSS) Program is funded through the U.S. Department of Education Federal TRIO programs. Any Shawnee Community College student who meets one or more of the following eligibility criteria is welcome to apply:

- **First Generation** - Neither parent graduated from a four-year college or university.
- **Income Eligible** - Taxable income does not exceed level established by the U.S. Department of Education.
- **Disability** - Learning or documented disabilities.

SSS is designed to assist eligible Shawnee Community College students with their academic goals and with the transition from the community college to a four-year college or university. The program provides students with a variety of resources and services including the following:

1. Academic advisement
2. Career and transfer assistance
3. Tutorial assistance
4. Cultural exposure
5. Study skills workshops
6. Personal skills enhancement
7. Guidance and mentoring

General Educational Development (GED)

GED classes are offered at the college and in communities throughout the district for adults who have not earned a high school diploma. Instruction in English, mathematics, social studies, science, and Illinois and U.S. Constitutions is provided to assist students in acquiring the knowledge and skills necessary to pass the GED examination for a high school equivalency certificate. Tuition and fees for these classes are waived and classroom materials are provided.

Adult Basic Education (ABE)

Classes are offered to students who have not completed high school and desire to improve their skills in mathematics, reading, and writing. This program is designed to remedy basic skills deficiencies and prepare students for the GED test. Individualized instruction is provided. Classes are open-entry,

open-exit. Day and evening classes are provided at several locations throughout the college district each semester. Tuition and fees for these classes are waived, and classroom materials are provided.

Adult Secondary Education (ASE)

Alternative High School - Classes for high school credit are offered to students who have dropped out of high school and wish to earn a high school diploma. Courses are offered at the main campus during the day. Students must have a referral from a district high school.

After School and Summer School Programs - Classes are offered to students who are still enrolled in high school but who have failed classes and are at risk of dropping out of school or not graduating on time. Classes are offered at the main campus and college extension centers. Courses are offered at the main campus only during summer semester. Students must have been referred by their high school principal or guidance counselor.

Regional Literacy Initiative

The Regional Literacy Initiative provides tutors for adults desiring to improve their reading skills. Volunteers are recruited and trained to tutor low-level readers enrolled in the program. Tutor training and tutoring is conducted throughout the district on a regular basis. Services are provided free of charge to district residents.

Internet Classes and Telecourses

Internet - SCC offers courses via the Internet. Students may access these courses from anywhere in the world. Access to a computer and the world-wide web is required. Courses are available in various disciplines.

Telecourses - The college offers an alternative form of instruction through telecourses. A telecourse is a college-level course for the individual who may enjoy earning college credit at home. Telecourses may be viewed on videocassettes/DVDs. Course offerings vary from semester to semester, but each course is the equivalent of its traditional campus counterpart.

A packet of information is prepared for each telecourse student. This packet contains instructions as to which lessons to view, assignments required, and testing material. Students have contact with campus instructors through mail, phone, or personal visits to the campus. The midterm and final exams require the students' attendance on campus.

Shawnee Community College Distance Learning Network

SCC's main campus and extension sites share targeted coursework through the interactive video system. Students can attend a distance learning class at the originating site or at a remote site. Interactive video classroom students at the remote sites fully interact with the instructor and students in the distance learning classroom at the originating site.

Southern Illinois Collegiate Common Market (SICCM)

Shawnee Community College students enrolled in a SICCM program have the opportunity to experience classroom interaction with students at other networked colleges and to take select classes from instructors at these nearby schools. The Southern Illinois Collegiate Common Market is comprised of Shawnee Community College, John A. Logan College, Rend Lake College, Southeastern Illinois College, Kaskaskia Community College, Southern Illinois University at Carbondale and Southern Illinois University at Edwardsville. Students interested in participating in a SICCM class or program should contact an advisor for additional information concerning registration, enrollment, tuition, and financial aid.

Community Education

The college's Community Education Program is dedicated to the philosophy of promoting lifelong learning. Classes are offered to assist individuals to take advantage of leisure time, improve mental and/or physical fitness and learn a new skill.

Student Success Center

The Student Success Center has three components that provides services to students: the Testing Lab, the Tutoring Lab, and the Writing Lab.

Testing Lab

The Testing Lab offers a wide variety of testing services, including the Compass test, the Asset test, the Psychological Services Bureau, Inc. tests, the TABE test, distance learning tests, and make up testing services. Appointments are required, and a photo I.D. is required for all testing services. The Testing Lab is located in Room H2088.

Tutoring Lab

Students who would like to obtain the services of a tutor may receive tutorial assistance through the Student Success Center (SSC) Tutoring Lab. The Tutoring Lab is located in Room H2087 on Main Campus, and tutorial services are also available at the Anna Center, the Cairo Center, and the Metro Center. Both professional tutors and peer tutors are available, and both individual and group tutoring services are available.

All peer tutors must complete the classes they want to tutor with a grade of "B" or higher, complete the Tutor Training Program, and submit written recommendations from their instructors. Additional information may be required as needed, and all tutoring arrangements are subject to approval by the Student Success Center Coordinator.

Writing Lab

The Writing Lab is available to students to work with word processing software and to do Internet research. The Writing Lab may also be reserved to hold classes and workshops and has Smart Board technology for presentations. The Writing Lab is located in Room H2086.

e-Tutoring

The Student Success Center also offers online tutoring services. Students can receive assistance in numerous subjects including accounting, anatomy, biology, chemistry, math, physiology, research methods, and writing by accessing the online tutoring website, which will give them a variety of options from which to choose. Students may upload documents for writing feedback, chat with available tutors in a chat room, or post a question for an online tutor to address. The site also includes a resource library, which contains an extensive collection go links for information in many subject areas.

ADMISSIONS

Shawnee Community College maintains an open-door policy for all potential students who have obtained a high school diploma or GED certificate. If space is limited in programs, preference will be given to students who reside in district #531.

General Admission Requirements

Students may be admitted by fulfilling the following:

1. Proof of high school completion via official transcript.
2. Completing the ASSET/COMPASS test to determine proper course placement.

Admission for Baccalaureate - Oriented Curricula - (Associate in Arts and Associate in Science Degrees)

Public Act 86-0954 requires all community colleges providing baccalaureate-oriented degree programs to establish and have in effect minimum entrance requirements comparable to those of state universities.

Shawnee Community College requires that a student's high school transcript have the following units if he/she is to be admitted to the Associate of Arts or Associate of Science programs.

High School Subjects	Years of Work	Explanation
English	4	Written and oral communication, and literature
Social Studies	3	Emphasizing history and government
Mathematics	3	Introductory and advanced algebra, geometry, trigonometry, and computer programming
Science	3	Laboratory Sciences
Electives	2	Foreign language, music, art or vocational education

Since Fall 1993, students who enter Shawnee Community College in a baccalaureate-oriented program are admitted in one of two categories: full admission or provisional admission.

Full Admission

Students will be granted full admission provided they have met at least one of the following requirements:

1. Earned a high school diploma or GED, met the minimum high school pattern requirements listed above and scored above the minimum levels on the ASSET/COMPASS to show proficiency in math, English and reading.
2. Earned a high school diploma or GED and have taken the ACT exam and received a 21 or better composite score.
3. Been enrolled in a college or university previously and have earned at least 26 hours of college credit.

Provisional Admission

Students who do not meet the minimum high school subject requirements and do not score at the minimum levels on the ASSET/COMPASS test will be granted admission on a provisional basis.

Students who do not submit a high school transcript which can be evaluated to determine the status of the student's high school pattern requirements will be admitted on a provisional basis, pending receipt of said transcript.

Students who have transferred from another college or university with fewer than twenty-six (26) semester hours of credit have not met the standards of full admission.

Successful completion of all developmental classes will grant full admission.

Home-Schooled Admission

Students pursuing high school level curriculum through home-schooling are eligible to enroll based on similar requirements as students enrolled in district high schools. Home-schooled students are encouraged to contact the Admissions office for specific enrollment information and instructions.

International Student Admission

Shawnee Community College is authorized to admit a limited number of non-immigrant alien students with the following guidelines:

1. Have completed the equivalent of a high school (secondary) education, which normally means the completion of 12 years of schooling, and the applicant is at least 18 years of age.
2. Score of 520 or better on the TOEFL test or 190 on the computerized TOEFL test.
3. Apply for admission to SCC.
4. Provide official transcripts covering all school work (high school and college) complete with English translations from an accredited third party entity as approved by the Dean of Student Services.
5. Provide an affidavit of support stipulating that adequate finances are available for their study in the United States.
6. Live within district #531.

7. Complete an interview with the Dean of Student Services.

Since no scholarships are available for international students, it is crucial that students from outside the United States be able to cover their expenses while in this country. International students are admitted based on available space in the selected programs of study.

EARLY ADMISSIONS

Shawnee Community College supports high achieving high school students who wish to gain college credit while still in high school. College credit comes in many forms, both career/technical and collegiate transfer. Students and parents need to be aware that once college credit is earned it is on the student's permanent record.

Expectations for early admission students:

1. Must be at least 16 years of age.
2. Students should remember that a dual credit course is a college course in all respects.
3. Students accepted for enrollment in college-level courses must have appropriate academic qualifications and a high level of motivation with adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.
4. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to ensure they have the same qualifications and preparation as other college students. (ASSET min. scores Intermediate Algebra-39, Reading-38, Writing-41. COMPASS min. scores: Algebra-66, Reading-77, Writing-57. ACT composite score 21)
5. Dual Credit students should be prepared to participate in the same course an instructor teaches on the college campus.
6. All college students should expect to invest at least three hours out of class for every hour in class by reading, studying and preparing for college course requirements.
7. The course outlines utilized for these courses shall be the same as for courses offered on campus. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.
8. Courses shall follow the adopted college policies on student tuition.

Dual Credit

Dual credit is an opportunity for eligible high school juniors and seniors, who are capable of meeting an increased challenge, to earn college credit through selected high school courses.

1. Students earn college credit.

2. Courses are taught on a collegiate level with collegiate textbooks.
3. Fully accredited courses that fulfill SCC's degree requirements, and are transferable to most other colleges and universities.
4. Low tuition rates. (Dual Credit courses taught at the high school by the high school instructor are of no cost to the student.)
5. All Dual Credit students have access to campus facilities, including the library, computer labs and Learning Skills Center.
6. All Dual Credit courses are taught at the high school or at an SCC extension center during regular school hours.
7. The college credit a student receives for successfully completing a dual credit course will always be part of the permanent college record.

Escrow Admission

Shawnee Community College will accept students currently enrolled in high school. High school students planning to enroll must meet the requirements outlined below.

1. Be ranked in the upper 40 percent of graduating class, be at least 16 years of age and be enrolled in a college preparatory curriculum.
2. Have successfully completed three years of high school English prior to enrolling in an English course.
3. Have successfully completed three years of high school math prior to enrolling in a math course.
4. Have successfully completed the ASSET/COMPASS examination with the required score to enter ENG 111, MAT 110/113/116, or any other academic class and be performing on the required reading level.
5. Submit a copy of high school transcript along with the Admission Information Form and Escrow Form.
6. Eight semester hours of credit are the maximum number of hours in which a high school student can enroll during any given semester.
7. No high school student will be allowed to enroll unless his/her application is signed by an official of his/her high school and a parent/guardian.

Students will be allowed to enroll in vocational, personal development, or physical education course(s) that are not offered by his or her respective high school without meeting the requirements as indicated above.

Students enrolling for college credit must pay the college's standard tuition rate for each course. Consult the Bursar office, (618) 634-3243, for current rate.

Advanced Honors Program Admission

For a student to be admitted into the Shawnee Community College Advanced Honors Program, he/she must meet all of the guideline requirements for the regular escrow program except:

1. The requirement for a student to be at least 16 years old may be waived if circumstances warrant, and the student gets approval from both the high school and community college president.

2. The maximum course load of nine credit hours per semester may be waived during the summer semester following the student's junior year in high school.

In addition to the regular escrow requirements, the student must also meet the following requirements:

1. Fill out an application for the Advanced Honors Program.
2. Be ranked in the upper 20% of class (using all high school grades assigned up to the time of application).
3. Have a minimum cumulative high school GPA (grade point average) of 3.25, based on the 4.0 scale.
4. Maintain a minimum cumulative Shawnee Community College GPA of 3.0, based on the 4.0 scale.
5. The student's schedule of Shawnee Community College courses is officially approved each semester by the high school official and the Registrar.

For students enrolling for college credit, current tuition rates are waived and students are eligible for a textbook loan. Students who complete 15 college credits prior to graduating high school and have an SCC GPA of 3.0 or above are eligible for continued tuition/fee waiver and book loan through the following academic year.

Partnerships for College and Career Success

Partnerships for College and Career Success is a cooperative program with the Five County Regional Vocational System and the 12 area high schools. The program is designed to award college credit to students in high school for selected courses in the areas of information processing, agriculture, automotive technology and nursing. (Students should contact the counseling department for articulation information).

For students enrolling for college credit under the Partnerships for College and Career Success agreement, the current tuition rates are waived.

Community Education Admission

The college offers non-credit community education courses as a special service to the residents of the Shawnee Community College district. A student who plans to register only for community education courses does not need to apply for regular admission.

Enrollment requirements are established by the nature of the particular course and student interest is the primary admission criterion. Additional information may be obtained by contacting the Dean of Instructional Services.

Students planning to enroll in both credit and community education courses should follow the regular admissions and registration procedure.

TRANSFER CREDIT

Guidelines for Accepting Transfer Credit

1. Shawnee Community College will only accept credit hours from regionally accredited institutions. Credit hours will be granted for military service according to standards established by the federal government.
2. The college will accept a maximum of six (6) credit hours of "D" grades. The college registrar will make the determination as to whether transfer hours will be accepted as it relates to the student's degree.
3. If a transfer course from another accredited institution earned more credit hours than the equivalent course at Shawnee Community College, the student is given full credit for the hours earned at the former institution.
4. If a transfer course has fewer credit hours than the equivalent at Shawnee Community College, the student will be granted only the number of credit hours earned at the other institution.
5. If a transfer course has no Shawnee Community College equivalent, the hours earned will be granted as elective hours.
6. Quarter hours will be converted to semester hours on the Shawnee Community College transcript.

ENTRANCE EXAMINATIONS

American College Test (ACT)

The American College Test (ACT) is an assessment program which provides students and counselors with 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, the Office of Admissions and Advisement at Shawnee Community College, or www.ACT.org.

Placement Testing

All first-time students are required to take examinations for evaluation of achievements in communication and computation competencies prior to enrolling for credit courses. Students with a composite score of 21 on the enhanced ACT examination may be exempt from taking English and math entrance examinations. Students scoring below established minimum levels on the entrance examination or writing sample are required to enroll in college preparatory instruction.

The ASSET/COMPASS will be used as the official placement test for the institution and as the second chance test for all students entering degree or certificate programs with the exception of Practical Nursing. All students requesting and taking a retest must do so by the end of the first week of the semester. The retest should be requested through the Office of Admissions and Advisement or through the appropriate

extension center director. Students will be allowed to retest only once.

Admission to Selected College Programs

All candidates for admission to the college are accepted for enrollment as stipulated in the college's admission policy statement. However, some specialized programs have specific eligibility requirements due to enrollment limitations imposed by physical facilities, state licensure requirements, and related criteria.

Students requesting placement into such programs will receive specific eligibility requirements from divisions or departments. Final selection for admission into these specific programs is determined by the applicant meeting the established admission criteria.

Students who are not selected for a specific program are encouraged to continue their studies in other courses and programs at the college. Counseling and advisement services are available to assist all such students with alternative educational objectives.

Career and Technical Education (CTE) Programs

The college provides testing services which are used in the admissions procedure in various CTE programs. The vocational programs utilizing the college's testing services are as follows:

1. Basic Nurse Assistant
2. Practical Nursing
3. Associate Degree Nursing
4. Cosmetology
5. Medical Laboratory Technician
6. Occupational Therapy Assistant
7. Surgical Technology
8. Massage Therapy
9. Veterinary Technology

Applicants interested in these programs should contact the appropriate department for further information concerning test dates.

Certified Nurse Assistant Program

Persons seeking admission to the Certified Nurse Assistant Program must meet the following requirements:

1. Be at least 16 years of age.
2. Successfully complete a TABE test scoring at a 9th grade reading level or above.
3. A fingerprint background check prior to beginning the program and a 2-step PPD test for TB. The information will be provided at an orientation session prior to the start of the class.

Practical Nursing

The Practical Nursing Program has specific admission requirements due to enrollment limitations imposed by physical facilities, state requirements, and related criteria. All applications for the Practical Nursing Program will be selected based upon the criteria outlined below:

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282; 800-481-2242).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet.
3. The applicant must be a high school graduate proven with a transcript or GED scores.
4. The applicant must successfully complete the admission examination "Test of Essential Academic Skills (TEAS) for Practical Nursing from the Assessment Technologies Institute, LLC (ATI)." (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. The applicant must complete with a "C" or better BIO 210 (Introduction to Human Anatomy) prior to the beginning of the fall Practical Nursing classes.
7. The applicant must submit to a criminal background check and drug testing after admission into the program.

Further information can be obtained by calling the Nursing Department at the numbers listed in "1" above.

Associate Degree Nursing

The Associate Degree Nursing Program has specific admission requirements due to enrollment limitations imposed by physical facilities, state requirements and related criteria. All applicants for the Associate Degree Nursing Program will be selected based upon the criteria outlined below:

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282; 800-481-2242).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet.
3. The applicant must demonstrate successful completion of an approved program of Practical Nursing.
4. The applicant must successfully complete the admission examination "Test of Essential Academic Skills (TEAS) for Registered Nursing from the Assessment Technologies Institute, LLC (ATI)." (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. Admission to the Associate Degree Nursing Program is conditional pending successful completion of an approved school of Practical Nursing and the Nursing Skills Review

Course (ADN 201), which will be offered in the summer semester prior to entry.

7. The applicant must submit to a criminal background check and drug testing after admission into the program.

Further information can be obtained by calling the Nursing Department at the numbers listed in "1" above.

Cosmetology

Persons seeking admission into the Cosmetology Program must meet the following criteria:

1. Meet all admission policies and complete all required admission forms of the college.
2. Submit a completed Cosmetology Admission/ Interview Application.
3. Submit a copy of his or her high school diploma or a copy of GED test scores certifying the student is a high school graduate.
4. Must have a reading level at College Prep Reading II-ENG 042 or higher.
5. Complete a personal interview with members of the cosmetology faculty. During the interview the student will be required to complete an aptitude test.

Medical Laboratory Technologist (MLT)

Persons seeking admission to the Medical Laboratory Technologist program must meet the following criteria:

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).
2. Submit a completed MLT application form and any official college transcripts to the college by March 1.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Meet all admission policies and complete all required admission forms of the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

Occupational Therapy Assistant (OTA)

Persons seeking admission to the Occupational Therapy Assistant program must meet the following criteria:

1. Meet all admission policies and complete all required admission forms of the college.
2. Be a graduate of an approved high school or demonstrate equivalent competency (GED examination).
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed OTA application form and any official college transcripts to the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

Surgical Technology

Persons seeking admission to the Surgical Technology Program must meet the following criteria:

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).
2. Meet all admission policies and complete all required admission forms of the college.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed Surgical Technology application form to the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

Massage Therapy

Persons seeking admission to the Massage Therapy program must meet the following criteria:

1. Be a graduate of an accredited high school or have attained the GED.
2. Be at least 18 years of age.
3. Test into college level reading and writing using COMPASS.
4. Submit the results of a fingerprint background check after admission into the program.
5. Submit documentation of having received a professional full body therapeutic massage after admission into the program.

Veterinary Technology

Persons seeking admission to the Occupational Therapy Assistant program must meet the following criteria:

1. Meet all admission policies and complete all required admission forms of the college.
2. Be a graduate of an approved high school or demonstrate equivalent competency (GED examination).
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed Vet Tech application form and any official college transcripts to the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

REGISTRATION

Students are given guidance in planning their programs of study and class schedules. No student will be admitted to a curriculum before he or she has been tested and advised. Advisement and pre-registration for the next semester will take place during the final weeks of the previous semester. New and continuing students planning to enroll should schedule advising appointments.

Students wishing to enroll in online classes must supply the following information:

1. Submit the admission information form online (www.shawneecc.edu)
2. Submit evidence of placement test and/or successful completion of prerequisite classes as evidence on an official transcript sent to the college registrar.

RESIDENCY

Shawnee Community College's policy concerning residency requirements complies with the regulations outlined in the Illinois Community College Board regulations.

All students shall be classified as in-district, in-state, or out-of-state for the purpose of assessing tuition and fees. Please refer to the student handbook for additional information regarding residency status.

CLASSIFICATION - COURSE LOAD

A freshman student at Shawnee Community College is one who has earned less than 30 semester hours of college credit. A sophomore student is one who has earned 30 or more semester hours of credit.

A full-time student is one who carries 12 or more credit hours during the fall and spring semesters or six or more credit hours during the summer semester. A part-time student is one who carries less than 12 credit hours in a given semester.

A full-time student may enroll for a maximum of 18 credit hours in day courses, evening courses, or a combination of these during the fall and spring semesters. To enroll in more than 18 credit hours, the following guidelines are to be followed:

1. Students with 30 or more credit hours earned at Shawnee Community College and with a grade point average of 3.20 or more may carry up to 21 credit hours.
2. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average less than 3.20 or students with less than 30 credit hours earned at Shawnee Community College with a grade point average of 3.20 or more must secure an advisor signature to carry up to 21 credit hours.
3. Students with less than 30 credit hours earned at Shawnee Community College and with less than a 3.00 grade point average must secure the signature of the Vice President of Instructional Services to carry up to 21 credit hours.

A full-time student during the summer semester must meet the requirements outlined above to enroll for more than nine semester hours of credit.

CATALOG REQUIREMENTS - STUDENT RESPONSIBILITY

Each student is responsible for knowing and meeting graduation requirements stated in the catalog current at the time of his or her initial enrollment as a freshman. Transfer students must complete degree requirements in effect in the catalog at the time of their initial enrollment at Shawnee Community College. Re-admitted students are required to meet degree requirements of the catalog in effect at the time of their initial enrollment unless they have interrupted their enrollment for at least one calendar year. In this event, the catalog in effect at the time of re-admission is used to determine degree requirements. No course may be substituted to meet degree requirements except with the approval of the Vice President of Instructional Services. To avoid any possible delay in graduation, students should obtain written permission prior to scheduling a course which they believe may be substituted for a required course.

All degree seeking students should be given login information for Saints Online, the course management system, and an SCC email at the time of registration. Students **must** use these online resources to obtain end of semester grades, unofficial transcripts, degree audits, financial aid, payment plans and online registration. The college will communicate exclusively through the SCC email that is given to each student therefore it is imperative that students regularly check their SCC email account. Students who do not have or are not aware of their login information need to contact the Admissions and Advisement office.

TUITION AND FEES

Shawnee Community College is a public institution supported by both district and state tax funds. Because of this, resident students enrolled at the College can further their education without incurring large financial obligations. Courses will be available to all residents of District 531 at a tuition and service fee rate of \$87.00 per credit hour for in-district, \$145.00 per credit hour for out-of-state, out-of-district, \$145.00 per credit hour for collar counties of Missouri (Cape Girardeau, Mississippi, New Madrid, Scott) and Kentucky (Ballard, Livingston, McCracken), and \$317.00 per credit hour for international students. (Tuition and fees indicated in this catalog are subject to change without prior notice by the Board of Trustees.) College policy prohibits the enrollment of students having outstanding debts to the college.

Other student fees include the following:

Laboratory Fee	Varies
Distance Learning Fee	\$30.00
On-line Fee	\$30.00
Telecourse Fee	\$35.00
Independent Study Fee	\$40.00/credit hr

Students wishing to enroll in independent study or repeat ineligible courses should contact the bursar's office for information about tuition and fee charges.

Laboratory Fees

Special laboratory fees may be assessed when enrolling for certain courses. Contact the Bursar's Office for additional information. Lab fees are subject to change.

Southern Illinois Collegiate Common Market Allied Health Program Fees

Health Information Technology Program

<u>Course</u>	<u>Charge</u>
Clinical Practicum I	\$20
Campus Insurance Fee	\$15
Clinical Practicum II	\$20
Campus Insurance Fee	\$15
Coding	\$20
CPT Coding	\$20
Fundamentals of Medical Science	\$20
Health Data and Statistics	\$20
Health Info. in Non-Traditional Setting	\$20
Health Records Systems Lab	\$20
Health Records Systems	\$20
Intro to Health Information	\$20
Management in Health Care	\$20
Medico Legal Aspects	\$20
Quality Management	\$20
Reimbursement Management	\$20
Total Charges	\$310

Medical Laboratory Technology Program

<u>Course</u>	<u>Charge</u>
Applied Clinical Microbiology	\$150
Clinical Chemistry	\$150
Clinical Microscopy	\$150
Clinical Rotation I	\$150
Campus Insurance Fee	\$15
Clinical Rotation II	\$150
Hematology	\$150
Immunochemistry	\$150
Intro to Clinical Lab	\$150
Campus Insurance Fee	\$15
Introduction to Phlebotomy	\$150
Serology	\$150
Total Charges	\$1,680

Occupational Therapy Assistant Program

<u>Course</u>	<u>Charge</u>
Activities of Daily Living	\$200
Aging and Impact on Occup. Performance	\$200
Clinical Observation	\$200
Clinical Rotation I	\$200
Campus Insurance Fee	\$15
Clinical Rotation II	\$200
Campus Insurance Fee	\$15
Disease and Impact on Occupation	\$200
Fieldwork Experience I	\$200
Fieldwork Experience II	\$200
Intro to Occupational Therapy	\$200
Occupational Development	\$200
Occupational Therapeutic Media	\$200
Occupational Therapy Group Process	\$200
OT Administration	\$200

OT in Pediatrics	\$200
OT in Physical Disabilities	\$200
OT Theory I	\$200
OT Theory II	\$200
Psychosocial Therapy and Practice	\$200
Total Charges	\$3,630

Surgical Technology Program

<u>Course</u>	<u>Charge</u>
Clinical Rotation in Surgical Tech I	\$20
Campus Insurance Fee	\$15
Clinical Rotation in Surgical Tech II	\$20
Campus Insurance Fee	\$15
Introduction to Surgical Technology	\$20
Pharmacology for Health Professions	\$20
Principles and Practices of Surgical Tech	\$20
Surgical Procedures I	\$20
Surgical Procedures II	\$20
Total Charges	\$170

Veterinary Technology

<u>Course</u>	<u>Charge</u>
Animal Anatomy and Physiology I	\$200
Animal Anatomy and Physiology II	\$200
Animal Clinical Lab I	\$200
Animal Clinical Lab II	\$200
Animal Clinical Rotation I	\$200
Animal Clinical Rotation II	\$200
Animal Diseases	\$200
Animal Management	\$200
Animal Pharmacology I	\$200
Animal Pharmacology II	\$200
Animal Radiography	\$200
Animal Surgery Technology I	\$200
Animal Surgical Technology II	\$200
Laboratory Animals	\$200
Large Animal Nursing	\$200
Small Animal Nursing I	\$200
Small Animal Nursing II	\$200
Veterinary Practice Management	\$200
Total Charges	\$3,800

Payment

Payment may be made in person at the bursar’s office in the Building H-Administration, or at any of our extension centers, mailed to Shawnee Community College, Bursar’s Office, 8364 Shawnee College Road, Ullin, IL 62992. SCC also offers an automatic payment plan through e-Cashier. Call the bursar office at (618) 634-3243 for more information or log onto the SCC website and click on the e-Cashier link. Checks or money orders should be made payable to Shawnee Community College and should include the student’s SCC ID# on the check or money order. Visa, Discover, Mastercard, and debit card payments are accepted.

If a student stops attending a class without officially withdrawing, the student is responsible for paying all tuition and fees for the course.

Refund Policy

The following schedule and conditions govern the refund of tuition and fees:

1. Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the counselor determines the official date of withdrawal except in cases of tenth day drops initiated by the college. A 100% refund of tuition and refundable fees will be made if official withdrawal from all full-term courses occurs before or during the first calendar week of the regular semester.
2. An 80% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the second and third calendar weeks of a regular semester.
3. A 70% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the fourth and fifth calendar weeks of a regular semester.
4. A 60% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the sixth week of a regular semester.
5. A 50% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the seventh and eighth weeks of a regular semester.
6. A 40% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the ninth and tenth weeks of a regular semester, up until the official, final withdrawal date.
7. For fall and spring semesters that are condensed into a twelve week time period, the following refunds will apply: 100% before or during the first calendar week of the semester; 80% second week; 70% third week; 60% fourth week; 50% fifth and sixth weeks; 40% seventh week to the official withdrawal date.
8. For summer semester, the following refunds will apply: 100% before or during the first calendar week of the semester; 70% second week; 60% third week; 50% fourth week; 40% fifth week to the official withdrawal date.
9. No refund of tuition and fees for official withdrawal from full-term courses will be made after the final withdrawal date in any semester.
10. Refund of all tuition and fees will be made if the college cancels a course.
11. If a student has a monetary obligation to the college, the refund will be withheld.
12. Dropping a full-term course and concurrently adding a full-term course of equal credit during the first two weeks of classes is permitted without charge of additional tuition. Thereafter, tuition and fees will be assessed for adding a course.
13. No refund will be granted when a student is dismissed or suspended from the college for disciplinary reasons.
14. Refunds will be made, based upon these policies, within 30 days from the date of complete withdrawal.
15. Appeals for exceptions to the published policy may be made in writing to the Business Office. The decision on the appeal will be final.

Note: The refund policy is subject to change without notice by the Board of Trustees.

Refunds made to students for whom federal student financial aid funds have been disbursed to the student's account must be refunded in the following order of priority:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Other Title IV programs
4. Other federal, state, private or institutional sources
5. The student

Tuition Waivers

Tuition waivers equal to the in-district amount shall be given to persons 60 years of age and older. Full tuition waivers shall be given to disabled veterans.

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees. Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated for specific professional services received.

FINANCIAL ASSISTANCE

The purpose of the financial assistance program is to provide financial aid to students who would be unable to attend college without such aid. Financial assistance at Shawnee Community College is available in the form of scholarships, grants, part-time employment, waivers, and loans. Information and applications may be obtained from the Financial Aid Services Office in the Administration Building.

To be eligible for financial assistance at Shawnee Community College, a student must first fulfill the following basic requirements:

1. Be enrolled at Shawnee Community College in an eligible program of study.
2. Possess a high school diploma recognized by the state of residence of the student or possess a High School Equivalency Certificate (GED).
3. Be enrolled in a minimum number of semester credit hours of eligible course work, as specified by the individual financial aid program. Community education courses, ABE/GED courses, audited courses, certain repeated courses, and courses that cannot be used as credit towards any eligible SCC certificate or degree are not eligible for all types of federal financial aid programs. NOTE: Courses repeated after a student has received a grade of A, B, C, or D will **NOT** be counted in determining the amount of federally-funded financial aid, including the Federal Pell grant, unless the student is allowed to earn credit for the course more than once.
4. Complete the Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA. Identify Shawnee

Community College, code number 007693, as the college of choice.

5. Meet all eligibility requirements outlined in the Shawnee Community College Satisfactory Academic Progress Policy. For more information regarding Standards of Satisfactory Academic Progress for Financial Aid Recipients, Monitoring Procedures, and Appeals, see pages 36-40.
6. Document financial need status for the individual financial aid programs through a valid Student Aid Report (SAR) or federal Institutional Student Information Report (ISIR).
7. Provide any documentation requested by the Financial Aid Services Office, including federal tax forms, to complete the verification process.

Financial need is generally considered to be the difference between one academic year's educational expenses (tuition, books, room, board, commuting costs, etc.), as determined by an average student budget, and the student's resources for the same period. Student educational resources are expected to include assistance from parents, guardians, relatives, personal savings, other scholarships, grants, and personal earnings. Students are responsible for providing from their own and their family's resources as much of their educational expenses as possible. Average student budgets used by Shawnee Community College to assist in determining financial aid are accessible on the internet at www.shawneecc.edu.

Students applying for graduation who have received financial aid will be required to be cleared by the Financial Aid Services Office before the graduation application will be processed. Students who have received loans will be required to complete an Exit Interview.

Academic Year

The SCC academic year for all financial aid programs is defined as one fall semester and one spring semester, each including a minimum of 15 weeks of instruction, during which a full-time student earns a minimum of 12 credit hours each semester. All programs, even those utilizing non-standard semester terms with multiple starting dates, fall under this definition. The summer semester ends the academic year but is not considered as equal to the fall or spring semester defining the academic year.

Each semester (fall, spring, and summer) is considered a payment period for financial aid purposes. Financial aid payments are made to each eligible enrolled student once each fall and spring semester. Pell payments may also be made for the summer semester if the student has an award amount remaining by attending less than full-time during the fall and/or spring semester.

Summer financial aid disbursements are made based on the same credit-hour requirements as during the fall/spring semesters (i.e. 12 eligible hours or more equals full-time; 9-11 eligible hours equals three-quarter time; 6-8 eligible hours equals half-time; and 5 eligible hours or less equals less-than-half-time).

GRANTS AND SCHOLARSHIPS

Federal Pell Grants

The Federal Pell Grant provides gift money for college-related expenses to students demonstrating financial need. The program is open to SCC students who are enrolled in a 16-credit-hour or one-year certificate program, or a two-year degree program, who have not yet earned a bachelor's degree. To apply, an applicant must file a Free Application for Federal Student Aid (FAFSA), which may be obtained from a high school counselor or from the SCC Financial Aid Services Office. Upon receipt of the federal financial aid award notification, called a Student Aid Report (SAR) or Institutional Student Information Report (ISIR), the Financial Aid Services Office can determine the amount of the award and the need for any additional information.

Illinois Student Assistance Commission (ISAC) Grants

Monetary Award Program (MAP) - Provides gift money for payment toward tuition and mandatory student fees to eligible students who are and have been Illinois residents for a year prior to the start of the academic year. Students must identify an Illinois college and indicate Illinois residence on the federal student financial aid application in order to also apply for the state grant.

Minority Teachers of Illinois Scholarship - Sophomore minority students who are Illinois residents enrolled in an approved "Teacher Education Program" are eligible to apply. Scholarship pays tuition, fees, room, and board (or a commuter allowance).

National Guard Scholarship - Active members of the Illinois National Guard who have served for a minimum of one year in the program are eligible to receive gift assistance for payment toward tuition and fees. Information and applications may be obtained from National Guard armories or air bases and from the SCC Financial Aid Services Office.

The Illinois Student Assistance Commission also sponsors other special scholarship programs, including scholarships for children of policemen and firemen killed in the line of duty, dependents of correctional workers killed or permanently disabled in the line of duty. Grants for bilingual students may be available as well.

Information for the above programs may be obtained by calling the Springfield office of the Commission at 800-899-4722.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Gift money in the form of FSEOG awards is awarded through Shawnee Community College to students with exceptional financial need. The money is provided through federal funding to the college and is awarded to individual students during each academic year. All students who apply for a Federal Pell Grant and have on file a valid federal Institutional

Student Information Report have applied for the FSEOG grant, which must be awarded based upon the student's Estimated Family Contribution and other indicators of exceptional need, as determined by the college.

Scholarships

All Shawnee Community College scholarships are listed in the Scholarship Booklet, which can be found on the SCC website (www.shawneecc.edu), or a printed copy may be obtained in the Financial Aid Services Office.

Various other scholarships that are not awarded through the college or the foundation may be available from civic and fraternal organizations (e.g.: Rotary International, Shawnee College Education Association, etc.). Students should seek out reference materials on scholarships in the Student Success Center, the Learning Resource Center, and on the Internet. Students are encouraged to contact organizations and parents' employers directly for information on scholarship opportunities.

Shawnee Community College awards the following scholarships:

- Academic Excellence—Student Support Services (SSS)
- Agriculture & Natural Resource
- Ambassador
- Andy "Charlie Brown" Helman
- Art
- Award of Excellence
- Connell F. and Mary Jewel Smith
- Daniel F. Dumas, Sr. Memorial
- Dippin' Dots
- Edward M. & Betty Smith
- Electric Energy, Inc.
- English
- Holcomb Kiwanis Club
- Journalism
- Leadership—Student Support Services (SSS)
- Music
- Pulaski-Alexander Soil and Water Conservation District
- Richard and Catherine Trampe
- ROTC Transfer
- Sabrina Dawn Atkinson Credit For Escrow
- Salutatorian
- SCC
- Scholastic Bowl
- Single Parent—Student Support Services (SSS)
- Southern Illinois Electric Cooperative
- Student of the Year—Student Support Services (SSS)
- Student Senate
- Student Trustee
- Terra's Angels
- Trustee
- Ullin Veteran's Memorial
- Valedictorian
- Verla Cissell Memorial
- Vice President's GED

- Vice President's Non-Traditional
- Walter Liggett Rotary
- Zonta Club of the Paducah Area

WORK-STUDY PROGRAMS

Part-time student employment for six to twenty hours per week is available through the Federal Work-Study Program and the Institutional Work-Study Program (funded by Shawnee Community College). Students apply for Work-Study jobs by watching for job postings on the job board at the main campus and at the extension centers and completing the Free Application for Federal Student Aid (FAFSA). A valid federal Institutional Student Informative Report (ISIR) must be on file before a student may qualify for Work-Study. Opportunities for community service work may also be available through the Federal Work-Study program, based upon annual funding levels and financial aid eligibility.

PRIVATE ALTERNATIVE LOANS

Student loan programs provide long-term educational loans to eligible students and/or their parents. Shawnee Community College refers students to a number of lenders of Private Alternative Loans who will determine a student's eligibility to borrow. Credit checks and/or co-signers are required.

Detailed information and applications are available in the Financial Aid Services Office.

VETERANS PROGRAMS

Various benefit programs for U.S. Armed Forces veterans are available if the veteran meets the program requirements and has remaining eligibility for the program. Veterans should check with the Veteran's Representative in the Financial Aid Services Office to determine their eligibility and complete the necessary application requirements.

OTHER FINANCIAL AID PROGRAMS

Other financial aid resources are available for students who meet individual program requirements, including the WIA programs, Dislocated Workers, Upward Mobility, and others. The Financial Aid Services Office can refer students to the individual programs for eligibility determination.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

The Standards of Satisfactory Academic Progress of Shawnee Community College (SCC) are in compliance with U.S.

Department of Education regulations, other relevant federal regulations, and the policies of the Illinois Student Assistance Commission. The Shawnee Community College Financial Aid Services Office is responsible for ensuring that all students who receive federal and state student financial aid are meeting these standards. This policy will be amended whenever applicable federal or state laws or regulations are changed. Other amendments to the policies will be considered through normal SCC policy revision procedures.

Each student who receives federal and/or state student financial assistance must maintain satisfactory academic progress, according to the policies outlined below, in order to continue to receive financial aid. These policies determine satisfactory academic progress in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission's Monetary Award Program, Illinois Incentive for Access grants, and the Illinois Veteran's Grant/National Guard Scholarships.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters.) The summer semester is considered to be part of the preceding academic year. In order to assure that a student is satisfactorily progressing toward a certificate or degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year will be assessed annually after the spring semester to determine the progress made for the last academic year of attendance. Students, who have attended SCC in the past, whether or not they received financial aid, will be assessed prior to receiving aid. Grade and time requirements are in effect for all attempted credit hours, whether the student received financial aid or not. Student progress will be measured in the most recent curriculum formally declared. Transfer students will be assessed for satisfactory academic progress related to grades and percentage of hours earned based only upon courses attempted at Shawnee Community College. Certificate or degree completion will be assessed on Shawnee Community College hours and on hours formally transferred and accepted by Shawnee Community College.

Grade Requirements

Each financial aid recipient must be enrolled in an eligible certificate or degree program and maintain at least a 2.00 cumulative grade point average (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative grade point average is 2.00, regardless of the current grade point average, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative grade point average drops below 2.00, the student will be placed on financial aid **Probation** for the following semester. The student may continue to receive grant or gift financial aid while on probation but will not be eligible to receive an initial student work assignment. During the probationary semester, the

student must attain a 2.00 current grade point average or raise his or her cumulative grade point average to 2.00 to retain financial aid eligibility. If the student does not attain a 2.00 current or cumulative grade point average during the probationary semester, the student will no longer be eligible and will be placed on financial aid **Suspension**. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

If a student has attained a 2.00 current grade point average while on probation, but the cumulative grade point average is still under 2.00, the student will be allowed to continue on probation for an additional semester. Following the semester in which the cumulative grade point average reaches 2.00, the student will be taken off probation.

Students must have a 2.00 cumulative grade point average after completing their second academic year to be eligible for further Title IV financial aid. Two academic years are defined as four fall and/or spring semesters of attendance. If the student does not have a cumulative 2.00 grade point average after two academic years of attendance, the student will be placed on financial aid **Suspension**. If the student subsequently does attain a cumulative grade point average of 2.00 or above, the student regains eligibility for financial aid the following semester.

Maximum Time Frame

A student is expected to complete an Associate Degree after attempting no more than 96 credit hours (150% of 64); to complete a one-year Certificate program after attempting no more than 51 credit hours (150% of 34); and to complete a less-than-one-year Certificate program after attempting no more than 24 credit hours (150% of 16). Exceptions may be made to extend the allowable hours for certificate or degree programs which require more than 34 or 64 hours, respectively, to complete the program.

Due to required prerequisites in the LPN/ADN programs, before a student will be formally accepted into the programs, an LPN student is expected to complete the Certificate after attempting no more than 77 credit hours (150% of 51), and an ADN student is expected to earn the Associate Degree after attempting no more than 122 credit hours (150% of 81).

Once the allowable level of credit hours attempted has been reached, the student will be placed on financial aid **Suspension** until the appropriate certificate or degree has been completed.

To maintain academic progress over time, a student must, by the end of the first full academic year of attendance (one fall and one spring semester) and each year thereafter, have successfully earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day of each semester. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid **Probation** for one semester. The student may continue to receive grant or gift financial aid while on probation but will not be eligible to receive an initial student work assignment.

During the probationary semester, the student must enroll in and pass enough hours to have successfully earned 67% of attempted hours by the end of the semester. If the student does not attain the 67% level during the probationary semester, the student will no longer be eligible and will be placed on financial aid **Suspension**. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

When a student is placed on financial aid probation, suspension, or termination, a notification letter is sent to the student. However, lack of receipt of a notification letter does not nullify the probation, suspension, or termination status.

Failures, Incompletes, Withdrawals, Audits, ABE/GED, and Community Education courses are not counted as credits successfully completed. Repeated courses are counted in the assessment of grade point averages and as an attempted course. All other credited courses, including pass/fail courses and remedial courses, are also counted. If a student's grade is changed after a designation of financial aid probation or suspension, it is the student's responsibility to notify the Financial Aid Services Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will have no effect on the student's satisfactory academic progress standing upon re-entering (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

Reinstatement

Students on probation for grade requirements retain probationary status as long as their current grade point average is 2.00 or better.

To reinstate probationary financial aid status after having eligibility suspended, the student must enroll and utilize resources other than federal/state financial aid to pay for the costs. The student must earn a minimum of six (6) semester hours and attain a 2.00 current grade point average for all enrolled hours during the semester. Reinstatement without probation will occur when the student's cumulative grade point average is 2.00 or better.

Students who are on suspension because a certificate or degree has not been completed within 150% of attempting the normal credit hours needed will be reinstated after they have processed an approved graduation application for the appropriate certificate or degree and have been placed on the graduation list.

Students who are on suspension because they have not successfully earned 67% of attempted hours will be reinstated after they have successfully earned 67% of attempted hours.

Monitoring Procedures

Semester hour enrollment is monitored by the Financial Aid Services Office on the identified Pell Status Date each semester, and financial aid awards are adjusted for those

students whose enrollment status has changed. (For example, a student who drops from full-time status to half-time status will have his or her Pell award adjusted accordingly.)

Grade requirements and the status of all enrolled students on probation are monitored by the Financial Aid Services Office at the end of each semester.

Satisfactory progress toward the completion of a degree or certificate and the percentage of hours attempted that have been earned is monitored by the Financial Aid Services Office in annual increments (at the end of the spring semester) except for the progress of students in less-than-two-year programs, which is monitored at the end of each semester.

Satisfactory attainment of the federal requirement for a 2.00 grade point average after two academic years is monitored by the Financial Aid Services Office after each spring semester.

Appeals

Students not meeting one or more of the satisfactory academic progress standards of Shawnee Community College will be ineligible for continued financial assistance as described unless an appeal which justifies reinstatement is submitted and approved. A student may appeal suspension or termination of financial aid by submitting in writing any mitigating circumstances that prevented the student from making the required progress. An appeal letter, along with supporting documentation, should be sent to the Financial Aid Services Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. The Committee decision shall be final.

FINANCIAL AID GRIEVANCE PROCEDURE

A grievance shall mean a complaint by a student that there has been unjust and/or injurious treatment to the student by college staff.

Before a grievance can be filed, the student must attempt to resolve the complaint through discussions with the staff member(s) concerned. If such informal discussions do not lead to satisfactory resolution of the complaint, a formal grievance may be processed according to the following procedures:

Step 1:

1. Within ten calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed, and delivered to the Director of Student Resources.
2. Within five working days after the written grievance is submitted, the Director shall convene a meeting including the student and the staff member concerned to resolve said grievance.

3. The Director will answer the grievance in writing within ten calendar days after such meeting. (Copy to staff member(s).)

Step 2:

1. If the grievance is not resolved in Step 1, the student must within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Director's decision (from Step 1) to the Vice President of Student and Administrative Services.
2. Within ten working days of receipt of the documents specified in Part 1 above, the Vice President of Student and Administrative Services shall convene the Scholarship Committee for a hearing of the grievance, and the staff member(s) concerned will be required to attend.
3. The Scholarship Committee will hear the grievance, render a decision, and submit the decision in writing to the student and staff member(s) concerned within ten calendar days of said hearing.

The Scholarship Committee's decision is final and ends the financial aid grievance procedure.

ADVISEMENT

Educational Advisement

To ease entry into the college and to assist in choosing courses and an appropriate curriculum, an educational planning interview with an advisor is offered to all students. Educational, vocational, and personal goals are considered in relation to previous educational experiences, results of tests, personal data, and the educational programs offered by Shawnee Community College.

Change of Curriculum

To change from one declared curriculum to another, the student must make petition through the Advisement Department.

PERKINS PROGRAM

The Special Needs Office provides assistance to qualifying students in the following areas: (1) payment of lab fees, (2) free tutoring, (3) special instructional material, (4) note taking, (5) interpreters, (6) career interest inventory, (7) special or adaptive equipment, (8) travel, and (9) daycare services.

To qualify for these services, students must be enrolled in targeted technical programs, and be either disadvantaged, handicapped, non-traditional, single parent, limited English proficient (LEP), or a dislocated worker.

To qualify under the Disadvantaged Program, the student must be either academically or economically disadvantaged. To be

classified as academically disadvantaged, a person must either be receiving a grade of "D" or below in a technical class or score below the 25th percentile on a standardized aptitude test. To qualify under the handicapped or limited English proficient (LEP) category, students must meet certain specific criteria. A non-traditional student is a student enrolled in a program with 25% or less of the same gender.

Students needing more information on any of these programs or interested in taking a career interest inventory should stop by the Special Needs Office during regularly scheduled office hours.

CAREER SERVICES

Shawnee Community College Career Services offers a variety of services designed to meet the educational and employment needs of our students, community, and employers in the college district and surrounding area.

Students may utilize the center to obtain basic information about business and industry in the district. For example, if a student were seeking a position at a particular industry, such information as the name of the personnel manager, number of employees, and hiring practices could be obtained prior to an interview.

Shawnee Community College is committed to nurturing self-direction and personal responsibility in assisting those registered with the center in their career planning and employment goals. The center's purpose is not to guarantee employment but rather to provide a variety of programs and services which will assist the individual in determining and implementing his/her career and educational choices and include the following:

- help in devising an efficient job-search strategy
- exploration of current job opportunities through the SCC Jobline, a computerized job search database available to students and employers. To access the SCC Jobline, go to: www.shawneecc.edu, click on Community and Career Services.
- resume critiquing and development
- linkage between business and students
- employee recruitment for employment
- reference materials
- career/job fairs
- one-on-one consultation

The Career Services office assists students, faculty and departments about present supply and demand trends.

EDUCATIONAL INTERNSHIPS/ EXTERNSHIPS

An educational internship affords the student a unique opportunity, and externships combine formal learning experiences with the work setting. Internships are planned

experiences that are approved for credit prior to enrollment. Students assume responsibility for achieving the appropriate learning outcomes while working under the supervision of a faculty member and one or more recognized professionals in the work setting.

Shawnee Community College requires internship experiences for many of its occupational certificate and degree programs. Students may or may not receive remuneration for their work experience at the discretion of the entity providing the internship site. However, internships at the college will not be paid with work-study funds.

STUDENT ORGANIZATIONS AND ACTIVITIES

Shawnee Community College considers clubs and other student organizations an important asset to college life and encourages students to participate. Extra-curricular activities provide students with opportunities to enhance their educational experiences, make new friends, learn new skills, develop life-long interests, and learn through practical experiences. For this reason, the College is committed to the provision of a comprehensive program of student activities of which student clubs and organizations are an important part.

On-campus art exhibits, dance programs, and musical concerts are presented by departments representative of those disciplines. The extra-curricular and co-curricular life is as extensive as the students wish to make it.

Student Senate

The Student Senate is primarily responsible for promoting the welfare of the student body and the development and guidance of student social and cultural activities. This organization is made up of seven students elected by campus-wide referendum and one representative from each extension center. Three sophomores will be elected annually during the spring semester and four freshmen will be elected at the beginning of the fall semester. Students with fewer than 30 credit hours will be considered freshmen; those with 30 or more credit hours will be considered sophomores.

All official student activities must be pre-approved by the Vice President of Student and Administrative Services.

1. Eligibility -- To be eligible for the Student Senate, a Shawnee Community College student must
 - a. be carrying nine or more hours.
 - b. be in good standing with the college (must not be on academic or conduct probation).
 - c. have an overall grade point average of 2.00 to gain and maintain membership or be freshman representative.
2. Failure to meet these requirements means automatic loss of senate membership.
3. The Shawnee Community College Student Senate meets regularly and on occasion is called into special session

upon approval of the Vice President of Student and Administrative Services.

4. The Vice President of Student and Administrative Services or his representative must be present for a meeting to be considered official.

Clubs and Organizations

Students have the opportunity for membership in social, service, interest, and professional organizations. Clubs are considered an asset to college life, and their formation is encouraged. Student clubs must have a faculty sponsor present at all club activities. An application to organize a new club can be secured from the Student Services Office. Completed applications must be approved by the Board of Trustees.

Organizations that stand recognized as chartered campus organizations are represented below:

- Ag/Advocates Club
- Art Club
- Car Club
- Computer Club
- Cosmetology Club
- Drama Club
- Electronics Club
- Future Teachers Education Organization
- Journalism Club
- Math/Science Club
- Nursing Student Association
- Phi Beta Lambda
- Phi Theta Kappa
- Social Work Club
- Spanish Club
- Student Book Club
- Student Senate
- Veteran's Club
- Wildlife Club
- Music Club

Student Publications

The college newspaper, The Tempo, is under the guidance of a faculty advisor who works with student editors and staff members. The newspaper serves as the medium of student expression on matters involving the curricular and extra-curricular activities of the college and provides training for those interested in journalism.

Scholastic Bowl

The college participates in Scholastic Bowl competition with other community colleges in the region. This academic trivia competition is open to both full- and part-time students. The team has won recognition for its outstanding record in competition.

Students interested in competing on the Scholastic Bowl team should contact a member of the counseling staff.

Intercollegiate and Intramural Athletics

Intercollegiate and intramural athletics play an important role in the educational process of Shawnee Community College students. The college offers a wide range of recreational sports and athletics for students. Outstanding coaching in both the men's and women's divisions makes the athletic programs first class endeavors.

The college is a member of the National Junior College Athletic Association. All teams participate in a Division II Region 24 and National Tournaments.

GRADING

Final grades are posted on Saints On-line at the close of each term. Grades may be withheld/blocked from view by the college for such reasons as unpaid fees, overdue library books, and incomplete admissions records.

Students are graded according to the following system:

Grade		Grade Points
A	Excellent Performance	4
B	Good Performance	3
C	Average Performance	2
D	Inferior Performance	1
P	Passing	0
F	Failing Performance	0
*I	Incomplete Work	0
**S	Satisfactory	0
**U	Unsatisfactory	0
W	Withdrawal from class after mid-term but by the academic penalty date	0
Au	Audit	0

The grade point average (GPA) is computed by multiplying the grade points earned in a course by the number of college credit hours for the course, adding these products for each course, and dividing by the total number of college credit hours. An "F" will be computed in the GPA unless the course is later repeated with a satisfactory grade. Neither credit hours nor grade points will be computed in those courses where a grade of "I", "W", "S", "P" or "U" is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (*)) will not be used in computing GPA. A student's standing in a curriculum is determined by his or her cumulative GPA. The cumulative grade point average is figured by semester hours attempted, not by semester hours earned.

GPA = total quality points earned for A,B,C,D, and F grades / total quality hours attempted

Incompletes

A student may receive an "I" indicating an incomplete for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable. A student who receives an "I" must complete the

requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. Once the requirements are completed, the instructor shall report the grade of A,B,C,D, or F. If a student does not complete the course requirements by the deadline, the student will receive an "F". These arrangements must be made with the instructor before the end of the semester in which the "I" is recorded. A copy of the agreement must be forwarded to the Admissions Office with the final grade report.

**Satisfactory/Unsatisfactory grades are issued to students enrolled in Adult and Community Education classes only. These grades will not be used in computing the student's GPA or college credit hours.

Audit Policy

Students must receive approval from the Vice President of Instructional Services prior to enrolling to audit a course. Audited courses are subject to compliance with all other college regulations. Students are not permitted to change to audit after the close of registration during each semester. The student must attend all regular class sessions. The student does not receive a grade or credit for the course, but the course is listed as Audit on his or her transcript. Regular tuition and fees will be assessed for audited courses.

A student may elect to take a course for credit which was previously audited.

Pass/Fail

1. Students wanting to exercise a Pass/Fail option must apply for it at the time of registration for that course and prior to the student's first day of course attendance.
2. The maximum hours of Pass/Fail that can be taken in any one (1) semester is four (4) hours.
3. The total maximum number of Pass/Fail credits that can count toward any degree is 12 semester hours.
4. No general education core curriculum courses can be taken as Pass/Fail.
5. Courses taken Pass/Fail can only count as elective credit.
6. The designation of Pass/Fail cannot be changed after the beginning of the semester.
7. Pass/Fail courses cannot be changed from a letter grade to Pass/Fail after the start of the semester. Likewise, a credit course cannot be changed from a letter grade to Pass/Fail after the start of the semester.

Independent Study

With administrative approval, credit may be earned in independent study in any curricular area in which it is available. Contact the advising department for additional information. Independent Study courses have special fees. An additional \$40 per credit hour is charged for Independent Study courses.

Repeated Courses

A course in which a student enrolls more than once is considered a repeated course. Approval will be given under the following conditions:

1. If the student previously completed the course with less than a grade of C (or equivalent) and the course is necessary to satisfy requirements for a degree or certificate, the student may enroll and be claimed in the course one additional time; or
2. If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course and be claimed as often as approved by the Illinois Community College Board.

In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade point average. The lower of the two grades will be converted to "R" and not be computed in the grade point average nor will it be applicable to a degree or certificate.

For financial aid purposes, courses repeated after a student has received a grade of A, B, C, or D will not be counted in determining the amount of federally-funded or state-funded financial aid, including the federal Pell grant and the state monetary award program grant, unless one or more of the following conditions exist:

- The student is allowed to earn credit for the course more than once.
- It is the first time the student is repeating the course and after earning an "F" the first time.

Withdrawal

The responsibility for withdrawing from a class rests with the student. The student must abide by the following provisions:

1. Contact a member of the counseling staff to initiate a drop from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the instructor's initials, and deliver this form to the Admissions and Advisement Office in order to be officially withdrawn from a class.
3. The date of withdrawal will be the date the form is received by the Advisor.
4. Not attending class does not constitute a withdrawal from class. Failure to officially withdraw by the academic penalty date will result in failing grade for the semester.

Note: Please consult the Official College Calendar for the final drop dates each semester.

Attendance

Students are expected to attend all class sessions for which they are scheduled. The effect of absences on grades is determined by the instructor with the approval of the Vice President of Instructional Services. Faculty may drop a student from class at mid-term if the student is not attending

regularly or making progress toward successful completion of the course. Any student enrolled after mid-term must withdraw from class following the procedure outlined above.

Students will be allowed to make up work missed because of legitimate class absences (scheduled, supervised college trips or functions). However, instructors must be notified in person by the student prior to his or her absence. Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person no later than one class meeting prior to the absence.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be completed prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. If the work is not completed due to absences while participating in extracurricular activities or other uncontrollable situations, the student will be given an "Incomplete" grade and will have one semester to complete the course.

In cases of prolonged absences, students should notify the office of the Vice President of Student and Administrative Services.

Grade Reports -- Official Transcripts

An official Shawnee Community College transcript is signed and dated by the Registrar.

Shawnee Community College cannot forward the original or a copy of any document received by the college from another institution or agency to a third institution. Transcripts, test scores, etc., must be requested by the student from the originating institution or agency. Unofficial copies of documents may be requested. Normally, unofficial copies are not accepted by other institutions, and official copies should be requested.

At the end of every semester, a grade report is available on Saints Online only. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the college. Students not meeting these obligations may not be allowed to register during subsequent semesters at Shawnee Community College until their records are cleared.

Student Records/Family Education Rights and Privacy Act

The official educational records for each student are maintained by the Office of Admissions and Records. Federal legislation (Family Education Rights and Privacy Act, Public Law 93-380) has been enacted which intends to protect the privacy of students and includes requirements governing access to information concerning individual students. The intent of this legislation is in accordance with the college's policy which states that "every endeavor will be made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes."

To recognize the achievements of Shawnee Community College students and to provide information without delay which may be of benefit to students, certain "public directory information" may be released by the college without the prior consent of students. Directory information is limited to the following: the student's name, street address and place of residence, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights, and heights of members of athletic teams, dates of activities and sports, dates of attendance, degrees and awards received by the student, and the most recent previous educational agencies or institutions attended by the student.

Students may withhold directory information by notifying the Dean of Student Services in writing within two weeks after the first day of class for the fall term.

Graduation

Commencement is held each year at the completion of the spring semester. Attendance at the commencement program is voluntary. All students who were graduated since the previous year's commencement program are invited to attend. Students who plan to receive degrees or certificates must file an "Application for Graduation" form at the Admissions Desk early in the term prior to the semester in which they anticipate graduation, but the student should file the petition no later than six weeks prior to the end of the term. Associate degrees and certificates are awarded at the end of each semester.

Academic Honors (President's List/Vice President's List)

A full-time student enrolled in an Associate degree or certificate program whose GPA is 3.5 or better is considered an honor student. Students achieving a 4.0 GPA will be named to the President's List while those students achieving a GPA between 3.5 and 3.9 will be named to the Vice President's List. Academic honors for these students are announced shortly after the end of the fall and spring semesters.

Academic Warning

A student who does unsatisfactory work for a semester will be given academic warning. At this point, the student may choose to change curriculum or continue the current program. In either case, the student must improve his or her standing satisfactorily during the next semester or be dropped by the college for one academic semester. The minimum satisfactory average is 2.0. A student may attend a summer semester to raise his or her GPA to a satisfactory level.

Class Schedules

Although the college tries to offer courses at times convenient for all students, the college cannot guarantee that every student will be able to get the class schedule desired. Students are encouraged to register for classes early in the registration period for the best selection of courses and class times. All students should receive a fee statement listing the courses in which they are officially enrolled once registration is

completed. Students can also access schedules and fee statements on Saints Online.

Student Conduct

Student conduct is a concern of the students, faculty, administration and Board of Trustees. The Student Conduct Code was developed as a guideline for the college in determining acceptable student conduct. This document is printed in the Student Handbook annually. Please refer to the Student Handbook for additional information.

TRANSFER OF CREDITS TO FOUR-YEAR INSTITUTIONS

Shawnee Community College has articulation agreements with the following four-year institutions: Southern Illinois University-Carbondale, Southeast Missouri State University and Murray State University. Students planning to transfer to other institutions should consult Shawnee Community College counselors and/or the institutions to which they will transfer.

Effective Summer, 1998, all Illinois schools implemented the Illinois Articulation Initiative, whereby students can transfer freely between institutions with minimal assistance, be assured that all coursework will transfer and count toward a common core of general education courses that are applicable to baccalaureate degrees.

Students wishing to transfer out of state are strongly encouraged to consult with their intended college or university in order to fulfill the general education requirements for that institution.

CREDIT BY EXAMINATION

Credit by examination is subject to the following:

1. Credit by examination may not duplicate credit earned at Shawnee Community College or received in transfer.
2. Credit by examination may not be given for a lower level course by students who have received credit in the subject area beyond the course in which the examination is requested.
3. A student currently enrolled in a course but desiring to earn credit by examination must apply for and complete the examination by the end of the fourth week of classes.
4. A student cannot receive credit by examination and subsequently enroll in the course and earn a grade.
5. A proficiency examination may not be attempted more than twice in a given course.
6. Course credit earned by examination will be recorded as "Proficiency Credit" or "CLEP Credit." No transcript record is entered unless the examination is completed successfully. No grade is recorded, nor can a prior grade be changed or removed by credit by examination. Credit earned by examination is not included in the computation of a student's grade point average (GPA).

7. A maximum of 30 credit hours toward an associate degree or one-half of the credit hours for a certificate may be credited.
8. A person seeking credit by examination must have previously completed courses in which credits have been earned at Shawnee Community College.

Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on campus advisor to obtain an Application for Proficiency Examination. The student should then pay the \$20 Proficiency Examination Fee at the Bursar's Office. The Division Chair responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Division Chair responsible for the course subject to the approval of the Vice President for Instructional Services based on the degree to which competency or ability in a given area can be adequately evaluated by a proficiency exam. The Division Chair will assign a full time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and therefore do not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examination will appear on the student's transcript.

College Level Examination Program (CLEP)

College credit may be awarded through the College Level Examination Program (CLEP). Shawnee Community College administers CLEP examinations to current or prospective students. All high school graduates (or the equivalent) are eligible to participate in the College Level Examination Program. CLEP examination credit will not be awarded for any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited. Information on fees and testing dates and locations may be obtained from the Student Success Center. Students seeking CLEP credit must request that an original score report be sent to the Registrar.

Advanced Placement

Shawnee Community College accepts credit from Advanced Placement Examinations based on the American Council on Education guidelines. This program allows high school students to earn college credit by successfully completing the Advanced Placement Examination. Students seeking Advanced Placement credit must request that an original score report be sent to the Registrar. Credit received from Advanced Placement Examinations will not count in the current semester hours and therefore does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Advanced Placement will appear on the student's transcript.

Partnerships for College and Career Success

The Shawnee Community College Partnership for College and Career Success is a cooperative agreement with the Five County Regional Vocational System and the 12 area public high schools. This partnership enables high school students to begin earning college credit while simultaneously earning high school credit while staying in their own high school environment. Students take high school career/technical classes in an approved program area and earn dual credit. The student will be fulfilling high school requirements as well as earning college credit towards a degree or certificate at the same time. (Students should contact the counseling department for articulation information.)

Certified Nurse Assistant Proficiency Examination (Illinois Department of Public Health)

The college serves as an official testing center for the Illinois Department of Public Health for administration of the Certified Nurse Assistant Proficiency Examination. Individuals interested in taking this examination should contact the Illinois Department of Public Health in Springfield.

General Education Development (GED)

The General Education Development test provides an opportunity for adults who did not complete formal high school training to secure an evaluation of their educational maturity and competence and receive a high school equivalency certificate. These tests are administered at Shawnee Community College once each month. Applications may be secured from the Superintendent of the Regional Office of Education.

INSTRUCTIONAL PROGRAMS - GENERAL INFORMATION

Shawnee Community College offers several types of instructional programs designed to meet a broad range of student objectives. Career programs in these different areas prepare students for immediate entry into employment in a wide variety of professional fields. SCC's transfer programs provide an opportunity for students to complete the first two years of a traditional four-year college or university curriculum. The college's other instructional programs, described on the following pages, include the General Studies Program for students who wish to earn a degree but not in a specific career or transfer area; the Continuing Education Program which includes courses and workshops designed to enhance personal and professional growth; and the GED Program for adults who wish to earn a high school equivalency diploma.

EDUCATIONAL GUARANTEES

Transfer

Shawnee Community College, as an assurance that students can obtain a quality education at their local community college that fully transfers to complete their baccalaureate education, guarantees that students can transfer their courses to colleges or universities. If a course that is selected with the consent of a counselor or academic advisor to transfer to a given college or university is taken and successfully completed and is not accepted for transfer, Shawnee Community College will refund tuition and fees for said course.

Occupational

Shawnee Community College, as a demonstration of its dedication to providing exemplary programs and services and as a reflection of its pride, confidence, and accountability in education and workforce preparation, hereby guarantees that all graduates of its occupational programs have obtained the academic and technical skills that the program is designed to teach as outlined in the college's program competency lists. Graduates who jointly with their employers determine they are lacking in the academic or technical skills contained in the program and graduates who have been unable to pass required licensure exams shall be permitted to enroll in a maximum of 12 credit hours of appropriate existing instruction and access tutoring, customized instruction at the discretion of the college, and advising free of tuition and fees.

Note: To call the guarantee, the student must contact the Dean of Student Services for further information.

REQUIREMENT FOR COMPUTERS IN AUDITORIUM, HOME COMPUTER TO ACCESS SCC AND FOR ON-LINE CLASSES

Laptop or desktop with:

- Pentium-based computer or equivalent (e.g. Celeron or AMD-K6)
- Windows 9x/2000/XP/VISTA/7
- 1 GHz or higher processor
- 1 GB or better RAM
- 2 GB available hard disk space
- (at least) 56k modem connection (off-campus dial up; broadband preferable) or an Ethernet adapter/wireless b/g card for Auditorium connections
- (IE 6.x or above) or (Firefox 2.x or above) or (Safari 3.x or above)
- JAVA
- Javascript
- Pop-ups allowed on Shawnee Community College Moodle site

TRANSFER PROGRAMS OF STUDY



Transfer Degrees
Associate of Arts
Associate of Science
On-line

Associate of Science in Ag & Natural Resource

Associate of Arts in Agriculture Education

Elementary Education

Associate of Pre-Engineering

Associate of General Studies

Associate of General Studies in Aviation Science

TRANSFER PROGRAMS

Transfer programs provide an opportunity for students to complete the first two years of study leading to a baccalaureate degree. The third and fourth years of study will be completed at a four-year college or university to which the student transfers after the completion of his or her program at Shawnee Community College.

Because four-year colleges vary in their requirements, students should determine specific course requirements by consulting with their faculty advisor or a college counselor as soon as possible after admission to the college.

Shawnee Community College's general education program seeks to provide students with the knowledge and skills that will assist them in achieving personal and professional goals that will enable them to function in today's global society. The goals of the general education program include the development of communication, analytical and technical skills as experienced through general education degree requirements in communication, social sciences, fine arts, humanities, mathematics, and science. The outcomes of the college's general education program encompass values formation, lifelong learning, and an appreciation of cultural diversity.

Shawnee Community College transfer programs are described below. Students completing these programs receive an Associate of Arts (AA) or an Associate of Science (AS) Degree.

Associate of Arts or Associate of Science Degree

General requirements for graduation with either an Associate of Arts (AA) Degree or an Associate of Science (AS) Degree include the following:

1. Successful completion of sixty-four (64) hours of college credit transfer courses;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College;
4. Making application for graduation six (6) weeks prior to the end of the graduating semester;
5. Payment of all tuition and fees.

ILLINOIS ARTICULATION INITIATIVE

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core curriculum between participating institutions. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter) and information can be obtained through accessing ittransfer.org.

Any student pursuing a degree in the following Associate of Arts programs or Associate of Science programs are responsible for consulting with an SCC advisor or the appropriate university counselor prior to enrollment to ensure transferability.

IAI courses are identified in the course description section (code example: ENG 111 – English Composition I: C1 900).

Illinois Transferable General Education Core Curriculum (37 to 41 semester credit hours):

Communication	9 semester hours
Mathematics	3 semester hours
Physical and Life Sciences (one from each discipline)	7 to 8 semester hours
Humanities and Fine Arts (one from one discipline and two from the other discipline)	9 semester hours
Social Sciences	9 semester hours

On-Line Transfer Degrees

Associate of Arts(AA 0090) degree and Associate of Science (AS 0091) degree provide the first two years of general studies for baccalaureate degrees. Students should consult an advisor to tailor the transfer degrees to the desired Bachelor's degree for a specific college/university. Courses within each section may expand to allow more options to the student. For an up-to-date listing of classes, please consult the Illinois Articulation Initiative website at www.itransfer.org.

Communications (9 hours minimum) **Must earn at least a C in each course to graduate**

- ___ENG 111 – English Composition I
- ___ENG 112 – English Composition II
- ___SPC 111 – Speech

Fine Arts/Humanities (9 hours minimum)

Choose One course:

- ___MUS 115 – Music Appreciation
- ___MUS 130 – Introduction to American Music

Choose Two courses:

- ___LIT 210 – Introduction to Literature
- ___LIT 212 – Modern Fiction
- ___LIT 215 – British Literature II
- ___LIT 216 – American Literature I
- ___LIT 219 – Contemporary Multicultural Literature
- ___LIT 221 – African American Literature
- ___PHI 215 – Introduction to Philosophy

Social Sciences (9 hours minimum)

- ___ECO 211 – Macro Economic
- ___ECO 212 – Micro Economics
- ___HIS 214 – History of the US to 1877
- ___HIS 215 – History of the US from 1877
- ___PSY 211 – Introduction to Psychology
- ___PSY 218 – Developmental Psychology-Child

Mathematics (8/3 hours minimum)

Associate of Science degrees must include 8 hours

Associate of Arts degrees must include 3 hours

- ___MAT 110 – General Education Mathematics
- ___MAT 210 – General Elementary Statistics
- ___PHY 120 – Introduction to Real World Physics

Science (must include Life Science and Physical Science) (at least one class must contain a lab)

Associate of Science degrees choose 12 hours

Associate of Arts degrees choose 7-8 hours

Life Sciences

- ___BIO 111 – Introduction to Biology
- ___BIO 211 – Ecology

Physical Sciences

- ___GEO 215 - Introduction to Environmental Geology
- ___PHS 112 - Physical Science-Physics

Seminar (1 hour minimum)

- ___LRC 112 –The Library as an Information Source

Electives Total hours for AS/AA must equal at least 64 hours. MAT 115/116/118 may be necessary for some majors however will not count as a general education requirement. Please consult an advisor prior to enrolling.

- ___ACC 111 – Financial Accounting
- ___ACC 112 – Managerial Accounting
- ___BUS 116 – Principles of Marketing
- ___BUS 210 – Principles of Management
- ___BUS 211 – Introduction to Finance
- ___COM 111 – Business Computer Systems
- ___ECE 101 – Intro to Early Childhood Education
- ___ECE 114 – Child Growth and Development
- ___ECE 128 – Child Guidance/Discipline
- ___ECE 222 – Children's Literature
- ___EDU 111 – Diversity of Schools and Society
- ___EDU 119 – Introduction to Educational Technology
- ___FOS 116 – Nutrition
- ___HIT 100 – Medical Terminology
- ___PSY 213 – Education for Exceptional Children

ASSOCIATE OF SCIENCE – MAJORING IN: AG & NATURAL RESOURCES

Communications (9 hours minimum) Must earn at least a C in each course to graduate

- ___ ENG 111 – English Composition I
- ___ ENG 112 – English Composition II
- ___ SPC 111 – Speech

Fine Arts/Humanities (9 hours minimum)

Choose One course:

- ___ ART 114 – Art Appreciation
- ___ ART 117 – Art History Survey I
- ___ ART 118 – Art History Survey II
- ___ SPC 124 – Theatre Appreciation
- ___ MUS 115 – Music Appreciation
- ___ MUS 118 – Survey of Music Literature
- ___ MUS 130 – Introduction to American Music

Choose Two courses:

- ___ HIS 108 – Twentieth Century American History
- ___ HIS 117 – Western Civilization from 1715
- ___ LIT 210 – Introduction to Literature
- ___ LIT 211 – Introduction to Poetry
- ___ LIT 212 – Modern Fiction
- ___ LIT 213 – Introduction to Drama
- ___ LIT 214 – British Literature I
- ___ LIT 215 – British Literature II
- ___ LIT 216 – American Literature I
- ___ LIT 217 – American Literature II
- ___ LIT 218 – World Literature
- ___ LIT 219 – Contemporary Multicultural Literature
- ___ LIT 221 – African American Literature
- ___ PHI 215 – Introduction to Philosophy
- ___ PHI 216 – Logic
- ___ PHI 218 – Introduction to Ethics and Values
- ___ PHI 219 – American Religions

Social Sciences (9 hours minimum) Must be taken from at least 2 different disciplines

- ___ ANT 216 – Anthropology
- ___ ECO 211 – Macro Economics
- ___ ECO 212 – Micro Economics
- ___ GOV 117 – American Government
- ___ HIS 116 – Western Civilization to 1715
- ___ HIS 214 – History of the US to 1877
- ___ HIS 215 – History of the US from 1877
- ___ HIS 217 – Eastern Civilization
- ___ PSY 211 – Introduction to Psychology
- ___ PSY 216 – Social Psychology
- ___ PSY 217 – Development Psychology - Lifespan
- ___ PSY 218 – Developmental Psychology - Child
- ___ SOC 122 – Introduction to Social Problems
- ___ SOC 212 – Sociology
- ___ SOC 217 – Marriage and Family
- ___ SOC 218 – Cultural Diversity

Mathematics: (8 hours minimum)

- ___ MAT 110 – General Education Mathematics
- ___ MAT 112 – Math for Elementary Teachers II
(for Elementary Education Majors only)
- ___ MAT 113 – Quantitative Literacy
- ___ MAT 117 – Calculus
- ___ MAT 119 – Finite Mathematics
- ___ MAT 210 – General Elementary Statistics
- ___ MAT 211 – Calculus II
- ___ MAT 212 – Calculus III
- ___ MAT 215 – Calculus for Business/Social Science

Science (12 hours minimum) (must include Life Science and Physical Science) (at least one class must contain a lab)

Life Sciences

- ___ BIO 111 – Introduction to Biology
- ___ BIO 211 – Ecology
- ___ BIO 213 – Botany
- ___ BIO 216 – Survey of Animal Kingdom

Physical Sciences

- ___ AST 111 – Astronomy
- ___ CHE 114 – Inorganic Chemistry
- ___ GEO 213 – Geology
- ___ GEO 215 – Introduction to Environmental Geology
- ___ GRY 214 – Introduction to Physical Geography
- ___ PHS 111 – Inorganic, Organic & Biochemistry I
- ___ PHS 112 – Physical Science-Physics
- ___ PHS 113 – Inorganic, Organic & Biochemistry II
- ___ PHY 116 – Introductory Physics
- ___ PHY 216 – University Physics

Seminar

- ___ AGR 100 – College Orientation for Ag & Natural Resources

Electives (16 hours minimum)

- ___ AGR 101 – Career Concepts in Ag & Natural Resources
- ___ AGR 102 – Computer Application in Ag & Natural Resources
- ___ AGR 111 – Introduction to Horticulture
- ___ AGR 112 – Introduction to Plant Science
- ___ AGR 113 – Introduction to Soil Science
- ___ AGR 115 – Introduction to Animal Science
- ___ AGR 116 – Introduction to Economic of Food, Fiber & Natural Resources
- ___ AGR 117 – Conservation of Natural Resources
- ___ AGR 225 – Introduction to Forestry
- ___ AGR 234 – Introduction to Forest Recreation
- ___ AGR 235 – Tree Identification Lab

The Associate of Arts (AA) in Agriculture Education degree is intended for those students planning to transfer to a related program of study at a four-year institution following the completion of their AA degree at SCC.

To transfer into a baccalaureate degree program in agriculture education as a junior, students need to complete a minimum of 64 credit hours. Students are strongly encouraged to complete an AA degree prior to transfer. Since admission is competitive, completion of the recommended courses does not guarantee admission.

Due to variations in expectations of partnering universities, students are advised to notify academic advisors of the four-year institution they are planning to transfer to upon their arrival at SCC. This will play a role in choosing coursework. Students should plan their transfer programs with an advisor and program faculty member.

ASSOCIATE OF ARTS – MAJORING IN: AGRICULTURE EDUCATION

This degree is designed for students pursuing a career as an agriculture educator. Students obtaining a four-year degree in Agriculture Education may find careers in education, government, or private industry settings.

First Year

FALL SEMESTER		Credit Hours
AGR 101	Career Concepts in Agriculture	1
BIO 111	Introduction to Biology	4
COM 111	Business Computer Systems	4
ENG 111	English Composition I	3
	Humanities Elective	3
SEM 111	College Orientation	1
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
AGR 111	Introduction to Horticulture	3
EDU 111	Diversity of Schools and Society	3
ENG 112	English Composition II	4
MAT 112	Math for Elementary Teachers II	4
	Fine Arts Elective	3
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
AGR 113	Introduction to Soil Science	4
AGR 115	Introduction to Animal Science	4
*EDU 110	Introduction to Education	3
PHS 111	Inorganic, Organic & Biochemistry I	4
PSY 213	Education of Exceptional Children	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
AGR 112	Introduction to Plant Science	4
PSY 218	Developmental Psychology-Child	3
SPC 111	Speech	3
	Humanities Elective	3
	Social Science Electives	6
TOTAL HOURS		19

*Students taking EDU 110 should also take the Basic Skills test the same semester. Please see the Education Coordinator on the main campus.

Murray State University

This is a suggested outline for the Associate of Arts leading to Elementary Education for students interested in transferring to Murray State University. Since degree requirements may change at the university, students are encouraged to make contact with the Education department at MSU, and/or visit their website at <http://www.murraystate.edu/coe/>

Communications (minimum 9 hours) Must earn at least a C in each course to graduate

- ENG 111 – English Composition I SPC 111 – Speech
 ENG 112 – English Composition II

Fine Arts/Humanities (minimum 9 hours)

Fine Arts:

- ART 114 – Art Appreciation SPC 124 – Theatre Appreciation
 MUS 115 – Music Appreciation

Humanities:

- LIT 210 – Introduction to Literature LIT 215 – English Literature
 LIT 211 – Introduction to Poetry LIT 216 – American Literature I
 LIT 212 – Modern Fiction LIT 217 – American Literature II
 LIT 213 – Introduction to Drama LIT 218 – World Literature
 LIT 214 – English Literature LIT 221 – African American Literature

Social Sciences (minimum 9 hours)

- HIS 116 – Western Civilization to 1715 PSY 211 – Introduction to Psychology
 HIS 117 – Western Civilization from 1715

Mathematics (minimum 12 hours) Must include MAT 111 and MAT 112 with “C” or better

- MAT 110 – General Education Mathematics
OR
 MAT 116 – College Algebra
 MAT 111 – Math for Elementary Teacher I
 MAT 112 – Math for Elementary Teachers II

University Studies Electives (minimum 9 hours)

- COM 111 – Business Computer Systems
 GRY 214 – Physical Geography
 Academic emphasis course suggested

Sciences (minimum 12 hours) Must include at least 1 life and 1 physical and at least 1 class must contain a lab**Life Sciences**

- BIO 111 – Introduction to Biology

Physical Sciences

- AST 111 – Astronomy
 CHE 114 – Inorganic Chemistry
 GEO 213 – Geology
 GEO 215 – Introduction to Environmental Geology
 PHS 111 – Inorganic, Organic & Biochemistry I
 PHS 112 – Physical Science – Physics
 PHY 116 – Introductory Physics
 PHY 216 – University Physics

Seminar (minimum 1 hour)

- LRC 112 – Library as an Information Source
 SEM 111 – College Orientation
 VOL 201 – Volunteer Service

Electives

- EDU 110 – Introduction to Education (“C” or better)
 HLT 111 – Health
 MUS 110 – Music for Elementary Education
 MUS 212 – Techniques of Teaching Music
 PE (service course)
 PSY 217 – Human Development and Learning

Southeast Missouri State University

This is a suggested outline for the Associate of Arts leading to Elementary Education for students interested in transferring to Southeast Missouri State University in Cape Girardeau, MO. Since degree requirements may change at the university, students are encouraged to make contact with the Education department at SEMO, and/or visit their website at <http://www.semo.edu/study/elementaryed/index.htm>. Inquiries to the College of Education at SEMO can be directed to Dr. Joe Huskey at 573-651-2412.

Students are encouraged to visit our website and click the SEMO icon to get up to date information on articulated programs with SEMO. Visit <http://www2.semo.edu/registrar/transfer/shawnee/>

First Year

FALL SEMESTER		Credit Hours
ENG 111	English Composition I	3
GOV 117	Intro to American Government	3
HLT 111	Health	2
MAT 111	Math for Elementary Teachers I	3
MUS 115	Music Appreciation	3
SEM 111	College Orientation	1
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
ART 114	Art Appreciation	3
BIO 111	Intro to Biology	4
ENG 112	English Composition II	3
MAT 112	Math for Elementary Teachers II	3
	Electives	5
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
HIS 214	History for the US to 1877	3
PHS 111	Inorganic, Organic & Biochemistry I	4
PSY 211	Intro to Psychology	3
PSY 218	Developmental Psychology - Child	3
SPC 111	Speech	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
ECO 211	Macroeconomics	3
SOC 212	Sociology	3
ECE 222	Children's Literature	3
	Humanities Elective	6
TOTAL HOURS		15

NOTE: Students will take the C-Base Exam after the completion of the first year.

ASSOCIATE OF SCIENCE

Pre-Engineering

This is a suggested curriculum for the Associate of Science that will transfer into most engineering schools. Every university has its own requirements, so students are encouraged to contact the school they intend to transfer to as early as possible. Students who are undecided as to where they will transfer can use this model. Individual majors, such as Electrical, Mining, Mechanical or Civil Engineering may have specific requirements.

Students MUST come in with PHS 111 or 1 year of high school chemistry and MAT 115 prior to beginning the following sequence of classes. When completed, the student will be able to enter into an Accreditation Board for Engineering and Technology (ABET) college of engineering as a junior.

First Year

FALL SEMESTER		Credit Hours
CHE 114	Inorganic Chemistry	5
ENG 111	English Composition I	3
MAT 117	Calculus I	5
PHY 116	College Physics I	4
SEM 111	College Orientation	1
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
CHE 115	Inorganic Chemistry & Qualitative Analysis	5
ENG 112	English Composition II	3
HLT 111	Health	2
MAT 211	Calculus II	5
	Social Science Electives	6
TOTAL HOURS		21

Second Year

FALL SEMESTER		Credit Hours
EGR 219	Engineering Statics	3
MAT 212	Calculus III	5
PHY 216	University Physics I	4
SPC 111	Speech	3
	Humanities Elective	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
EGR 214	Engineering Dynamics	3
EGR 218	Engineering Thermodynamics	3
MAT 213	Ordinary Differential Equations I	3
PHY 217	University Physics II	4
	Humanities Elective	3
TOTAL HOURS		16

Third Year

FALL SEMESTER		Credit Hours
EGR 215	Intro to Circuit Analysis	3
	Fine Art Elective	3
	Social Science Elective	3
TOTAL HOURS		9

Humanities/Social Science Electives – ABET accreditation requires a sequential social science or humanities. Please choose from LIT 216 & 217, HIS 214 & 215 or HIS 116 & 117.

Associate in General Studies Degree

The General Studies Associate Degree program is designed to

1. Provide an avenue for those who wish to complete a general program but do not wish to pursue an occupational or a baccalaureate-oriented program.
2. Provide students with opportunities to explore their potential abilities and interests through a program of liberal studies.

NOTE: Selected courses within the program may be transferable.

General requirements for graduation with an Associate in General Studies (AGS) Degree include

1. Successful completion of sixty-four (64) hours of college credit.
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College.
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College.
4. Passing an examination or (b) completing (with a passing grade) a specified course pertaining to patriotism, principles of representative government, proper use and display of the American flag, and method of voting. If such examination is clearly evidenced on an Illinois high school transcript or an Illinois high school equivalent certificate, it may be noted on the college transcript in lieu of (a) or (b) above.
5. Making application for graduation prior to graduation:
 - (a) Mid-term date of Spring Semester for May graduation;
 - (b) Mid-term date of Fall Semester for December graduation;
 - (c) Mid-term date of Summer Session for August graduation.
6. Payment of all tuition and fees.

Course Requirements for graduation with an Associate in General Studies Degree are:

- | | | |
|----|--|---------------------------|
| 1. | Required Courses
a. ENG 111 - English Composition I
b. ENG 112 - English Composition II
c. SPC 111 - Speech
d. Mathematics elective
e. Science elective
f. Social Science elective
g. Humanities elective
h. SEM 111 - College Orientation | Minimum 22 Semester Hours |
| 2. | A minimum of six courses selected from three different subject areas within the divisions of communications, mathematics, science, humanities, or social science. | 18 - 22 Semester Hours |
| 3. | Electives (May be taken from either baccalaureate or occupational fields of study). At least ten hours must be taken in one field of study. | 20 - 24 Semester Hours |

Shawnee Community College and the College of Applied Sciences and Arts at Southern Illinois University at Carbondale College have partnered to offer an associate of applied science degree in Aviation Science leading to bachelors in Aviation Technology. SIU-C will maintain the Federal Aviation Authority (FAA) approval and provide instruction for AVT courses. SCC will provide instruction for all general education courses and two AVT courses.

This program is designed for those students interested in the field of Aviation related to maintenance. Students will have knowledge of physical laws and design characteristics, correct repair procedures, tools and materials, solve problems associated with electrical measurement. Students will be able to install calibrator and adjust according to FAA and have basic knowledge of flight theory and factors affecting flight.

FALL SEMESTER		Credit Hours
ENG 111	English Composition I	3
MAT 115	Pre-Calculus	5
AVT 101	Applied Science	3
AVT 113	Federal Aviation Regulations	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
PHY 116	College Physics I	4
SPC 111	Speech	3
AVT 112	Aircraft Electricity	5
AVT 114	Aircraft Weight and Balance	3
AVT 203	Aircraft Aerodynamics	3
TOTAL HOURS		18

FALL SEMESTER		Credit Hours
	Humanities Elective	3
	Science Elective	3
	Social Science Elective	3
AVT 110	Aircraft Structures	5
AVT 111	Materials Processing	4
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
	Multicultural Elective	3
	Fine Arts Elective	3
	Social Science Elective	3
AVT 116	Aircraft Instruments	3
AVT 206	Metals Processing	4
AVT 214	Propellers	3
TOTAL HOURS		19

OCCUPATIONAL PROGRAMS OF STUDY



***Associate of Applied Science
and
Certificates***

OCCUPATIONAL PROGRAMS

ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES

Shawnee Community College's vocational and technical programs are called career programs because they prepare students to enter challenging, specialized careers after two years of college or less.

Career programs grew from the need for technicians and skilled employees in all areas of business, medicine, and industry. Practical, job-preparatory knowledge is emphasized in the community college's career programs. Students can pursue most of these programs either full or part-time.

ASSOCIATE OF APPLIED SCIENCE DEGREES AND RELATED CERTIFICATE PROGRAMS

Associate of Applied Science

General Requirements for graduation with an Associate of Applied Science (AS) Degree include

1. Successful completion of the requirements of the curriculum;
2. Achievement of cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College;
4. Making application for graduation six (6) weeks prior to the end of the graduating semester;
5. Payment of all tuition and fees.

One-Year Certificate Programs

General Requirements for graduation with a One-Year Certificate include

1. Successful completion of the requirements of the curriculum;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher;
3. Earning a minimum of one-half of the required credit hours of the curriculum at Shawnee Community College;
4. Making application for graduation six (6) weeks prior to the end of the graduating semester;
5. Payment of all tuition and fees.

=====NOTES=====

ALLIED HEALTH PROGRAMS OF STUDY



Associate Degree Nursing (ADN):

*Full-Time
Part-Time
On-line*

Practical Nursing (PN):

*Full-Time
Part-Time*

Basic Nurse Assistant Training Program

Massage Therapy

Medical Biller

Medical Coder

Medical Coding Specialist

Medical Office Assisting

Medical Transcription

NOTE: See pages 88-92 for Health Information Technology, Surgical Technology, Medical Lab Technologist, Occupational Therapy Assistant and Veterinary Technology

General Studies

- ENG 111 English Composition I
- FOS 116 Nutrition
- PSY 211 Psychology
- PN 101 Nursing Orientation

ENG 112 English Composition II
Humanities/Social Sci. Elective

- CPR 120 (Current CPR certification for healthcare providers must be held at the time of admission good through the completion of the nursing program)
- MAT 122 Applied Basic Math (Strongly recommended prior to taking PN 126)

Science

BIO 115 → BIO 210 → **BIO 215**



BIO 218

BIO 115 is prerequisite for BIO 210 and BIO 218. BIO 210 is prerequisite for PN 121. BIO 210 is a prerequisite for BIO 215.

Fall Semester

PN

- PN 114 Growth & Development
- PN 115 Clinical Nursing I
- PN 121 Fund. Of Nursing
- PN 126 Intro. to Pharmacology
- PN 128 Nursing Procedures
- PN 170 Geriatric Nursing

ADN

- ADN 229 Community Health
- ADN 230 Respiratory Interv.
- ADN 231 Metabolic-Endocrine
- ADN 235 GI/Genital Urinary
- ADN 238 Cardiovascular
- ADN 239 Intro to Concept. Frame.

Spring Semester

PN

- PN 116 Clinical Nursing II
- PN 117 Obstetric Care
- PN 125 Intro to Mental Health
- PN 129 Medical-Surgical I
- PN 131 Mother and Newborn
- PN 132 Nursing of the Child
- PN 133 Pharmacology

ADN

- ADN 221 Neurological-Sensory
- ADN 232 Nursing Today & Tomorrow
- ADN 233 Maternal-Neonate
- ADN 234 Pediatric Nursing
- ADN 236 Orthopedic-Derm
- ADN 237 Psychiatric Nursing
- ADN 240 Intro. to Nursing Informatics

Summer Semester

PN

- PN 119 Clinical Nursing III
- PN 137 Medical-Surgical II

PN <u>43</u>	<u>Required Hours</u>	<u>64</u> ADN
<u> </u>	<u>Total Hours Complete</u>	<u> </u>
<u> </u>	<u>Hours Yet to Complete</u>	<u> </u>

ASSOCIATE DEGREE NURSING (AAS Degree) FULL-TIME (RN 2227)

The Associate Degree in Nursing Program is designed to provide career mobility for persons who have successfully completed a practical nursing program.

This unique program is designed to prepare the student for the practice of professional registered nursing as defined in the Illinois Nurse Practice Act and meets the requirements for approved schools in Associate Degree Nursing in Illinois. This program does not maintain an open door policy. Admission to the program requires a separate application and admission test. Upon satisfactory completion of the program, the student will be eligible to write the NCLEX-RN Examination.

Current BLS Healthcare Provider Certification must be held at the time of admission good through the completion of the nursing classes.

This ADN program will transfer into various Bachelor of Science Degree in Nursing (BSN) programs. Interested students should seek advisement.

GENERAL STUDIES		Credit Hours
	Humanities/Social Science Elective	3
BIO 215	Introduction to Physiology	4
BIO 218	Microbiology	4
ENG 112	English Composition II	3
TOTAL HOURS		14

It is the student's responsibility to be knowledgeable of the prerequisites of all courses and if all general studies are completed, the curriculum will occur as follows:

FALL SEMESTER		Credit Hours
ADN 229	Community Based Nursing Care	2
*ADN 239	Introduction to Conceptual Framework	3
ADN 230	Respiratory Nursing Interventions	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2
ADN 235	Gastrointestinal/Genital Urinary Nursing Interventions	3
ADN 238	Cardiovascular Nursing Interventions	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
ADN 221	Neurological-Sensory Nursing Interventions	2
ADN 232	Nursing Today & Tomorrow	1
ADN 233	Maternal-Neonate Nursing Interventions	3
ADN 234	Pediatric Nursing Interventions	2
ADN 236	Orthopedic-Dermatological Nursing Interventions	3
ADN 237	Psychiatric Nursing Interventions	3
ADN 240	Introduction to Nursing Informatics	1
TOTAL HOURS		15

Prerequisite: *ADN 201-Nursing Skills Review *CPR 120-CPR for Healthcare Providers

The student must have completed Introduction to Physiology-BIO 215 prior to or by the end of the first semester with a grade of "C" or better.

The student must have completed Microbiology-BIO 218 prior to or by the end of the second semester with a grade of "C" or better.

ASSOCIATE DEGREE NURSING (AAS Degree) PART-TIME (RN 2227)

The ADN program will transfer into various Bachelor of Science Degree in Nursing (BSN) programs. Interested students should seek advisement.

GENERAL STUDIES		Credit Hours
BIO 215	Introduction to Physiology	4
BIO 218	Microbiology	4
ENG 112	English Composition II	3
	Humanities/Social Science Elective	3
TOTAL HOURS		14

It is the student's responsibility to be knowledgeable of the prerequisites of all courses and if all general studies are completed, the curriculum will occur as follows:

First Year

FALL SEMESTER		Credit Hours
ADN 230	Respiratory Nursing Intervention	2
ADN 238	Cardiovascular Nursing Intervention	3
*ADN 239	Intro to Conceptual Framework	3
TOTAL HOURS		8

SPRING SEMESTER		Credit Hours
ADN 221	Neurological-Sensory Nursing Interventions	2
ADN 233	Maternal-Neonate Nursing Interventions	3
ADN 234	Pediatric Nursing Interventions	2
TOTAL HOURS		7

Second Year

FALL SEMESTER		Credit Hours
ADN 229	Community Based Nursing Care	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2
ADN 235	Gastrointestinal/Genital-Urinary Nursing Interventions	3
TOTAL HOURS		7

SPRING SEMESTER		Credit Hours
ADN 232	Nursing Today & Tomorrow	1
ADN 236	Orthopedic-Dermatological Nursing Interventions	3
ADN 237	Psychiatric Nursing Interventions	3
ADN 240	Introduction to Nursing Informatics	1
TOTAL HOURS		8

Prerequisite: *ADN 201-Nursing Skills Review *CPR 120-CPR for Healthcare Providers or CPR 151-Heartsaver CPR Instructor Course

ASSOCIATE DEGREE NURSING (AAS Degree)

ON-LINE

(ADN 2827)

The ADN program will transfer into various Bachelor of Science Degree in Nursing (BSN) programs. Interested students should seek advisement.

Completion of a Practical Nursing program and all general education classes is required for admission into the online program.

GENERAL STUDIES		Credit Hours
	Humanities/Social Science Elective	3
BIO 215	Introduction to Physiology	4
BIO 218	Microbiology	4
ENG 112	English Composition II	3
TOTAL HOURS		14

It is the student's responsibility to be knowledgeable of the prerequisites of all courses and if all general studies are completed, the curriculum will occur as follows:

SPRING SEMESTER		Credit Hours
ADN 200	Introduction to Conceptual Framework	3
ADN 204	Respiratory Nursing Interventions	3
ADN 206	Cardiovascular Nursing Interventions	3
ADN 208	Metabolic/Endocrine Nursing Interventions	3
TOTAL HOURS		12

SUMMER SEMESTER		Credit Hours
ADN 210	GI/GU Nursing	3
ADN 212	Psychiatric Nursing Interventions	2
ADN 226	Neuro/Sensory Nursing Interventions	3
TOTAL HOURS		8

FALL SEMESTER		Credit Hours
ADN 216	Obstetrical Nursing Interventions	2
ADN 214	Pediatric Nursing Interventions	2
ADN 218	Orthopedic/Dematological Nursing Interventions	3
ADN 228	Leadership Today and Tomorrow	3
TOTAL HOURS		10

PRACTICAL NURSING (One-Year Certificate) FULL-TIME (PN 2127)

This curriculum is designed to prepare students for entry into the vocation of Practical Nursing. The curriculum includes theory coordinated with related clinical experience in the nursing care of patients as defined in the Illinois Nurse Practice Act.

Upon satisfactory completion of the one-year program, the student will be eligible to write the NCLEX-PN Examination for Practical Nurses.

Current BLS Healthcare Provider Certification must be held current through the completion of the program.

FALL SEMESTER		Credit Hours
CPR 120	CPR for Healthcare Providers	1
FOS 116	Nutrition	3
PN 114	Growth and Development for PNs	2
PN 115	Clinical Nursing-Part I	3
*PN 121	Fundamentals of Nursing	2
**PN 126	Introduction to Pharmacology	3
PN 128	Nursing Procedures	2
PN 170	Geriatric Nursing	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
ENG 111	English Composition I	3
PN 116	Clinical Nursing-Part II	4
PN 117	Obstetric Clinical	1
PN 125	Introduction to Mental Health	1
***PN 129	Medical-Surgical Nursing I	3
PN 131	Nursing Care of Mother and Newborn	2
PN 132	Nursing Care of the Child	2
PN 133	Pharmacology	2
TOTAL HOURS		18

SUMMER SEMESTER		Credit Hours
PN 119	Clinical Nursing-Part III	3
PN 137	Medical-Surgical Nursing II	2
PSY 211	Introduction to Psychology	3
TOTAL HOURS		8

PN 101 – Nursing Orientation is a prerequisite to the PN program. Students must be admitted to the program in order take this course.

*Prerequisite for PN 121 is Introduction to Anatomy-BIO 210 with a grade of “C” or better.

**MAT 122-Applied Basic Mathematics is strongly recommended prior to taking Introduction to Pharmacology-PN 126.

***Prerequisite for PN 129 is Nutrition-FOS 116 with a grade of “C” or better.

NOTE: It is the student’s responsibility to be knowledgeable of the prerequisites of all courses.

PRACTICAL NURSING (One-Year Certificate) PART-TIME (PN 2127)

First Year

FALL SEMESTER		Credit Hours
CPR 120	CPR for Healthcare Provider	1
**PN 126	Introduction to Pharmacology	3
PN 115	Clinical Nursing I (8 days)	3
*PN 121	Fundamentals of Nursing	2
PN 128	Nursing Procedures	2
TOTAL HOURS		11

SPRING SEMESTER		Credit Hours
ENG 111	English Composition I	3
PN 115	Clinical Nursing I (8 days)	0
PN 117	Obstetric Clinical	1
PN 131	Nursing Care of Mother and Newborn	2
PN 133	Pharmacology	2
TOTAL HOURS		8

SUMMER SEMESTER		Credit Hours
PN 116	Clinical Nursing II (10 days)	4
PSY 211	Introduction to Psychology	3
TOTAL HOURS		7

Second Year

FALL SEMESTER		Credit Hours
FOS 116	Nutrition	3
PN 114	Growth and Development	2
PN 116	Clinical Nursing II (10 days)	0
PN 170	Geriatric Nursing	1
TOTAL HOURS		6

SPRING SEMESTER		Credit Hours
PN 119	Clinical Nursing III (8 days)	3
PN 125	Introduction to Mental Health	1
***PN 129	Medical/Surgical Nursing I	3
PN 132	Nursing Care of the Child	2
TOTAL HOURS		9

SUMMER SEMESTER		Credit Hours
PN 119	Clinical Nursing III (8 days)	0
PN 137	Medical/Surgical Nursing II	2
TOTAL HOURS		2

PN 101 – Nursing Orientation is a prerequisite to the PN program. Students must be admitted to the program in order take this course.

*Prerequisite for PN 121 is Introduction to Anatomy-BIO 210 with a grade of “C” or better.

**MAT 122-Applied Basic Mathematics is strongly recommended prior to taking Introduction to Pharmacology-PN 126.

***Prerequisite for PN 129 is Nutrition-FOS 116 with a grade of “C” or better.

NOTE: It is the student’s responsibility to be knowledgeable of the prerequisites of all courses.

CERTIFIED NURSE ASSISTANT PROGRAM (Certificate)

(PN 2126)

This program is designed to teach and train the student to function as an integral part of a health care team, under the direction of a registered or licensed nurse, in nursing homes or home health care settings.

Upon satisfactory completion of the program, the student will be eligible to take the State of Illinois Nurse Aide Competency test.

		Credit Hours
*PN 120	Basic Nurse Assistant Training Program	6
CPR 120 or HLT 125	CPR for Healthcare Providers or Heartsaver First Aid/CPR/AED	1
TOTAL HOURS		7

This course is mandatory for working in long-term care facilities.

*80 hours - theory
 40 hours - clinic (will be held off-campus)

Admission Requirements:

AGE: Be at least 16 years of age.

ENTRANCE TEST: Successfully complete the TABE test scoring at the 9th grade level or above.

BACKGROUND CHECK: A fingerprint background check prior to beginning the program and a 2-step PPD test for TB. The information will be provided at an orientation session prior to the start of the class.

Andra Fahlberg
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 andraf@shawneecc.edu

MASSAGE THERAPY (Certificate)

(MTP 2141)

This curriculum is an intense program designed to introduce the student to the history, current trends, basic principles, and techniques of massage. Students will explore ethical issues, laws and ordinances, as well as marketing strategies. This 525-hour program meets national certification requirements.

FALL SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
HLT 125	Heartsaver First Aid/CPR/AED	1
MTP 101	Intro to Massage Therapy	3
MTP 102	Massage Therapy Laws and Ethics	2
MTP 103	Ancillary Modalities	3
MTP 104	Massage Therapy Techniques I	4
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
MTP 201	Adv. Massage Therapy	3
MTP 202	Massage Therapy Anatomy	3
MTP 203	Massage Therapy Business Practices	2
MTP 204	Massage Therapy Techniques II	4
TOTAL HOURS		12

SUMMER SEMESTER		Credit Hours
MTP 205	Massage Therapy Techniques III	4
TOTAL HOURS		4

MEDICAL BILLER (Less-Than-One-Year Certificate)

(HIT 2176)

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical biller.

FALL SEMESTER		Credit Hours
HIT 100	Medical Terminology	3
HIT 109	Introduction to Coding	2
TOTAL HOURS		5

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
TOTAL HOURS		6

MEDICAL CODER (Less-Than-One-Year Certificate)

(HIT 2174)

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coder.

FALL SEMESTER		Credit Hours
HIT 100	Medical Terminology	3
HIT 109	Introduction to Coding	2
TOTAL HOURS		5

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 209	Advanced Physician Coding	4
TOTAL HOURS		7

MEDICAL CODING SPECIALIST (One-Year Certificate)

(HIT 2224)

This one-year curriculum is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coding specialist.

FALL SEMESTER		Credit Hours
BIO 212	Anatomy & Physiology	3
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Introduction to Health Information Technology	3
HIT 109	Introduction to Coding	2
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
HIT 209	Advanced Physician Coding	4
IMS 130	Current Technology for Office Support	3
TOTAL HOURS		17

SUMMER SEMESTER		Credit Hours
HIT 194	Medical Coding Internship	1
HIT 111	Professionalism in the Medical Office	1
TOTAL HOURS		2

MEDICAL OFFICE ASSISTING (One-Year Certificate)

(MRS 2102)

This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in a medical or medical-related office.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Intro to Health Info. Technology	3
HIT 109	Introduction to Coding	2
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
IMS 130	Current Technology for Office Support	3
HIT 104	Advanced Medical Terminology	3
HIT 105	Medical Transcription	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
TOTAL HOURS		16

SUMMER SEMESTER		Credit Hours
HIT 111	Professionalism in the Medical Office	1
HIT 192	Medical Office Assistant Internship	1
TOTAL HOURS		2

Nancy Gammons
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MEDICAL TRANSCRIPTIONIST (Less-Than-One-Year Certificate)

(HIT 2175)

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical transcriptionist.

FALL SEMESTER		Credit Hours
HIT 100	Medical Terminology	3
HIT 105	Medical Transcription	3
TOTAL HOURS		6

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 110	Advanced Medical Transcription	3
TOTAL HOURS		6

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MEDICAL TRANSCRIPTION (One-Year Certificate)

(SEC 2104)

This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in the medical field as a transcriptionist.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 105	Medical Transcription	3
IMS 115	Proofreading	1
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
IMS 127	Voice Dictation	1
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
COM 280	Microsoft Word	2
IMS 130	Current Technology for Office Support	3
HIT 104	Advanced Medical Terminology	3
HIT 110	Advanced Medical Transcription	3
IMS 122	Document Formatting	3
IMS 227	Office Information Processing I	3
TOTAL HOURS		17

SUMMER SEMESTER		Credit Hours
HIT 111	Professionalism in the Medical Office	1
HIT 193	Medical Transcription Internship	1
TOTAL HOURS		2

NEED FINANCIAL AID?

www.fafsa.ed.gov
www.collegezone.com

Free scholarship search: www.fastweb.com

**Refer to pages 20-24
 or
 visit the SCC website and click on financial aid**

ENTREPRENEURSHIP STUDIES FOR TODAY'S "ENTREPRENEUR"

This section will provide individuals that are interested in starting their own career an opportunity to develop a plan and gain the entry-level skills needed.



Auto Body

Basic Electricity

Basic Introductory Entrepreneurship

Heating and Air Conditioning

AUTO BODY**(AUT 2106)**

Individuals will be trained to apply technical knowledge and skills to repair, reconstruct, and finish automobile bodies, fenders, and external features. Individuals will be instructed in all phases of body work preparation, finishing, shop safety, and appraising damage.

		Credit Hours
AUT 130	Auto Body I	3
AUT 131	Auto Body II	3
TOTAL HOURS		6

BASIC ELECTRICITY**(ELT 2161)**

This certificate will provide basic knowledge to install, operate, and maintain basic residential wiring.

		Credit Hours
BEL 161	Basic Electricity I	3
BEL 162	Basic Electricity II	3
TOTAL HOURS		6

BASIC INTRODUCTORY ENTREPRENEURSHIP**(BUS 2225)**

Business endeavors are more diverse today. This certificate will cover writing your business plan, cash flow management, and how to develop that customer base.

		Credit Hours
BUS 129 or BUS 217	Business Organization or Entrepreneurship	2/3
ACC 219	Quickbooks	2
TOTAL HOURS		4/5

HEATING AND AIR CONDITIONING**(ELT 2163)**

This certificate will provide the basic fundamentals of heating/air conditioning, including servicing and installation. Individuals completing both courses should gain the skills and knowledge to pass the EPA certification to service and repair refrigeration systems.

		Credit Hours
HAC 160	Heating/Air Conditioning I	4
HAC 260	Heating/Air Conditioning II	4
TOTAL HOURS		8

BUSINESS, OCCUPATIONAL, AND TECHNICAL PROGRAMS OF STUDY



Accounting
Administrative Assistant
Agriculture
Alcohol and Other Drug Abuse
Automotive
Business Management
Computers
Cosmetology
Criminal Justice
Direct Support Provider
Early Childhood Education
Electronics
Fish and Wildlife Management
Helpdesk/PC Tech/Networking
Industrial Maintenance
Information Processing
Legal Administrative Assistant
Medical Administrative Assistant
Multimedia and Gaming
Office Assistant
Social & Human Support Services
Truck Driving
Welding (Combination)

ACCOUNTING (AAS Degree)

(ACC 2211)

The Associate of Applied Science in Accounting is a two-year curriculum, designed to provide the student with entry-level skills for employment as a bookkeeper or accounting technician. Upon successful completion of the program, the student will have a basic knowledge of accounting as it pertains to payroll, taxes, accounts receivables, accounts payable, general accounting, sales, depreciation, and inventory. Computerized accounting packages, such as QuickBooks and Peachtree, are incorporated into the curriculum. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

First Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
COM 111	Business Computer Systems	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
ACC 121	Payroll Accounting	2
ACC 219	Quickbooks	2
BUS 125	Business Communication	3
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Comm. II or English Composition II	3
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
ACC 213	Cost Accounting	3
ACC 224	Computerized Accounting Applications	3
BUS 217 or BUS 232	Entrepreneurship or Supervision	3
BUS 215	Legal & Social Environment of Business	3
COM 281	Excel	2
MAT 110, MAT 121, or MAT 210	General Education Mathematics, Technical Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		17/18

SPRING SEMESTER		Credit Hours
ACC 223	Tax Accounting	3
BUS 211	Intro to Finance	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
IMS 130	Current Technology for Office Support	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
ACC 199	Accounting Internship	2
TOTAL HOURS		17

ADMINISTRATIVE ASSISTANT (AAS Degree)

(SEC 2207)

This two-year curriculum is designed to prepare the student for employment as an administrative assistant capable of taking dictation, transcribing, keying documents, handling appointments, screening office visitors, composing correspondence, making decisions, preparing reports/presentations, setting up and conducting meetings, and assisting in the employment process. This person should be able to serve as the employer or executive's voice and handle many tasks without a lot of direction. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

First Year

FALL SEMESTER		Credit Hours
BUS 214	Business Law I	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
IMS 117	Telephone Communication	1
IMS 223	Document Production	3
IMS 227	Office Information Processing I	3
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		16/17

Second Year

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
COM 281	Microsoft Excel	2
IMS 127	Voice Dictation	1
IMS 128	Machine Transcription	3
IMS 226	Administrative Support Procedures	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 141	Design and Print Production	2
COM 178	DreamWeaver	2
IMS 130	Current Technology for Office Support	3
PSY 211 or PSY 224	Intro to Psychology or Practical psychology	3
IMS 192	Administrative Assistant Internship	2
TOTAL HOURS		15

E-MAIL ACCOUNTS

All students are given a student e-mail account and are expected to check it on a regular basis. All correspondence with students will be done via the SCC student e-mail account. For questions regarding this, please contact the admissions department.

AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)

(AGR 2215)

This Associate of Applied Science Degree program is designed to prepare the student as a manager, salesperson, or self-employed dealer in the field of agriculture or agriculture related business. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

This Capstone program will transfer into the College of Agriculture program at SIU-C. Interested students should seek advisement.

First Year

FALL SEMESTER		Credit Hours
AGR 100	College Orientation for Agriculture and Natural Resources	1
AGR 102	Computer Application in Agriculture and Natural Resources	3
AGR 113	Introduction to Soil Science	4
BUS 116 or BUS 210	Principles of Marketing or Principles of Management	3
ENG 111 or ENG 124	English Composition I or English Communication I	3
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	<u>3/4</u>
TOTAL HOURS		17/18

SPRING SEMESTER		Credit Hours
AGR 101	Career Concepts on Agriculture and Natural Resources	1
AGR 111	Introduction to Horticulture	3
AGR 112	Introduction to Plant Science	4
AGR 116	Introduction Economics of Food Fiber and Natural Resources	3
BUS 211	Introduction to Finance	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	<u>3</u>
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
AGR 115	Animal Science	4
AGR 230	Application and Use of Agriculture Chemicals	2
AGR 239	Agriculture Livestock Selection and Evaluation	3
BUS 214	Business Law I	3
BUS 217	Entrepreneurship	3
BEL 161 or WEL 160	Basic Electricity or Introduction to Welding	<u>3</u>
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
AGR 145	Introduction to Agribusiness Management	3
AGR 211	Application of Geographic Information Systems	3
BUS 124	Bookkeeping	3
BUS 238	Principles of Sales	3
AGR 195	Agri-Business Internship	<u>2</u>
TOTAL HOURS		14

ALCOHOL AND OTHER DRUG ABUSE (Certificate)

(ACP 2140)

Associate Addiction Counselors assist individuals who are addicted to alcohol and drugs. They work under the direct supervision of counselors, social workers, or psychologists. Associate Addiction Counselors assess the client's patterns of abuse and try to help the client stop the abusive behavior. They also may assist clients and their families with their social, emotional, and spiritual needs. Other duties may include helping clients develop skills in everyday living, communication, and conflict resolution or assisting with group activities.

FALL SEMESTER		Credit Hours
ACP 111	Orientation to Human Services	3
ACP 125	Intro to Addictions Counseling	4
ACP 127	Clinical Skills for Addictions Counselor	4
ACP 128	Addictions Counseling I	4
ACP 197	Field Study in Human Services	3
INT 111	Career Development	3
TOTAL HOURS		21

SPRING SEMESTER		Credit Hours
ACP 120	Current Trends in Social Services	3
ACP 126	Pharmacology for Addictions Counselor	4
ACP 129	Addictions Counseling II	4
ACP 217	Group Dynamics and Social Relations	3
ACP 291	Practicum in Human Services	3
TOTAL HOURS		17

ALCOHOL AND OTHER DRUG ABUSE (AAS Degree)

(ACP 2240)

Addiction Counselors assist individuals who are addicted to alcohol and drugs. They work under the direct supervision of counselors, social workers, or psychologists. Addiction Counselors assess the client's patterns of abuse and try to help the client stop the abusive behavior. They also may assist clients and their families with their social, emotional, and spiritual needs. Other duties may include helping clients develop skills in everyday living, communication, and conflict resolution or assisting with group activities.

First Year

Second Year

FALL SEMESTER		Credit Hours
ACP 111	Orientation to Human Services	3
BIO 111	Introduction to Biology	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
SPC 210	Interpersonal Communication	3
INT 111	Career Development	3
TOTAL HOURS		18

FALL SEMESTER		Credit Hours
ACP 126	Pharmacology for Addictions Counselor	4
ACP 128	Addictions Counseling I	4
ACP 197	Field Study in Human Services	3
PSY 219	Abnormal Psychology	3
SOC 217	Marriage and Family	3
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
ACP 125	Introduction to Addictions Counseling	4
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
MAT 110	General Education Mathematics	4
HLT 111	Health	2
SOC 212	Sociology	3
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
ACP 120	Current Trends in Social Services	3
ACP 127	Clinical Skills for Addictions Counselor	4
ACP 129	Addictions Counseling II	4
ACP 217	Group Dynamics and Social Relations	3
ACP 291	Practicum in Human Services	3
TOTAL HOURS		17

Note: Consult the instructor regarding IAODAPCA certification guidelines.

AUTOMOTIVE TECHNICIAN ASSISTANT (Certificate)

(AUT 2158)

This one-year program is designed to provide the student with the necessary knowledge and skills required for employment as an automotive technician's assistant.

FALL SEMESTER		Credit Hours
AUT 122	Engine Performance/ Tune-up	3
AUT 129	Engine Performance/ Fuel Systems	3
AUT 135	Brakes	3
AUT 137	Engine Repair	3
AUT 225	Engine Performance/ Computer Control I	4
INT 111	Career Development	1
SEM 111	College Orientation	1
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
AUT 132	Electrical/Electronic Systems	3
AUT 133	Automatic Transmission/ Transaxle	3
AUT 136	Suspension and Steering	3
AUT 138	Manual Drive Train and Axles	3
AUT 139	Auto Heating & AC	3
AUT 230	Engine Performance/ Computer Control II	4
AUT 197	Automotive Internship	2
TOTAL HOURS		21

AUTOMOTIVE TECHNOLOGY (AAS Degree)

(AUT 2256)

The Automotive Technology program is designed to provide the student with the necessary knowledge and skills for employment as a line technician, diagnostic technician, and factory representative or factory technician. The Associate of Applied Science degree will be awarded upon successful completion of this curriculum, which combines laboratory work and diagnostic skills to prepare the student for employment.

First Year

FALL SEMESTER		Credit Hours
AUT 122	Engine Performance/Tune-up	3
AUT 129	Engine Performance/Fuel Systems	3
AUT 135	Brakes	3
AUT 137	Engine Repair	3
AUT 225	Engine Performance/Computer Control I	4
INT 111	Career Development	1
SEM 111	College Orientation	1
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
AUT 132	Electrical/Electronic Systems	3
AUT 133	Automatic Transmission/Transaxle	3
AUT 136	Suspension and Steering	3
AUT 138	Manual Drive Train and Axles	3
AUT 139	Auto Heating & AC	3
AUT 230	Engine Performance/Computer Control II	4
TOTAL HOURS		19

Second Year

FALL SEMESTER		Credit Hours
AUT 141	Auto Lab (Co-Op) – First 8 Weeks	4
AUT 143	Auto Lab (Co-Op) – Second 8 Weeks	4
ENG 124	Technical Communication I	3
MAT 121	Technical Math	3
SPC 210	Interpersonal Communication	3
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
AUT 145	Auto Lab (Co-Op) – First 8 Weeks	4
AUT 146	Auto Lab (Co-Op) – Second 8 Weeks	4
ENG 221	Technical Communication II	3
PSY 224	Practical Psychology	3
TOTAL HOURS		14

Note:

- ENG 111-English Composition I in lieu of ENG 124-Technical Communication I is recommended for SIU-C Capstone Students.
- PSY 211-Introduction to Psychology in lieu of PSY 224-Practical Psychology is recommended for SIU-C Capstone Students.
- All Co-Op classes must be pre-approved by instructor.

BUSINESS MANAGEMENT (AAS Degree)

(BUS 2210)

Managers function in all sectors of work environments including health care, manufacturing, retailing, government, and business services. This program will help provide the skills and knowledge necessary to successfully achieve organizational goals. Learning to work with people in areas of financing, staffing, planning, and information management, with respect to diversity, is emphasized. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

First Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 116	Principles of Marketing	3
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
BUS 125	Business Communication	3
BUS 212	Advertising	2
BUS 230	Human Resource Management	3
BUS 238	Principle of Sales	3
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
ACC 219	Quickbooks	2
BUS 217 or BUS 232	Entrepreneurship or Supervision	3
BUS 129	Business Organization	2
COM 111	Business Computer Systems	4
COM 281	Excel	2
MAT 110, MAT 121, or MAT 210	General Education Mathematics, Technical Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		16/17

SPRING SEMESTER		Credit Hours
BUS 211	Intro to Finance	3
BUS 215	Legal and Social Environment of Business	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
SPC 210 or SPC 111	Interpersonal Communication or Speech	3
BUS 195	Mid-Management Internship	2
TOTAL HOURS		17

INTRODUCTION TO MANAGEMENT (Certificate)

(BUS 2223)

The purpose of this certificate program is to offer an introduction into the field of management that will help prepare the students for immediate job readiness.

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 116	Principles of Marketing	3
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
ACC 219	Quickbooks	2
BUS 125	Business Communication	3
BUS 129	Business Organization	2
BUS 212	Advertising	2
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
TOTAL HOURS		15

COMPUTER FORENSICS & INVESTIGATIONS (Certificate)

(COM 2251)

This program is the collection, preservation, analysis, and presentation of computer-related evidence. Computer evidence can be useful in criminal cases, civil disputes, and human resources/employment proceedings.

First Year

FALL SEMESTER		Credit Hours
COM 189	Networking Technologies	3
COM 201	Windows Operating Systems	1
CJ 111	Criminal Law I	3
CJ 213	Criminal Investigations	3
COM 244	A+ Certification	3
TOTAL HOURS		13

Second Year

SPRING SEMESTER		Credit Hours
COM 161 and COM 261	Intro to Command Prompt and Advanced Command Prompt	2
CJ 211	Criminal Law II	3
COM 241	Windows Server Networking	3
COM 245	Computer Forensics and Investigations	3
COM 218	Security + Certification	3
TOTAL HOURS		14

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COMPUTER SYSTEMS SPECIALIST (AAS Degree)

(COM 2221)

The computer information systems degree includes study in the major areas of programming, logic, analysis and design, computer operations, operating systems, database, data communications and advanced computer application packages. The curriculum will give the student a thorough background in computers, business education, and general education, which is required to compete in today's business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications. **This program has been identified as a Partnership for College and Careers program.**

This 2+2 program will transfer into the Information Management Systems program at SIU-C.

First Year

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 189	Networking Technologies	3
COM 227	Database Management Systems	3
COM 231	C-Programming	3
COM 241	Windows Server Networking	3
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
COM 190	Microsoft Publisher	1
COM 233 or COM 239	Basic Programming or JAVA Programming	3
COM 244	A+ Certification	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
PSY 211	Introduction to Psychology	3
COM 196	Computer Systems Internship	2
TOTAL HOURS		15

COMPUTER INFORMATION SYSTEMS GENERALIST (Certificate)

(COM 2121)

The computer information systems generalist certificate program prepares the student for entry-level positions in computer office management, data entry, and computer operations. The curriculum will give the student a thorough background in operations, operating systems, databases, spreadsheets and other application packages. The course work will give the student the broad background in computers necessary for business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
TOTAL HOURS		17

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COMPUTER SYSTEM TECHNICIAN (Certificate)

(CST 2122)

This one-year curriculum is designed to provide the student with the basic knowledge and skills required to be able to operate, construct and repair computers, diagnose problem of C's and external peripheral devices, install, configure and maintain computer systems, install software, and supply support for computer user personnel in an organization.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 189	Networking Technologies	3
ELT 120	Fundamentals of DC Electronic Concepts	3
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
COM 161	Intro to Command Prompt/DOS	1
COM 241	Windows Server Networking	3
COM 244	A+ Certification	3
COM 261	Advanced Command Prompt/DOS	1
ELT 125	Digital Circuit Fundamentals	4
ELT 238	Micro-Computer Interfacing Technician	5
CST 199	Computer Systems Internship	2
TOTAL HOURS		19

COSMETOLOGY (Certificate)

(COS 2139)

The one-year cosmetology program is designed to provide students with the basic knowledge and skills compatible with Illinois Department of Registration and Education guidelines for training licensed cosmetologists. A minimum of 1500 contact hours and 36-semester hours of college credit will prepare the graduate for the Illinois State Licensing Examination.

FALL SEMESTER		Credit Hours
COS 120	Cosmetology Theory I	3
COS 123	Cosmetology Lab I	9
TOTAL HOURS		12

THIRD SEMESTER		Credit Hours
COS 122	Cosmetology Theory III	3
COS 125	Cosmetology Lab III	9
TOTAL HOURS		12

SPRING SEMESTER		Credit Hours
COS 121	Cosmetology Theory II	3
COS 124	Cosmetology Lab II	9
TOTAL HOURS		12

COSMETOLOGY TECHNOLOGY (AAS Degree)

(COS 2128)

The two-year cosmetology technology curriculum is designed to prepare the student for the Illinois State Licensing Examination and to provide knowledge and skills needed by the graduate who plans to own and operate or manage a salon.

FALL SEMESTER		Credit Hours
COS 120	Cosmetology Theory I	3
COS 123	Cosmetology Lab I	9
TOTAL HOURS		12

FOURTH SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
COS 230	Advanced Cosmetology	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
MAT 121, MAT 110, or MAT 210	Technical Mathematics, General Education Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		12/13

SPRING SEMESTER		Credit Hours
COS 121	Cosmetology Theory II	3
COS 124	Cosmetology Lab II	9
TOTAL HOURS		12

FIFTH SEMESTER		Credit Hours
BUS 124	Bookkeeping	3
BUS 128	Introduction to Management	3
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
SPC 111	Speech	3
TOTAL HOURS		12

THIRD SEMESTER		Credit Hours
COS 122	Cosmetology Theory III	3
COS 125	Cosmetology Lab III	9
TOTAL HOURS		12

COSMETOLOGY INSTRUCTOR TRAINING (Certificate)

(COS 2169)

The Cosmetology Instructor Training program is designed to provide the student with the required hours, skills, and knowledge needed to become a cosmetology instructor.

		Credit Hours
COS 220	Cosmetology Instructor Training I	12
COS 221	Cosmetology Instructor Training II	12
TOTAL HOURS		24

CRIMINAL FORENSIC SCIENCE

(CFS 2190)

This program is to fulfill the emerging need for training and general curiosity in the area of evidence processing and crime scene investigation. Today's law enforcement officer has many new tools available in his/her arsenal to fight crime. This program will introduce you to those tools and the reality of forensic science and its application in criminal justice.

This program is exclusive to Southern Illinois and is utilizing a professional faculty with many years of experience in forensic science and crime scene processing. Instructors will discuss and demonstrate subjects related to DNA, fingerprints, hair, documents, firearms, footwear and many other types of physical evidence and how they are presented in court.

Those who will benefit from these classes are current or future police officers, attorneys, civilians, and anyone who find the field of forensic science and crime scene investigation fascinating.

The program will not make students an expert or a crime scene investigator, but it will benefit anyone seeking or continuing in a criminal justice career. Those students who are seeking careers in a crime laboratory will have a better understanding of crime scene processing, complimenting their eventual advanced degree needed in that field.

		Credit Hours
CJ 215	Introduction to Forensic Science	3
CFS 111	Crime Scene Investigation	4
CFS 112	Basics of Fingerprinting	3
CFS 113	Court Testimony	3
CFS 114	Forensic DNA	3
TOTAL HOURS		16

CRIMINAL JUSTICE (Certificate)

(CJ 2119)

The criminal justice technology certificate program is designed to provide the student with sufficient background for employment in the law enforcement profession.

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 123	Intro to Crime Control	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
CJ 113	Ethics in Criminal Justice	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 215	Introduction to Forensic Science	3
CJ 224	Juvenile Justice	3
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
SOC 212	Sociology	3
SPC 111	Speech	3
TOTAL HOURS		18

CRIMINAL JUSTICE (AAS Degree)

(CJ 2120)

This two-year curriculum leads to an Associate of Applied Science degree in Criminal Justice Technology and is designed to provide the student with sufficient background and competencies required for employment in the law enforcement profession.

This 2+2 program will transfer into the Criminal Justice - Law Enforcement or Corrections Option program at SEMO. Interested students should seek advisement.

This program will transfer into the Criminology and Criminal Justice Program at SIU-C. Interested students should seek advisement.

First Year

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 123	Intro to Crime Control	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
SOC 212	Sociology	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
CJ 215	Introduction to Forensic Science	3
CJ 211	Criminal Law II	3
CJ 224	Juvenile Justice	3
COM 111	Business Computer Systems	4
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
TOTAL HOURS		16

Second Year

FALL SEMESTER		Credit Hours
CJ 113	Ethics in Criminal Justice	3
CJ 213	Criminal Investigations	3
HLT 111	Health	2
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	3
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SPC 111	Speech	3
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
CJ 201	Introduction to Private Security	3
CJ 223	Introduction to Corrections	3
SPA 110	Conversational Spanish	2
SPC 210	Interpersonal Communication	3
	Science Elective	4
TOTAL HOURS		15

Note: Students seeking a career in Criminal Justice (specifically law enforcement or corrections) are warned that when seeking employment most agencies will require an extensive background investigation and physical fitness test. Students who have been convicted of a felony are generally excluded from employment and students who cannot pass a basic physical fitness test (test is agency specific) will not be hired.

DIRECT SUPPORT PROVIDER (Certificate)

(DSP 2123)

The DSP certificate program trains individuals to work with the developmentally disabled population in a variety of settings such as living facilities and workshops. Students enrolled must work in a facility so that the mandatory on-the-job training component of this program can be met. This program meets guidelines designed by the Department of Human Services.

		Credit Hours
IND 136	Heartsaver First Aid/CPR	.5
DSP 111	Basic Health and Safety	2
DSP 120	Intro to Developmental Disabilities	1
DSP 121	Medication Administration	1
DSP 122	Abuse and Neglect Prevention	1
DSP 123	Human Rights	1
DSP 124	Human Interaction and Communication	1
DSP 125	Individual Service Plan Development	1
TOTAL HOURS		8.5

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EARLY CHILDHOOD EDUCATION (AAS Degree)

(ECE 2110)

Early childhood educators encourage the development of young children, ages birth through eight years, with guided experiences and environments. This 2-year program leads to an Associate in Applied Science (AAS) degree. The curriculum provides students with the background in child development and general studies necessary for a career in paraprofessional/teacher assistant in Pre-K and school-age programs. The student should consult with the Regional Office of Education (ROE) and the Illinois State Board of Education (ISBE) for the most current requirements. The curriculum also provides students with the background necessary for a career as a teacher in Head Start.

First Year

Second Year

FALL SEMESTER		Credit Hours
ECE 101	Intro to Early Childhood Education	3
ECE 114	Child Growth and Development	3
ENG 111	English Composition I	3
PSY 213	Education of Exceptional Children	3
SPC 210	Interpersonal Communication	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

FALL SEMESTER		Credit Hours
ECE 215	Language Arts for the Young Child	3
ECE 216	Art/Music Activities	3
ECE 217	Science/Math Activities	3
ECE 218	Health, Nutrition, & Safety for Young Child	3
ECE 219	Infants and Toddlers: Curriculum and Teaching	3
ENG 112	English Composition II	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
EDU 110	Introduction to Education	3
ECE 127	Child, Family, and Community	3
ECE 128	Child Guidance/Discipline	3
ECE 129	Assessment in Early Childhood Education	3
PSY 211	Intro to Psychology	3
TOTAL HOURS		19

SPRING SEMESTER		Credit Hours
ECE 221	Child Care Center Administration	3
ECE 222	Children's Literature	3
SOC 217	Marriage and Family	3
MAT 111	Math for Elementary Teachers I	4
ECE 199	Early Childhood Education Internship	2
TOTAL HOURS		15

Note: It is strongly recommended that the coursework be taken in the order listed above to help ensure the success of the student.

Completion of the two-year degree qualifies the student to be eligible to apply for Illinois Director Credential Level I status. Additional coursework – ECE 299 Director Practicum – is required if the application is approved. Application may be made through the Early Childhood Education Department or INCCRRA (Illinois Network of Child Care Resource and Referral Agencies).

ELECTRONICS TECHNICIAN (Certificate)

(ELT 2160)

This one-year curriculum is designed to provide the student with the basic knowledge and skills required for entry-level employment as a technical assistant in the field of electronics.

FALL SEMESTER		Credit Hours
ELT 120	Fundamental DC Electronic Concepts	3
ELT 122	Fundamental AC Electronic Concepts	3
ELT 124	Electronic Systems Analysis	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
	Elective	4
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
ELT 125	Digital Circuit Fundamentals	4
ELT 127	Solid State Circuits and Devices	3
ELT 129	Industrial Electronics	3
MAT 115	Pre-Calculus	5
ELT 199	Electronics Internship	2
TOTAL HOURS		17

ELECTRONIC TECHNOLOGIES (AAS Degree)

(ELT 2260)

The two-year electronics technology program is designed to provide the student with skills and knowledge necessary for assisting in design and development of new products. The student develops the ability to test and evaluate, assemble, "trouble-shoot", and calibrate electronic equipment.

This 2+2 program will transfer into the Industrial Technology program at SEMO and into the Electronic Systems Technology program at SIU-C. Interested students should seek advisement.

First Year

FALL SEMESTER		Credit Hours
ELT 120	Fundamental DC Electronic Concepts	3
ELT 122	Fundamental AC Electronic Concepts	3
ELT 124	Electronic Systems Analysis	3
COM 189	Networking Technologies	3
COM 244	A+ Certification	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
ELT 125	Digital Circuit Fundamentals	4
ELT 127	Solid State Circuits and Devices	3
ELT 129	Industrial Electronics	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
MAT 115	Pre-Calculus	5
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
COM 231	C Programming	3
ELT 223	Advanced Industrial Electronics	3
ELT 236	Microprocessor Fundamentals	6
PHY 116	Introductory Physics I	4
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
BIO 212 or BIO 115	Anatomy and Physiology or Human Biology	3/5
ELT 237	Communication Theory	5
ELT 238	Micro-Computer Interfacing Techniques	5
ELT 199	Electronics Internship	2
TOTAL HOURS		15/17

Note: For transfer to SIU-C, the following courses should be taken: PSY 211-Introduction to Psychology, SOC 212-Sociology, PHI 216-Logic, or ART 114-Art Appreciation, ENG 111-English Composition I instead of ENG 124-Technical Communication I.

FISH AND WILDLIFE MANAGEMENT (AAS Degree)

(AGR 2216)

The fish and wildlife management curriculum is 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. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

First Year

FALL SEMESTER		Credit Hours
AGR 100	College Orientation for Agriculture and Natural Resources	1
AGR 102	Computer Application in Agriculture and Natural Resources	3
AGR 113	Introduction to Soil Science	4
BIO 111	Biology	4
ENG 111 or ENG 124	English Composition I or English Communication I	3
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	<u>3/4</u>
TOTAL HOURS		18/19

SPRING SEMESTER		Credit Hours
AGR 101	Career Concepts on Agriculture and Natural Resources	1
AGR 111	Introduction to Horticulture	3
AGR 112	Introduction to Plant Science	4
AGR 117	Conservation of Natural Resources	3
BIO 211 or GRY 214	Ecology or Introduction to Physical Geography	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	<u>3</u>
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
AGR 211	Application of Geographic Information Systems	3
AGR 225	Introduction to Forestry	3
AGR 230	Application and Use of Agriculture Chemicals	2
AGR 235	Tree Identification Lab	2
BIO 217	Introduction to Fisheries Science	3
BEL 161 or WEL 160	Basic Electricity or Introduction to Welding	<u>3</u>
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
AGR 145	Introduction to Agribusiness Management	3
AGR 228	Wildlife Management	3
AGR 234	Introduction to Forest Recreation	3
BIO 214	Field Biology	2
BIO 216	Survey of the Animal Kingdom	4
AGR 196	Fish and Wildlife Internship	<u>2</u>
TOTAL HOURS		17

HELPDESK/PC TECHNICIAN/NETWORKING (AAS DEGREE)

(COM 2181)

This program is designed to prepare students to operate, diagnosis, and repair computers utilizing technical skills in the area of hardware fundamentals, networking fundamentals and operating systems. In addition, the program provides students with a background in network systems administration as applied to practical business situations. The program addresses installing, configuring and administering network systems comprising users, shared resources and wireless network elements. Also, the interpersonal components allow users experience to become employed in technical support positions.

First Year

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 189	Networking Technologies	3
COM 227	Database Management Systems	3
COM 241	Windows Server Networking	3
COM 244	A+ Certification	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
COM 133	Linux Operating Systems & Networking	2
COM 134	Wireless LANS	1
	COM Elective	1/2/3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
ELT 131	Fundamental Network Cabling and Wiring	3
PSY 211	Introduction to Psychology	3
COM 196	Computer Systems Internship	2
TOTAL HOURS		15/16/17

INDUSTRIAL MAINTENANCE-CHEMICAL (Less-Than-One-Year Certificate)

(IMC 2232)

Students will be introduced to requirements and opportunities in maintenance and safety practices. They will gain knowledge and understanding of the principles and practices of the maintenance trade within industry, factories, etc. where multi-skilled maintenance individuals are needed.

FALL SEMESTER		Credit Hours
COM 280	Microsoft Word	2
MAT 121	Technical Mathematics	3
IMT 140	Industrial Mechanics	4
IMT 142	Team Dynamics and Problem Solving	3
IMT 143	Industrial Safety	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
PHS 111	Inorganic, Organic & Biochemistry I	4
INT 111	Career Development	1
ENG 124	Technical Communication I	3
PHY 120	Conceptual Physics	3
IMT 141	Quality Systems	3
TOTAL HOURS		14

INDUSTRIAL MAINTENANCE TECHNICIAN (Less-Than-One-Year Certificate)

(IMT 2229)

Students will be introduced to requirements and opportunities in maintenance and safety practices. They will gain knowledge and understanding of the principles and practices of the maintenance trade within industry, factories, etc. where multi-skilled maintenance individuals are needed.

FALL SEMESTER		Credit Hours
COM 280	Microsoft Word	2
MAT 121	Technical Mathematics	3
INT 111	Career Development	1
IMT 143	Industrial Safety	3
IMT 144	Machine Tools I	4
IMT 145	Basic Blueprint Reading	3
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
WEL 123	Arc Welding I	3
IMT 146	Maintenance Electrical Principles	4
IMT 147	Fluid Power I	4
IMT 148	Circuits I	4
TOTAL HOURS		15

INFORMATION PROCESSING (Certificate)

(IMS 2108)

The information processing certificate program combines data processing and word processing courses to prepare students to electronically input, edit, store, and recall written communications. At the completion of the program, students will have the necessary skills to be employed in a general office environment with computer software application skills as required.

FALL SEMESTER		Credit Hours
BUS 124	Bookkeeping	3
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 281	Microsoft Excel	2
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
IMS 115	Proofreading	1
IMS 120	Records Management	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 1141	Design and Print Production	2
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
IMS 122	Document Formatting	3
IMS 130	Current Technology for Office Support	3
IMS 227	Information Processing I	3
IMS 197	Information Processing Internship	2
TOTAL HOURS		19

Note: COM 111-Business Computer Systems, IMS 227-Office Information Processing I, BUS 124-Bookkeeping, and BUS 125-Business Communication are the articulated Partnership for College and Careers courses. Interested students should seek advisement.

INFORMATION PROCESSING - TECHNICIAN (AAS Degree)

(IMS 2209)

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. Information Processing has become a common term referring to the electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a processor of information using automated/electronic technology. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program. This 2+2 program will transfer into the Information Management Systems program at SIU-C.**

First Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
COM 111	Business Computer Systems	4
ENG 111	English Composition I	3
IMS 120	Records/Information Management	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 161	Intro to Command Prompt/DOS	1
COM 261	Advanced Command Prompt/DOS	1
ENG 112	English Composition II	3
IMS 122	Document Formatting	3
IMS 227	Office Information Processing I	3
MAT 116 or MAT 210	College Algebra or Elementary Statistics	4
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
ACC 224	Computerized Accounting Application	3
BUS 214	Business Law I	3
COM 172	Intro to Presentation Graphics	1
COM 281	Microsoft Excel	2
IMS 223	Document Production	3
IMS 226	Administrative Support Procedures	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
COM 141	Design and Print Production	2
COM 283	Microsoft Access	2
IMS 130	Current Technology for Office Support	3
PSY 211	Intro to Psychology	3
SPC 111 or SPC 210	Speech or Interpersonal Communications	3
IMS 192	Administrative Assistant Internship	2
TOTAL HOURS		15

INFORMATION PROCESSING - MANAGEMENT (AAS Degree)

(BUS 2212)

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. Information Processing has become a common term referring to the electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a manager of information using automated/electronic technology. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program. This 2+2 program will transfer into the Information Management Systems program at SIU-C.**

First Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
COM 111	Business Computer Systems	4
ENG 111	English Composition I	3
MAT 116 or MAT 210	College Algebra or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BUS 116	Principles of Marketing	3
COM 161	Intro to Command Prompt/DOS	1
COM 261	Adv. Command Prompt/DOS	1
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
IMS 227	Office Information Processing I	3
PSY 211	Intro to Psychology	3
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
BUS 214	Business Law I	3
COM 225	Systems Analysis	3
COM 227	Database Management Systems	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
IMS 236	Office Information Processing II	3
SPC 111 or SPC 210	Speech or Interpersonal Communications	3
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
BUS 210	Principles of Management	3
BUS 211	Intro to Finance	3
BUS 215	Legal & Social Environment of Business	3
BUS 195	Business Management Internship	2
COM 141	Design and Print Production	2
*Programming Elective		3
TOTAL HOURS		16

*Programming electives would be chosen from COM 231-C Programming, COM 233-Visual Basic Programming, or COM 239-JAVA Programming.

Note: COM 111-Business Computer Systems and IMS 227-Office Information Processing I are dual credit courses for these two programs.

LEGAL ADMINISTRATIVE ASSISTANT (AAS Degree)

(IMS 2205)

The two-year Legal Administrative Assistant curriculum is designed to prepare a student to work in the legal office environment. Upon completion of the program, the student will be able to prepare preliminary legal documents, compose routine correspondence, take dictation, transcribe dictated material, schedule appointments, bill clients, prepare for and conduct meetings, and demonstrate decision-making skills. This person will serve as a valuable assistant to the employer. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

First Year

FALL SEMESTER		Credit Hours
BUS 214	Business Law I	3
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

SPRING SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
IMS 117	Telephone Communication	1
IMS 223	Document Production	3
IMS 227	Office Information Processing I	3
MAT 110, MAT 113, MAT 117, MAT 121, or MAT 210	General Education Mathematics, Quantitative Literacy, Calculus I, Technical Mathematics, or Elementary Statistics	3/4/5
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		16/17/18

Second Year

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
BUS 215	Legal & Social Envir. Of Business	3
COM 281	Microsoft Excel	2
IMS 127	Voice Dictation	1
IMS 128	Machine Transcription	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		15/16

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 130	Current Technology for Office Support	3
COM 141	Design and Print Production	2
IMS 229	Legal Administrative Procedures	3
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
IMS 193	Legal Administrative Assistant Internship	2
TOTAL HOURS		16

E-MAIL ACCOUNTS

All students are given a student e-mail account and are expected to check it on a regular basis. All correspondence with students will be done via the SCC student e-mail account. For questions regarding this, please contact the admissions department.

MEDICAL ADMINISTRATIVE ASSISTANT (AAS Degree)

(IMS 2206)

This two-year curriculum is designed to prepare the student for employment as a medical administrative assistant capable of taking dictation, transcribing, composing, keying correspondence, completing forms, calendaring, and maintaining patient files. The Associate of Applied Science degree will be awarded upon successful completion of the curriculum. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

First Year

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
HIT 100	Medical Terminology	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

SPRING SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
IMS 117	Telephone Communication	1
IMS 223	Document Production	3
IMS 227	Information Processing I	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		13

Second Year

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
BIO 212	Anatomy and Physiology	3
HIT 109	Coding	2
IMS 127	Voice Dictation	1
IMS 128 or HIT 105	Machine Transcription or Medical Transcription	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		15/16

SPRING SEMESTER		Credit Hours
HIT 106	Principles of Insurance	3
IMS 130	Current Technology for Office Support	3
IMS 226 or HIT 107	Administrative Support Procedures or Medical Office Procedures	3
MAT 110, MAT 113, MAT 117, MAT 121, or MAT 210	General Education Mathematics, Quantitative Literacy, Calculus I, Technical Mathematics, or Elementary Statistics	3/4/5
IMS 194	Medical Administrative Assistant Internship	2
TOTAL HOURS		14/15/16

MULTIMEDIA AND GAMING (AAS DEGREE)

(COM 2191)

The multimedia and gaming program prepares students for careers in areas such as graphic design, website development, print publication, video production, and gaming structure. The program courses will teach students the foundation of multimedia concepts and skills for print, digital, and video media including web animation and gaming arts communication theories.

First Year

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
COM 132	Macromedia Fireworks	3
COM 140	Video Production	3
COM 143	Fundamentals of Game Design	3
COM 182	Macromedia Flash	3
COM 231	C Programming	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
COM 141	Design and Print Production	2
COM 142	Beginning Game Programming w/ Flash	3
COM 178	Macromedia Dreamweaver	2
COM 237	Image Enhancement for Webpage	2
COM 239	JAVA Programming	3
COM 196	Computer Systems Internship	2
TOTAL HOURS		14

OFFICE ASSISTANT (Certificate)

(IMS 2107)

The office assistant program is designed to provide students with an intensive training plan of relatively brief duration, which equips them with the skills necessary to obtain employment in the general office area of the business and industry environment.

FALL SEMESTER		Credit Hours
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 121	Beginning Keyboarding	3
IMS 128	Machine Transcription	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
COM 141	Design and Print Production	2
IMS 117	Telephone Communication	1
IMS 122	Document Formatting	3
IMS 130	Current Technology for Office Support	3
IMS 227	Office Information Processing I	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
IMS 191	Office Assistant Internship	2
TOTAL HOURS		17

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

SOCIAL AND HUMAN SUPPORT SERVICES (AAS Degree)

(SST 2201)

This curriculum is designed to prepare students for employment in agencies which provide social services to the community. The program provides skills and knowledge to prepare students for employment in welfare agencies, municipal/recreation programs, social development projects, church-sponsored youth programs, and other private or public enterprises of human welfare. **This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.**

This program capstones to the rehabilitation program in the social work department at SIU-C. Interested students should seek advisement.

First Year

FALL SEMESTER		Credit Hours
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
MAT 210	Elementary Statistics	4
SOC 122	Intro to Social Problems	3
SW 121	Intro to Social Work	3
SW 225	Community Health Systems	3
SEM 111	College Orientation	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
PSY 211	Intro to Psychology	3
SOC 212	Sociology	3
SOC 215	Death and Dying	3
TOTAL HOURS		16

Second Year

FALL SEMESTER		Credit Hours
BIO 111	Introduction to Biology	4
ECO 211 or GOV 117	Economics (Macro) or American Government	3
PSY 218	Developmental Psychology – Child	3
PHI 218	Introduction to Ethics and Values	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BUS 155	Personal Finance	3
PSY 216	Social Psychology	3
SOC 217	Marriage and Family	3
SOC 218	Cultural Diversity	3
SW 224	Intro to Social Service Agencies	2
SW 199	Social and Human Support Services Internship	2
TOTAL HOURS		16

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TRUCK DRIVING (Certificate)

(TDR 2100)

This program incorporates career and personal development skills that will meet employer needs for the long haul and over the road trucking industries as well as student expectations for employment. The curriculum will provide the student with a strong understanding of the transportation industry. The student will be provided with the necessary skills and knowledge to successfully obtain licensure through the State of Illinois, meeting Department of Transportation and commercial driver's licensure requirements.

		Credit Hours
TDR 176	Truck Driving	11
TDR 198	Externship	5
TOTAL HOURS		16

Admission Requirement

AGE: Minimum age of 21 will meet most employer age requirements.

PHYSICAL CONDITION: Must be able to pass a complete physical examination. Must be able to satisfactorily perform the required essential tasks as listed in the job description of the career field.

EDUCATION: High school diploma or GED.

SUBSTANCE ABUSE: Must not use alcohol, amphetamines, narcotics, or any other habit-forming drugs. Must be able to pass a drug-screening test to comply with federal regulations.

WELDING - COMBINATION (Certificate)

(WEL 2147)

The Combination Welding program is designed to 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.

FALL SEMESTER		Credit Hours
WEL 131	Blueprint Reading for Welding	3
MAT 121	Technical Mathematics	3
WEL 120	Gas Welding and Cutting	3
WEL 123	Arc Welding I	4
WEL 129	Tig Welding	2
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
ENG 124	Technical Communication I	3
HLT 125	Heartsaver First Aid/CPR/AED	1
WEL 124	Arc Welding II and Low Hydrogen	5
WEL 125	Gas Metal Arc Welding (MIG)	3
WEL 128	Pipe Welding	3
	Welding Elective	3
WEL 199	Welding Internship	2
TOTAL HOURS		20

Electives: WEL 122 – Maintenance Welding
 WEL 126 – Gas Welding and Gas Tungsten Welding

CERTIFICATION PREPARATION COURSES

A+ CompTia	Computer Hardware and Operating Systems
IC3	Computer Literacy, Internet, and Core Computing
NET+ CompTia	Networking Essentials
MCP	Microsoft Certified Professional
MOS	Microsoft Office User Specialist
Security+ CompTia	Foundation level certification of IT professionals who have day-to-day information security responsibilities

NOTES

COOPERATIVE PROGRAMS OF STUDY



***Illinois Laborers and Contractors Joint Apprenticeship and Training Program
Construction Craft Laborer Apprenticeship***

***International Brotherhood of Electrical Workers
Electrical Construction Technology***

***IL Department of Corrections
Correctional Officer/Youth Supervisor * Corrections-Parole Officer***

McKendree College

Mid-Continent University

Franklin University

***Southern Illinois Collegiate Common Market
Health Information Technology * Surgical Technology * Medical Laboratory Technology
Occupational Therapy Assistant Technology * Veterinary Technology***

Note: For Cooperatives with John A. Logan College, Rend Lake College, Southwestern IL College, Southeastern IL College, and Kaskaskia College, please seek advisement.

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**ILLINOIS LABORERS AND CONTRACTORS
JOINT APPRENTICESHIP AND TRAINING PROGRAM**

CONSTRUCTION CRAFT LABORER APPRENTICESHIP

(LBR 2105)

The Construction Craft Laborer Apprenticeship program is designed to be a three-year 61 credit hour course of study. Most courses consist of classroom plus laboratory or fieldwork.

Prerequisite: Selection for participation into the Laborer Apprenticeship Program.

First Year

		Credit Hours
LBR 111	Orientation	2
LBR 112	Occupational Safety and Health	1
LBR 113	Mason Tending	3
LBR 114	Concrete Practices and Procedures I	3
LBR 115	Asphalt Technology and Construction	3
LBR 116	Apprenticeship I	3
TOTAL HOURS		15

Second Year

		Credit Hours
IND 112	Blueprint Reading	3
LBR 124	Concrete Practices and Procedures II	3
LBR 131	Principles of Pipelaying	3
LBR 133	Asbestos Abatement	3
LBR 136	Apprenticeship II	3
TOTAL HOURS		15

Third Year

		Credit Hours
LBR 154	Grade and Line Checking	3
LBR 152	Bridges	3
LBR 153	Hazardous Waste	4
LBR 156	Apprenticeship III	3
LBR 155	Landscaping Techniques	1
TOTAL HOURS		14

The following courses must be taken prior to graduation with an AAS degree in the Construction Craft Laborer Apprenticeship program. These courses will be taken at Shawnee Community College.

		Credit Hours
ENG 124	Technical Communications I	3
ENG 221	Technical Communications II	3
HLT 111	Health	2
MAT 121	Technical Mathematics	3
PSY 211	Intro to Psychology	3
SPC 210	Interpersonal Communications	3
TOTAL HOURS		17

LBR 252 and LBR 253 are special projects for Laborers. These are variable credit up to three credit hours and may be substituted for courses with consent of the International Laborers Union of North America and Shawnee Community College.

NOTE: A one-year certificate can be awarded after the completion of the first three years. Students should seek advisement.

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INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

ELECTRICAL CONSTRUCTION TECHNOLOGY (AAS Degree)

(PIW 2250)

The Professional Inside Wireman AAS degree is a two-year program offered at the community college within the Southern Illinois Collegiate Common Market (SICCM). This apprenticeship program will provide students with the appropriate training in safety procedures, methods, and use of equipment and materials. **Only individuals employed by IBEW are eligible to enroll.**

First Year

Summer Semester		Credit Hours
**MAT 116 or MAT 115	College Algebra or Pre-Calculus	4/5

Fall Semester		Credit Hours
PIW 101	IBEW Professional Inside Wireman I	3
PIW 107	Electrician Apprenticeship I	2

Spring Semester		Credit Hours
PIW 102	IBEW Professional Inside Wireman II	4
PIW 107	Electrician Apprenticeship I – Cont.	3
	*Elective	3
TOTAL HOURS		16/17

Second Year

Summer Semester		Credit Hours
**ENG 111	English Composition I	3

Fall Semester		Credit Hours
PIW 103	IBEW Professional Inside Wireman III	3
PIW 108	Electrician Apprenticeship II	2

Spring Semester		Credit Hours
PIW 104	IBEW Professional Inside Wireman IV	4
PIW 108	Electrician Apprenticeship II – Cont.	3
TOTAL HOURS		12

Third Year

Summer Semester		Credit Hours
**SPC 111 or SPC 210	Speech or Interpersonal Communication	3

Fall Semester		Credit Hours
PIW 105	IBEW Professional Inside Wireman V	3
PIW 109	Electrician Apprenticeship III	2

Spring Semester		Credit Hours
PIW 106	IBEW Professional Inside Wireman VI	4
PIW 109	Electrician Apprenticeship III –Cont.	3
TOTAL HOURS		12

Fourth Year

Summer Semester		Credit Hours
**PSY 216	Social Psychology	3

Fall Semester		Credit Hours
PIW 201	IBEW Professional Inside Wireman VII	3
PIW 205	Electrician Apprenticeship IV	2

Spring Semester		Credit Hours
PIW 202	IBEW Professional Inside Wireman VIII	4
PIW 205	Electrician Apprenticeship IV – Cont.	3
TOTAL HOURS		12

Fifth Year

Summer Semester		Credit Hours
PIW 100	History of the Labor Movement	3

Fall Semester		Credit Hours
PIW 203	IBEW Professional Inside Wireman IX	3
PIW 206	Electrician Apprenticeship V	2

Spring Semester		Credit Hours
***WELD 1207	Welding	4
PIW 204	IBEW Professional Inside Wireman X	4
PIW 206	Electrician Apprenticeship V – Cont.	3
TOTAL HOURS		16

*Suggested Elective Courses: GOV 117 – Intro to American Government
 HLT – Health
 PHI 218 – Ethics & Core Values

**Appropriate class for specific college.

***Taken through Rend Lake College

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ILLINOIS DEPARTMENT OF CORRECTIONS

CORRECTIONAL OFFICER/YOUTH SUPERVISOR (AAS Degree)

(DOC 2116)

This two-year program is recommended for students that are current employees or persons accepted for employment as a correctional officer/youth supervisor with the Illinois Department of Corrections (IDOC).

Academy Courses		Credit Hours
*DOC 110	Orientation to Corrections	3
*DOC 111	Security Procedures I	3
*DOC 112	Security Procedures II	3
*DOC 113	Crisis Management	3
*DOC 114	Weapons Proficiency	2
*DOC 115	Orientation to Youth Supervision	3
PSY 216	Social Psychology	3
TOTAL HOURS		20

Occupational/Technical Requirements		Credit Hours
BUS 210	Principles of Management	3
BUS 232	Supervision	3
CJ 111	Criminal Law I	3
CJ 123	Intro to Crime Control	3
COM 111	Business Computer Systems	4
SOC 122	Intro to Social Problems	3
HLT 111 or SOC 123	Health or Substance Abuse	2/3
PSY 219	Abnormal Psychology	3
TOTAL HOURS		24/25

General Education Requirements		Credit Hours
ENG 111	English Composition I	3
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
MAT 110 or MAT 116	General Education Mathematics or College Algebra	4
SOC 212 or PSY 211	Sociology or Intro to Psychology	3
SPC 111	Speech	3
TOTAL HOURS		16

Electives		Credit Hours
CJ 213	Criminal Investigation	3
CJ 224	Juvenile Justice	3
EMT 163	Automated Defibrillation	1
HLT 125	Heartsaver First Aid/CPR/AED	1
PE 218	Weight Training I	1
SPA 110	Conversational Spanish	3
TOTAL HOURS		12

*These courses are completed only through the IDOC Training Academy.

This two-year program is recommended for students that are current employees or persons accepted for employment as parole officer with the Illinois Department of Corrections (IDOC).

Academy Courses		Credit Hours
*DOC 110	Orientation to Corrections	3
*DOC 116	Topics in Social Science	3
*DOC 117	Firearms Training	2
*DOC 118	Special Topics in Criminal Justice	1
*DOC 119	Special Topics in Protective Services/Security	3
*DOC 120	Special Topics in Addiction Studies	1
SOC 212	Sociology	3
TOTAL HOURS		16

Occupational/Technical Requirements		Credit Hours
BUS 210	Principles of Management	3
BUS 232	Supervision	3
CJ 111	Criminal Law I	3
CJ 116	Parole/Probation	3
CJ 123	Intro to Crime Control	3
CJ 224	Juvenile Justice	3
COM 111	Business Computer Systems	4
PSY 219	Abnormal Psychology	3
TOTAL HOURS		25

General Education Requirements		Credit Hours
ENG 111	English Composition I	3
ENG 221 or SOC 123	Technical Communication II or Substance Abuse	3
HLT 111	Health	2
MAT 110 or MAT 116	General Education Mathematics or College Algebra	4
PSY 211	Intro to Psychology	3
SPC 111	Speech	3
TOTAL HOURS		18

Electives		Credit Hours
EMT 163	Automated Defibrillation	1
ENG 112	English Composition II	3
HLT 125	Heartsaver First Aid/CPR/AED	1
PE 218	Weight Training I	1
SPA 110	Conversational Spanish	3
TOTAL HOURS		9

*These courses are completed only through the IDOC Training Academy.

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MCKENDREE COLLEGE

McKendree College, a four-year liberal arts college, has been offering a Bachelor of Science in Nursing (BSN) degree since 1978. The program, which is accredited by the NLNAC, is offered exclusively as a completion program for graduates of associate degree or diploma nursing programs. Nursing courses are offered at a variety of sites throughout Southern IL and Kentucky. These include McKendree campuses at Lebanon (IL), Louisville (KY), and Radcliff (KY) and at off-campus sites such as SWIC (Belleville) or Concord United Methodist Church (Paducah, KY) or Marion VA Hospital (Marion) and at several community colleges including: John A. Logan (Carterville), Lewis and Clark (Alton/Godfrey), Kaskaskia (Centralia), Olney Central (Olney), Rend Lake (Ina), Shawnee (Ullin), and Southeastern (Harrisburg).

The curriculum enhances registered nurses' previous education and experience enabling them to be flexible practitioners in a dynamic health care environment. Nursing majors develop skills in clinical problem-solving and critical thinking to plan and implement nursing care of individuals, families, and community groups. Students increase their ability to care for individual clients by broadening their knowledge of disease processes and therapeutic interventions and holistic health assessment of individuals and families. Students integrate theory-based clinical knowledge with disease prevention strategies in a community setting.

To start the program, a nurse must be licensed or board eligible and have completed one semester of English Composition. All other requirements need only to be completed before graduation.

To obtain admission to McKendree College, please submit a completed application for admission along with a copy of your nursing licenses. Also, you will need to arrange to have official transcripts sent from all colleges you have attended. If it has been less than 5 years since you graduated from high school or obtained a GED, you will need to have official transcripts sent from the high school or the state that awarded the GED. To be considered official, all transcripts and awards must be mailed directly to the institution from which the credit was earned. After you have been admitted to the college, the Nursing Department will process your application for admission to the RN and BSN Program.

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MID-CONTINENT UNIVERSITY

The ADVANTAGE Program offers educational opportunities for adult students. The Bachelor of Science program enables adults 25 years of age or older who have completed approximately 60 hours of college credit to complete a Bachelor Degree in Business Management. Both programs are designed to remove the barriers that commonly prevent busy adults from reaching their educational goals. Some of the program highlights include:

- Attend class one evening each week/one class at a time
- Attend class in your own community
- Academic advising, financial aid, book delivery, and registration provided at your class site
- Acceptance of "old" credits from years gone by
- Opportunity to pursue credit for training and learning obtained through the workplace
- Improving communication, management, and other skills to enhance job performance
- Receiving individualized instruction within a small class structure
- Completing a fully accredited Bachelor of Science degree in less than two years
- Accredited by the Southern Association of Colleges and Schools
- Second least expensive private college in Kentucky

Mid-Continent University is willing to make the ADVANTAGE Program available in any community no matter how small. Call today to get started on your journey to complete your college education. 1-270-247-8521 or visit the us on the web at www.midcontinent.edu

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FRANKLIN UNIVERSITY

Through an alliance with Franklin University of Columbus, Ohio, SCC students can complete online baccalaureate degrees in Accounting, Applied Management, Business Administration, Computer Science, Digital Communication, Health Care Management, Information Technology, Management, Management Information Sciences, and Public Safety Management. Franklin University also offers an online Masters in Business Administration degree program.

To join the baccalaureate program, students must have an associate's degree or a high school diploma or GED and at least 60 semester credit hours with a minimum cumulative GPA of 2.50. Students will take from 20 to 24 hours of bridge courses from Shawnee Community College and complete the final 40 to 48 hours of their bachelor's degree through online courses from Franklin University. Students continue to have access to SCC resources including the library and computer labs throughout the degree process.

The SCC and Franklin University alliance is designed for students who have had experience in a classroom setting and a good educational foundation at the community college level. For nearly 100 years, Franklin University has served nontraditional students seeking to advance their education.

For more information, contact:
(888) 341-6237 (toll free)

Visit our Website at: www.alliance.franklin.edu OR Email us at: alliance@franklin.edu

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SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

Chris Froemling
(618) 942-6902, ext. 305

HEALTH INFORMATION TECHNOLOGY (AAS Degree)

(HIT 2202)

The Health Information Technology Degree in Applied Science program is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). Students are admitted from each college (John A. Logan, Kaskaskia College, Rend Lake, Southeastern Illinois, Shawnee Community College). Students take general education courses on their own campuses and HIT courses together in a central classroom.

The health information technician possesses both administrative and technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical and legal, accreditation, and regulatory requirements of the health care delivery system. The individual plays an important role in ensuring the health care facility receives maximum reimbursement for treatment rendered. Since reimbursement is based on the diagnoses listed in the medical record, this is accomplished by analyzing and coding the medical record accurately.

Health information technicians have traditionally been employed in hospitals. However, with changing health care needs, professionals have chosen careers in physicians' group practices, managed care groups, home health care, hospices, long-term care, and ambulatory surgery. Additionally, careers in health information management go beyond health care facilities. Professionals work in insurance companies, peer review organizations, accounting firms, consulting companies, law firms, computer equipment companies, prisons, and contracted service agencies.

The Health Information Technology Program is accredited by the Commission of Accreditation of Health Informatics and Information Management (CAHIIM) of the American Health Information Management Association (AHIMA), 233 N. Michigan Ave. Suite 2150, Chicago, IL 60601-5800, (312) 233-110, fax: (312) 233-1090. Graduates of the program will qualify to sit for the national certification examination. Successful completion of this exam confers the title of Registered Health Information Technician.

First Year

FALL SEMESTER		Credit Hours
BIO 111	Introduction to Biology	4
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Intro to Health Information	3
MAT 210	Elementary Statistics	4
SEM 111	College Orientation	1
TOTAL HOURS		19

SPRING SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
HIT 102	Health Record System	3
HIT 103	Health Record System Lab	1
HIT 104	Advanced Medical Terminology	3
HIT 105	Medical Transcription	3
HIT 215	Fundamentals of Medical Science	4
TOTAL HOURS		17

Second Year

FALL SEMESTER		Credit Hours
ENG 111	English Composition I	3
HIT 201	Health Data and Statistics	2
HIT 202	Clinical Practicum I	2
HIT 203	Management in Health Care	3
HIT 204	Coding	5
HIT 211	Medico Legal Aspects	2
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
SPC 111	Speech	3
HIT 210	CPT Coding	3
HIT 212	Quality Management	3
HIT 213	Clinical Practicum II	2
HIT 214	Health Information in Non-Traditional Setting	2
HIT 216	Reimbursement Management	2
	Elective (Humanities/Fine Arts or Social/Behavioral Sciences)	3
TOTAL HOURS		18

Students may apply to only one community college for entrance into the program.

Students must earn a grade of "C" or better in all HIT classes.

Students wanting to transfer to SIU-C in Healthcare Management must complete ECO 212. This course would satisfy the required elective.

Elective in Humanities/Fine Arts or Social/Behavioral Sciences must be an IAI (Illinois Approved Initiative) course.

A criminal background check and drug screening will be required after admission into the program.

This program has been identified as a PARTNERSHIP FOR COLLEGE AND CAREERS program.

SURGICAL TECHNOLOGY (Certificate)

(ORT 5199)

The Surgical Technology certificate program is a one-year program offered at the community colleges through the Southern Illinois Collegiate Common Market. This program is designed to provide students with the knowledge, skills, and attitudes necessary to practice as certified surgical technologists. Students successfully completing the program will be fully qualified for jobs as scrub surgical technologists and circulating surgical technologists. Program graduates will be eligible for employment in hospitals, surgical centers, and clinics and physicians offices. The program is offered off-campus in a central laboratory. The SICCM Surgical Technology Program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Accreditation Review Committee on Education in Surgical Technology. Graduates of an accredited S.T. program are eligible to sit for the National Certifying Exam for Surgical Technologists. The exam is given year round by appointment. It is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) which is accredited by the National commission for Certifying Agencies (NCAA). Successful completion of this exam confers the title of Certified Surgical Technologist (CST).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: (727) 210-2350
Fax: (727) 210-2354
www.caahep.org

NOTE: Students must have completed BIO 210-Introduction to Anatomy with a grade of “C” or better before beginning the Surgical Technology program.

FALL SEMESTER		Credit Hours
**BIO 215	Intro to Human Physiology	4
STP 127	Pharmacology for the Health Professions	3
STP 121	Introduction to Surgical Technology	3
STP 122	Principles and Practices of Surgical Technology	6
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
***BIO 218	Introduction to Microbiology	4
*STP 125	Clinical Rotation in Surgical Technology I	5
STP 123	Surgical Procedures I	5
TOTAL HOURS		14

SUMMER SEMESTER		Credit Hours
STP 124	Surgical Procedures II	3
STP 126	Clinical Rotation in Surgical Technology II	5
TOTAL HOURS		8

Students may apply to only one community college for entrance into the program.
 Students must be certified in CPR Healthcare Provider before starting clinical rotations.
 *Prerequisite: BIO 210-Introduction to Human Anatomy.
 **BIO 215 must be completed by the end of the first semester.
 ***BIO 218 must be completed by the end of the second semester.

Retention in the ST program requires that students must earn a grade of “C” or better in all STP and general education courses.

A criminal background check and drug screening will be required after admission into the program.

MEDICAL LABORATORY TECHNOLOGIST (AAS Degree)

(MLT 2204)

The Medical Laboratory Technology Associate Degree in Applied Science program is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). The student will learn the technical skills necessary to perform routine studies in areas of hematology, serology, coagulation, clinical microbiology, clinical chemistry, blood banking, and urinalysis. The medical laboratory technician will also perform patient venipuncture and will maintain quality control data.

The Medical Laboratory Technologist program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL, 60018-5119, (773) 714-8880.

It is the student's responsibility to be knowledgeable of the prerequisites of all courses.

MLT courses are cooperatively offered by SICCM. These classes could be scheduled at a site other than the Shawnee Community College campus.

Retention in the MLT program requires that the MLT student earn a grade of "C" or better in all MLT and natural science courses (Chemistry, Anatomy & Physiology, and Microbiology). The student must maintain a "C" average in all courses required in the MLT curriculum.

MLT students' grades will be reviewed by the MLT program director at the end of each semester.

Students may apply to only one community college for entrance into the program.

First Year

FALL SEMESTER		Credit Hours
BIO 210	Introduction to Human Anatomy	4
PHS 111	Inorganic, Organic & Biochemistry I	4
MAT 116	College Algebra	4
MLT 120	Intro to Clinical Laboratory	3
SEM 111	College Orientation	1
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
BIO 215	Intro to Human Physiology	4
PHS 113	Inorganic, Organic and Biochemistry II	5
BIO 218	Intro to Microbiology	4
MLT 121	Serology (second eight weeks)	1.5
MLT 122	Clinical Microscopy (first eight weeks)	1.5
MLT 123	Phlebotomy	3
TOTAL HOURS		19

SUMMER SEMESTER		Credit Hours
ENG 111	English Composition I	3
SPC 111	Speech	3
TOTAL HOURS		6

Second Year

FALL SEMESTER		Credit Hours
MLT 223	Immunohematology (first 10 ½ weeks)	4
MLT 228	Hematology and Hemostasis (first 10 ½ weeks)	5
MLT 251	Clinical Rotation I (last 6 ½ weeks)	3
TOTAL HOURS		12

SPRING SEMESTER		Credit Hours
MLT 225	Clinical Chemistry (first 10 ½ weeks)	4
MLT 229	Applied Clinical Microbiology (first 10 ½ weeks)	5
MLT 252	Clinical Rotation II (last 6 ½ weeks)	3
PSY 211	Intro to Psychology	3
TOTAL HOURS		15

A criminal background check and drug screening will be required after admission into the program.

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

(OTA 2237)

The Associate in Applied Science Degree in Occupational Therapy Assistant is offered at five community colleges through Southern Illinois Collegiate Common Market. Five students are admitted from each college for an entering total of twenty-five. Admitted students take general education courses on their own campuses and OTA courses together in a central laboratory. After classes and fieldwork internship are completed, they graduate at their entering college.

The OTA courses have both lecture and hands-on laboratory components. Portions of the lecture section of some OTA courses are web-based. During the program, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive, or developmental disabilities.

The profession tailors rehabilitation individually for each client. Through evaluation and treatment, it seeks to restore or improve function in occupational performance. Treatment is provided within the context of the client's life environments and relationships. Occupation may be defined as the ordinary things people do each day to work, to play, and to take care of themselves. Occupational therapy is based on the idea that our personal identity and feeling of value is closely tied to what we are able to do. We all choose many "occupational" roles that are important to us and make us excited to engage in life. When our function becomes impaired, we may lose both our independence and sense of self-worth.

The practice of OT utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include restoration of performance abilities; instruction in compensatory techniques; adaptation of tasks, processes, or environments; disability prevention techniques; and health promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will directly work with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability. OT serves a diverse population in a wide variety of settings such as hospitals, clinics, facilities for rehabilitation, extended and long-term care, sheltered workshops, schools, camps, private homes, physician's offices, community programs, and private practice.

Students may apply to only one community college for entrance into the program.

Admission Requirements

1. Graduate from an approved high school or demonstrate equivalent competency (G.E.D. examination).
2. Complete general admission procedures for Shawnee Community College.
3. By March 1st, file the following OTA application information with Mindy Reach, Registrar at Shawnee Community College: a) Completed OTA application form b) Health Occupations Aptitude Test results c) Official transcripts of previous college experience.
4. Achieve competitive level of a composite selection score for the college. The five top-scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Examination - Revised test results and weighted grades for previous college coursework taken within, or transferring to, the Occupational Therapy Assistant required curriculum.
5. Upon notification and acceptance of admission, complete a criminal history background check, drug screen, a successful physical examination, required vaccination/immunization series, and 16 hours of job shadowing prior to the beginning of coursework.

Accreditation Status

The SICCM Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. ACOTE's phone number is c/o AOTA 301-652-AOTA. Program graduates will qualify to sit for the National Board of Certification in Occupational Therapy, Inc. (NBCOT) national certification examination. This computer-delivered examination will be delivered on-demand, after determining eligibility. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice, usually basing this on the NBCOT exam results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

First Year

FALL SEMESTER		Credit Hours
ENG 111	English Composition I	3
HIT 100	Medical Terminology	3
*OTA 100	Intro to Occupational Therapy	2
OTA 110	Clinical Observation	2
OTA 131	Disease and Impact on Occupation	3
OTA 132	Occupational Development	1
OTA 210	Occupational Therapy Theory I	4
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
*BIO 215	Intro to Human Physiology	4
OTA 112	Activities of Daily Living	3
OTA 120	Occupational Therapeutic Media	3
OTA 122	OT Group Process	2
OTA 133	Clinical Rotation I	1
OTA 134	Occupational Therapy in Physical Disabilities	3
PSY 211	Introduction to Psychology	3
TOTAL HOURS		19

SUMMER SEMESTER		Credit Hours
**MAT 121 or MAT 210	Technical Mathematics or General Elementary Statistics	3/4
SPC 111	Speech	3
TOTAL HOURS		6/7

Second Year

FALL SEMESTER		Credit Hours
OTA 200	Psychosocial Therapy and Practice	3
OTA 205	OT in Pediatrics	4
OTA 230	Clinical Rotation II	2
OTA 231	Occupational Therapy Theory II	1.5
OTA 232	Aging and Impact on Occupational Performance	1.5
PSY 218	Developmental Psychology – Child	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
***OTA 217	Fieldwork Experience I	4.5
***OTA 218	Fieldwork Experience II	4.5
OTA 250	OT Administration	3
TOTAL HOURS		12

Pre-requisite: *BIO 210-Introduction to Anatomy.

*Individual campuses may require prerequisites for Anatomy and/or Physiology.

**MAT 210-Elementary Statistics should be taken by students wishing to transfer and MAT 121-Technical Mathematics is a non-transferable math.

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

All classes must be passed with a grade of "C" or better.

A criminal background check and drug screening will be required after admission into the program.

VETERINARY TECHNOLOGY (AAS Degree)

(VET 2228)

The Veterinary Technician possesses both administrative, clinical, and technical skills necessary to assist the veterinarian in all phases of medicine and surgery for small, large, exotic, and lab animals. Technicians typically conduct clinical work in a private practice under the supervision of a veterinarian often performing various clinical medical tests (urinalysis, parasitology, radiology) along with treating medical conditions and diseases in animals. Veterinary Technicians care for a wide variety of animals, such as cats, dogs, mice, rats, sheep, pigs, cattle, horses, birds, fish, and reptiles. They function as animal radiology, dental, surgery, and anesthesiology technicians. The Veterinary Technician plays an important role in client education, grief counseling, and public relations.

The Veterinary Technology major in Applied Science is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). Students are admitted from each college (John A. Logan, Rend Lake, Kaskaskia, Southeastern Illinois, and Shawnee Community College). Students take general education courses on their own campuses and VET courses together in a central classroom on the SICCM campus.

The SICCM Vet Tech Program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA). Grades of the SICCM Vet Tech Program will qualify to sit for the State and Veterinary Technician National Examination (VTNE) for certification in Veterinary Technology. Upon successful completion of program coursework and passing score on the VTNE, students will obtain licensure as a Certified Veterinary Technician (CVT).

Students must have two years of high school biology with a grade of "C" or better or a basic college biology course or higher level with a grade of "C" or better for entrance into this program.

Students any apply to only one community college for entrance into the program.

First Year

FALL SEMESTER		Credit Hours
VET 110	Small Animal Nursing I	3
VET 112	Animal Anatomy & Physiology I	4
VET 117	Animal Radiology	2
VET 118	Veterinary Practice Management	2
BIO 218	Microbiology	4
MAT 110 or MAT 113 or MAT 121 or MAT 210	General Education Mathematics or Quantitative Literacy or Technical Math or Elementary Statistics	4/3
TOTAL		19/18

SPRING SEMESTER		Credit Hours
VET 111	Small Animal Nursing II	3
VET 113	Animal Anatomy & Physiology II	3
VET 116	Large Animal Nursing	3
VET 119	Animal Clinical Lab I	3
VET 133	Animal Surgery Technology I	3
VET 138	Animal Pharmacology I	2
TOTAL		17

SUMMER SEMESTER		Credit Hours
VET 231	Animal Clinical Rotation I	6
TOTAL		6

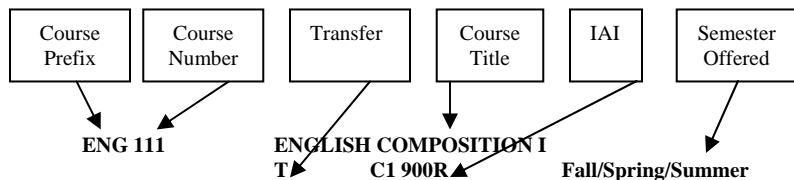
Second Year

FALL SEMESTER		Credit Hours
VET 219	Animal Clinical Lab II	3
VET 233	Animal Surgical Technology II	3
VET 238	Animal Pharmacology II	2
VET 239	Animal Diseases	2
SPC 111	Speech	3
	Social Science Elective	3
TOTAL		16

SPRING SEMESTER		Credit Hours
VET 232	Clinical Rotation II/Technical Skills	5
VET 235	Laboratory and Exotic Animals	3
VET 236	Animal Management and Nutrition	3
ENG111	English Composition	3
TOTAL		14

COURSE DESCRIPTIONS





This course places emphasis on teaching basic writing skills and critical thinking. Emphasis is placed on invention, prewriting, shaping and organizing, writing, revising, and editing written communication. This course is taught employing a process approach to writing and its basic aim is to make the student writer aware of his or her own writing process and to recognize the “tools” that may be used to create strong written communication.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Satisfactory evidence of entry level writing skills based upon high school transcript, ASSET/COMPASS scores, and/or completion of the developmental English program with a minimum grade of “C”.

Semester Credits

Each course description reflects the number of semester credits that will be earned upon successful completion of the course. In addition, the description reflects the number of hours per week spent on lecture/lab activities.

Prerequisite(s)

In order to ensure that students are adequately prepared for courses, some courses require completion of foundation courses or demonstrated skill levels prior to enrollment. These prerequisite(s) requirements are listed at the end of each course description if applicable.

IAI Code

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor’s degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 or thereafter.

These courses will also transfer to most public four-year institutions in the state of Illinois.

- IAI C – Communications
- IAI F – Fine Arts
- IAI H – Humanities
- IAI L – Life Science
- IAI M – Mathematics
- IAI P – Physical Science
- IAI S – Social Behavioral Sciences

Transfer “T”

Transfer courses that are generally accepted as major, minor, or elective credit by four-year collegiate institutions.

By Request

These courses are not offered on a regular basis. They can be added by special request providing there are adequate number of interested students.

PROGRAM TITLE

COURSE PREFIX

Academic Enhancement.....	AEP
Accounting.....	ACC
Agriculture.....	AGR
Alcohol and Other Drug Abuse.....	ACP
Anthropology.....	ANT
Art.....	ART
Associate Degree Nursing.....	ADN
Astronomy.....	AST
Automotive.....	AUT
Aviation Science.....	AVT
Basic Electricity.....	BEL
Biology.....	BIO
Business.....	BUS
Cardiopulmonary Resuscitation.....	CPR
Career Development.....	INT
Chemistry.....	CHE
Computers.....	COM
Computer Systems Technician.....	CST
Cosmetology.....	COS
Criminal Forensic Science.....	CFS
Criminal Justice.....	CJ
Direct Support Provider.....	DSP
Drafting.....	DRA
Early Childhood Education.....	ECE
Economics.....	ECO
Education.....	CEP/EDU
Electronics.....	ELT
Emergency Medical Services.....	EMD/EMS/EMT

Emergency Rescue Technician	ERT
Engineering.....	EGR
English	ENG
Fire Science.....	FS
Food Service	FOS
Geology.....	GEO
Geography.....	GRY
Government	GOV
Health.....	HLT
Health Information Technology	HIT
Heating and Air Conditioning	HAC
History	HIS
Industrial Maintenance – Chemical and Technician	IMT
Industry	IND
Information Management.....	IMS
Journalism.....	JOU
Library	LRC
Literature.....	LIT
Massage Therapy	MTP
Mathematics.....	MAT
Medical Laboratory Technician	MLT
Military (ROTC).....	MIL
Music	MUS
Nursing	NUR
Occupational Therapy Assistant	OTA
Paramedic	EMS
Philosophy	PHI
Phlebotomy	PHB
Physical Education.....	PE
Physical Science.....	PHS
Physics.....	PHY
Practical Nursing.....	PN
Psychology.....	PSY
Real Estate	REP
Seminar	SEM
Social Work	SW
Sociology	SOC
Spanish.....	SPA
Speech and Theater	SPC
Surgical Technology	STP
Surveying.....	SUR
Truck Driving	TDR
Veterinary Technology	VET
Vocational Skills.....	DRV/TLC
Volunteer Service.....	VOL
Welding.....	WEL

Cooperative Courses of Study

Construction Craft Laborer Apprenticeship	LBR
Correctional Officer/Parole Officer	DOC
Headstart	HST
Master Trails Steward Certification	AGR
Electrical Construction Technology	PIW

ACADEMIC ENHANCEMENT

AEP 101 ACADEMIC SUCCESS

By Request

This course is designed to assist students to improve performance in college and beyond. The course emphasizes skills and strategies that contribute to the student's ability to effectively use critical thinking.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Students enrolled in the Academic Enhancement Program.

ACCOUNTING

ACC 111 FINANCIAL ACCOUNTING

T

Summer/Fall/Spring

This course presents accounting as an information system that produces basic financial statements, such as income statement, statement of owner's equity, cash flows statement, and balance sheet, primarily for external users of the business. Students study sole proprietorship, partnership, and corporation ownership and journal transactions as they relate to business. The main content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations' cash flow statements, and financial statement analyses. The accountant's role of analyzing and interpreting data for decision-making is also included.

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): High School Bookkeeping or Bookkeeping-BUS 124 and successful completion of Basics of College Reading & Writing-ENG 047 and Developmental Math-MAT 046 or equivalent.

ACC 112 MANAGERIAL ACCOUNTING

T

Fall/Spring

This course presents accounting as a system for producing information to use internally in managing a business. Planning, controlling, and evaluating the performance of the separate components of a business are emphasized through the identification, accumulation, and interpretation of data. Identification and measurement of the costs of producing goods and services are analyzed, and means of controlling these costs are studied. Decision models used in making short- and long-term business decisions are included in the course of study.

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): Financial Accounting-ACC 111

ACC 121 PAYROLL ACCOUNTING

Spring

This course involves the calculation of earnings whether hourly, piece rate, commission, weekly, or salary, computation of employee taxes such as FICA, federal, and state, and computation of employer taxes such as FICA, FUTA, and SUTA. Other topics covered include overtime calculations, reporting forms to the government, and computerized payroll. Students will complete a payroll simulation.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): High School Bookkeeping or Bookkeeping-BUS 124

ACC 199 ACCOUNTING INTERNSHIP

Summer/Fall/Spring

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the accounting program. Each student is required to complete 150 contact hours at an approved worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite(s): Career Development - INT 111 and Instructor's Approval.

ACC 213 COST ACCOUNTING

T

Fall

Job order, process, just in time, cost-volume-profit relationships, variable costing, profit planning, standard costs, performance measures, flexible budgets, overhead analysis, segment reporting, and profitability analysis are areas of study.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Managerial Accounting-ACC 112

ACC 219

QUICKBOOKS

Fall/Spring

The course Quickbooks introduces the accounting student to an accounting software package which is intended for the small business owner. Quickbooks helps the business owner/worker manage business finances by using computers.

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

Prerequisite(s): None

ACC 223

TAX ACCOUNTING

Spring

The study of tax accounting includes tax responsibilities of individuals, partnerships, and corporations; income inclusions and exclusions; capital gains and losses; business and personal deductions; dividends, inventories, and depreciation; special filings; death, gift, trust, and estate taxes, and planning for tax minimization.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Financial Accounting-ACC 111

ACC 224

COMPUTERIZED ACCOUNTING APPLICATIONS

Fall/Spring

This course makes use of computers in the accounting process. A commercial accounting software package is used. Accounts payable, accounts receivable, payroll, cash receipts, cash payments, and general ledger modules are completed.

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

Prerequisite(s): Financial Accounting-ACC 111

AGRICULTURE

AGR 100

COLLEGE ORIENTATION FOR AGRICULTURE AND NATURAL RESOURCES

Fall/Spring

This course is designed to improve student performance in college as well as to transition the student into college life. Topics include introduction to college services; identification of college and career goals; implementation of study, note-taking, test-taking strategies; and guidance in making individual decisions. The course will identify students responsibilities and present methods to achieve success.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

AGR 101

CAREER CONCEPTS IN AGRICULTURE AND NATURAL RESOURCES

Fall/Spring

Academic and career goal setting and planning for agriculture and natural resource students, discussion of issues in these fields and development of problem-solving and communication skills. Resume building and writing, transfer student applications, and job applications will be fully covered. Students will have the opportunity to develop an individual career plan.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

AGR 102

COMPUTER APPLICATION IN AGRICULTURE AND NATURAL RESOURCES

T

Fall/Spring

In this course, students will be introduced to the use of and the role of computers in Agriculture and Natural Resources. This course will include gaining a basic understanding and application of micro-computers in agriculture and natural resources. Special emphasis will be paid to the time and money saving benefits of the computer, as well as its ability to increase efficiency of various jobs and tasks.

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

Prerequisite(s): None

AGR 103

LEADERSHIP IN AGRICULTURE

Fall/Spring

This course will focus on developing leadership awareness, evaluating current student beliefs about leadership, and develop an understanding of the skills necessary to be an effective leader. This course will include parliamentary procedure, lessons in business etiquette, professional development and agriculture promotion activities.

Credit: 1 hour – One lecture hour per week.

Prerequisite: None

AGR 111 INTRODUCTION TO HORTICULTURE
T Spring

An introduction to the principles and practices in the development, production, and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). Includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries.

Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

AGR 112 INTRODUCTION TO PLANT SCIENCE
T Spring

The basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plan breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices.

Credit: 4 hours - Three lecture and two lab hours per week.
Prerequisite(s): None

AGR 113 INTRODUCTION TO SOIL SCIENCE
T Fall

An introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

Credit: 4 hours - Three lecture and two lab hours per week.
Prerequisite(s): None

AGR 115 INTRODUCTION TO ANIMAL SCIENCE
T Fall

The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology, and nutrition and growth; environment, health, and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science.

Credit: 4 hours - Three lecture and two lab hours per week.
Prerequisite(s): None

AGR 116 INTRODUCTION TO ECONOMICS OF FOOD FIBER AND NATURAL RESOURCES
T Spring

An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and complete versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

AGR 117 CONSERVATION OF NATURAL RESOURCES
T Spring

Conservation of Natural Resources is concerned with the study and conservation of our basic natural resources: air, water, soil, plants, animals, and minerals. The relationship of man and natural resources is emphasized.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

AGR 135 SPECIAL TOPICS IN AGRICULTURE SCIENCE
T Fall

This course will provide students with a greater understanding of the animal industry. Topics may include or lie within the following categories: animal science, plant soil science, agriculture industry, agriculture education or natural resource management.

Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

AGR 145 INTRODUCTION TO AGRIBUSINESS MANAGEMENT
T Spring

This course will cover the characteristics of our economic system and basic economic concepts. The course will serve as a survey of the farm and ranch, its organizational and management structure, and operation within the marketing system. Functional and institutional aspects of agricultural finance and government farm programs will also be covered.

Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

AGR 195 AGRI-BUSINESS INTERNSHIP
Summer/Fall/Spring

This course is designed to give the student practical work experience in a position similar to one for which the program is designed. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Concepts in Agriculture and Natural Resources-AGR 101 and Instructor's Approval

AGR 196 FISH AND WILDLIFE MANAGEMENT INTERNSHIP
Summer/Fall/Spring

This course is designed to give the student practical work experience in a position similar to one for which the program is designed. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Concepts in Agriculture and Natural Resources-AGR 101 and Instructor's Approval

AGR 197 AGRICULTURE SCIENCE INTERNSHIP
Summer/Fall/Spring

This course is designed to give the student practical work experience in a position similar to one for which the program is designed. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Concepts in Agriculture and Natural Resources-AGR 101 and Instructor's Approval

AGR 211 APPLICATION OF GEOGRAPHIC INFORMATION SYSTEMS
By Request

Fundamental processes of geographic information systems (GIS) with application to agriculture, natural resources and environmental management file formats, database management, spatial analysis, and manipulation of data. Georeferenced data from mapping and monitoring.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

AGR 225 INTRODUCTION TO FORESTRY
T Fall

A fundamental study of forestry, including tree identification, importance, measurement and production techniques.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 228 WILDLIFE MANAGEMENT
Spring

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 230 APPLICATION AND USE OF AGRICULTURAL PESTICIDES
Fall

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Must be 18 years of age

AGR 234 INTRODUCTION TO FOREST RECREATION
T Spring
Policy, development and administration of outdoor recreation as encountered in forest, park and wild lands are presented in this course. Principal topics in the course include outdoor recreation, programs for outdoor recreation and policies for both public and private administration.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

AGR 235 TREE IDENTIFICATION LAB
T Fall
This course provides field and laboratory identification of native and exotic trees, shrubs and woody vines using leaf, twig, bark, and fruit characteristics.
Credit: 2 hours – Four lab hours per week.
Prerequisite(s): BIO 111-Intro to Biology, BIO 213-Botany, AGR 112-Intro to Plan Science, or taking one of these simultaneously with the lab.

AGR 238 ARTIFICIAL INSEMINATION OF CATTLE
Spring
This course will provide a basic understanding of reproductive anatomy and physiology, as well as train individuals to artificially inseminate beef or dairy cattle. Students will receive professional guidance, expert information and hands-on experience in actual insemination.
Credit: 1 hour – One lecture hour per week.
Prerequisite(s): None

AGR 239 LIVESTOCK SELECTION & EVALUATION
Fall
This course is a study of the desirable and economically important characteristics used in selecting, breeding and marketing livestock. Selection techniques as well as written and oral reasoning will be stressed.
Credit: 3 hours – One lecture and four lab hours per week.
Prerequisite(s): Previous experience in livestock judging or permission of instructor.

AGR 240 PRACTICUM/INTERCOLLEGIATE LIVESTOCK JUDGING
Fall/Spring
This course is designed for students participating extensively in livestock judging competitions. It consists of labs that prepare students for numerous competitions, practice for those events and participation in at least 4 contests. Weekend travel and numerous evenings will be required.
Credit: 1 hour – One lecture hour per week.
Prerequisite(s): Discretion of Ag advisor.

AGR 272 GREENHOUSE MANAGEMENT
By Request
A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed.
Credit: 2 hours – Two lecture hours per week.
Prerequisite(s): None

ALCOHOL AND OTHER DRUG ABUSE

ACP 111 ORIENTATION TO HUMAN SERVICES
By Request
This course examines case management practices in human services organizations. Topics covered include: Ethics and professional responsibilities, case management definitions, cultural competency, and effective communication skills.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ACP 120 CURRENT TRENDS IN SOCIAL SERVICES
By Request
This course is a continuation of ACP 111 and examines current case management practices in human services organizations. Topics covered include: Documentation, intake activities, social histories, assessments, development of services plans, and termination of cases.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Orientation to Human Services-ACP 111

ACP 125 INTRODUCTION TO ADDICTIONS COUNSELING
Fall
An overview of historical and cultural attitudes toward drug abuse, this course probes the disease concept of chemical dependency. The interaction of physical, psychological and social aspects, as well as clinical methods of treatment, early intervention and prevention are studied.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): None

ACP 126 PHARMACOLOGY FOR ADDICTIONS COUNSELOR
Fall
This course introduces the student to the pharmacology, physiology, and biochemical principles necessary to understand the effects of the nature, action, and use of drugs with emphasis on applications to addictions counseling.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): None

ACP 127 CLINICAL SKILLS FOR ADDICTIONS COUNSELOR
Spring
This lab course presents an applied skills approach to interviewing techniques, assessment, individual and group counseling, and development of effective objectives and methods in addictions treatment.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): Consent of instructor

ACP 128 ADDICTIONS COUNSELING I
Spring
This course explores a multitude of factors that comprise addiction, and a variety of methods of treating the chemically dependent person. Topics covered are denial, relapse, legal issues, and individual, group and family counseling.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): Pharmacology for Addictions Counselor-ACP 126 or consent of instructor.

ACP 129 ADDICTIONS COUNSELING II
Summer
This advanced addictions counseling class will explore in greater depth issues related to the treatment of chemically dependent people. Discussion will include advanced pharmacodynamics of addictions, sexuality and addictions, planning intervention, application of special populations and employee assistance programs.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): Pharmacology for Addictions Counselor-ACP 126 and Addictions Counseling I- ACP 128 or consent of instructor

ACP 197 FIELD STUDY IN HUMAN SERVICES
Spring
This course will provide instruction in the following areas: local agencies, or institutions, police departments, juvenile courts, detention home, halfway houses, public schools, and related agencies or institutions.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): Orientation to Humans Services-ACP 111 and Current Trends in Social Services-ACP 120

ACP 217 GROUP DYNAMICS AND SOCIAL RELATIONS
Fall
The objective of this course is to teach the psychology of mobs and mob interaction. It will study organized mobs such as gangs and their spontaneous control.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ACP 291 PRACTICUM IN HUMAN SERVICES
Summer
In this course, the student will put into practice the various kinds of skills that he/she has acquired during his/her previous educational experiences. The student will write periodic reports describing his/her activities and will have regular conferences with the instructor.
Credit: 3 hours - Two lecture and three lab hours per week.
Prerequisite(s): High school diploma or GED and sophomore standing

ANTHROPOLOGY

ANT 216 ANTHROPOLOGY
T S1 900N By Request
An introduction to and survey of the nature of humans, their origins, and culture with the main emphasis on cultural anthropology.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ART

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

ART 111 DRAWING I
T Fall
This is a studio course for the beginning student. Drawing skills will be developed. Emphasis is on the basic techniques of drawing using graphite, charcoal, and pen and ink.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): None

ART 112 PAINTING I
T Fall
This is a studio course for the beginning student. Emphasis is on color theory, color mixing, composition and painting techniques. Media explored will be acrylic and oil.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): None

ART 113 CERAMICS I
T Fall
This is a studio course for the beginning student. Emphasis is on the use of materials, design, and construction of three-dimensional forms. Hand-built and wheel-thrown pottery is constructed. Wood, stone, plaster, metal, and clay are used in constructing sculptural forms.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): None

ART 114 ART APPRECIATION
T F2 900 Fall/Spring
This course explores the painting, sculpture and architecture from Paleolithic to the present. It is 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 cultural patterns.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ART 115 FUNDAMENTALS OF ART: 2D DESIGN
T By Request
This course is an exploration of the fundamental elements and concepts of design with emphasis on two-dimensional design principles and theories using a variety of media.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): None

ART 117 ART HISTORY SURVEY I
T F2 901 By Request
This course is an historical survey of significant art works and forms and includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from prehistoric times through Gothic; and cultural backgrounds and influences.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ART 118 ART HISTORY SURVEY II
T F2 902 By Request
This course is a historical survey of significant art work and forms and includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from Renaissance through present day; and cultural backgrounds and influences.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Art History Survey I-ART 117

ART 119 ART IN THE ELEMENTARY SCHOOL
T By Request
Principles of and practical classroom procedures for teaching art in the elementary school and includes art education theory; art terms, techniques, and various media; economical variations for commonly used materials; children's creative work at various developmental stages; and organization of art programs in the classroom.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): None

ART 211 DRAWING II
T Spring
This course is 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 lab hours per week.
Prerequisite(s): Drawing I-ART 111

ART 212 PAINTING II
T Spring
This course is a studio course exploring various painting techniques and media (watercolors, acrylics, and oils). Emphasis is placed on special problems in color theory, composition, surfaces, subject matter and personal expression.
Credit: 3 hours - Six lab hours per week.
Prerequisite(s): Painting I-ART 112

ART 213 CERAMICS II
T Fall
This is 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 lab hours per week.
Prerequisite(s): Pottery and Sculpture-ART 113

ART 215 DESIGN II
T By Request
This course is an exploration of the fundamental elements and concepts of design. Emphasis is on three-dimensional design principles and theories using a variety of media.
Credit: 3 hours - Six lab hours per week.
Prerequisite(s): Design I-ART 115

ART 216 PHOTOGRAPHY I
T Fall/Spring
This course is an introduction to photography and principles of photographic design and includes black and white and color photography; print developing; slide and photo essays; enlarging; camera and lens varieties; retouching, finishing, and mounting; and study of problems in action, still, light, color, and portraiture photography.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): None

ART 217 PHOTOGRAPHY II
T Fall/Spring
This is an advanced course which will emphasize the use of a 35 mm SLR and advanced darkroom techniques.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): Photography I-ART 216

ASSOCIATE DEGREE NURSING

ADN 201 NURSING SKILLS REVIEW

Summer

This course is designed to challenge the clinical nursing skills of the past practical nurse graduate. The student will be expected to demonstrate sterile technique in situations such as catheterizations. In addition, the student will perform the skills of preparation and administration of oral and parenteral medications. The student will be asked to determine correct medication dosages through correct mathematical calculations. This course is designed to determine safeness of an individual in performing basic nursing skills. It is not designed, however, to serve as a substitute for a state approved Practical Nurse Refresher Course.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): Successful completion of a Practical Nursing Program.

Co-requisite: Conditional acceptance into the Associate Degree Nursing Program

ADN 221 NEUROLOGICAL-SENSORY NURSING INTERVENTIONS

Spring

This course is designed to further the student's knowledge of neurological and sensory function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon the development of neurological assessment skills and the use of the nursing process for care of patients with major neurological and sensory dysfunction. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 229 COMMUNITY BASED NURSING CARE

Fall

This course is designed to introduce the student to the concepts of nursing in the community. The student will learn that the nurse can positively influence the health and well-being of citizens in the community via the roles of practitioner, communicator, educator, advocate, and case manager. The problem-solving approach will be applied in order to identify health problems of clients in a variety of community clinical agencies and settings. Emphasis will be placed on identifying and utilizing community resources for health problems of all age groups.

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

Prerequisite(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 230 RESPIRATORY NURSING INTERVENTIONS

Fall

This course is designed to provide the student with further study of pulmonary function and principles of pathophysiology pertaining to common respiratory problems. Emphasis will be placed on the application of the nursing process in caring for patients experiencing respiratory restriction or obstruction. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 231 METABOLIC-ENDOCRINE NURSING INTERVENTIONS

Fall

This course is designed to further the student's knowledge in metabolic-endocrine function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon application of the nursing process in caring for patients experiencing metabolic-dysfunction. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 232 NURSING TODAY AND TOMORROW

Spring

Leadership in nursing, transition into the graduate nurse role, and current issues in nursing are the integral components of this course. The students will be given an opportunity to explore the various roles of the registered nurse.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Microbiology-BIO 218, Introduction to Conceptual Framework-ADN 239, and current CPR certification

ADN 233 MATERNAL-NEONATE NURSING INTERVENTIONS

Spring

This course is designed to provide the student with greater depth and broader perspective of the antepartal, intrapartal, postpartal, and neonatal periods. A basic understanding of normal reproductive function and the birth process will be necessary in order to study the nursing care of pathophysiological conditions. Emphasis is placed upon the family involvement and cultural needs of the child-bearing family. Learning opportunities include both theory and selected clinical experiences.

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 234 PEDIATRIC NURSING INTERVENTIONS

Spring

This course is designed to provide the student with specific aspects of growth and development. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional, and social needs of the pediatric patient. Emphasis will be placed upon health promotion, family involvement, and cultural needs of the hospitalized child and/or adolescent. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 235 GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS

Fall

This course is designed to provide the student with further study and depth into gastrointestinal and genital-urinary function and into their associated pathophysiological processes. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for patients with common gastrointestinal and genital-urinary disorders. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 236 ORTHOPEDIC-DERMATOLOGICAL NURSING INTERVENTIONS

Spring

This course is designed to further the student's knowledge of skeletal, muscular, and skin function and those disorders commonly encountered in nursing practice. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for those patients experiencing disorders associated with joints, bones, muscles, and skin. Learning opportunities include both theory and selected clinical experiences.

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 237 PSYCHIATRIC NURSING INTERVENTIONS

Spring

This course is designed to provide the student with further exploration and study into the concepts of mental health and mental illness. Emphasis will be placed upon developing skills in therapeutic communication techniques, principles of psychiatric nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill patient. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

**ADN 238 CARDIOVASCULAR NURSING
INTERVENTIONS**

Fall

This course is designed to provide the student with further study and depth into cardiovascular function and common pathophysiological processes. Emphasis will be placed upon the application of the nursing process, health maintenance, and disease prevention. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): Nursing Skills Review-ADN 201 and current CPR certification

**ADN 239 INTRODUCTION TO CONCEPTUAL
FRAMEWORK**

Fall

This course introduces the student to the concepts which are the foundation of the nursing curriculum. Emphasis is placed on the exploration and study of basic human needs and the components of the nursing process. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite(s): BIO 215-Introduction to Physiology, Nursing Skills Review-ADN 201, and current CPR certification

ADN 240 INTRODUCTION TO NURSING INFORMATICS

Spring

This course is an overview of the incorporation of technology into various health care settings. The benefits, challenges and opportunities of this emerging field will be explored as well as current clinical applications.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Current nursing or allied health student or currently working in a health care facility.

ASSOCIATE DEGREE NURSING (ON-LINE)

**ADN 200 INTRODUCTION TO CONCEPTUAL
FRAMEWORK**

Spring

This course is designed to further the student's knowledge of the concepts that are foundational to the nursing curriculum, including assessment, pharmacological administration and intravenous therapy skills. Emphasis is placed on problem solving through application of the nursing process as well as understanding of pharmacological agents associated with disorders commonly encountered in nursing practice. Learning opportunities include both theory content and selected nursing lab experiences.

Credit: 3 hours – 2.5 hours lecture and two lab hours per week.

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 204 RESPIRATORY NURSING INTERVENTIONS

Spring

This course is designed to further the student's knowledge in respiratory function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

**ADN 206 CARDIOVASCULAR NURSING
INTERVENTIONS**

Spring

This course is designed to further the student's knowledge in cardiovascular function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

**ADN 208 METABOLIC/ENDOCRINE NURSING
INTERVENTIONS**

Spring

This course is designed to further the student's knowledge in metabolic-endocrine function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 210 GI/GU NURSING INTERVENTIONS

Summer

This course is designed to further the student's knowledge in gastrointestinal/genitourinary function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 212 PSYCHIATRIC NURSING INTERVENTIONS

Summer

This course is designed to further the student's knowledge in psychiatric function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 214 PEDIATRIC NURSING INTERVENTIONS

Fall

This course is designed to further the student's knowledge in pediatric interventions and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 216 OBSTETRIC NURSING INTERVENTIONS

Fall

This course is designed to further the student's knowledge of obstetrical nursing interventions and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 218 ORTHO/DERM NURSING INTERVENTIONS

Fall

This course is designed to further the student's knowledge in orthopedic/dermatological function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 226 NEURO/SENSORY NURSING INTERVENTIONS

Summer

This course is designed to further the student's knowledge in neurological/sensory function and those associated disorders commonly encountered in nursing practice.

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

Prerequisite(s): Successful completion of a Practical Nursing Program.

ADN 228 LEADERSHIP TODAY & TOMORROW

Fall

Leadership in nursing, transition into the new graduate role and current issues in nursing are the integral components of this course. This course is focused on leadership skills necessary to make the transition to the new graduate role. Learning opportunities include preparation for the NCLEX-RN examination.

Credit: 3 hours – 2.5 hours lecture and two lab hours per week.

Prerequisite(s): Successful completion of a Practical Nursing Program.

ASTRONOMY

AST 111 INTRODUCTION TO ASTRONOMY

T

P1 906L

Fall/Spring

This course is designed for students in any curriculum and 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 approximately 20 constellations are included.

Credit: 4 hours - Three lecture and 2 lab hours per week.

Prerequisite(s): None

AUTOMOTIVE

AUT 122 ENGINE PERFORMANCE/TUNE-UP

Fall

This course is a study of ignition systems, computer and input sensors, distributor ignition systems, electronic ignition systems, and on-board diagnostic II systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 129 ENGINE PERFORMANCE/FUEL SYSTEMS

Fall

This course is a study of basic fuel systems, intake and exhaust systems, emission control systems, computer-controlled carburetors, and electronic fuel injection. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 130 AUTOBODY I

Fall

This course introduces safety, tools, and the basic fundamentals of auto body repair. Topics include: shop safety, damage analysis, tools and equipment, repair techniques, material selection, material usage and other related topics.

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

Prerequisite(s): None

AUT 131 AUTOBODY II

Spring

This course introduces safety, tools, and the fundamentals of auto body repair. Topics include: shop safety, panel repair and replacement, corrosion protection, paint preparation and proper painting procedures, final detailing, welding and cutting procedures, fiberglass, plastic and composite materials, recognizing various types of mechanical damage, as well as standard and specialty equipment and tools. Special emphasis placed on safety and environmental issues.

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

Prerequisite(s): None

AUT 132 ELECTRICAL/ELECTRONIC SYSTEMS

Spring

This course is a study of safety, basic theories, electrical components, wiring and circuit diagrams, automotive batteries, direct current motors and the starting system, charging systems, lighting circuits, instrumentation, electrical accessories, and chassis electronic control systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 133 AUTOMATIC TRANSMISSION/TRANSAXLE

Spring

This course is a study of safety, drive train theory, general theories of operation, hydraulic torque multipliers, planetary gears and shafts, hydraulic systems and apply devices, common automatic transmissions, and electronic automatic transmissions. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 135 BRAKES

Fall

This course is a study of automotive fundamental safety, master cylinders, power-assist units, hydraulic lines and valves, disk brakes, drum brakes, antilock braking system, parking brake, brake electric and electronic components. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 136 SUSPENSION AND STEERING

Spring

This course is a study of automotive suspensions and steering systems basic theory, safety practices, wheel bearings, tires and wheels, shock absorbers and struts, front and rear suspension systems, computer controlled suspension systems, steering columns and steering linkage mechanisms, power steering pumps, steering gears, four wheel steering, frames, camber, caster, SAI, setback, toe, and computer alignment systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 137 ENGINE REPAIR

Spring

This course is a study of theory of engine operation, safety, operating systems, diagnosis, sealer gaskets, fasteners, tools and machinery, engine removal and disassembly, manifolds, cylinder heads and reconditioning, valve train, block assembly, engine re-assembly and installation. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 138 MANUAL DRIVE TRAIN AND AXLES

Spring

This course is a study of safety, drive train theory, clutches, manual transmissions/transmission front drive axles, drive shafts, and universal joints, differentials and drive axles, four-wheel drive systems, drive train electrical and electronic systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 139 AUTO HEATING AND AC

Spring

This course is a study of auto air conditioning and heating and its history and purpose, its health and safety, its temperature and pressure fundamentals, the refrigeration system, system components, compress and clutches, system servicing, testing, and diagnosis, case and duct systems, retrofit systems, system controls, engine cooling and comfort heating system. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 141 AUTO LAB CO-OP

Fall

This lab is designed to provide the student with on-job training for classes AUT 122-Engine Performance/Tune-up and AUT 129-Engine Performance/Fuel Systems. This lab will be done at a full-time repair facility with the student performing tasks for forty hours per week during an 8-week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours - Forty lab hours per week for eight weeks

Prerequisite(s): Engine Performance/Tune-up-AUT 122, Engine Performance/Fuel Systems-AUT 129 and reading level at College Prep Reading II-ENG 042 or higher.

AUT 143 AUTO LAB CO-OP**Fall**

This lab is designed to provide the student with on-job training for classes AUT 135-Brakes, AUT 136-Suspension and Steering, and AUT 138-Manual Drive Train and Axles. This lab will be done at a full-time repair facility with the student performing tasks for forty hours per week during an 8-week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours - Forty lab hours per week for eight weeks.

Prerequisite(s): Brakes-AUT 135, Suspension and Steering-AUT 136, and Manual Drive Train and Axles-AUT 138 and reading level at College Prep Reading II-ENG 042 or higher.

AUT 145 AUTO LAB CO-OP**Spring**

This lab is designed to provide the student with on-job-training for classes AUT 132-Electrical/Electronic Systems, and AUT 137-Engine Repair. This lab will be done at a full time repair facility with the student performing tasks for forty hours a week during an eight week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours - Forty lab hours per week for eight weeks.

Prerequisite(s): Electrical/Electronic Systems-AUT 132, Engine Repair-AUT 137 and reading level at College Prep Reading II-ENG 042 or higher.

AUT 147 AUTO LAB CO-OP**Spring**

This lab is designed to provide the student with on-job-training for classes AUT 133-Automatic Transmission/Transaxle, and AUT 139-Auto Heating and AC. This lab will be done at a full time repair facility with the student performing tasks for forty hours a week during an eight week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours - Forty lab hours per week for eight weeks.

Prerequisite(s): Automatic Transmission/Transaxle-AUT 133, Auto Heating and AC-AUT 139 and reading level at College Prep Reading II-ENG 042 or higher.

AUT 197 AUTOMOTIVE INTERNSHIP**Summer**

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in this program. Each student is required to complete 150 hours at an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's Approval.

AUT 225 ENGINE PERFORMANCE/COMPUTER CONTROL I**Fall**

This course is a study of a review of electric and electronics, computers in cars, common components, general motors, computer command control, general motors' electronic fuel injection, recent changes in general motors' engine controls. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

AUT 230 ENGINE PERFORMANCE/COMPUTER CONTROL II**Fall**

This course is a continued study of computerized engine control. Covered are Cadillac's digital fuel injection, Ford's microprocessor control unit, Ford's EEC I, EEC II, EEC III, Ford's electronic engine control (EEC IV), recent Ford Motor Company engine control systems, Chrysler's oxygen feedback system, Chrysler's single-point and multi-point fuel injection systems, Chrysler's multiplexing and computer developments, European (Bosch) engine control systems, Asian computer control systems, electronically controlled diesel engine systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite(s): Engine Performance/Computer Control I-AUT 225 and reading level at College Prep Reading II-ENG 042 or higher.

AVIATION SCIENCE**AVT 101 APPLIED SCIENCE****Fall**

Students will be able to understand and demonstrate the application of physical laws including pressure, force, motion, mechanical advantage, heat and sound. The student will interpret blueprints and schematic diagrams and be able to perform basic mechanical drawing using drawing instruments to accomplish orthographic projections, sections and dimensioning of working drawings. Hydraulic tubes, hoses and fittings will be studied. Course material is directed toward aviation oriented subject matter.

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

Prerequisite(s): None

AVT 110 AIRCRAFT STRUCTURES**Fall**

Students will be able to identify and select materials employed in aircraft construction. Using appropriate FAR's, they will demonstrate competence in repair of honeycomb, fiberglass, welded, wood, or fabric aircraft members. The student will inspect aircraft members for defects and, if necessary, inspect completed repairs for airworthy condition.

Credit: 5 hours – Two lecture and five lab hours per week.

Prerequisite(s): None

AVT 111 MATERIALS AND PROCESSING**Fall**

Students will be able to identify, select, and inspect aircraft hardware and materials. They will be able to select and apply appropriate cleaning materials and to implement corrosion controls. They will become proficient in the use of precision measurement equipment and related inspection tools.

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

Prerequisite(s): None

AVT 112 AIRCRAFT ELECTRICITY**Spring**

Students will have basic knowledge of electricity generation, AC and DC circuitries, and controls. They will be able to solve problems associated with electrical measurement (AC and DC), circuit interpretations and inspection, aircraft electrical load analysis, circuit malfunctions, circuit or component servicing, and basic aircraft electronics.

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

Prerequisite(s): Applied Science-AVT 101, approved math course, or consent of school.

AVT 113 FEDERAL AVIATION REGULATIONS**Fall**

Students will be able to select and use FAA technical and legal publications in order to perform the duties of an aircraft technician.

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

Prerequisite(s): None

AVT 114 AIRCRAFT WEIGHT AND BALANCE**Spring**

Students will fully understand and solve problems of aircraft weight and balance. They will be able to perform weighing, computation of Center of Gravity (C.G.), and establishing of equipment list.

Credit: 5 hours – Two lecture and five lab hours per week.

Prerequisite(s): Federal Aviation Regulations-AVT 113, Applied Science-AVT 101, approved math course, or consent of school.

AVT 116 AIRCRAFT AND POWERPLANT INSTRUMENTS**Spring**

Students will have knowledge of operation, installation, marking, and interpretation of synchro and servo systems, aircraft and powerplant instruments. They will be able to install, adjust, and calibrate these instruments in accordance with FAA and manufacturers' recommendations.

Credit: 5 hours – Two lecture and five lab hours per week.

Prerequisite(s): Applied Science-AVT 101 or consent of school.

AVT 203**AIRCRAFT AERODYNAMICS****Spring**

Students will have a knowledge of flight theory and factors affecting aircraft in flight. They will explain and compare aircraft design features in subsonic, transonic, and supersonic aircraft. They will be able to assemble and rig various aircraft control systems, analyzing and correcting faulty flight characteristics.

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

Prerequisite(s): None

AVT 206**METALS PROCESSING****Spring**

Students will be able to make appropriate sheet metal repairs using correct repair procedures, tools, and materials. They will be required to demonstrate correct use of and interpretation of structural repair diagrams and correct interpretation of charts and tables from AC 43.13 pertaining to materials and methods.

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

Prerequisite(s): Materials and Processing-AVT 111, Federal Aviation Regulations-AVT 113, Applied Science-AVT 101, approved math class, or consent of school.

AVT 214**PROPELLERS****Fall**

Students will have a knowledge of the physical laws and design characteristics governing propeller operation. They will be able to identify components, troubleshoot and adjust fixed and variable pitch propellers. They will maintain fixed pitch propellers, and governor system for variable pitch propellers in accordance with FAA and manufacturer's standards.

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

Prerequisite(s): Materials and Processing-AVT 111, Applied Science-AVT 101, Aircraft Aerodynamics-AVT 203, or consent of school.

BASIC ELECTRICITY**BEL 161****BASIC ELECTRICITY I****Fall**

This course is designed to assist the student in learning the necessary basic information on electrical devices and materials. The student will also study the theory of electrical circuits and their characteristics.

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

Prerequisite(s): None

BEL 162**BASIC ELECTRICITY II****Spring**

This course is a continuation of BEL 161 with emphasis upon power sources, distribution and usage and includes single and three phase motors, generators, transformers, and other heavy duty power units.

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

Prerequisite(s): Basic Electricity I-BEL 161

BIOLOGY**BIO 111****INTRODUCTION TO BIOLOGY****T L1 900L/****Fall/Spring/Summer**

This course introduces the student to the levels of organism complexity. The chemical basis of life, cellular structure and processes, and the anatomy and physiology of plants and animals will be studied. Tissues and organ systems of the human body will be emphasized.

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

Prerequisite(s): College Prep Reading II-ENG 042 and Basic Writing II-ENG 044 or placement test score equivalents

BIO 112**BIOLOGY****T****Spring**

This course is an extension of Biology 111. The emphasis is placed on organism development, inheritance, importance of DNA and biotechnology, evolution, population, and communities.

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

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115

BIO 115**HUMAN BIOLOGY****Fall**

This course is an introduction to the study of the structure and function of the human body. This course includes laboratory experience and lecture concepts examining topics such as the molecules of life, bonding, acid/base chemistry of body fluids, cellular metabolism, cell structure and function, tissues, an introduction of the structure and function of organ systems, DNA, genetic diseases, biotechnology and its application and impact of society.

Credit: 5 hours – Four lecture and two lab hours per week.

Prerequisite(s): None

BIO 210**INTRODUCTION TO HUMAN ANATOMY****T****Fall/Spring/Summer**

The structure of the cells, tissues, and organs that make up the systems of the human body are systematically studied. Study of tissues and systems is augmented through microscopic study of prepared slides and the dissection and study of homologous systems of other mammals.

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

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115 with a grade of "C" or better. (Inorganic, Organic & Biochemistry I-PHS 111 or equivalent also recommended). Students who averaged B or better in two years of high school biology that included dissections may bypass BIO 111 with the consent of the instructor.

BIO 211**ECOLOGY****T****L1 905****Fall**

Ecology is the study of relationships of organisms to each other and their environment. The ecology of individual organisms, populations, communities, and habitat types will be studied. Current ecological problems will also be addressed through reading articles from recent periodicals.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BIO 212**ANATOMY AND PHYSIOLOGY****T****Fall/Spring**

The structure and function of organs and systems will be systematically surveyed. Discussions will provide a basic overview of the gross as well as the cellular and sub-cellular components of the human body. The course is an introduction and may benefit disciplines, including but not limited to those in the medical administrative assistant program, massage therapy, and physical education. This course is abbreviated, yet all systems presented are discussed in depth.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BIO 213**BOTANY****T****L1 901L****By Request**

This course is an introduction to plant biology. Basic principles of plant structure, development, physiology, and reproduction are emphasized. Consideration is also given to plant genetics, classification, evolution, and ecology.

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

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115 (Biology-BIO 112 recommended)

BIO 214**FIELD BIOLOGY****T****Fall/Spring**

This course is designed to introduce the student to local organisms and ecosystems. A variety of communities will be examined in the field. Identification, ecology, and interrelationships of organisms will be stressed, as well as human uses and influences on each system.

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

Prerequisite(s): None.

Note: Parts of this course are physically strenuous.

BIO 215 INTRODUCTION TO HUMAN PHYSIOLOGY
T Fall/Spring

Human physiology is the scientific basis for understanding the proper function of the human body. The course of study relates the structure of the organs and systems of the human body in relation to their proper functions. Topics discussed include the physical and chemical composition of the body, genetics, membrane transport, electrolyte balance, and organ systems. Anatomical references will be used. Homeostatic mechanisms are integrated into the study of each system. The course is designed to benefit students of biology, health care disciplines, and physical education.

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

Prerequisite(s): Introduction to Human Anatomy-BIO 210 and Inorganic, Organic & Biochemistry I-PHS 111 or Human Biology-BIO 115 with a grade of "C" or better

BIO 216 SURVEY OF THE ANIMAL KINGDOM
T L1 902L Spring

This course studies the basic principles of the structure, physiology, life cycles, taxonomy, ecology, and evolution of invertebrate and vertebrate animals.

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

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115 or a strong background in high school biology.

BIO 217 INTRODUCTORY FISHERIES SCIENCE
T Fall

This course is designed to give the student a broad general overview of fisheries management. The biology, classification, behavior, and economic importance of fish and selected aquatic invertebrates will be studied. Emphasis will be placed on current principles and techniques of inland fisheries management and aquaculture.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115.

BIO 218 INTRODUCTION TO MICROBIOLOGY
T NUR 905/CLS 905 Fall/Spring/Summer

This is an introductory course in the study of the structure, physiology, cultivation, identification, and control of microorganisms. Special emphasis will be given to the human immune system and those microorganisms which are of medical or environmental importance. This course is suitable for students of biology, nursing and food service programs, pre-medicine, pre-dentistry, veterinary science, respiratory therapy, medical technology, and environmental engineers.

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

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115 with a grade of "C" or better

BIO 219 WEST INDIAN FIELD BIOLOGY
T Spring (alternate)

This course is designed to introduce a student to tropical organisms and ecosystems, both marine and terrestrial. A variety of communities will be examined in the field. Identification, ecology, and interrelationships of organisms will be stressed, as well as human uses and influences on each system.

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

Prerequisite(s): Introduction to Biology - BIO 111 or Human Biology-BIO 115 or equivalent.

Note: Parts of this course are often physically strenuous.

BIO 220 NEO-TROPICAL ECOLOGY
Spring (alternate)

This course will examine the ecology of neo-tropical systems, both terrestrial and aquatic. Rain forest and coral reef ecology will be stressed. The scope of this course includes a discussion of human ecology as it relates to neo-tropical systems as well as contemporary problems in human ecology from articles found in periodicals. Evolution of ecological systems and populations are covered.

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

Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115. Biology-BIO 112 is recommended.

BUSINESS

BUS 112 LEADERSHIP PRINCIPLES I
By Request

This course is expected to provide individuals with an understanding of leadership behavior, how to be a visionary, how to be a pace setter and a person who takes initiative. Individuals will also develop an understanding of goal setting and gain knowledge on how to develop a purpose statement and relate it to a mission.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): None

BUS 116 PRINCIPLES OF MARKETING
T Fall/Spring/Summer

This course is an 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 are also discussed.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BUS 121 BASIC KEYBOARDING
Fall/Spring/Summer

This course introduces the student to data entry fundamentals, including key to diskette stations.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): None

BUS 124 BOOKKEEPING
Fall/Spring/Summer

This course is designed for students who would like to learn basic skills in keeping financial records. Journalizing transactions, petty cash, payroll, and related topics are introduced in this course. Students will complete several comprehensive problems to demonstrate text material understanding.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BUS 125 BUSINESS COMMUNICATION
Spring

Communication in today's fast-paced, competitive workplace requires a solid understanding of effective communication principles, as well as knowledge of the jargon of the workplace. Focus is given to communication, distance learning, research, e-mail, reports, customer service, multi-tasking, and other contemporary business issues. With a focus on SCANS skills, this course addresses the essential writing, speaking, and listening skills needed to excel in today's business environment. The course provides hands-on experience with a variety of workplace documents - control sheets, bidder sheets, purchase requisitions, purchase orders, contracts, and credit reports.

Credit: 3 hours - 3 lecture hours per week.

Prerequisite(s): None.

BUS 128 INTRODUCTION TO MANAGEMENT
T Fall/Spring/Summer

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(s): None

BUS 129 BUSINESS ORGANIZATION
T Fall

A study of organization structure; problems of organizing a business; business opportunities; locating, housing, equipping and laying out production facilities; financing; personnel organization, and government business relations are presented in this course.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): None

BUS 154 SALES PROMO ESSENTIALS
By Request
Students are introduced to practical, tested techniques on how to create high-impact advertising utilizing such forms as newspaper and magazine ads, flyers, brochures for direct mail, radio, catalogs, and e-mail. Internet and desktop publishing techniques are emphasized.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): None

BUS 155 PERSONAL FINANCE
Spring
This course is designed to assist the student in evaluating personal financial issues like credit cards, insurance, retirement, estate planning, and investments. Stock market information is thoroughly discussed, and stock investment practices are simulated through an online portfolio.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

BUS 195 MID-MANAGEMENT INTERNSHIP
Fall/Spring/Summer
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the mid-management program. Each student is required to complete 150 contact hours at a worksite during the semester.
Credit: 2 hours - Ten lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor's Approval

BUS 210 PRINCIPLES OF MANAGEMENT
T Fall/Spring
Fundamental principles and concepts that apply to all management, including the four managerial functions of planning, organizing, leading, and controlling are discussed. Students learn how to apply these four functions in all types of businesses-sole proprietorships, partnerships, and corporations.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

BUS 211 INTRODUCTION TO FINANCE
T Spring
This course introduces the students to the world of business through financial principles and methods. Integration of economic theories and accounting; financial analysis and management; and financial markets-stocks, bonds, and other securities are thoroughly discussed.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Bookkeeping-BUS 124 or equivalent bookkeeping background

BUS 212 ADVERTISING: PRINCIPLES AND TECHNIQUES
Spring
This course is designed to acquaint the student with basic concepts in advertising goods and services as well as develop skills in planning and implementing advertising techniques. Emphasis is placed on what, why, to whom, when, where, and how to advertise in all forms of business-service, industrial, and especially retail.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): None

BUS 214 BUSINESS LAW I
T Fall/Spring/Summer
This course provides an introduction to law: nature, function, and classification, and a 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(s): None

BUS 215 LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS
T Fall/Spring/Summer
The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics are covered in this course. Emphasis is placed on laws which regulate the business enterprise. Employment, environmental, securities, consumer protection, and labor laws are covered in detail. Business ethics and social responsibilities of business are topics which run throughout the course.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

BUS 217 ENTREPRENEURSHIP
Fall
This course is designed to help students feel confident in establishing, owning, and operating their own small business with success. Students will study the areas of management, marketing, advertising, and sales in relation to a small business. Topics will focus on the small business aspects of ownership.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

BUS 230 HUMAN RESOURCE MANAGEMENT
Spring
This course emphasizes the strategic role of human resources in the business environment. This course covers global human resource management issues, diversity in the workplace, performance management, self-directed work teams, shamrock organization, broad banding, competency-based pay systems, job security, violence in the workplace, and how organizational commitment affects production, quality, and service. All major topics identified on the Human Resource Certification Institutes Content Outline are included.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

BUS 232 SUPERVISION
Fall
This course is designed to provide practical skills to those in an administrative-type position. Motivational principles and the art of empowering and developing people are crucial skills for the supervisor and are covered in this course. Decision making, managing time and stress, labor unions, performance appraisals, coaching, work groups, diversity, employment legislation, safe work environment, troubled employees, and conflict resolution are topics studied by students who aspire to be successful supervisors.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

BUS 238 PRINCIPLES OF SALES
Spring
Basic principles underlying the sales process are covered. The course is designed to promote an understanding of the salesperson's obligation to self, the company, and the customer.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

CARDIOPULMONARY RESUSCITATION

CPR 120 CPR FOR HEALTHCARE PROVIDERS
Fall/Spring/Summer
The basic life support for Healthcare Providers course is designed to cover core material such as adult and pediatric CPR (including two-rescuer scenarios and the use of the bag mask), foreign-body airway obstruction, and the automated external defibrillator. The course is designed for significant practice time which should assist with the acquisition and retention of skills.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): None

CPR 121 CPR RENEWAL FOR HEALTHCARE PROVIDERS
Fall/Spring/Summer
The course is designed for participants who have a current BLS for Healthcare Provider card. The course reviews basic life support skills for healthcare providers and covers core material such as adult and pediatric CPR (including two-rescuer scenarios and the use of the bag mask), foreign-body airway obstruction, and the automated external defibrillator. The course is designed for significant practice time.
Credit: .5 hours - .5 lecture hours per week.
Prerequisite(s): CPR 120 - Cardiopulmonary Resuscitation I.

CPR 122 HEARTSAVER CPR
By Request
This course teaches CPR with the use of a barrier device and relief of choking in adults, children, and infants. It is designed for those who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements.
Credit: .5 hour – One lecture hour per week.
Prerequisite(s): None

CPR 123 CPR FOR FAMILY AND FRIENDS**By Request**

The American Heart Association Family and Friends CPR program teaches participants how to perform CPR in adults, children, and infants. It also teaches how to aid a choking victim of any age. It is designed for lay rescuers such as family, friends, members of the community, and middle/high school students who want to learn CPR but do not need a course completion card.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite(s): None

CPR 125 PEDIATRIC FIRST AID/CPR/AED**By Request**

The Heartsaver Pediatric First Aid course is designed to teach participants the skills to manage illness and injuries for a child/infant in the first few minutes of care until professional help arrives. Topics include first aid basics, medical, injury, and environmental emergencies. Added modules that can be included are CPR skills for victims of all ages, automated external defibrillator (AED) use for adult/child victim, asthma care training, and optional first aid topics.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

CPR 151 HEARTSAVER CPR INSTRUCTOR COURSE**By Request**

This course is designed for participants that have a current BLS for healthcare provider, heartsaver AED, or a first aid CPR/AED course card, and have completed instructor candidate criteria. The course teaches the skills needed to become a heartsaver instructor. It includes core concepts of interacting with an audience, how to use course materials, and how to remediate and guide students in acquisition of skills. It also focuses on Training Center procedures and requirements for the American Heart Association.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Current BLS for Healthcare Provider, Heartsaver AED, or First Aid CPR/AED course card.

CPR 152 HEARTSAVER AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**By Request**

This course teaches CPR, Automated External Defibrillation (AED) use, relief of choking for victims of all ages, and the use of a barrier device. It is designed for lay rescuers who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite(s): None

CPR 154 CPR INSTRUCTOR RENEWAL COURSE**By Request**

This course is designed for participants that have a current BLS for Healthcare Provider instructor or Heartsaver instructor card. It is designed to ensure ongoing instructor competency in the performance of basic life support skills and delivery of educational programs specific to the American Heart Association. The course includes updates on materials and guideline changes as well. The course reviews training center procedures. Instructors must complete skills testing and instructor demonstration. Instructors must meet all requirements of the training center renewal process.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Current BLS for Healthcare Provider Instructor card or a Heartsaver Instructor card and be in compliance with the AHA Training Center guidelines.

CAREER DEVELOPMENT**INT 111 CAREER DEVELOPMENT****Fall/Spring/Summer**

This course includes exploration of careers and job market, writing resumes, and letters. Students will learn how to build on old and new skills and participate in mock interviews to develop communication skills.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

INT 112 PROFESSIONAL IMAGE AND BEHAVIOR**By Request**

Professional Image and Behavior is for students interested in learning about topics such as resume writing, professional dress, job interviewing, dining with clients, and visual and vocal images. The course is designed to teach students the manners, etiquette, and common procedures necessary for success in the professional world.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Career Development-INT 111

CHEMISTRY**CHE 114 INORGANIC CHEMISTRY
T P1 902L/ Fall**

This course is designed for persons interested in any of the sciences, including engineering, pre-medical and pre-dental majors. Emphasis 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 - Four lecture and two lab hours per week.

Prerequisite(s): Inorganic, Organic & Biochemistry I-PHS 111 and Intermediate Algebra-MAT 114 or satisfactory high school equivalences for both

CHE 115 INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS**T Spring**

Topics of the course include kinetics, equilibrium, solubilities, thermodynamics, organic and biochemistry. The student will be introduced to techniques of solving concentrations of various types of solutions in equilibrium. Laboratory is qualitative analysis of the analytical groups.

Credit: 5 hours - Four lecture and two lab hours per week.

Prerequisite(s): Inorganic Chemistry-CHE 114 and College Algebra-MAT 116 or consent of instructor.

**CHE 211 ORGANIC CHEMISTRY I
T By Request-Fall**

Preparation and chemical properties of aliphatic and aromatic compounds with emphasis on the nature of the covalent bond and reaction of functional groups. Topics studied include structural theory, mechanisms of reactions, and methods of formation of several of the functional groups.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Inorganic Chemistry-CHE 114

**CHE 212 ORGANIC CHEMISTRY II
T By Request-Spring**

The study of the functional groups that characterize the various families of organic compounds. Emphasis is placed on the mechanisms of chemical reactions and on the development of synthetic pathways for the formation of organic compounds commonly found in industry and medicine today.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Organic Chemistry- CHE 211 or equivalent

**CHE 213 ORGANIC LABORATORY I
T By Request-Fall**

This course provides the student with practice in the separation and identification of organic chemicals from many of the functional group families. Separation by distillation, crystallization, and various types of chromatography will be done in the laboratory. The student will be expected to keep a record of activities in the lab and to report on analyses made. Some time will be devoted to discussion of the procedures and separations done in lab.

Credit: 2 hours - Four lab hours per week.

Prerequisite(s): Inorganic Chemistry and Qualitative Analysis-CHE 115 or equivalent (Organic Chemistry I-CHE 211 must be taken concurrently)

CHE 214 **ORGANIC LABORATORY II**
T **By Request-Spring**
 This course provides the student with practice in the synthesis and identification of organic chemicals from many of the functional group families. Many compounds of classical and medical importance will be prepared and purified. Analysis of the products will be made to determine identity and purity. The student will be expected to keep a record of activities in the lab and to report on analyses made. Some time will be devoted to discussion of the procedures, syntheses, and separations done in lab.
 Credit: 2 hours - Four lab hours per week.
 Prerequisite(s): Inorganic Chemistry and Qualitative Analysis-CHE 115 or equivalent (Organic Chemistry II-CHE 212 must be taken concurrently)

COM 141 **DESIGN AND PRINT PRODUCTION**
Spring
 This course provides students with hands-on experience using components of the Adobe CS4 software. Students will use Adobe, Photoshop, Acrobat, and In-Design to create a variety of digital documents using a project based curriculum.
 Credit: 2 hours – One lecture and two lab hours per week.
 Prerequisite(s): Business Computer Systems-COM 111 or Microsoft Word-COM 280 or consent of instructor.

COMPUTERS

COM 101 **INTRODUCTION TO ESSENTIAL COMPUTER SKILLS**
Fall/Spring/Summer
 This course will cover an introduction to the Internet, essential terms and technologies related to email; strategies for success in collegiate coursework, research methods and techniques, issues and policies, and key reference sites.
 Credit: 1 hour – One lecture hour per week.
 Prerequisite(s): None

COM 111 **BUSINESS COMPUTER SYSTEMS**
T **Fall/Spring/Summer**
 This course provides the student with an in-depth study of computer concepts and terminology. The use of the computer in actual business applications will also be discussed. Hands-on experience with computer software will be stressed. Utilization of internet protocols such as email, FTP, and web browsers will also be incorporated in the student curriculum.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite(s): Proficiency in typing or concurrent enrollment in Basic Keyboarding – BUS 121.

COM 132 **MACROMEDIA FIREWORKS**
Fall
 This course is the creation of web pages with the inclusion of animated graphics and minimized download times will be explored using the Macromedia Fireworks web-producing software in this course. Students will complete hands-on projects such as animating graphics for web pages, adding hotspots to web graphics, adding rollover buttons to web graphics, and displaying options in web pages using animated pop-up menus.
 Credit: 3 hours – Three credit hours per week.
 Prerequisite(s): None

COM 133 **LINUX OPERATING SYSTEMS AND NETWORKING**
Spring
 This course is a study of installation, management, and administration of the Linux operating system. Topics to be discussed and practiced with hands-on laboratory assignments include file management, working with the BASH shell, Linux networking, and troubleshooting tips.
 Credit: 2 hours – One lecture and two lab hours per week.
 Prerequisite(s): None

COM 134 **WIRELESS LANS**
Spring
 This course introduces the concepts of planning, designing, installing and configuring wireless LANs. Hands-on projects will be used to emphasize the implementation and troubleshooting of wireless LANs, network cards, and routers/access points.
 Credit: 1 hour – One lecture hour per week.
 Prerequisite(s): None

COM 140 **VIDEO PRODUCTION**
T **Fall**
 This course will teach the student to plan and script a 15 minute instructional or promotional video, operate a state-of-the-art digital video camera with appropriate lens choices and lighting techniques, incorporate audio recording and process and edit the video using non-linear digital editing software.
 Credit: 3 hours – Two lecture and two lab hours per week.
 Prerequisite(s): None

COM 142 **BEGINNING GAME PROGRAMMING W/FLASH**
Spring
 This course addresses the creation and integration of media-rich applications involving user interaction through the use of Adobe Flash authoring software. Students will create many media elements such as pictures, sound, video, and special effects, which can then be integrated into electronic games.
 Credit: 3 hours – Three lecture hours per week.
 Prerequisite(s): Macromedia Flash-COM 182

COM 143 **FUNDAMENTALS OF GAME DESIGN**
Fall
 This course introduces the fundamentals of electronic game design production and the career opportunities in serious game design. Topics include an introduction to gameplay, the game design industry, game design production processes, game pitches, game design documents, game art bibles, game story development, game character design and development, and character concept art production.
 Credit: 3 hours – Two lecture and two lab hours per week.
 Prerequisite(s): Business Computer Systems-COM 111 and C-Programming-COM 231

COM 160 **INTRODUCTION TO MICROCOMPUTERS**
Spring
 This course provides students with an overview of a large variety of topics related to computer usage and concepts. Lecture topics include software, hardware, operating systems, Internet, online security and others. Lab topics include Microsoft Word and Excel, Internet Explorer, email, online searches and safety, online shopping, and more.
 Credit: 2 hours - One lecture and two lab hours per week.
 Prerequisite(s): None

COM 161 **INTRODUCTION TO COMMAND PROMPT/DOS**
Spring
 This course provides the student with an introduction to the command line utility used to manage files such as copying files, moving files, deleting files, and renaming files. The DOS directory structure is explained and practiced by utilizing the make directory command, change directory command, and remove directory command. Simple batch files will be created and implemented to increase efficient execution of command line functions.
 Credit: 1 hour- .5 hours lecture and one lab hour per week.
 Prerequisite(s): Basic computer knowledge recommended

COM 172 **INTRO TO PRESENTATION GRAPHICS**
Fall/Spring/Summer
 This course teaches preparation of business on-screen presentations involving the following slide layouts: title, bulleted list, columns, organizational charts and clip art. Presentations will incorporate transitional effects for objects on slides as well as build effects for presentation to text on a slide. Insertion of video and audio clips will enhance the business presentation.
 Credit: 1 hour - .5 hour lecture and one lab hour per week
 Prerequisite(s): Basic computer knowledge recommended

COM 176 **USING THE INTERNET**
Fall/Spring/Summer
 This course provides the student with an introduction to the Internet using the web browsers. It will help the student get introduced to the Internet by identifying browser capabilities as well as searching as a form of data mining. Students will be introduced to online libraries and gain an insight on how to locate information for their papers online. It will also cover the use of email and different ways to converse on the Internet.
 Credit: 1 hour - .5 lecture and one lab hour per week.
 Prerequisite(s): Basic computer knowledge is recommended

COM 178**MACROMEDIA DREAMWEAVER****Spring**

This course provides the student with an in-depth study of creating their own web site using the Macromedia Dreamweaver software. Students will create web sites using forms, tables, frames, cascading style sheets, templates and various different extensions used to add functionality to Macromedia Dreamweaver.

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

Prerequisite(s): Business Computer Systems – COM 111

COM 182**MACROMEDIA FLASH****Fall**

Macromedia Flash is a multimedia tool designed to create vector-based animations with built-in interactivity. Flash incorporates many innovations like drawing artwork to making interactive buttons. It's extremely capable, and the file sizes are small, the perfect tool for the Web. This course focuses on simple animations and basic interactivity.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

COM 189**NETWORKING TECHNOLOGIES****Fall**

This course provides the knowledge needed to configure and operate a variety of networking products. It covers a wide range of vendor and product neutral networking technologies that can also serve as a prerequisite(s) for vendor-specific IT certifications.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

COM 190**MICROSOFT PUBLISHER****Fall/Spring**

This course provides students with the tools to make their own business publications. For example, business cards, letterhead stationery, and invoice forms can be customized for any business application. There is a section of the course that deals with the creation of making flyers and web pages. The use of word art and clip art will be discussed.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Basic computer knowledge is recommended

COM 196**COMPUTER INFORMATION SYSTEMS
INTERNSHIP****Fall/Spring/Summer**

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the computer systems program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's approval

COM 201**WINDOWS OPERATING SYSTEMS****Fall/Spring/Summer**

This course provides the student with hands-on training using the Windows operating environment. Students learn to efficiently handle programs that run through the environment as well as proper file management, customizing desktops, and maintaining hardware.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): None

COM 218**SECURITY+ CERTIFICATION****Spring**

The Security+ Certification is an international validation of the technical knowledge required of foundation-level security practitioners. A Security+ certified individual has successfully proven to hold a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): COM 189 or COM 230 and COM 241 or COM 270. The prerequisites may be waived in lieu of two years of verifiable job experience in the computer networking field

COM 222**COMPUTER LOGIC****T****Spring**

This course is a study of the documentation, logic, pseudocode, and flowcharting techniques used in typical applications programs and includes current structured design techniques.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Business Computer Systems-COM 111, Intermediate Algebra-MAT 114 or Instructor approval

COM 225**SYSTEMS ANALYSIS****T****Fall**

This course is an introduction to systems analysis and design. Included in this course will be the system life cycle, analytical tools and methods, including CASE tools, file and record layouts, software and hardware selection, and the stages of data processing system design. "Hands-on" use of computer tools for developing and analyzing systems will be stressed.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Business Computer Systems-COM 111, advanced operating systems, programming elective.

COM 227**DATABASE MANAGEMENT SYSTEMS****T****Fall**

This course concentrates on database theory and usage as well as using the module capabilities of Microsoft Access. Data structures needed for advanced programming courses will be covered. Topics include database structure, management techniques, query language access, programming techniques for typical business applications, and data access for reporting.

Credit: 3 hours - Two lecture and two lab hours per week

Prerequisite(s): Business Computer Systems-COM 111 and Advanced DOS-COM 261 or instructor consent.

COM 231**C PROGRAMMING****T****Spring**

This course is an introduction to the C programming language, which will include simple input/output, decision-making structures as well as looping. Array processing along with subroutines and calling of functions and returning values to previously called functions will be introduced. Error analysis design will be implemented into every C program created and executed.

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

Prerequisite(s): Business Computer Systems – COM 111 and Computer Logic – COM 222 or consent of instructor

COM 233**BASIC PROGRAMMING****Spring**

This course provides the student with an introduction to the Visual Basic .NET Programming language platform. Topics include building applications, creating an interface for working with controls, building applications with multiple forms and executable files, and building applications with drag-and-drop functionality. Students will create reusable components within different class structures and be introduced to ASP .NET.

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

Prerequisite(s): Business Computer Systems – COM 111 and Computer Logic – COM 222 or consent of instructor

COM 237**IMAGE ENHANCEMENT FOR WEB PAGE****Spring**

Students will learn industry leading software to edit images, adjust scanned images, correct colors, and apply filters for special effects. Also, creation of logs, icons, navigation controls, and background textures, all with drag-and-drop simplicity, will be introduced.

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

Prerequisite(s): Business Computer Systems-COM 111 and Creating WebPages with Netscape-COM 178

COM 239**JAVA PROGRAMMING****Spring**

An introduction to the JAVA programming language. Topics include implementation of downloading JAVA applets, creation of JAVA Apps which route through multiple loops, handling errors with the exception class, and utilizing multithreading techniques to create results for insertion into a web page.

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

Prerequisite(s): Business Computer Systems - COM 111 and Computer Logic – COM 222 or instructor consent

COM 241 **WINDOWS SERVER NETWORKING**
Fall/Spring

This course provides students with the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Server Networking. Successful completion of all course material will prepare students to take Microsoft Certification Exam 70-215 Installing, Configuring, and administering Microsoft Server Networking.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

COM 244 **A+ CERTIFICATION**
Fall/Spring

This course is a study of the hardware and software aspects of a digital computer system to enable the student to pass the A+ Certification test. Topics included are what is A+ Certification, system components, digital storage concepts, optical storage concepts, communication concepts, printer and monitor operations, DOS/WINDOWS system operation, PC repair and software tools.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): None

COM 245 **COMPUTER FORENSICS AND INVESTIGATIONS**
Spring

This class presents methods to properly conduct a computer forensics investigation. It begins with a discussion on ethics, provides hands-on experience in the use of computer forensics tools and procedures, and culminates in preparing to testify at trial. This course also maps directly to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): A+ Certification-COM 244 and Advanced Command Prompt/DOS-COM 161 or equivalent experience

COM 261 **ADVANCED COMMAND PROMPT/DOS**
Spring

This course provides the student experience with using the command line utility to create high-end batch files to be used to expedite the configuration settings of a microcomputer system. Also, front-end access to the registry through the use of the command line utility will be covered. Use of the command line utility to create recovery diskettes for a system will also be practiced.
Credit: 1 hour- .5 hours lecture and one lab hour per week
Prerequisite(s): Introduction to Command Prompt/DOS – COM 161

COM 280 **MICROSOFT WORD**
Fall/Spring/Summer

This course is a thorough exploration of word processing concepts for creating and editing simple text documents to the techniques of mail merge, copy/cut and paste, borders and bullets, and use of the program's writing tools. Creation of long reports with table of contents, indexes and outlines will be covered. The use of Word art, graphics, and columns and borders are introduced.
Credit: 2 hours – One lecture and two lab hours per week.
Prerequisite(s): None

COM 281 **MICROSOFT EXCEL**
Fall/Spring/Summer

This course provides the student with hands-on experience with Microsoft Office XP-Excel.
Credit: 2 hours – One lecture and two lab hours per week.
Prerequisite(s): None

COM 283 **MICROSOFT ACCESS**
Fall/Spring/Summer

This course provides the student with the skills needed for Access core and advanced skills.
Credit: 2 hours – One lecture and two lab hours per week.
Prerequisite(s): None

COMPUTER SYSTEMS TECHNICIAN

CST 199 **COMPUTER SYSTEMS TECHNICIAN INTERNSHIP**

By Request

Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester.
Credit: 2 hours - Ten lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor's Approval

COSMETOLOGY

COS 120 **COSMETOLOGY THEORY I**
Fall/Spring

This course is a study and practice of professional ethics, personal hygiene, grooming, visual poise, personality development, bacteriology, sterilization, sanitation, the skin, scalp, trichology, nails, and disorders of the skin and scalp.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

COS 121 **COSMETOLOGY THEORY II**
Fall/Spring

This course will include the theory of electricity and light therapy, chemistry as applied to cosmetology, chemistry of cosmetics, anatomy, histology and physiology.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Cosmetology Theory I-COS 120 and reading level at College Prep Reading II-ENG 042 or higher.

COS 122 **COSMETOLOGY THEORY III**
Fall/Spring/Summer

This course will include the mathematics of cosmetology, a study of the practical application of salon management, Illinois Law as defined by the Illinois Department of Rules and Regulations and a review of the entire curriculum in preparation for the Illinois State Board Examination.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Cosmetology Theory II-COS 121 and reading level at College Prep Reading II-ENG 042 or higher.

COS 123 **COSMETOLOGY LABORATORY I**
Fall/Spring/Summer

There will be demonstrations and lectures by the instructor with the students participating in the following: shampooing and rinsing, scalp treatments, hair shaping, roller placement, pin curls, hairstyling, permanent waving, hair straightening, hair coloring (all types), manicuring, facial massage, facial make-up, eyebrow arching, superfluous hair removal, hair pressing, thermal waving, wig care and styling. Students will perform these duties on each other until 160 clock hours have been obtained. Then they will be allowed to work with patrons.
Credit: 9 hours - Twenty-seven lab hours per week.
Prerequisite(s): Reading level at College Prep Reading II-ENG 042 or higher.

COS 124 **COSMETOLOGY LABORATORY II**
Fall/Spring/Summer

This course will present a review of the skills taught in Cosmetology Laboratory I - COS 123 with lectures and demonstrations by the instructors. Also covered will be balance and design for hair styling, trend hair styling, fashion trend make-up (daytime and evening). The student will perform these services on each other, mannequins and patrons of the school.
Credit: 9 hours - Twenty-seven lab hours per week
Prerequisite(s): Cosmetology Laboratory I-COS 123 and reading level at College Prep Reading II-ENG 042 or higher.

COS 125 **COSMETOLOGY LABORATORY III**
Fall/Spring/Summer

A complete review of Cosmetology Theory III-COS 122 and Cosmetology Laboratory I-COS 123 in preparation for the State Board Examination will be presented in this course. Also included will be demonstrations by instructors, public clinics conducted by students, and sanitation duties performed by students in accordance with the Department of Registration and Education, State of Illinois.
Credit: 9 hours - Twenty-seven lab hours per week.
Prerequisite(s): Cosmetology Laboratory-COS 124 and reading level at College Prep Reading II-ENG 042 or higher.

COS 127 **COSMETOLOGY PRACTICUM**
Summer
This course is designed to be an extended salon experience which is supplemental, off-campus, on-the-job training for qualified students.
Credit: 2 hours – Ten lab hours per week.
Prerequisite(s): Cosmetology Theory I-COS 120, Cosmetology Theory II, Cosmetology Laboratory I, Cosmetology Laboratory II, and consent of instructor.

COS 220 **COSMETOLOGY INSTRUCTOR TRAINING I**
Fall/Spring
This course stresses basic cosmetology instruction 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.
Credit: 12 hours - Five lecture and thirty-five lab hours per week
Prerequisite(s): Licensed Cosmetologist

COS 221 **COSMETOLOGY INSTRUCTOR TRAINING II**
Fall/Spring
This course is a continuation of Cosmetology 220. Additional 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
Prerequisite(s): Licensed Cosmetologist

COS 230 **ADVANCED COSMETOLOGY**
Fall/Spring/Summer
This course is advanced education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, more advanced techniques in custom perm waving, variable techniques in use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Licensed Cosmetologist or consent of instructor

COS 231 **CONTINUED COSMETOLOGY EDUCATION**
Fall/Spring/Summer
This course is a continuation of education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, custom perm waving, use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Licensed Cosmetologist or consent of instructor

COS 232 **COSMETOLOGY REFRESHER COURSE**
Fall/Spring/Summer
Designed for the restoration of an Illinois Cosmetologist license that has expired or has been classified as inactive status for 5 years or more. Focus is on updating a variety of cosmetology skills and techniques.
Credit: 4 hours – One lecture and 15 lab hours per week.
Prerequisite(s): Licensed Cosmetologist or consent of instructor

CRIMINAL FORENSIC SCIENCE

CFS 111 **CRIME SCENE INVESTIGATION**
Spring
This course examines concepts, field-tested techniques and procedures, and technical information concerning crime scene investigation. The purpose of this course is to provide an introduction to crime scene investigation and processing. This will include protecting the crime scene, evaluation of the crime scene, identifying and developing various types of physical evidence, and the proper collection and packaging of physical evidence for scientific evaluation and comparison. This course will also include case studies that will illustrate the importance of effective crime scene processing. The primary goal of this course is to increase the knowledge and skill the criminal justice worker will need to protect, identify, collect, and package physical evidence from a variety of crime scenes.
Credit: 4 hours – Four lecture hours per week.
Prerequisite(s): None

CFS 112 **BASICS OF FINGERPRINTING**
Spring
The Basics of Fingerprinting provides the fundamental elements of fingerprint uses in the criminal justice system. The student will learn scientific foundations for admissibility, pattern interpretation and approaches to evidence examination.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CFS 113 **COURT TESTIMONY**
Fall
This class is intended for those who expect to be on the witness stand regularly, which is a critical part of law enforcement, especially for those who will testify as expert witnesses. The class relies heavily on video taped practice testimonies because it is not enough to just “Tell the truth.” The truth must be communicated in a manner that is understandable and believable to the judge and jury. Proper dress and demeanor will be required. A field trip to the county court house will be mandatory.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CFS 114 **FORENSIC DNA**
Fall
Forensic DNA testing is a course describing in depth the process of forensic DNA testing utilized by today’s modern crime laboratories. In addition these techniques are utilized in the fields of paternity testing, and genealogy testing. This course is designed for anyone interested in learning about how this testing is conducted. The course is ideal for law enforcement personnel, attorneys, and even the general public. Topics will include sample types, extraction of DNA, quantitation, genetic analysis, statistical concepts, quality assurance strategies, report writing and court testimony topics. The information will be presented at a level that the general public will be able to understand. This course will aid criminal justice professionals in utilizing DNA testing. The course however is open to the general public and anyone interested in learning about DNA testing is encouraged to attend.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CRIMINAL JUSTICE

CJ 110 **SECURITY AND SAFETY**
By Request
Study of modern security techniques for inn-keeping. Includes loss prevention, administrative organization, general service, personnel and physical security, and planning for emergencies.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CJ 111 **CRIMINAL LAW I**
T **Fall**
This course is a study of legal aspects of law enforcement that covers laws of arrest, search and seizure and constitutional due process, entrapment and informers, wire tapping, interrogation, evidence, and examination of court procedures with special implications for criminal justice professionals.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CJ 113 **ETHICS IN CRIMINAL JUSTICE**
Fall
This course is a study of the fundamentals of ethical theory. It is an introduction to the ways and means of making moral judgments in the fields of policing, corrections, probation, and parole.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CJ 116 **PAROLE/PROBATION**
By Request
This course is an introduction to the types of service, administrative organizations, investigation and supervision of parole and probation within the legal structure of society. Also includes terms and conditions, modifications and revisions of probation. The role and responsibilities of probation and parole officers may also be discussed.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

CJ 123 INTRODUCTION TO CRIME CONTROL
Fall

This course is a 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.
Prerequisite(s): None

CJ 125 CRIMINAL BEHAVIOR
T CRJ 912 Fall

This course is an introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offenders and their community context as problems for rehabilitation efforts, and critique of typical treatment programs.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

CJ 199 CRIMINAL JUSTICE INTERNSHIP
Fall/Spring/Summer

Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor's Approval.

CJ 211 CRIMINAL LAW II
T Spring

This course is a continuation of Criminal Law- CJ 111 and deals with the consideration of legal aspects of law enforcement.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Criminal Law- CJ 111

CJ 213 CRIMINAL INVESTIGATIONS
Fall

This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation, skills of investigation, the value and techniques of preserving evidence, and how the chain of evidence is vital to a successful prosecution.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

CJ 215 INTRODUCTION TO FORENSIC SCIENCE
Spring

This course will provide students with a modern overview of the crime scene investigation (CSI) process and the identification, documentation and collection of physical evidence. Students will learn how evidence is collected and follow it to the crime lab and then to the courtroom. Students will look at how experts analyze forensic evidence such as hair, fibers, firearms, fingerprints, DNA, and other evidence used to identify offenders. Students will look at the impact television shows such as CSI have had on jury expectations (known as "The CSI Effect"). This course is designed to provide students with essential forensic science knowledge required today by the modern police officer. This class is not designed to teach students how to process crime scenes, but how to recognize various forms of evidence and understand their importance in a criminal investigation, identification and subsequent prosecution of a suspect. This class will be extremely beneficial to those pursuing law enforcement, crime scene investigation, or crime laboratory careers.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

CJ 223 INTRODUCTION TO CORRECTIONS
Spring

This course is an introduction to the history, development, philosophy, and variety of correctional methods, processes, systems, and services. Includes institutional and post-institutional agencies and programs.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

CJ 224 JUVENILE JUSTICE
Spring

This course provides an overall examination of the US juvenile justice system. Theories that attempt to explain the underlying causes of delinquency are surveyed. The application of preventive methods and correctional techniques are discussed.

Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

CJ 299 CRIMINAL JUSTICE INTERNSHIP
Fall/Spring/Summer

Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor's Approval.

DIRECT SUPPORT PROVIDER

DSP 111 BASIC HEALTH AND SAFETY
By Request

The purpose of this course is to prepare direct support providers (DSP) to perform basic personal care for individuals with developmental disabilities in a variety of residential settings. This course meets the requirements of the Developmental Disabilities Aide Training program of the Illinois Department of Human Services.

Credit: 2 hours - One lecture and two lab hours per week.
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DSP 120 INTRO TO DEVELOPMENTAL DISABILITIES
By Request

To provide an introduction to developmental disabilities and a general overview of the role of a Direct Support Provider for developmentally disabled individuals.

Credit: 1 hour - .5 lecture and one lab hour per week.
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DSP 121 MEDICATION ADMINISTRATION
By Request

The purpose of this course is to prepare non-licensed direct support providers to administer medications, under the supervision of a Registered Nurse, to individuals with developmental disabilities in community residential settings. This course prepares direct support providers to administer medications safely and accurately and to recognize and report medication-related observations.

Credit: 1 hour - .5 lecture and one lab hour per week.
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DSP 122 ABUSE AND NEGLECT PREVENTION
By Request

The purpose of this course is to prepare non-licensed direct support care staff persons to recognize, report, and prevent abuse, neglect and exploitation of individuals.

Credit: 1 hour - .5 lecture and one lab hour per week.
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DSP 123 HUMAN RIGHTS
By Request

The purpose of this course is to prepare non-licensed direct support staff to recognize and protect the rights of the individuals they assist in the developmental disability support system.

Credit: 1 hour - .5 lecture and one lab hour per week.
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DSP 124 HUMAN INTERACTION AND COMMUNICATION

By Request

The purpose of this course is to prepare non-licensed direct support staff to understand principles of human interaction and communication and how to apply these effectively while providing supports to persons with developmental disabilities.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DSP 125 INDIVIDUAL SERVICE PLAN DEVELOPMENT

By Request

The purpose of this course is to prepare non-licensed direct support staff to effectively support individuals in programs through appropriately developed and implemented service plans.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

DRAFTING

DRA 128 INTRODUCTION TO COMPUTER ASSISTED DRAFTING

T

By Request

This course covers the principles of drafting using computer work stations, state of the art software, and plotters/printers. This is a hands-on course to train the novice workstation user on the features and capabilities of CAD systems.

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

Prerequisite(s): None

DRA 136 ELECTRIC, HYDRAULIC, AND PNEUMATIC CONTROLS

T

By Request

This course is a study of standard electrical, hydraulic and pneumatic elements commonly used to provide and control power in machinery and equipment. The student will learn how the elements work as well as become familiar with the nomenclature and symbols involved.

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

Prerequisite(s): None

EARLY CHILDHOOD EDUCATION

ECE 101 INTRO TO EARLY CHILDHOOD EDUCATION

T

Fall

This course provides an overview of the history and philosophy of the different types of early childhood care centers and educational settings including past, present, and future programs for young children and their families. The overview will include the basic values, structure, organization and programming in early childhood settings. This course reviews the role of the early childhood professional in assessing and planning developmentally appropriate practices to serve young children. Knowledge is also gained in regard to current trends and important influences impacting program quality. Guidance and observational skills will be fostered through direct observations in field experiences.

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

Prerequisite(s): None

ECE 110 CDA ORIENTATION

By Request

The purpose of this course is to provide prospective preschool CDA candidates with the foundation for preparation of the CDA (Child Development Associate) Credential program. The course content includes explaining the steps required to compile the resource file which includes writing the autobiography, the six competency statements, and collecting the items for the resource collection. The course content also includes a basic assignment from each of the thirteen functional areas that comprise the core of the demonstration of the teaching competencies.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

ECE 114 CHILD GROWTH AND DEVELOPMENT

T

Fall

This course is designed to provide the student with an understanding of the total development of the young child. This course focuses on the physical, cognitive, language, creative, and social/emotional aspects of the young child’s development. The course content provides knowledge of the different theoretical positions and principles on child development, including Piaget, Erikson, Vygotsky, Skinner, and others. It also includes knowledge of the biological, environmental, cultural, and social influences impacting children’s growth and development from conception through age eight. Some study will include early adolescence.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECE 120 EARLY CHILDHOOD CONTINUING ED.

Spring

This course will provide general updates related to current practices provided for community families.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite(s): None

ECE 127 CHILD, FAMILY AND COMMUNITY

Spring

This course focuses on the child in the context of family and community. This course concentrates on the educator’s role in building relationships with the child’s family and community. It is designed to provide insight into parent involvement in education and to help the educator develop skills in working with parents. The course content stresses communication, diversity, parent education, professionalism, working with diverse family structures, and social policy. It specifies criteria and methods for effective ways to involve families and include them in school/family interactions. It will promote awareness and effective use of community resources.

Credit: 3 hour - Three lecture hour per week.

Prerequisite(s): None

ECE 128 CHILD GUIDANCE/DISCIPLINE

Spring

This course reviews the theories and practices of effective methods of guiding children’s behavior both individually and as a group. Emphasis is applied to various techniques that promote positive and supportive relationships with and among children. The course content covers teaching behavior, environment manipulation and modification techniques based on the developmental and special needs of children.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECE 129 ASSESSMENT IN EARLY CHILDHOOD EDUCATION

Spring

This course deals with authentic assessment as the core for teaching and learning in the early childhood setting. The content will cover the issues of why, what, when, and how in regards to assessment information. The processes of collecting, interpreting, and using the assessment information will also be discussed. Emphasis will be placed on assembling, organizing, and maintaining portfolios.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECE 130 QUALITY ENVIRONMENT IN FAMILY CHILDCARE

By Request

This course presents principles and applications for creating quality environments in family child care settings. It considers the children, families, and care providers in this environment. This course is designed for both the working family day care provider and persons interested in entering the profession. A current provider will learn how to enhance their business. A person interested in entering the profession will learn appropriate methods for use in planning their future business. The content promotes understanding of and ability to provide quality family day care and connect this understanding to the “Family Day Care Rating Scale” (FDCRS), which can be used for tiered reimbursement in Illinois. The course may also move providers toward Illinois’ Great Start Bonus.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

ECE 199 EARLY CHILDHOOD EDUCATION INTERNSHIP
Fall/Spring/Summer
The purpose of the internship is to provide on-the-job-training in early childhood education in an approved setting, practicing the principles, skills, and techniques developed in previous courses. Students will learn by applying their knowledge, developing lesson plans, and carrying out their plans in an actual center-based child care program, Head Start, or public school.
Credit: 2 hours - Ten lab hours per week.
Prerequisite(s): All courses required for the Early Childhood Education program.

ECE 215 LANGUAGE ARTS FOR THE YOUNG CHILD
Fall
This course is designed to introduce students to content and teaching methodology in the area of language arts. Emphasis is on the language arts in the early childhood discipline. The course includes a study of how the young child's language develops. The student will learn techniques for encouraging development of language skills in the young child.
Credit: 3 hours - Three lecture hours per week.
Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 216 ART/MUSIC ACTIVITIES
Fall
The purpose of this course is to provide knowledge and application of practices that promote creative activities appropriate for the young child. The course reinforces the importance of specific curriculum criteria for activity selection. The student will learn methods to use to encourage self-expression and participation for integration in program planning.
Credit: 3 hours - Three lecture hours per week.
Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 217 SCIENCE/MATH ACTIVITIES
Fall
The purpose of this course is to provide knowledge and application of practices that promote science and math activities appropriate for the young child. The course reinforces the importance of specific curriculum criteria for activity selection. The student will learn methods to help the young child gain an understanding of the natural world through increased interest, curiosity, and exploration. Students will become acquainted with basic mathematics and science concepts.
Credit: 3 hours - Three lecture hours per week.
Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 218 HEALTH, NUTRITION AND SAFETY
Fall
This course is intended to provide knowledge and application of practices about current concepts in the areas of health, safety, and nutritional needs and their relationship to the young child in a group setting. It is also intended to help adults learn how to assist young children to develop good habits and attitudes to assume the lifelong responsibility for their own well-being. The course content studies the basic factors that affect the health of children, including nutritional needs for development, hygiene, childhood diseases, first aid/safety, physical health, mental health, dental health, arrangement of indoor/outdoor environments, and health status screening procedures.
Credit: 3 hours - Three lecture hours per week.
Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 219 INFANTS/TODDLERS-CURRICULUM/TEACHING
Fall
This course is intended to provide knowledge in all facets of growth and development in the first three years of a child's life. The student will learn teaching activities to foster the optimum growth and development of infants and toddlers. The course content studies adult strategies necessary to enhance child development according to how the infant's psychological world differs from that of older children and adults.
Credit: 3 hours - Three lecture hours per week.
Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 220 HEADS UP! READING
By Request
This course will present the researched-based principles and practices for providing children, birth through age 5, a strong foundation in early reading and writing within a developmentally appropriate approach. The purpose of this course is to prepare current or future early childhood teachers and caregivers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development, and their skills in teaching early literacy to young children.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ECE 221 CHILD CARE CENTER ADMINISTRATION
Spring
This course offers an examination of current trends in organizing and administering a child care center. This includes administration skills, policy formation, personnel selection and supervision, budgeting and record-keeping, purchasing and facilities, state licensing standards, program evaluation techniques, staff training, and community resources.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): Can only be taken in the student's final semester.

ECE 222 CHILDREN'S LITERATURE
T Spring
The purpose of this course is to provide students with the realization that children's literature is to provide enjoyment and entertainment as well educational value. It will strive to encourage students to help children develop a love of literature and, therefore become lifelong readers of books. Course content will stress that "the love of reading is caught, not taught." Course content will provide information that will allow future educators to provide children with appropriate reading models and exposure to well written, appropriate literary works. This course will deal with content (knowledge of children's books) and with method (how to use those books with children).
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ECONOMICS

ECO 211 ECONOMICS (MACRO)
T S3 901 Fall/Spring/Summer
This course introduces the student to the nature of macro-economics, considering concepts of scarcity and trade-offs, supply and demand, economic growth and the economy's performance in relation to consumption, income, and the multiplier effect.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

ECO 212 ECONOMICS (MICRO)
T S3 902 Fall/Spring/Summer
This course is a study of choices made by consumers and firms and the impact these choices have on individual markets. An in-depth study of demand and supply will be covered as well as market production and cost. Course content also includes various market structures and competition, wages, employment, and the role of government in a market economy.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

EDUCATION

CEP 198 COOPERATIVE EDUCATION I **T Fall/Spring**

This course is designed to give the student an opportunity to obtain further knowledge and skills in his/her field through a planned and supervised work experience. The instructor may assist the student in finding employment. This course will serve baccalaureate students who could benefit from supervised work experiences directly related to the field of study.

Credit: 4 hours – Eight lab hours per week.

Prerequisite(s): Co-Op participant; consent of instructor.

CEP 199 COOPERATIVE EDUCATION II **T Fall/Spring**

This course is a continuation of Cooperative Education I.

Credit: 4 hours – Eight lab hours per week.

Prerequisite(s): Co-Op participant; consent of instructor.

EDU 110 INTRODUCTION TO EDUCATION **T By Request**

This course is designed to provide students with a general introduction to the field of education. The purpose of this course is to provide students with a broad knowledge base concerning public education, including a variety of perspectives on historical, philosophical, social, legal, and ethical issues in a diverse society. A study of organizational structure and school governance is included. This course includes limited experiences in the public schools through an integrated clinical component of 15 clock hours, minimum. Students will be required to pass a criminal background check prior to their field experience. Students will be placed in schools that have a field experience site agreement on file with SCC. All field experience placements will be at the discretion of the Educational Program Coordinator.

Credit: 3 hours – 15 clinical hours required

Prerequisite(s): Writing and reading proficiency required, as determined by COMPASS exam scores. Cannot be concurrently enrolled in developmental English courses.

EDU 111 DIVERSITY OF SCHOOLS AND SOCIETY **T By Request**

This course is a study of how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalents.

EDU 119 INTRODUCTION TO EDUCATIONAL TECHNOLOGY **T By Request**

This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance, and includes hands-on technology activities. Upon successful completion of the course, students will have a solid understanding of educational technology, including how to use computers, how to access information on the World Wide Web, and how to effectively use technology in teaching and learning.

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

Prerequisite(s): Intro to Essential Computer Skills-COM 101 or Business Computer Systems-COM 111 or consent of instructor.

EDU 130 PARAPROFESSIONAL AND BASIC SKILLS PREPARATION **By Request**

This course is designed to prepare individuals for taking the Paraprofessional or WorkKeys Test in order to meet the state certification requirements as stated in the No Child Left Behind Act. Students will study math, reading for information, writing, and study skills. For current requirements for state and NCLB approved Paraprofessional, see ISBE.net or confer with your local Regional Superintendent.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): High school diploma or G.E.D. equivalent

ELECTRONICS

ELT 120 FUNDAMENTAL DC ELECTRICAL CONCEPTS **Fall**

This course is a study of the relationship between current, voltage, resistance, and power for direct 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.

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

Prerequisite(s): Concurrent enrollment in Intermediate Algebra-MAT 114 or Technical Math-MAT 121

ELT 122 FUNDAMENTAL AC ELECTRICAL CONCEPTS **Fall**

This course covers the methods and techniques of analyzing complex circuits with single or multiple sources and impedances in various configurations. Includes responses of networks to constant and time-varying signals, step and sinusoidal sources, and other forcing functions.

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

Prerequisite(s): Concurrent enrollment in Intermediate Algebra-MAT 114 or Technical Math-MAT 121

ELT 124 ELECTRONIC SYSTEMS ANALYSIS **T Fall**

This course is an introduction to electronic concepts including the following topics: introduction to semiconductor diodes and rectifiers; half-wave and full-wave filtering and voltage doublers; power supply test and checks; introduction to the transistor; transistor testing and transistor biasing; common base circuit; common emitter circuit and common collector circuits.

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

Prerequisite(s): Concurrent enrollment in Intermediate Algebra-MAT 114 or Technical Math-MAT 121

ELT 125 DIGITAL CIRCUIT FUNDAMENTALS **Spring**

This course is an introduction to digital electronics to include the following topics: A study of logic circuits and the application of Boolean Algebra, to simplification of those circuits, symbolic notation, binary numbers, encoders, decoders, multiplexers and exclusive; gates, parity, circuits and memory circuits.

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

Prerequisite(s): None

ELT 127 SOLID STATE CIRCUITS AND DEVICES **Spring**

This course is a study of the application and circuit requirements of special semiconductor devices such as JFETs, MOSFETs, UJTs, SCRs, photo transistors, and LEDs. Oscillators and multi-stage amplifiers are also studied.

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

Prerequisite(s): Electronics Systems Analysis-ELT 124

ELT 129 INDUSTRIAL ELECTRONICS **Spring**

This course is a study of various transducing and signal acquisition devices as used in an industrial plant.

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

Prerequisite(s): Fundamental DC Electrical Concepts-ELT 120

ELT 131 FUNDAMENTAL NETWORK CABLING AND WIRING **Fall**

This course is a study of the various methods available for communication in a network environment. Included methods are both wire-based and fiber-based techniques. Also the basic theories involved in optical communications will be covered so that the student will have a basic understanding of the use of fiber optic cables. Hands-on work with termination of both wire and fiber is included.

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

Prerequisite(s): None

ELT 199 ELECTRONICS INTERNSHIP
Fall/Spring/Summer
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the program. Each student is required to complete 150 contact hours at a worksite during the semester.
Credit: 2 hours - 10 lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor's Approval.

ELT 223 ADVANCED INDUSTRIAL ELECTRONICS
Fall
This course is a study of the application of solid state switches, timers, trigger circuits, thyristors, feedback and closed loop systems, motor controls, SCRs, triacs, diacs, and logic control applications.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): Fundamental DC Electrical Concepts-ELT 120

ELT 236 MICROPROCESSOR FUNDAMENTALS
Fall
This course is a study of the microprocessor system's architecture, applications, and controls. Topics of study include machine language and mnemonics, debugging programs, registers, control, memories, ROM control power-up, RAM memories, ALU, control works. Study will include a hardware and software analysis.
Credit: 6 hours - Four lecture and four lab hours per week.
Prerequisite(s): Digital Circuit Fundamentals-ELT 125

ELT 237 COMMUNICATIONS THEORY
Spring
This course is a study of solid state devices as they are used in power supplies, amplifiers and oscillators. The use of these devices in radio transmitters and receivers will be emphasized. Topics of study include amplitude modulation, AM and SSB receivers frequency modulation, feedlines, antennas and propagation, test equipment, frequency measurements, and interface.
Credit: 5 hours - Three lecture and four lab hours per week.
Prerequisite(s): Electronic Systems Analysis-ELT 124

ELT 238 MICRO COMPUTER INTERFACING TECHNIQUES
Spring
This course is an examination of interfacing techniques of microprocessors and microcomputers. Topics of study will include control signals, A/D and D/A conversions, data transmissions, I/O, PIAs, operations of peripherals such as floppy disk drives, keyboards, monitors and printers.
Credit: 5 hours - Three lecture and four lab hours per week.
Prerequisite(s): Microprocessor Fundamentals-ELT 236

ELT 239 MICRO COMPUTER MAINTENANCE
T Spring
This course is a study of the basic methods used to troubleshoot microprocessor systems and the proper test instruments used to service computers. Topics of study include systematic troubleshooting procedures, operation and troubleshooting of internal computer blocks, preventive maintenance of computers, software diagnostics, logic state analysis, and peripherals maintenance.
Credit: 3 hours - Two lecture and two lab hours per week
Prerequisite(s): None

EMERGENCY MEDICAL SERVICES

EMD 101 EMERGENCY MEDICAL DISPATCH
By Request
This course is designed to elevate trained and experienced public safety telecommunicators to effectively dispatch resources for medical emergencies. This course focuses on obtaining information from callers, selecting the proper protocol, dispatching proper resources, and giving telephone medical instructions. Other areas of significance are the basic philosophy of EMD, legal concepts important to the EMD's job, and basic medical concepts necessary for understanding the medical content of emergency medical dispatch.
Credit: 2 hours – Two lecture hours per week.
Prerequisite(s): Prefer prior training in public safety telecommunications

EMS 120 EMERGENCY COMMUNICATIONS REGISTERED NURSE
By Request
This course will prepare registered nurses to monitor telecommunications from and give voice orders to emergency medical services (EMS) personnel under the authority of the EMS Medical Director and in accordance with EMS System protocols.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): Current registered nurse licensure in the state of Illinois, minimum of two years experience in emergency room, critical care unit or pre-hospital, current CPR, current ACLS, current TNS or equivalent.

EMT 160 EMERGENCY MEDICAL TECHNICIAN – BASIC
By Request
The material covered in this course is designed to comply with the requirements of the Illinois Department of Transportation's one hundred and ten (110) hour Emergency Medical Technician-B course. The completion of this course will allow the student to take the examination administered by the State of Illinois Department of Public Health.
Credit: 8 hours - Seven lecture and two lab hours per week.
Prerequisite(s): Cardiopulmonary Resuscitation Certification

EMT 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER
By Request
This course is a refresher for qualified EMT's who must update their training every four years. Subsequently, this course involves review and updating of the material presented in EMT 160.
Credit: 2 hours - One lecture and two lab hours per week.
Prerequisite(s): Emergency Medical Technician-EMT 160

EMT 162 EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE
By Request
This course expands on the basic EMT level material in the areas of medical, legal, moral, and ethical responsibilities, and human anatomy and physiology. Trauma patient assessment is stressed utilizing BLS standards. The student will be given advanced training in the pathophysiology and management of shock, utilizing M.A.S.T. and intravenous therapy. Respiratory system anatomy, physiology, diseases, injury, and other dysfunctions will be studied as well as advanced airway management techniques including use of EOAs, EGTAs, and an overview of endotracheal intubation.
Credit: 8 hours - Eight lecture and four lab hours per week.
Prerequisite(s): Emergency Medical Technician - EMT 160

EMT 163 AUTOMATED DEFIBRILLATION
By Request
This course is designed to fulfill the requirements to enable the EMT-A to advance to the EMT-D level. Students will be trained to recognize lethal dysrhythmias, their causes, and the protocol for the use of the automated defibrillator.
Credit: 1 hour - 1 lecture hours per week.
Prerequisite(s): Licensed EMT-A with sponsorship by ambulance service.

EMT 166 CRITICAL CARE TRANSPORT PARAMEDIC
By Request
This course is designed to prepare paramedics and nurses to become a critical care transport specialist. This program provides a basic educational foundation required for transporting critical care patients. This course is divided into modules for critical care transport with specific instructional goals which include: legal aspects, modes of transportation, laboratory data interpretation, pharmacology, breathing/pulmonary physiology, communicable disease, cardiac considerations/monitoring, obstetrical, neurological, pediatric considerations, hemodynamic monitoring, GI/GU and renal assessment, shock and multiple system organ failure. This continuing education activity is approved by UMBC, an organization accredited by the Continuing Education Coordinating Board of Emergency Medical Services.
Credit: 8 hours – 8 lecture hours per week.
Prerequisite(s): One year experience as a paramedic or nurse, BTLs or PHTLS, CPR, ACLS, PALS, PEPP or PPC.

EMT 172 EMT INTERMEDIATE-MODULE 2
By Request
 This course expands on the basic EMT level material in the area of cardiovascular anatomy and physiology. Extensive training in ECG interpretation and cardio-active pharmacology will be given. Assessment based patient management will be stressed. Metabolic, environmental, gynecology, geriatric, and pediatric problems will be studied. The student will be taught to recognize and intervene in allergic reactions, poisoning/overdose, neurological, abdominal, and behavioral emergencies.
 Credit: 10 hours – Seven lecture and 6 lab hours per week.
 Prerequisite(s): EMT Basic license and successfully complete EMT 162-EMT Intermediate

EMERGENCY RESCUE TECHNICIAN

ERT 160 EMERGENCY RESCUE TECHNICIAN
By Request
 This course is designed to acquaint students who have an interest in emergency services with the correct extrication procedures, phases of extrication, and the hazards of extrication. Emphasis is placed upon the correct usage of vehicle extrication tools to free entrapped persons from wreckage.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite(s): Experience within the allied health field with rescue, fire suppression or emergency medical health care technician or satisfactory completion of Emergency Medical Technology-EMT 160.

ENGINEERING

EGR 117 ENGINEERING GRAPHICS
T Fall
 This course is a study of classical engineering drafting techniques, starting with hand sketching through state-of-the-art computer aided drafting techniques. Topics include concepts in descriptive geometry, sketching and lettering, orthographics projections, isometrics, perspectives, auxiliary views and sectioning. Class projects include examples in engineering and architecture.
 Credit: 4 hours - Two lecture and four lab hours per week.
 Prerequisite(s): None

EGR 118 COMPUTER PROGRAMMING FOR SCIENCE AND ENGINEERING-FORTRAN
T By Request
 This course is an introduction to computer programming for computer science, engineering, and science majors. Includes mathematical problem-solving techniques and computational techniques, random processes, algorithms, convergence of series, error analysis, numerical and statistical analysis, and simulation.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite(s): Calculus I-MAT 117

EGR 119 COMPUTER PROGRAMMING FOR SCIENCE & ENGINEERING-C
T By Request
 This course is an introduction to computer programming for computer science, engineering, mathematics and science majors. The course includes mathematical problem solving techniques, computational techniques, random processes, algorithms, convergence of series, error analysis, numerical analysis, statistical analysis, and simulation. Emphasis is placed on using the mathematical functions of the language to solve problems encountered in science and engineering.
 Credit: 4 hours - Four lecture hours per week.
 Prerequisite(s): Calculus I-MAT 117

EGR 213 INTRODUCTION TO DIGITAL SYSTEMS
T By Request
 This course is a study of number systems, Boolean algebra, combinational logic circuits, sequential logic circuits, and switching circuits. Basic logic device design and operation will be emphasized. Circuit simplification using Karnaugh mapping will be detailed. It will be shown how each of these circuits, devices and tools can be used to design, build or troubleshoot a digital system.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

EGR 214 ENGINEERING DYNAMICS
T Spring
 This course is a study of dynamics of rigid bodies and systems of discrete particles, including linear and rotational motions. This course is a sequence of EGR 219 - Statics, and is intended for engineering majors.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Statics-EGR 219

EGR 215 INTRODUCTION TO CIRCUIT ANALYSIS
T By Request
 This course is an introduction to electrical circuits and the basic laws of AC and DC linear circuits. Loop, mesh, and node techniques are used along with Thevenin and Norton theorems and the superposition rules. Both steady state and transient cases are studied. Phasor notations are used in AC circuits involving reactances.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): University Physics II-PHY 217 and Calculus III-MAT 212

EGR 218 ENGINEERING THERMODYNAMICS
T Spring
 This course is a study of concepts and principles of thermodynamics that includes law of thermodynamics, kinetic theory analysis, open and closed systems, reversibility, entropy and power systems.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): University Physics-PHY 216 and Inorganic Chemistry-CHE 114

EGR 219 ENGINEERING STATICS
T Fall
 This course is a study of force systems through the principles of static mechanics and includes resultants of force systems; analysis of forces acting on members of trusses, frames, and machines; forces due to friction; centroids; and moments of inertia.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Introductory Physics I-PHY116 or University Physics-PHY 216 and Calculus I-MAT 117

ENGLISH

ENG 041 DEVELOPMENTAL COLLEGE READING
Fall/Spring/Summer
 ENG 041 is a strategy-oriented class for developing readers who have not yet achieved a functional level of reading to meet the demands of college classes or for students who wish to improve their reading skills. This class is designed to improve reading through discussion and active participation in reading. Improvement will be sought in the four areas of reading: vocabulary, comprehension, study skills, and fluency.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Based on skills assessment

ENG 047 BASICS OF COLLEGE READING AND WRITING
Fall/Spring/Summer
 This course is designed to help students improve their comprehension, vocabulary, and critical reading skills through intensive writing assignments. It introduces students to the connection between the reading and writing processes. Students will participate in a variety of activities and projects to become more successful in reading and writing for college-level courses. These activities and projects include, but are not limited to, group discussions, reading responses, peer workshops, and essays.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): A grade of "C" or higher in Developmental College Reading-ENG 041 or placement as per diagnostic test results

ENG 048 FUNDAMENTALS OF COLLEGE WRITING
Fall/Spring/Summer
 This course is designed to prepare students for English 111. It introduces various strategies for writing within multiple disciplines and emphasizes basic principles of effective college-level writing through drafting and revising essays. Students will also learn how to improve sentence structure and how to conduct academic research.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): A grade of "C" or higher in Basics of College Reading and Writing-ENG 047 or placement as per diagnostic test results

ENG 049 WRITING LAB**Fall/Spring/Summer**

This course is designed as additional support for students enrolled in developmental English courses, as well as students enrolled in any writing intensive course. Students seeking increased assistance with and opportunities to develop research, writing, and documentation skills will benefit from this course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ENG 111 ENGLISH COMPOSITION I**T C1 900****Fall/Spring/Summer**

This course places emphasis on teaching basic writing skills and critical thinking. Emphasis is placed on invention, prewriting, shaping and organizing, writing, revising, and editing written communication. This course is taught employing a process approach to writing and its basic aim is to make the student writer aware of his or her own writing process and to recognize the "tools" that may be used to create strong written communication.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Satisfactory evidence of entry level writing skills based upon high school transcript, ASSET/COMPASS scores, and/or completion of the developmental English program with a minimum grade of "C".

ENG 112 ENGLISH COMPOSITION II**T C1 901****Fall/Spring/Summer**

This course places emphasis on research writing skills and critical thinking. Emphasis is placed on creating logical arguments supported with adequate research. Furthermore, it continues expanding upon the writing process skills learned in ENG 111. Students learn proper documentation and citation of resources and references and explore various types of argumentative organization.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): English Composition I-ENG 111 with a minimum grade of C.

ENG 124 TECHNICAL COMMUNICATION I**By Request**

This English course is designed as a basic or fundamental course and will be used as an option to ENG 111 for vocational, technical, and occupational students. This course is designed to introduce and give the students experience in using the writing skills necessary for employment in today's workplace. Emphasis is placed upon the reader, purpose, focus, organization, clarity, conciseness, grammar and usage, and punctuation. Students will learn to summarize material, write instructions, describe procedures, write memorandums and letters using inductive and deductive reasoning, and organize writing through classification.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Satisfactory ASSET/COMPASS score

ENG 125 CAREER ENGLISH**By Request**

This course is a continuation of ENG 124 and is designed to refine basic skills in grammar and composition.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Technical Communication I-ENG 124 with a minimum grade of C

ENG 126 CREATIVE WRITING**T****By Request**

This course is designed to provide a study of creative writing. Emphasis will be placed on the production of student writing, with critical evaluation being an integral part of the process. Areas of concentration will be poetry, fiction, and drama.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ENG 210 SPECIAL TOPICS**By Request**

Topics will vary, but could include women in literature, film and literature, and others not covered by existing literature courses. Topics may be suggested by students or faculty. The course may be taken no more than four times, and the topics must be different each time it is taken.

A – The Graphic Novel

B – Film History

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

ENG 221 TECHNICAL COMMUNICATION II**By Request**

This advanced course is a continuation of ENG 124 and is designed to teach technical writing skills to vocational, occupational, and technical students. Class work will include analysis of the communication problems particular to technical writing. Students will study the techniques of writing memos, letters, proposals, and various types of reports, and making oral presentations in the workplace. Attention will be given to pre-writing, audience analysis, language, organization, development, and editing, and presenting (visually or orally) various types of technical materials.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Technical Communication I-ENG 124 or English Composition I-ENG 111

FIRE SCIENCE**FS 120 FIREFIGHTING II ORIENTATION - MODULE A****By Request**

The student will learn fire department structure and procedure, what comprises the elements of a fire and the extinguishment theory, how to use a fire extinguisher and principle knowledge of extinguishing agents, be able to communicate on telephone and radio and how to tie various fire service knots.

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

Prerequisite(s): None

FS 121 FIREFIGHTING II EQUIPMENT & SAFETY - MODULE B**By Request**

When given certain tools and equipment, the student will exercise proper techniques in tool use and use recommended safety procedures. Students will also be taught firefighter personal safety to be used at the station, in route to, and when operating at the emergency scene.

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

Prerequisite(s): None

FS 122 FIREFIGHTING II ADVANCED OPERATIONS - MODULE C**By Request**

The student will learn how to develop a building-wide plan to be used in the event of a fire, learn how to develop a water supply for municipal needs and for fire service needs, learn proper use of fire hose and maintenance of same, learn how to suppress a fire using the various types of fire streams, learn how to properly handle a hazardous materials spill and how to take care of personal property and merchandise using the proper salvage techniques.

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

Prerequisite(s): None

FS 123 ADVANCED FIREFIGHTING OPERATIONS**By Request**

Students will learn proper use of self-contained breathing apparatus, correct ventilation procedures, detection of hidden fires while conducting overhaul operations, use of installed sprinkler systems, basic emergency care for the first responder, and determination of fire cause and origin.

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

Prerequisite(s): None

FS 124 BASIC FIREFIGHTING**By Request**

This course will include firefighting orientation and safety, fire behavior, ventilation, ladders, fire apparatus familiarization, water supply, hoses, nozzles, and self-contained breathing apparatus.

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

Prerequisite(s): None

FS 130 BASIC FIREFIGHTING SKILLS**By Request**

This course provides the student with basic fire fighting skills and practices they need to safely perform duties of a firefighter. Topics to include but not limited to the following: use of SCBA, apparatus, forcible entry, etc.

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

Prerequisite(s): None

FOOD SERVICE

FOS 116 NUTRITION
T **Fall/Spring/Summer**
By Request
This course is an introduction to the various nutrients as related to a lifetime of health. It is designed to meet the needs of students in the health and food service professions. Basic nutrition, dietary guidelines, disease prevention, nutritional assessment, dietary counseling, and menu writing are included.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

FOS 121 FOOD SERVICE SANITATION & SAFETY
T **Fall/Spring/Summer**
By Request
This course is a study of the principles involved in maintaining sanitary standards to protect the consumer from food-borne illness in food service establishments. One main objective is to enable the student to pass the Illinois Department of Public Health Sanitation Exam.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): None

GEOLOGY

GEO 213 GEOLOGY
T P1 907L **By Request**
This course is a general overview of the science of geology, including both physical and historical concepts. The materials, structures, and surface features of the earth's surface will be studied along with the processes involved in their development. The geological history of the earth and principles used in reconstructing the earth's history will be examined, including the evolution of life through fossil study.
Credit: 4 hours - Three lecture and two lab hours per week.
Prerequisite(s): None

GEO 215 INTRO TO ENVIRONMENTAL GEOLOGY
T P1 908L **By Request**
This is an introductory course in the study of the interactions between human activities and geologic processes. An overview of modern geologic concepts is followed by an in-depth examination of natural hazards, natural resources, waste management, environmental restoration, and land-use planning. This course provides instruction in the environment and scientific thinking that is useful to all students. It can also serve as a prerequisite(s) for a proposed course in environmental investigation.
Credit: 4 hours - Three lectures and two lab hours per week.
Prerequisite(s): None

GEOGRAPHY

GRY 214 INTRO TO PHYSICAL GEOGRAPHY
T P1 909 **Fall/Spring/Summer**
By Request
This course is a study of the various elements of the natural environment. The nature and characteristics of the physical components, the processes involved in their development, distribution and the basic interrelationships between these components will be stressed.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

GOVERNMENT

GOV 117 INTRO TO AMERICAN GOVERNMENT
T S5 900 **Fall/Summer/Spring**
By Request
This course is a survey of the governing process and institutions of the United States of America. The course is intended to prepare students to continue their studies in a full spectrum of Social Science curriculums. Students successfully completing this course will also develop a perspective of American governance that is applicable in their daily lives. This course meets the requirements for review of the constitution of the State of Illinois and the United States as required by Illinois State Senate Bill 96.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalents.

GOV 118 COMPARATIVE GOVERNMENT
T **By Request**
This is 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(s): None

GOV 210 AMERICAN FOREIGN POLICY
T **By Request**
This course will provide students with an explanation and analysis of the basic elements of American foreign policy. The class will highlight the governmental elements essential to the development, implementation, and assessment of the nation's foreign policy. Students will also learn how various interest groups, both American and foreign, shape policy. The course will begin with study of the institutions incorporated in the formation of foreign policy. It will continue with case studies of critical foreign policies and how they have molded today's international relationships.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): GOV 117 - Intro to American Government.

HEALTH

HLT 111 HEALTH
T **Fall/Spring/Summer**
By Request
This course is designed to assist the individual in his/her responsibility for establishing good health practice and thereby avoiding illness.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): None

HLT 112 DRUG AND ALCOHOL EDUCATION I
T **By Request**
This course is a study of facts, attitudes, problems, and impacts of drug and alcohol use and abuse. It includes identification of stimulants, depressants, hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drugs of abuse and their symptomatic reactions; and identification of helping organizations, institutions, and agencies.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): None

HLT 113 FOUNDATION OF HEALTH AND FITNESS
T **By Request**
This course is a study of principles of physical and mental health. It includes concepts of personal, family, and community hygiene; mental health; diet and nutrition; physical fitness and exercise, rest, and relaxation; disease prevention; and holistic health and wellness.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): None

HLT 117 STRESS MANAGEMENT
By Request
This course addresses practical information about stress and how to manage it. Topics include the definition and characteristics of stress, as well as the changes it causes in the body. Students will learn the difference between functional and dysfunctional techniques for managing stress, then focus on five areas of functional techniques. Students will learn to develop personal stress management plans.
Credit: .5 hours - .5 lecture hours per week.
Prerequisite(s): None

HLT 125 HEARTSAVER FIRST AID/CPR/AED
Fall/Spring
The Heartsaver First Aid course teaches lay rescuers the skills needed to manage illness and injuries in the first few minutes until professional help arrives. Course content includes general principles, medical, injury, and environmental emergencies. Optional topics included are CPR, AED use, and how to relieve a choking victim. It is designed for participants who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): None

HLT 126 FIRST AID REFRESHER**By Request**

This course is designed to review procedures taught in HLT 125-Heartsaver First Aid/CPR/AED and to acquaint the student with any changes that have occurred in first aid treatment of the ill or injured person.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite(s): Heartsaver First Aid/CPR/AED-HLT 125

HLT 225 PERSONAL TRAINER**By Request**

This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training. Learn how to properly screen and evaluate clients for safe participation in an exercise program, designed and implement exercise prescriptions for multiple populations and successful goal attainment, and successfully sell and manage personal trainer services. Eligibility for Personal Trainer Certification is provided through the National Council on Strength and Fitness Board for Certification (NCSFBC).

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

HEALTH INFORMATION TECHNOLOGY**HIT 100 MEDICAL TERMINOLOGY****T****Fall/Spring**

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 is presented.

Credit: 3 hours - Three lecture hours per week

Prerequisite(s): None

HIT 101 INTRODUCTION TO HEALTH INFORMATION**Fall**

This course will initiate the student to the field of Health Information Technology. An overview of the functions and responsibilities of the technologist, and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record system consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIT 102 HEALTH RECORDS SYSTEMS**Spring**

This course is a study of the content regarding format, evaluation and completeness of the medical record; licensing, accrediting, and regulatory agencies, numbering systems, patient indexes, filing systems, records retention, and storage and retrieval.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Health Information-HIT 101 and acceptance into HIT Program.

HIT 103 HEALTH RECORDS SYSTEMS LAB**Spring**

This course allows the student the laboratory hands-on experience in evaluating content, format, and completeness of actual medical records. Also included in this lab is experience with numbering systems, patients indexes, filing systems, records retention, and storage and retrieval. Computer experience will be utilized as a teaching method.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): Introduction to Health Information-HIT 101 and acceptance into the HIT program.

HIT 104 ADVANCED MEDICAL TERMINOLOGY**Spring**

This course is a continuation of the development of medical vocabulary in order to understand the language used in the medical profession including pronunciation, spelling, and definition of medical terms.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Medical Terminology-HIT 100 with a grade of "C" or better.

HIT 105 MEDICAL TRANSCRIPTION**Fall/Spring**

This course involves transcribing medical and health-related documents by use of dictation software and digital equipment. The development of English skills, medical language usage, plus proofreading/editing skills will also be emphasized.

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

Prerequisite(s): None

Co-requisites: Business Computer Systems – COM 111 and Medical Terminology – HIT 100.

HIT 106 PRINCIPLES OF INSURANCE**Spring**

The purpose of this course is to familiarize the student with the efficiency and smooth operation of insurance through the study of basic medical and insurance abbreviations and terms, correct and incorrect procedural and diagnostic codings, insurance billing, and type of insurance coverage.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): HIT 109-Introduction to Coding

HIT 107 MEDICAL OFFICE PROCEDURES**Spring**

This course will introduce students to medical office procedures and practices. Students will study procedures, forms, communications, and other aspects of administrative duties that are expected for medical office settings. This course includes a computerized practice management simulation applying office management/appointment scheduling, billing procedures, and medical practice report generation. Development of information management techniques and decision-making skills are stressed.

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

Prerequisite(s): Keyboarding ability.

HIT 109 INTRODUCTION TO CODING**Fall**

The study of the five-digit procedure code numbers, modifiers, and/or description of each service, given a series of problems relating to various medical procedures and services and using the Current Procedural Terminology (CPT) and ICD-9 code books.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): None

HIT 110 ADVANCED MEDICAL TRANSCRIPTION**Spring**

A continuation of Medical Transcription in which students transcribe from various medical specialties by use of dictation software and digital equipment. Previous document formatting, proofreading/editing and language skills will be applied to a simulated medical setting, providing experience in transcription of numerous health care related documents.

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

Prerequisite(s): Medical Transcription-HIT 105 with a grade of "C" or better.

HIT 111 PROFESSIONALISM IN THE MEDICAL OFFICE**Summer**

The purpose of this course is to familiarize the student with professionalism issues associated with the medical office including making a commitment to the job, traits of medical office professional, interpersonal relationships with coworkers, projecting a professional image on the job and after hours, and personal management skills. The internship experience is also presented with focus on career planning and employment in a medical office.

Credit: 1 hour – One lecture hour per week.

Co-requisite(s): HIT 192-Medical Office Assistant Internship, HIT 193-Medical Transcription Internship, or HIT 194-Medical Coding Specialist Internship.

HIT 161 CODING CPC EXAM PREPARATION COURSE**By Request**

This course is a study of CPT-4 outpatient coding in order to support the student in the preparation of the Certified Professional Coder Examination given by the American Academy of Professional Coders.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

HIT 192 MEDICAL OFFICE ASSISTANT INTERNSHIP
Summer/By Request
Supervised work experience in an approved training station for students pursuing a one year certificate in the Medical Office Assistant program. Each student is required to complete 80 hours at a worksite during the semester.
Credit: 1 hour - Five lab hours per week.
Prerequisite(s): Career Development - INT 111 and Instructor's Approval.

HIT 193 MEDICAL TRANSCRIPTION INTERNSHIP
Summer/By Request
Supervised work experience in an approved training station for students pursuing a career in the Medical Transcription field. Each student is required to complete 80 hours at a worksite during the semester.
Credit: 1 hour - Five lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor's Approval.

HIT 194 MEDICAL CODING SPECIALIST INTERNSHIP
Summer/By Request
Supervised work experience in an approved training station for students pursuing a one-year Medical Coding Specialist certificate. Each student is required to complete 80 hours at a worksite during the semester.
Credit: 1 hour - Five lab hours per week.
Prerequisite(s): Career Development – INT 111 and Instructor's Approval

HIT 201 HEALTH DATA AND STATISTICS
Fall
The study of sources and uses of health data; computation of rates and percentages; vital records registration, reporting, and display.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Elementary Statistics-MAT 210 and acceptance into the HIT program.

HIT 202 CLINICAL PRACTICUM I
Fall
This course provides clinical experience in the areas of patient registration, registration procedures in the medical record department; storage and retrieval of medical records, technical analysis of the medical record, coding and indexing, and medical transcription.
Credit: 2 hours – 160 clinical hours required.
Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.

HIT 203 MANAGEMENT IN HEALTH CARE
Fall
This course is a study of management principles as applied to the medical record department, including an introduction to management, the functions of planning, organizing, controlling; actuating/supervising, problem solving, and quality assurance in the medical record department.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.

HIT 204 CODING
Fall
The study of classifications and nomenclatures with in-depth coverage of ICD-9-CM indexing.
Credit: 5 hours - Four lecture and two lab hours per week.
Prerequisite(s): Anatomy and Physiology-BIO 212 and Fundamentals of Medical Science-HIT 215.

HIT 209 ADVANCED PHYSICIAN CODING
Spring
This course concentrates on analyzing medical chart documentation, assigning diagnostic/procedure codes, and maximizing reimbursement. An in-depth look will be presented of ICD-9-CM, CPT and HCPCS coding systems. Emphasis will be placed on the development of critical thinking skills required for mastery level physician coding.
Credit: 4 hours – Three lecture and two lab hours per week.
Prerequisite(s): Medical Terminology - HIT 100 and Introduction to Coding - HIT 109

HIT 210 CPT CODING
Spring
This course covers the principles of coding with CPT. Students will develop an understanding of coding and classification systems in order to assign valid CPT/HCPCS procedures codes used to report reimbursable services.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Intro to Health Information-HIT 101 and Coding-HIT 204

HIT 211 MEDICO - LEGAL ASPECTS
Fall
Study of the basic concepts and principles of law and their application to the health care field, and specifically to the medical record department. Laws dealing with confidentiality and release of information, liability of health care providers, and other topics are covered.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.

HIT 212 QUALITY MANAGEMENT
Spring
This course is a study of quality management systems. Includes the purpose and philosophy of quality improvements; utilization management, performance improvement and risk management in the acute care facility; coordination of quality management activities with physician credential/reappointment and employee performance evaluation; quality management requirements for acute care facilities in specific program areas; quality management in the non-acute facility; confidentiality of quality management information; and the expanding quality management function.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.

HIT 213 CLINICAL PRACTICUM II
Spring
This course provides clinical experience in the areas of the medical staff, JCAHO, quality assurance, utilization review, PRO, medicare DRG's coding reinforcement and health information systems.
Credit: 2 hours – 160 clinical hours required.
Prerequisite(s): Clinical Practicum I-HIT 202

HIT 214 HEALTH INFORMATION IN NON-TRADITIONAL SETTING
Spring
This course is a study of medical services in health care institutions other than acute care hospital that includes regulation agencies, reporting systems, controls, the health record system and other related topics.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.

HIT 215 FUNDAMENTALS OF MEDICAL SCIENCE
Spring
This course is an introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings and treatment.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): Acceptance into the HIT program.

HIT 216 REIMBURSEMENT MANAGEMENT
Spring
Study of reimbursement as it relates to the healthcare field and specifically to the Health Information Department. Includes an overview of reimbursement methodologies, government sponsored healthcare programs, coding compliance, charge description master maintenance, and revenue cycle management.
Credit: 2 hours – Two lecture hours per week.
Prerequisite(s): Coding-HIT 204 or consent of Program Director/Assistant Director.

HEATING AND AIR CONDITIONING

HAC 160 HEATING AND AIR CONDITIONING I

By Request

This course studies the basic fundamentals of heating and air conditioning refrigerants pressure and temperature relationship, using pressure temperature tables, head pressure, ozone protection, electrical circuit fundamentals refrigeration and heating, tools and materials, law of thermodynamics, blueprint reading, EPA laws governing CFC's laws of refrigeration, using gauge manifolds, heating controls, and basic fundamental hydronic heating.

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

Prerequisite(s): None

HAC 260 HEATING AND AIR CONDITIONING II

By Request

This course teaches servicing and installing heating and air conditioning systems, refrigerant controls, heat pumps, theory, heat pump controls, superheat, metering devices, motor controls, trouble shooting external diagnosis and servicing air conditioning and heating systems, leak detection and repair, replacing compressor, charging systems, CFC recovery recycle, reclaim standards. Troubleshooting electrical refrigeration circuits. Troubleshooting electrical circuits heat pumps. Students completing both HAC I and HAC II should gain the skills and knowledge to pass the EPA certification test to service or repair refrigeration systems. This test is to be given at the end of HAC II.

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

Prerequisite(s): HAC 160 - Heating and Air Conditioning I

HISTORY

HIS 108 TWENTIETH CENTURY AMERICAN HISTORY

T H2 905 Fall/Spring

This course is a college level introduction to Modern America. Students will explore America's rise to superpower status, its struggles with economic crisis, war and social conflict. While developing a better understanding of Modern America, students will also expand their abilities to think critically while studying social science curriculums. Twentieth Century American History will expand students' horizons or serve as an excellent basis for further study in the social sciences.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalents.

HIS 109 TWENTIETH CENTURY WORLD HISTORY

T Fall/Spring

This course provides an understanding of the events, issues and personalities, which have, and are, shaping the world in which we live. The century's critical events are examined to reveal both historic importance and to better understand the validity of the past in our daily lives. Students will develop or expand a number of skills critical in the modern world, including applying an enhanced understanding of geography, building critical thinking skills as well as sharpening writing skills. Twentieth Century World History is an excellent first or only college level history class.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalents.

HIS 116 WESTERN CIVILIZATION TO 1715

T S2 902 Fall

This course is a survey of Western History. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic and technical progress of western civilization from the beginning of recorded history to 1715.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalents.

HIS 117 WESTERN CIVILIZATION FROM 1715

T H2 902 Spring

This course is a continuation of Western Civilization to 1715-HIS 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(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalents.

HIS 118 HISTORY OF ILLINOIS

T By Request

This course is designed to provide students with a working understanding of Illinois history from early settlement to present realities. The course will introduce students to all aspects of the states social and economic development while placing a specific focus on the history of southernmost Illinois.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

HIS 120 HISTORY OF WESTERN RELIGIONS

T Spring

This course is designed to provide students with an understanding of the origins, chronology, and critical theologies of the three great Western religions. Students will be introduced to the critical definitions, identifying characteristics, and origins of religions. The course will build a foundation in prehistoric and critical Eastern religions, then begin a detailed study of Jewish, Catholic, Protestant, and Islamic beliefs. Though based in a traditional chronological perspective, this course provides students with a significant introduction to theological, philosophical, social, artistic, and cultural icons which combine from the rich, yet conflicting, panorama of the modern religious, and political world.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIS 121 WORLD HISTORY BEGINNING TO 1450

Fall

This course is a college level introduction to World History. Students will explore the development and divergence of all the world's major societies, cultures, and economies to 1450. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings to 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Essential Computer Skills-COM 101 and completion of developmental English or placement test score equivalent.

HIS 122 WORLD HISTORY FROM 1450

Spring

This course is a college level introduction to World History. Students will explore the development and divergence of all the world's major societies, cultures, and economies from 1450 to the present. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings from 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Essential Computer Skills-COM 101 and completion of developmental English or placement test score equivalent.

HIS 130 SPECIAL TOPICS IN SOCIAL SCIENCE

By Request

This course will provide students with a greater understanding of the locations, artifacts, and technologies of American and World History. The class will be conducted in conjunction with trips to museums, historical sites, or other significant and relevant facilities.

Credit: 3 hours – Six lab hours per week.

Prerequisite(s): College Prep II-ENG 042 and Basic Writing-ENG 044 or placement test score equivalent.

HIS 214 HISTORY OF THE UNITED STATES TO 1877
T S2 900 Fall
 This course is a survey of the history of the United States of America from its European roots to the conclusion of the Civil War. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums, particularly American history from reconstruction to the present. This course will address the social, cultural, political, economic, and technological progress of the nation from the colonial period through early 1860. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

HIS 215 HISTORY OF THE UNITED STATES FROM 1877
T S2 901 Spring
 This course is a survey of the history of the United States of America from the Civil War to the modern era. This course will address the social, cultural, political, economic, and technological progress of the nation. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

HIS 216 AFRICAN-AMERICAN HISTORY
T By Request
 This course is a survey of African-American history from African backgrounds and slavery through the civil rights movement. It includes the role of African-Americans today with emphasis on their contributions to America's development and culture.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None.

HIS 217 HISTORY OF EASTERN CIVILIZATIONS
T S2 908N By Request
 This course is a survey of the history of the Asian continent with particular emphasis on monsoon Asia. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic, and technical progress of the Asian continent from the Mongols to the modern era.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

HIS 218 INTRODUCTION TO MILITARY HISTORY
T By Request
 Wars are made up of more than heroic acts, tactical advantages and casualty reports. This course explores the conditions that cause war, the importance of the social, political and economic impacts of war and the critical realignments that result from war. This course will focus on America's major war involvements: the Revolution, Civil War, World War I, World War II, Vietnam and a concluding discussion of the conflicts of the Middle East.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

HIS 241 HISTORY OF LATIN AMERICA
T By Request
 This course is a survey of Latin American history from Pre-Columbian times and the Spanish conquest of the ancient Maya, Aztec, and Inca cultures to the present. It includes a study of the political, social, economic, and cultural development of the area.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

HIS 245 INTRODUCTORY HISTORICAL RESEARCH
By Request
 This course is designed to provide students interested in further studies in social sciences and historical interpretation with a foundation in research methodologies.
 Credit: 3 hours – One lecture and four lab hours per week.
 Prerequisite(s): Successful completion of one of the following HIS 109 or GOV 117 with a final grade of "C" or better and concurrent enrollment in HIS 214, HIS 215, HIS 216, HIS 217, HIS 241, GOV 210 (will also include core interpretation classes).

HIS 250 SPECIAL READINGS IN SOCIAL SCIENCE
By Request
 This course is designed to provide students interested in further studies in social sciences with a better grounding in critical readings as well as better basic skills. This class is taken concurrently with an advanced social science class. The advanced class provides a framework for study from which the advanced readings can be based. This class begins with the student and instructor developing a course of study which insures that the student is exposed to expanded discussion of critical topics while expanding the students' personal interests in topics related to the core class. The class may be repeated for additional credit in other social science core classes, as long as a grade of C or better is maintained.
 Credit: 3 hours – Six lab hours per week.
 Prerequisite(s): None

HIS 255 ADVANCED HISTORICAL RESEARCH
By Request
 This course is designed to provide students interested in further studies in social sciences and historical interpretation with advanced historical research methodologies.
 Credit: 3 hours – One lecture hour and four lab hours per week.
 Prerequisite(s): Successful completion of HIS 245 with a final grade of "B" or better and concurrent enrollment in HIS 214, HIS 215, HIS 216, HIS 217, HIS 241, HIS 250, or GOV 210 (will also include core interpretation classes).

HNT 225 HISTORICAL AND NATURAL INTERPRETATION
By Request
 This course will introduce students to historical and natural interpretation. The class will explore the spectrum of interpreted historical sites as well as the varied forms of interpretation conducted to effectively portray those sites. This course will also address the varied responsibilities of interpreters and the basic career opportunities in the field. The class will rely on visits to museums, natural and historical sites or other relevant facilities.
 Credit: 1 hour – two lab hours per week.
 Prerequisite(s): None

INDUSTRIAL MAINTENANCE-CHEMICAL

IMT 140 INDUSTRIAL MECHANICS
Fall
 This course is designed to teach fundamental industrial mechanical equipment, concepts, and principles and will provide a broad range of technical information used in industry today by technicians, mechanics, and maintenance personnel.
 Credit: 4 hours – three lecture and three lab hours per week.
 Prerequisite(s): None

IMT 141 INTRODUCTION TO QUALITY SYSTEMS
Spring
 Students are introduced to fundamental concepts, principles, and practices used to improve quality in organizations. The need for organizational change is reviewed and paradigms of quality are introduced. An overview for areas of change, methods of quality planning and methods for implementing quality policies are provided. Students will practice problem solving techniques, make decisions based on data, work in teams, troubleshoot, and demonstrate knowledge of implementing continuous improvement processes.
 Credit: 3 hours – three lecture hours per week.
 Prerequisite(s): None

IMT 142 TEAM DYNAMICS AND PROBLEM SOLVING
Fall
 Students are introduced to skills required for being an effective team member and team leader. Students are also introduced to tools and methods used for problem solving as well as a systematic problem-solving model.
 Credit: 3 hours – three lecture hours per week.
 Prerequisite(s): None

IMT 143 INDUSTRIAL SAFETY**Fall**

This course provides practical training in industrial safety. The students are taught to observe general safety rules and regulations, to apply work site and shop safety rules, and to apply Occupational Safety and Health Administration (OSHA) regulations. Students are expected to obtain certification in Standard First Aid, Adult Cardiopulmonary Resuscitation (CPR), and AED.

Credit: 3 hours – three lecture hours per week.

Prerequisite(s): None

INDUSTRIAL MAINTENANCE-TECHNICIAN**IMT 144 MACHINE TOOLS I****Fall**

Provides the skills and knowledge that is needed to progress through the machine tool program. It will include safety and bench work. The student will be introduced to the basic power equipment and machine tools that are used in the machine trades which includes: drill presses, power saws, measurement instruments, mills and lathes.

Credit: 4 hours – two lecture and four lab hours per week.

Prerequisite(s): None

IMT 145 BASIC BLUEPRINTING READING**Fall**

This course presents basic applied math, lines, multiview drawings, symbols, dimensioning techniques, sectional views, auxiliary views, and typical features of a variety of fields.

Credit: 3 hours – three lecture hours per week.

Prerequisite(s): None

IMT 146 MAINTENANCE ELECTRICAL PRINCIPLES**Spring**

This course introduces the theory of electricity and magnetism and the relationship of voltage, current, resistance, and power in electrical circuits. The course is designed to develop an understanding of alternating and direct current fundamentals. Students will apply formulas to analyze the operation of AC and DC circuits.

Credit: 4 hours – three lecture and two lab hours per week.

Prerequisite(s): None

IMT 147 FLUID POWER I**Spring**

This course is the study of fluid power theory, component identification and application, schematic reading, and basic calculations related to pneumatic and hydraulic systems and their operations.

Credit: 4 hours – two lecture and four lab hours per week.

Prerequisite(s): None

IMT 148 CIRCUITS I**Spring**

Introduction to basic theory of DC and AC circuits, including circuit analysis techniques, introductory magnetism, and transformer principles.

Credit: 4 hours – three lecture and lab hours per week.

Prerequisite(s): None

INDUSTRY

Industry courses are scheduled by request. For additional information on available courses, contact the Center for Community and Economic Development at (618) 634-3231.

INFORMATION MANAGEMENT**IMS 115 PROOFREADING****Fall**

The proofreading course provides the instruction and practice needed to improve the student's proofreading and editing skills. The students learn how to proofread to detect errors in capitalization, content, format, grammar, keyboarding, number usage, punctuation, spelling, word division, and word usage. Also the student learns to edit a document for clarity and conciseness via the use of realistic business communications: letters, memorandums, messages, expense reports, itineraries, and income statements. Disk applications give students practical experience in proofreading and editing on the computer screen.

Credit: 1 hour - .5 lecture hours and one lab hour per week.

Prerequisite(s): None

IMS 117 TELEPHONE COMMUNICATION**Spring**

The telephone communication course has a dual focus on technology and personal communications skills. This course is designed to benefit everyone who comes in contact with customers/clients/associates on the telephone. The student/employee learns how vital he/she is in promoting a good company image, how to make customers feel important, and how to increase sales. Telephone, telecommunications systems, equipment, and technology are discussed. Students listen to dialogues, analyze, and apply problem-solving skills to real world situations.

Credit: 1 hour - .5 lecture hours and one lab hour per week.

Prerequisite(s): None

IMS 120 RECORDS/INFORMATION MANAGEMENT**Fall**

Fundamentals in alphabetic, numeric, geographic, and subject filing are reviewed in this course. The elements of an organized records management program are studied, including records inventory procedures, records classification systems, active and inactive records control procedures, forms analysis and control, archives management, and records center management. ARMA-comparable indexing rules are applied in manual and microcomputer applications. PC-File+ software is used to complete the computer work. Records maintenance emphasizing protecting and maintaining computerized files is included in this course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

IMS 122 DOCUMENT FORMATTING**Fall/Spring/Summer**

A continuation of Beginning Keyboarding with emphasis on straight copy as well as timed production work. Included in this course are letters, tables, memos, forms, and reports. Minimum five minute speed of 45 words per minute for a C by the end of the course is required.

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

Prerequisite(s): Current Technology for Office Support-IMS 130.

IMS 127 VOICE DICTATION**Fall**

Using voice recognition software and the micro-computer, the student will be able to compose e-mail messages, create reports, draft letters, edit proposals, and more just by speaking.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Beginning Keyboarding – IMS 227 or Consent of instructor.

IMS 128 MACHINE TRANSCRIPTION**Fall**

Computer transcription of pre-recorded data from transcription machine into mailable document form. Student composition, dictation, and proofreading are incorporated activities. Punctuation, spelling, word usage, and corrections are additional skills emphasized.

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

Prerequisite(s): Office Information Processing I-IMS 227

IMS 130 CURRENT TECHNOLOGY FOR OFFICE SUPPORT

Spring

This course is designed to familiarize students with the most current technology and its impact on office support. Due to the fast-paced field, the course will continually be updated to match the needs of the changing workplace. Topics introduced include scheduling and calendaring features related to email and telephony, tutorial/orientation creation packages, cloud computing, podcasting and vodcasting, and apps for office production. Interpersonal skills, teamwork, communication skills, and ethical considerations applicable to today's work environment will be developed and practiced.

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

Prerequisite(s): None

IMS 191 OFFICE ASSISTANT INTERNSHIP

Fall/Spring/Summer

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Office Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's approval

IMS 192 ADMINISTRATIVE ASSISTANT INTERNSHIP

Fall/Spring/Summer

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Administrative Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's approval

IMS 193 LEGAL ADMINISTRATIVE ASSISTANT INTERNSHIP

Fall/Spring/Summer

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Legal Administrative Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's approval

IMS 194 MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP

Fall/Spring/Summer

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Medical Administrative Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's approval

IMS 197 INFORMATION PROCESSING INTERNSHIP

Fall/Spring/Summer

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Information Processing program. Each student is required to complete 150 contact hours at an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and Instructor's approval

IMS 223 DOCUMENT PRODUCTION

T

Fall/Spring/Summer

This course is a continuation of Document Formatting with emphasis on speed development and timed production work. Government, medical, technical, financial, and legal mini-simulations are included. A minimum 5-minute speed of 50 words per minute for a C by the end of the course is required.

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

Prerequisite(s): Document Formatting-IMS 122 or prior keyboarding experience with speed of approximately 45 words per minute.

IMS 226 ADMINISTRATIVE SUPPORT PROCEDURES

Fall

This course is a comprehensive study of the duties of the Administrative Assistant. Topics examined include human relations, personality, communications, and career options. Knowledge, attitudes, and values that are important for competent performance on the job are stressed. Decision making on the job is incorporated. This is considered a capstone course and should be taken near the end of the two-year Administrative Assistant program.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Keyboarding ability

IMS 227 OFFICE INFORMATION PROCESSING I

Fall/Spring

This course introduces concepts, vocabulary, hardware, software, and career information which directly relates to information processing. Students will progress through a packet of exercises dealing with word processing and moving toward integrating word processing documents into computerized presentations. Exercises will be completed as a simulation, which will parallel an office work environment in dealing with the expectations of a supervisor.

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

Prerequisite(s): Business Computer Systems – COM 111 or consent of instructor.

IMS 229 LEGAL ADMINISTRATIVE PROCEDURES

Spring

This course reinforces the use of legal documents and legal terms. The vocabulary of the legal environment is stressed through spelling, legal abbreviations, symbols, and usage. Students use machine and voice recognition to transcribe legal documents. Students, through simulation work, learn the role of the legal administrative assistant in the legal environment, whether in an attorney's office or other legal entity. This is considered a capstone course and should be taken near the end of the two-year legal administrative assistant program.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): keyboarding ability

IMS 236 OFFICE INFORMATION PROCESSING II

Fall/Spring

This course is a continuation of Office Information Processing I with emphasis on advanced features of software application packages and the introduction of additional information processing software packages. This course includes simulations applying skills previously learned and the comparison of hardware/software on the current market.

Credit: 3 hours-Two lecture and two lab hours per week

Prerequisite(s): Office Information Processing I – IMS 227

JOURNALISM

JOU 110 NEWSPAPER PRODUCTIONS

By Request

This course is designed for the journalism and non-journalism major who is interested in producing for the student publication, *The Tempo*. The student may focus on a wide area of activities, including writing, photojournalism, advertising, or layout.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

JOU 114 INTRODUCTION TO MASS COMMUNICATION

Fall

This survey course is designed for the journalism and the non-journalism major. It addresses the various types of mass communication and their impact on society through the evolution of their earliest, most "primitive" forms to the electronic forms of today. The primary focus will be exploring how media messages affect our culture. Students will also concentrate on the media's freedoms and the media's social responsibilities.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

JOU 115 NEWS REPORTING I
T Fall/Spring
This class is designed to introduce the basics of print journalism. Emphasis is placed upon writing news stories. Students learn to collect facts, write, edit, and proofread stories. The class writes for the student newspaper. Typing is required for all work.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

JOU 116 NEWS REPORTING II
T Spring
This class is a continuation of JOU 115. More emphasis is placed upon interviewing techniques and writing stories after conducting interviews. Public relations and publicity writing are also taught in this course. The class writes for the student newspaper. Typing is required for all work.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): News Reporting I-JOU 115

JOU 211 INTRODUCTION TO FEATURE WRITING
T Fall/Spring
This course emphasizes writing and reporting for the print media with a special emphasis on serial writing and investigative reporting. These students write for the college newspaper. Typing is required for all work.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): News Reporting I-JOU 115 and/or News Reporting II-JOU 116

JOU 212 FEATURE WRITING II
T Fall/Spring
This class will focus on the study and written practice of writing feature stories for any print media. The course allows the flexibility to write about topics of interest.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Introduction to Feature Writing-JOU 211

JOU 213 INTRODUCTION TO LAYOUT
T Fall/Spring
In this course, emphasis is placed upon the application of journalistic skills to publications productions. It includes editing, layout, photography, advertising, and business management.
Credit: 1 hour - Two lab hours per week.
Prerequisite(s): None

JOU 214 INTRODUCTION TO GRAPHIC DESIGN
T Fall/Spring
This course is a continuation of JOU 213. It includes editing, layout, photography, advertising, and business management. More emphasis is placed on online publications.
Credit: 3 hours - Three lab hours per week.
Prerequisite(s): Introduction to Layout- JOU 213

JOU 215 PUBLICATIONS PRODUCTION III
T Fall/Spring
This course is an application of journalistic skills to publications production that includes news gathering, writing, editing, layout, photography, advertising, and business management.
Credit: 1 hour - Two lab hours per week.
Prerequisite(s): Introduction to Graphic Design-JOU 214

JOU 216 PUBLICATIONS PRODUCTION IV
T Fall/Spring
This course is a continuation of JOU 115. Emphasis is placed on feature writing and columns. Public relations and publicity writing is also taught. These students write for the college newspaper. Typing is required for all work.
Credit: 1 hour - Two lab hours per week.
Prerequisite(s): Publications Production III-JOU 215

JOU 217 MAGAZINE PRODUCTION I
T By Request
This course will introduce students to practical aspects of magazine production, including, but not limited to, advertising, layout, publicity and definition of writing, photography and art styles for design purposes.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): None

JOU 218 MAGAZINE PRODUCTION II
T By Request
This course will be a continuation of JOU 217-Magazine Production I and will build upon the practical aspects of magazine production, including, but not limited to, advertising, layout, publicity and definition of writing, photography and art styles for design purposes.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): JOU 217-Magazine Production I.

JOU 220 INTRODUCTION TO COPY EDITING
Spring
This introductory copy editing course focuses on three primary areas: proofreading text, writing headlines, and arranging layout copy. The student will practice editing skills and contribute to the student publication, *The Tempo*. Not only will the course demonstrate the importance of correct AP style, grammar, and mechanics, but it will also focus on news judgment.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): News Reporting I-JOU 115 and Introduction to Layout-JOU 213.

LIBRARY

LRC 112 THE LIBRARY AS AN INFORMATION SOURCE
T Fall/Spring/Summer
This course is designed to inform students of strategies that result in successful information results. The student will develop critical thinking skills and knowledge of library resources to locate specific types of information. There is a computer-based component for this course.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): None

LITERATURE

LIT 210 INTRODUCTION TO LITERATURE
T H3 900 Fall/Spring
This is a survey course that introduces the student to a wide scope of literary diversity. This course is designed to acquaint the student with a mixture of traditional and contemporary works in fiction, poetry, and drama, providing a web of textual connections between the old and the new. Emphasis will be placed on interpreting these connections through focused reading, collaborative discussion, and critical writing.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

LIT 211 INTRODUCTION TO POETRY
T H3 903 By Request
In this course, 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(s): None

LIT 212 MODERN FICTION
T H3 901 By Request
Representative fiction is examined and studied in terms of style, structure, and contribution to modern civilization. Aspects of the authors' backgrounds and historical events will be studied.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 213 INTRODUCTION TO DRAMA
T H3 902 By Request
A study of representative plays with emphasis on dramatic literary form and dialogue is presented. Students may also gain experience in creating dramatic dialogue in this course.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

LIT 214 **BRITISH LITERATURE I**
T **H3 912** **By Request**
Literature 214 is a survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 215 **BRITISH LITERATURE II**
T **H3 913** **By Request**
Literature 215 is a survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 216 **AMERICAN LITERATURE I**
T **H3 914** **Fall**
This course is 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(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 217 **AMERICAN LITERATURE II**
T **H3 915** **Spring**
Literature 217 is a continuation of Literature 216 and is designed for the study of writers and literary documents that contribute to an understanding of the American heritage from the Civil War period until the present. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 218 **WORLD LITERATURE**
T **H3 906** **By Request**
A comprehensive survey of representative masterpieces of world literature from the Classical through the 20th Century is presented.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 219 **CONTEMPORARY MULTICULTURAL LITERATURE**
T **H3 910D** **By Request**
Contemporary Multicultural Literature will examine current American literature as it reflects the experience and construction of ethnic, racial, and gender identity. The elements of fiction, poetry, and drama will be covered.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 220 **LITERATURE AND GENDER**
T **H3911D** **By Request**
Examination of various types of literary work that reflect the experiences and construction of gender identity and emphasize selected genres or the literary contributors of a gender defined group (e.g. Women Writers).
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

LIT 221 **AFRICAN AMERICAN LITERATURE**
T **H3 910D** **By Request**
Examination of various types of literary works that reflect the experience and construction of racial and cultural minority identities with special emphasis placed on African-American literature.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

MASSAGE THERAPY

MTP 100 **BASIC MASSAGE THERAPY**
By Request
This course is designed to introduce students to basic theories and techniques for the lay person to perform massage. Students will learn definitions and principles necessary to perform massage safely. Techniques for massaging someone in both seated and reclining positions will be taught. This course is for anyone who wants to learn simple techniques to perform massage on family and friends, and is also strongly recommended for students considering entering the Massage Therapy program.
Credit: 1 hour – one lecture hour per week.
Prerequisite(s): None

MTP 101 **INTRODUCTION TO MASSAGE THERAPY**
Fall
This course is designed to introduce students to the history of massage therapy, current trends, and basic principles and techniques of therapeutic massage. Students will learn medical terminology, communication skills, how to conduct a client consultation and assessment, and what to document in client records. Students will study pathology and the indications and contraindications for massage.
Credit: 3 hours – three lecture hours per week.
Prerequisite(s): None

MTP 102 **MASSAGE THERAPY ETHICS AND LAWS**
Fall
This course is designed to explore ethical issues and laws that affect massage therapists including professional standards, therapeutic relationships, and boundaries. Students will discuss behaviors that are ethical and unethical. Missouri and Illinois laws will be covered. Other topics include hygiene and universal precautions, HIV, hepatitis, and the importance of continuing education and professional development.
Credit: 2 hours – Two lecture hours per week.
Prerequisite(s): None

MTP 103 **ANCILLARY MODALITIES**
Fall
This course addresses various topics related to the practice of massage therapy. Students will learn about stretching, hydrotherapy, nutrition and metabolism, aromatherapy, time management and stress management. Also included is an introduction to Traditional Chinese Medicine.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): None

MTP 104 **MASSAGE THERAPY TECHNIQUES I**
Fall
This course is designed to provide the initial training in therapeutic massage. Students will learn Swedish massage techniques and how to apply them to various body parts. Other topics include use of equipment and supplies, positioning, draping, palpation, pressure, effects of massage, and self-care for massage therapists, including body mechanics and avoiding burnout.
Credit: 4 hours – Two lecture hours and four lab hours per week.
Prerequisite(s): None

MTP 110 **Massage Therapy Continuing Education**
By Request
This course is designed to provide continuing education credit for license massage therapist and/or other health related professions/occupation requiring continuing education for license renewal.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): Licensed Massaged Therapist.

MTP 201 **ADVANCED MASSAGE THERAPY**
Spring
This course is designed to provide the student with the opportunity to learn various massage techniques such as sports massage, seated massage, positional release and myofascial release. Students will also learn the characteristics of deep tissue massage. Other topics include prenatal massage and newborn massage.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

MTP 202 **MASSAGE THERAPY ANATOMY**
Spring
This course is designed to focus on the tissues most affected by massage therapy – muscles and fascia. Students will study the origins, insertions, and actions of major muscles, and will trace meridians of fascia through the body. Emphasis will be placed on muscle actions and kinesiology.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

MTP 203 **MASSAGE THERAPY BUSINESS PRACTICES**
Spring
This course is designed to explore the various aspects of developing and maintaining a successful therapeutic massage practice. Topics include career decisions, job hunting skills, record keeping, starting a massage business, and marketing strategies.
Credit: 2 hours – Two lecture hours per week.
Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

MTP 204 **MASSAGE THERAPY TECHNIQUES II**
Spring
This course is designed to expand the skills of students in treatment planning and performing therapeutic massages. Students will learn the differences between massage for relaxation and therapeutic massage, and how to develop a treatment plan. Other topics include joint mobilization, massage in medical settings, techniques for various pathologies, and massage for elders and the terminally ill and dying. Students will be required to work in clinical settings outside of class.
Credit: 4 hours – Two lecture and four lab hours per week.
Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

MTP 205 **MASSAGE THERAPY TECHNIQUES III**
Summer
This course is designed to provide the student with the opportunity to apply the principles, techniques, and procedures learned in previous massage courses. Emphasis will be on performing full body massages that meet the client's needs and goals. Muscle locations will be reviewed, and students will study trigger points and pain referral patterns. The structure and functions of the body systems will be reviewed.
Credit: 4 hours – Two lecture and 4 lab hours per week.
Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and second semester of the Massage Therapy program.

MATHEMATICS

MAT 041 **INTRODUCTION TO ALGEBRA**
Fall/Spring/Summer
This course is an introduction to the algebraic fundamentals. The material covered in this course includes operations on signed numbers, linear equations and inequalities, exponents, polynomials, and rational expressions. It is designed for students who have had no algebra or who desire a review of this material. Successful completion of this course should prepare a student for MAT 114, Intermediate Algebra.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

MAT 042 **INTRODUCTION TO GEOMETRY**
Fall/Spring
The course covers the fundamental concepts of geometry for students who lack credit of one year of high school geometry or who need a review of the subject matter. It is similar to a one-year course in high school geometry. Deductive and inductive reasoning and direct and indirect proofs are an integral part of this course as well as concepts of undefined terms, axioms, and theorems. Other topics include triangles, congruence, similarity, lines, angles, circles, parallelism, perpendicularity, polygons, and construction techniques.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better. May also be taken concurrently with Introduction to Algebra-MAT 041.

MAT 046 **DEVELOPMENTAL MATH**
Fall/Spring
This is a review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and metrics. Students are placed into this course by their placement scores. In order to advance to the next mathematics course (MAT 0041), students must complete this course with a grade of "A", or a comparable score on the exit exam for this course.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

MAT 110 **GENERAL EDUCATION MATHEMATICS**
T M1 904 **Fall/Spring/Summer**
This course focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics to be studied in depth include graph theory, counting techniques and probability, statistics, and finance or geometry. Calculators will be used extensively.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 111 **MATH FOR ELEMENTARY TEACHERS I**
T **Fall**
This course covers problem solving strategies, sets, relations, other numeration systems, algorithms, whole numbers, integers, rational numbers and real numbers. It is designed for elementary education majors.
Credit: 4 hours – Four lecture hours per week.
Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 112 **MATH FOR ELEMENTARY TEACHERS II**
T M1 903 **Spring**
This course is a continuation of MAT 111. It includes mathematical reasoning, logic, probability, statistics, finance, and geometry. It is designed for elementary education majors who will transfer to SIU-C.
Credit: 4 hours – Four lecture hours per week.
Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school. Math for Elementary Teachers-MAT 111 recommended.

MAT 113 **QUANTITATIVE LITERACY**
T M1 901 **Fall/Spring**
This course provides a conceptual understanding of quantitative reasoning. It develops skills in problem solving, analytical thinking, and analyzing data using graphs; descriptive statistics; using polynomial, exponential, and logistic functions and systems of equations and inequalities to model and solve real-world problems; logic, estimating, and judging reasonableness of answers; using the graphing calculator and/or computer to facilitate problem solving.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 114 **INTERMEDIATE ALGEBRA**
Fall/Spring/Summer
This course is an intermediate-level course in Algebra. It includes properties and operations of the real number systems, equations and inequalities, polynomials, rational expressions, powers, roots, radicals, functions, and graphing.
Credit: 5 hours - Five lecture hours per week.
Prerequisite(s): Introduction to Algebra-MAT 041 with grade of C or better or 1 year of high school algebra with grade of C or better, or equivalent.

MAT 115 **PRE-CALCULUS**
T **Fall/Spring**
An integrated college-level course in the elementary functions of College Algebra and Trigonometry. It includes a study of number systems, equation and inequality solving, functions and graphing, linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions, systems of equations and inequalities, binomial expansions, analytic trigonometry, and applications of trigonometry. **This course should not be taken by a student who has completed College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of "C" or better.** Graphing calculators will be used in this course.
Credit: 5 hours - Five lecture hours per week.
Prerequisite(s): Geometry-MAT 042 and Intermediate Algebra-MAT 114 with a grade of "C" or better or satisfactory math background in high school.

MAT 116 COLLEGE ALGEBRA
T Fall/Spring
 This is a college-level algebra course. First and second degree equations and inequalities; polynomial, rational, exponential and logarithmic functions; complex numbers; graphing; systems of equations, matrices and determinants; and binomial expansions. **This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115.** Graphing calculators will be used in this class.
 Credit: 4 hours - Four lecture hours per week.
 Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 117 CALCULUS I
T M1 900-1/ Fall/Spring
 This is a college level course in analytic geometry and calculus, including coordinate geometry, limits, continuity, derivatives (including trigonometric functions) and applications, and indefinite and definite integrals with applications. Graphing calculators will be used in this class.
 Credit: 5 hours - Five lecture hours per week.
 Prerequisite(s): Pre-Calculus-MAT 115, or a combination of College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of "C" or better, or equivalent math background in high school.

MAT 118 TRIGONOMETRY
T Spring
 This course is the study and applications of fundamental concepts in trigonometry. It includes trigonometric functions, identities, equations, and inverse functions; graphing, degree and radian measure; solution of triangles; vectors; and powers and roots of complex numbers. **This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115.** Graphing calculators will be used in this class.
 Credit: 2 hours - Two lecture hours per week.
 Prerequisite(s): College Algebra-MAT 116 or equivalent.

MAT 119 FINITE MATHEMATICS
T M1 906 Spring
 This course is an introductory course in analysis for business, life science, and social science students. This course includes set theory, counting and elementary probability theory, vectors, systems of linear equations and matrices, Markov chains, and game theory, systems of inequalities and an introduction to linear programming, logic and statistics. Graphing calculators will be used in this class.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Intermediate Algebra-MAT 114 with a grade of "C" or better.

MAT 121 TECHNICAL MATHEMATICS
Fall
 This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts, and basic algebra with applications to vocational situations.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better.

MAT 122 APPLIED BASIC MATHEMATICS
Spring/Summer
 This course includes topics in mathematics that are frequently encountered in many vocational areas. It is especially suitable for students in nursing and food service programs. The topics covered include fractions, mixed numbers, decimals, percents, metrics measurements, and ratios and proportions. Approximately a third of this course will be devoted to real problems from the student's career program.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

MAT 161 APPLIED VOCATIONAL MATH
By Request
 This course is a study of math concepts as applied to practical problems in the technical and occupational fields.
 Credit: 1 hour - One lecture hour per week
 Prerequisite(s): None

MAT 210 ELEMENTARY STATISTICS
T M1 902 Fall/Spring/Summer
 This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binomial and normal distributions, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used in this course.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background.

MAT 211 CALCULUS II
T M1 900-2/ Spring/Summer
 This course is a study of analytic geometry extended, transcendental functions, techniques of integration, indeterminate forms and improper integrals, numerical approximation techniques, infinite series, conics, polar coordinates, introduction to partial derivatives and multiple integration.
 Credit: 5 hours - Five lecture hours per week.
 Prerequisite(s): Calculus I-MAT 117 with a grade of "C" or better

MAT 212 CALCULUS III
T M1 900-3 Fall
 This course is a study of parametric equations, vector functions, multiple integrals, partial differentiation, 3-space, vector calculus, curvilinear motion, and an introduction to differential equations.
 Credit: 5 hours - Five lecture hours per week.
 Prerequisite(s): Calculus II-MAT 211 with a grade of "C" or better

MAT 213 ORDINARY DIFFERENTIAL EQUATIONS I
T Spring
 This course is an introduction to differential equations. Methods include separation of variables, homogenous, exact, linear, applications, undetermined coefficients, variation of parameters, power series solutions, and Laplace transforms.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Calculus I-MAT 117 and Analytic Geometry and Calculus II-MAT 211 with a grade of "C" or better

MAT 215 APPLIED CALCULUS FOR BUSINESS/SOCIAL SCIENCE
T M1 900-B Fall/Summer
 This course includes the application of basic concepts of calculus. It includes sets, functions (linear, exponential, and logarithmic), applications of functions and graphs, limits, differentiation (derivatives and application of differentiation), definite and indefinite integrals, fundamental theorems of calculus, applications of integration, and selected topics from analytic geometry. Graphing calculators will be used in this class.
 Credit: 4 hours - Four lecture hours per week.
 Prerequisite(s): College Algebra-MAT 116 or Pre-calculus-MAT 115 with a grade of "C" or better.

MAT 217 INTRODUCTION TO LINEAR ALGEBRA
By Request
 This course is an introduction to vectors, vector spaces, and linear transformations. The topics to be covered include vectors, operations on matrices, inverse of a matrix, solutions of systems of linear equations, rank of a matrix, vector spaces and subspaces, linear dependence and independence, basis and dimension, linear transformations, sums, composites and inverses of linear transformations, range and kernel of a linear transformation. Further topics could include determinants, eigenvalues and eigenvectors, orthogonality and inner product spaces, and quadratic forms.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): Calculus I-MAT 117.

MAT 220 DISCRETE MATHEMATICS
T Spring
 Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system designs, data structures and algorithms. It includes sets, counting, recursion, graph theory, trees, nets, Boolean algebra, automata, and formal grammars and languages.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite(s): None

MEDICAL LABORATORY TECHNOLOGIST

MLT 120 INTRODUCTION TO CLINICAL LABORATORY Fall

Introduction to the Clinical Laboratory will acquaint the MLT student with the SICCM/MLT Program and with the profession of the Medical Laboratory Technology. The course will give the student the fundamentals of the clinical laboratory, including safety practice and safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic quality assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes. The student will also gain knowledge and practice in phlebotomy skills.

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

Prerequisite(s): Admission to MLT Program.

MLT 121 SEROLOGY

Spring

This course covers an introduction to immunology with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions, and serological procedures most widely performed in the clinical laboratory will be covered in the eight week course.

Credit: 1.5 hour - One lecture and one lab hour per week

Prerequisite(s): Introduction to Clinical Laboratory-MLT 120

MLT 122 CLINICAL MICROSCOPY

Spring

This course is a study of the theory and microscopic examination of urine and other body fluids (i.e. synovial fluid, thoracentesis fluid, semen and gastric fluid).

Credit: 1.5 hours – One lecture and one lab hours per week.

Prerequisite(s): Introduction to Clinical Laboratory-MLT 120

MLT 123 INTRODUCTION TO PHLEBOTOMY

Spring

This course will cover the phlebotomist's role in health care, confidentiality and ethics, Patient's Bill of Rights, Quality Assurance, basic anatomy and physiology of the circulatory system, safety, infection control, isolation techniques, OSHA Standards, handling accidental needle stick exposures, phlebotomy equipment, phlebotomy technique such as the routine venipuncture, dermal punctures, drawing difficult patients, specimen collection and handling, compliance, customer service, patient identification procedures, and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will only observe arterial draws in the clinical setting.

Credit: 3 hours - Two lecture and two lab hours per week

Prerequisite(s): None

MLT 223 IMMUNOHEMATOLOGY

Fall

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

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

Prerequisite(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 225 CLINICAL CHEMISTRY

Spring

This course is an introduction to the study of clinical chemistry. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and the interpretation of test results.

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

Prerequisite(s): Hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 228 HEMATOLOGY AND HEMOSTASIS

Fall

This course offers an introduction to the study of clinical hematology and hemostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimens, and laboratory methods for the analysis of clinical conditions.

Credit: 5 hours – Four lecture and two lab hours per week.

Prerequisite(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 229 APPLIED CLINICAL MICROBIOLOGY

Spring

This course is a study of the normal and pathogenic microflora of man with an emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, strains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and mycobacteria is also stressed.

Credit: 5 hours – Four lecture and two lab hours per week.

Prerequisite(s): Immuno-hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 251 CLINICAL ROTATION I

Fall

Clinical Rotation I is a supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor.

Credit: 3 hours - Fifteen lab hours per week

Prerequisite(s): Immuno-hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 252 MLT CLINICAL ROTATION II

Spring

Clinical Rotation II is a supervised clinical experience in chemistry/urinalysis and in microbiology/serology. The supervision is done by the clinical site coordinator/lab director/instructor.

Credit: 3 hours - Fifteen lab hours per week.

Prerequisite(s): Clinical Rotation I-MLT 251, Clinical Chemistry-MLT 225, and Applied Clinical Microbiology-MLT 226

MILITARY (ROTC)

MIL 101 THE AIR FORCE TODAY

T

By Request

This course is a survey course briefly treating chief topics relating to the Air Force and defense. It focuses on the organizational structure and mission of the Air Force organizations, officership and professionalism and includes an introduction to communicative skills.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

MIL 102 THE AIR FORCE TODAY LAB

T

By Request

This course provides a weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies.

Credit: 1 hour – Two lab hour per week.

Prerequisite(s): None

MIL 201 EVOL OF US AIR FORCE/SPACE POWER

T

By Request

This course features topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Its purpose is to instill an appreciation of the development and employment of air power and to motivate sophomore students to transition from Air Force ROTC cadet to Air Force ROTC officer candidate. In addition, aspects of the 200 course begin to prepare cadets for tier experiences at field training.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

MUS 140 SURVEY OF MUSIC COMPUTER SOFTWARE I
Fall

This course includes an introduction to the Apple/Macintosh operating system and the hardware connection and requirements necessary for processing MIDI and audio media. Other topics include introductory exploration of proprietary music software used in the audio recording industry.

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

Prerequisite(s): Acceptance into Associate of Music Technology program or permission of the instructor.

MUS 141 SURVEY OF MUSIC COMPUTER SOFTWARE II
Spring

This course is an extended examination of music software/hardware currently used in audio recording. Topics will include examinations of interfaces, audio plug in software, VST instruments and mastering software.

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

Prerequisite(s): MUS 140-Survey of Music Computer Software I.

MUS 142 MEDIA FOR FACILITIES
Fall

A look at basic sound, lighting and video media used in modern facilities. Topics will include designing and wiring a multi component sound systems, PA systems sizing and installation, lighting setup and design, dimming configurations, fixture usage, analogue vs. digital sound consoles and system troubleshooting.

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

Prerequisite(s): None

MUS 210 COLLEGE BAND
T Fall/Spring

This course is designed to give students experience with instrumental music. Members are required to participate in public band performances.

Credit: 2 hours - Four lab hours per week.

Prerequisite(s): Consent of instructor

MUS 211 INTRODUCTION TO RECORDING TECHNIQUES
T Spring

This course is an introduction to basic techniques and procedures encountered in today's home and commercial recording studios. Topics include multi-track recording, signal processing, microphone selection and usage, analogue, digital, and hard disk recording. Emphasis will be placed on the process of recording.

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

Prerequisite(s): None

MUS 212 TECHNIQUES OF TEACHING GENERAL MUSIC
T By Request

This course is a study of methods and materials for teaching general music classes in elementary and secondary schools.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

MUS 213 HARMONY, EAR TRAINING AND SIGHT SINGING III
T Fall

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): Harmony, Ear Training and Sight Singing II-MUS 114

MUS 214 HARMONY, EAR TRAINING AND SIGHT SINGING IV
T Spring

This course teaches original composition utilizing skills and knowledge of Harmony, Ear Training and Sight Singing III-MUS 213 with emphasis on contrapuntal techniques.

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): Harmony, Ear Training and Sight Singing III-MUS 213

MUS 216 CONDUCTING
T Alternate Years

This course teaches the development of basic techniques for conducting instrumental and vocal ensembles. It includes readings, score analysis, and conducting experience.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Instructor consent

MUS 217 MIDI APPLICATION
T Fall

This course is an introduction to Musical Instrument Digital Interface (MIDI) with emphasis on digital syntheses and microcomputer applications. It includes principles of sound syntheses, operations and programming of digital synthesizers, and use of specially designed computer software.

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

Prerequisite(s): None

MUS 218 MUSIC BUSINESS
T Spring

This course is an introductory course for students interested in the commercial aspects of the music industry. Topics of study include management, contracts, publishing and basics of sound reinforcement and recording. Students will go to Nashville, TN and participate in various activities related to the music industry. Tour will include stops at a recording studio, publishing house, performing rights society, and record company.

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

Prerequisite(s): Music Major or Instructor Consent

MUS 220 MUSIC COMPOSITION
By Request

This is an introductory course in principles and methods of musical composition to improve student abilities in composing and arranging music for various ensembles. Special consideration will be given to musical style and genre.

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

Prerequisite(s): Completion of Harmony, Ear Training and Sight Singing I-MUS 113 and Harmony, Ear Training and Sight Singing II-MUS 114

MUS 223 ADVANCED RECORDING TECHNIQUES
Spring

This course is a continuation of MUS 211 – Introduction of Recording Techniques. Emphasis will be placed on ensemble projects and working with hardware-based stand-alone recorders. Topics will include advanced techniques in tracking, overdubbing, mix-down and mastering.

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

Prerequisite(s): MUS 211-Introducton to Recording Techniques.

NURSING

NUR 114 INTRAVENOUS THERAPY FOR NURSES
By Request

This intravenous therapy course allows for the expanded role of the licensed practical nurse and serves as a refresher for the registered nurse. The course includes the administration of intravenous fluid treatments, pursuant to prescription and in accordance with the laws of the states of Illinois, Missouri, and Kentucky. Through didactic and practical experiences, knowledge, skills and competencies in administration of IV therapy will qualify licensed nurses to perform this procedure safely.

Credit: 3 hours – 2.5 lecture and one lab hour per week.

Prerequisite(s): Current nursing license/license pending.

NUR 115 ADVANCED INTRAVENOUS THERAPY
By Request

This course provides the practicing nurse with current information related to trends in intravenous therapy. Information to enhance the nurse's knowledge and expertise related to IV therapy skills is presented in a workshop format.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite(s): Successful completion of a nursing program or permission of instructor.

NUR 133 NURSE ASSISTANT INSTRUCTOR
By Request
This course is designed to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports, and complete all class assignments. A basic review of Alzheimer's Disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved Nursing Assistant course.
Credit: 2 hours – Two lecture hours per week.
Prerequisite(s): RN licensure in the State of Illinois. Two years of nursing experience.

NUR 214 NURSING LEADERSHIP AND MANAGEMENT
By Request
This course is an introduction to management skills with emphasis on leadership styles, effective communications, time management, budget preparation, decision making and staff evaluation.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Graduates of a state approved Practical or Registered Nursing Program.

OCCUPATIONAL THERAPY ASSISTANT

OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY
Fall
Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment. Students are introduced to the Occupational Therapy Practice Framework.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210

OTA 110 CLINICAL OBSERVATION
Fall
This level 1 fieldwork experience provides the student introductory contact with persons of differing age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice 1) critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and 2) therapeutic communication techniques.
Credit: 2 hours - One lecture hour and three lab hours per week.
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210

OTA 112 ACTIVITIES OF DAILY LIVING
Spring
Basic self-care skills of feeding, hygiene and dressing, independent living skills of communication, home management, architectural barrier modification and community resources are stressed. Adaptation to equipment and assertive devices necessary to perform ADL tasks are reviewed.
Credit: 3 hours - Two lecture and three lab hours per week.
Prerequisite(s): Introduction to Occupational Therapy-OTA 100, Clinical Observation-OTA 110, Occupational Therapy Theory I-OTA 210, Disease and Impact on Occupation-OTA 131, and Occupational Development-OTA 132

OTA 120 OCCUPATIONAL THERAPEUTIC MEDIA
Spring
Theory and practice of selected creative manual arts, including acquisition of basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem solving, therapeutic application and laboratory and equipment maintenance are presented.
Credit: 3 hours - Two lecture and three lab hours per week.
Prerequisite(s): Introduction to Occupational Therapy-OTA 100, Clinical Observation-OTA 110, Occupational Therapy Theory I-OTA 120, Disease and Impact on Occupation-OTA 131, and Occupational Development-OTA 132

OTA 122 OCCUPATIONAL THERAPY GROUP PROCESS
Spring
Exploration of the use of groups in occupational therapy treatment. Occupational therapy models of practice and protocol across the lifespan are emphasized. Group leadership, group facilitation and activity selection skills will be developed.
Credit: 2 hours – One lecture and three lab hours per week.
Prerequisite(s): Introduction to Occupational Therapy-OTA 100, Clinical Observation-OTA 110, Occupational Therapy Theory I-OTA 210, Disease and Impact on Occupation-OTA 131, and Occupational Development-OTA 132

OTA 131 DISEASE AND IMPACT ON OCCUPATION
Fall
This course provides an overview of the etiology, clinical course, management, and prognosis of congenital and developmental disabilities, acute and chronic disease processes, and traumatic injuries; and examines the effects of such conditions on occupational performance throughout the lifespan as well as explores the effects of wellness on the individual, family, culture, and society.
Credit: 3 hours – Three lecture hours per week.
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210

OTA 132 OCCUPATIONAL DEVELOPMENT
Fall
Occupational Development is an overview of movement patterns and movement development required for the participation in occupations. An introduction to the Occupational Therapy Practice Framework and theories that impact movement and occupational participation are also presented. The course explores the general to more specific aspects of movement development for occupational performance.
Credit: 1 hour – Three lab hours per week.
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210

OTA 133 CLINICAL ROTATION I
Spring
This level I fieldwork experience is designed to build Physical Disabilities clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotations in select outpatient physical disability settings. The course will focus on preparatory (including Physical Agent Modalities), purposeful and occupational treatment techniques for all orthopedic and neurological disabilities. In the clinic students will provide hands on therapy under the direct line of sight supervision of a qualified occupational therapy practitioner. Students will begin the process of developing treatment plans and procedures, adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention and the integration of preparatory, enabling and occupational treatments will be explored.
Credit: 1 hour – Three lab hours per week.
Prerequisite(s): Introduction to Occupational Therapy-OTA 100, Clinical Observation-OTA 110, and Occupational Therapy Theory I-OTA 210 Disease and Impact on Occupation-OTA 131, and Occupational Development-OTA 132

OTA 134 OCCUPATIONAL THERAPY IN PHYSICAL DISABILITIES
Spring
Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of prevention, reduction or alleviation of certain aspects of disease/illness which impede activities and self-care performance.
Credit: 3 hours – Two lecture and three lab hours per week.
Prerequisite(s): Introduction to Occupational Therapy-OTA 100, Clinical Observation-OTA 110, and Occupational Therapy Theory I-OTA 210 Disease and Impact on Occupation-OTA 131, and Occupational Development-OTA 132.

OTA 200 PSYCHOSOCIAL THERAPY AND PRACTICE
Fall

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, communication skills, group leadership and use of self as a therapeutic modality are emphasized.

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

Prerequisite(s): Activities of Daily Living-OTA 112, Occupational Therapeutic Media-OTA 120, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

OTA 205 OCCUPATIONAL THERAPY IN PEDIATRICS
Fall

An analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance.

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

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

OTA 210 OCCUPATIONAL THERAPY THEORY I
Fall

Introduction to the fundamental concepts of joint and muscle movement along with an overview of sensory systems, musculoskeletal systems, neuroanatomy, kinesiology, and basic assessment of previously mentioned.

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

Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction of Human Anatomy-BIO 210

OTA 217 FIELDWORK EXPERIENCE I
Spring

Development of professional skills through supervised application of treatment principles. This first level II fieldwork experience is designed to provide the first of two clinical opportunities to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist at the first of two assigned clinical sites. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience.

Credit: 4.5 hours – 328 contact hours (.5 lecture and 20 clinical).

Prerequisite(s): Successful completion of ALL academic coursework, except Occupational Therapy Administration

OTA 218 FIELDWORK EXPERIENCE II
Spring

This second level II fieldwork experience is designed to provide the ongoing opportunity for transition from "student to Clinician." As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience. Fieldwork Experience II must be successfully completed within 18 months of academic coursework.

FIELDWORK EXPERIENCE II MUST BE SUCCESSFULLY COMPLETED WITHIN 18 MONTHS OF ACADEMIC COURSEWORK.

In addition to the OTA courses, students must complete eight general education courses listed in the college catalog under the Occupational Therapy Assistant Program Curriculum. These classes are in the areas of English, psychology, sociology, child development, anatomy, physiology, medical terminology, and interpersonal relationships.

OTA students must also demonstrate competency in using a computer, navigating word processing and documentation software, accessing and using internet search engines and research sites and databases, and communicating to faculty and classmates via email and chat rooms. Assignments will require these skills throughout the program. If the applicant has not had keyboarding skills, it is strongly suggested that a college class or a continuing education course in keyboarding be taken prior to beginning OTA classes. If the applicant has no computer experience, it is also suggested that a beginning continuing education class in basic computer use to be taken. Further support will be provided by OTA faculty.

OTA 230 CLINICAL ROTATION II
Fall

Level I fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients/clients of different ages and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the level II fieldwork experiences is provided.

Credit: 2 hours – Six lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

OTA 231 OCCUPATIONAL THERAPY THEORY II
Fall

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process and diagnostic-specific techniques across the life span.

Credit: 1.5 hours – One lecture and 1.5 lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

OTA 232 AGING AND IMPACT ON OCCUPATION
Fall

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging, and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation, and community programming.

Credit: 1.5 hours – One lecture and 1.5 lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

OTA 250 OCCUPATIONAL THERAPY
ADMINISTRATION

Spring

This class provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are, marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing and participate in other activities related to the professional organization(s). This course will be taught utilizing web-based format.

Credit: 3 hours - Three lecture hours per week. This course will be taught within a block and web-based instruction format.

Prerequisite(s): Psychosocial Therapy and Practice-OTA 200, Occupational Therapy in Pediatrics-OTA 205, Clinical Rotation II-OTA 230, and Aging and impact on Occupation-OTA 232

PARAMEDIC

EMS 111 PARAMEDIC I

Fall/Spring

This course expands the basic EMT's level of patient assessment skills, including assessment of the trauma patient. Respiratory system anatomy and physiology of disease, injuries, and other dysfunctions will be studied. Advanced airway techniques and management and pharmacology will be taught.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Completion of pre-entrance basic skills test with score of 80% or above. Current Illinois EMT-B or EMT-I license. Current CPR certification.

EMS 112 PARAMEDIC II

Fall/Spring

This course expands on the Paramedic I Curriculum by increasing the EMT's knowledge of cardiovascular anatomy and physiology. Extensive training in ECG interpretation and cardio-active pharmacology will be given. Increased training in respiratory anatomy and physiology will be given and assessment-based patient management will be taught. Metabolic, environmental, and gynecological emergencies will be covered along with interventions for the geriatric and pediatric population. The student will be taught to recognize and intervene in allergic reactions and poisoning/overdose situations. The student will have training in neurological, abdominal, and behavioral emergencies.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 111-Paramedic I

EMS 113 PARAMEDIC III

Fall/Spring

This course expands on the Paramedic I and Paramedic II courses by increasing the EMT's knowledge base with expanded anatomy and physiology courses and assessment skills. Advanced pharmacology and advanced airway skills will be taught. The student will be taught clinical decision making skills as well.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 112-Paramedic II

EMS 114 PARAMEDIC IV

Fall/Spring

This course expands on the Paramedic III course by increasing the EMT's knowledge base with expanded cardiology and pulmonology courses and assessment skills. Advanced pharmacology for the cardiac and pulmonary patient will be taught. The student will be taught care for the acute, chronic patient and the pediatric patient. The student will be taught care in gynecology, obstetrics, and neonatology.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 113-Paramedic III

EMS 115 PARAMEDIC V

Fall/Spring

This course expands on the Paramedic IV course by increasing the EMT's knowledge base with assessment skills and interventions for the trauma patient. The student will be taught care for the patient with multi-system trauma injuries as well as body system specific injuries. The student will be taught methods for resuscitating shock trauma patients, neurological assessment, and treatments for the head-injured patient. The student will be taught disorders of the hematological, endocrine, nephrological, gastroenterological, and urological systems. This course will prepare the student for state and/or national examination for licensure/certification at the paramedic level. The student will also be instructed in ambulance operations ranging from mass casualty incidents to hazardous material awareness.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 114-Paramedic IV

PHILOSOPHY

PHI 215 INTRODUCTION TO PHILOSOPHY

T H4 900 Fall/Spring

This course is a study of patterns of philosophic thought, and discussion of persistent problems of philosophy illustrated in the writings of major thinkers from Greece through the 20th Century.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PHI 216 LOGIC

T H4 906 By Request

The purpose of this course is to give students a general knowledge of the fundamental laws of correct deductive and inductive reasoning. Emphasis will be placed on practical exercises and the detection of formal and informal fallacies.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PHI 217 ETHICS IN HEALTH CARE

T By Request

This course examines the ethical implications of recent developments in the fields of biology and medicine. Topics covered include abortion, genetic engineering, experimentation with human subjects, allocation of scarce medical resources, behavior control, truth telling in medicine, health care delivery, and euthanasia.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PHI 218 INTRODUCTION TO ETHICS AND VALUES

T H4 904 By Request

This course is an introduction to representative ethic systems, approaches to problems of values and conduct. A study of the principal ethical theories and concepts of human conduct and character as well as critical evaluation of these theories and concepts as they apply to particular moral problems and decisions.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

PHI 219 RELIGION IN AMERICAN SOCIETY

T H5 905 Fall/Spring

This course is designed as a survey of the role of religion in the development of American history. Its focus will be on the pluralism of religious beliefs in America as well as the ways in which religion has served as a unifying force throughout American history. It will examine religion from a social, cultural, intellectual, and political perspective.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

PHLEBOTOMY

PHB 120 BASIC PHLEBOTOMY

Fall/Spring/Summer

This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes basic anatomy and physiology of the circulatory system, collection techniques, specimen processing, infection control, laboratory safety, quality control, and quality assurance procedures.

Credit: 1.5 – One lecture and one lab hour per week.

Prerequisite(s): None

PHYSICAL EDUCATION

PE 110 PHYSICAL EDUCATION

T

By Request

This course is 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 are taught.

Credit: 1 hour -Two lab hours per week.

Prerequisite(s): None

PE 112 PHYSICAL EDUCATION/BEGINNING TENNIS

T

By Request

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

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): None

PE 113 PHYSICAL EDUCATION/INTERMEDIATE

TENNIS

T

By Request

This course is a basic activity course designed to serve all students. Significant consideration is given to 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, with greater emphasis is placed upon playing strategy.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): Beginning Tennis-PE 112

PE 114 PHYSICAL EDUCATION/GOLF

T

By Request

This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of golf.

Credit: 2 hours – Four labs hours per week.

Prerequisite(s): None

PE 116 PHYSICAL EDUCATION/VOLLEYBALL

T

By Request

This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of volleyball.

Credit: 2 hours – Four labs hours per week.

Prerequisite(s): None

PE 120 PHYSICAL ED – AEROBICS

Fall/Spring

This fitness program will provide low impact cardiovascular training. Steps will be used as well as various warm-up and toning exercises.

Credit: 1 hour – Two lab hours per week.

Prerequisite(s): None

PE 121 PHYSICAL ED – YOGA I

Fall/Spring/Summer

In this fitness program, you will learn and practice beginning postures for releasing tension while increasing strength and flexibility.

Credit: 1 hour – Two lab hours per week.

Prerequisite(s): None

PE 122

PHYSICAL ED – YOGA II

Fall/Spring/Summer

In this fitness program, you will learn and practice advanced postures for releasing tension while increasing strength and flexibility.

Credit: 1 hour – Two lab hours per week.

Prerequisite(s): None

PE 123

BEGINNING PILATES

Fall/Spring/Summer

Pilates exercise is a low-impact form of exercise developed and practiced to stretch, strengthen, tone, and align the body without excess tension and strain on the joints. The class will focus on creating toned abdominals and a strong lower body.

Credit: .5 hour – One lab hour per week.

Prerequisite(s): None.

PE 127

BASIC CANOEING

By Request

This course emphasizes beginning paddling technique and water reading skills for both tandem and/or solo boating. Students will learn safety procedures, equipment hazard evaluation, and how to minimize environmental impact on stream, river, and lake environment. Students will discover the benefits of canoeing for pleasure.

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

Prerequisite(s): None

PE 130

SELF DEFENSE/KARATE

By Request

This course will provide demonstration and instruction in the skills and techniques of self defense/karate.

Credit: 3 hours – six lab hours per week.

Prerequisite(s): None

PE 131

YOGA III

By Request

In this course, you will continue to learn and practice postures for releasing tension while increasing strength and flexibility.

Credit: One hour – Two lab hours per week.

Prerequisite(s): None

PE 132

YOGA IV

By Request

In this course, you will continue to learn and practice postures for releasing tension while increasing strength and flexibility.

Credit: One hour – Two lab hours per week.

Prerequisite(s): None

PE 140

INTERMEDIATE STEP AEROBICS

By Request

This fitness program will provide more impact cardiovascular training along with the use of steps and various warm-up and toning exercise.

Credit: One hour – Two lab hours per week.

Prerequisite(s): None

PE 150

ADVANCED STEP AEROBICS

By Request

This fitness program will provide more impact cardiovascular training along with the use of steps and various warm-up and toning exercise.

Credit: One hour – Two lab hours per week.

Prerequisite(s): None

PE 190

INTRODUCTION TO COACHING

T

By Request

This course is a comprehensive introduction to the arts and science of coaching. The course is designed to promote a positive coaching philosophy and the principles of coaching as digested from the fields of sport psychology, sport pedagogy, sport physiology, and sport management.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PE 210

PHYSICAL EDUCATION/BASKETBALL

T

By Request

This course is a basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball.

Credit: 2 hours – Four lab hours per week.

Prerequisite(s): None

PHY 120 **INTRODUCTION TO REAL WORLD PHYSICS**
T **P1 900** **By Request**
This course is a non-mathematical approach to the study of physical phenomena, investigation of mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, and atomic and nuclear physics is presented.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

PHY 216 **UNIVERSITY PHYSICS I**
T **P2 900L** **Fall**
This course is a calculus-based course in the physics of mechanics, dynamics, heat and sound. Topics include equilibrium, motion, momentum, work and energy, heat, thermodynamics, and wave motion.
Credits: 4 hours - Three lecture and two lab hours per week.
Prerequisite(s): Introduction to Physics I-PHY 116 or equivalent and Calculus I-MAT 117.

PHY 217 **UNIVERSITY PHYSICS II**
T **Spring**
This course is a calculus-based course in university-level physics that studies of electricity, magnetism, electromagnetic wave theory with an emphasis on light theory and an introduction to atomic and nuclear physics. Topics include charge, electric fields, emf, resistance, capacitance, magnetism, inductance, AC and DC circuits, resonance, waves, optics, and relativity.
Credit: 4 hours - Three lecture and two lab hours per week.
Prerequisite(s): University Physics I-PHY 216 and Calculus II-MAT 211 or concurrent enrollment.

PRACTICAL NURSING

PN 101 **NURSING ORIENTATION**
Summer
This course is designed to orient students admitted into the Practical Nursing program to nursing education. The purpose is to increase student retention and success in the nursing program. Topics to be covered include: study skills, learning styles, test taking strategies and clinical and classroom expectations. Students will also take assessment tests to identify learning styles, life stressors and areas of concern in math and reading which could compromise program success.
Credit: 1 hour – One lecture hour per week.
Prerequisite(s): Admission to the Practical Nursing Program.

PN 114 **GROWTH AND DEVELOPMENT FOR PNs**
Fall
This course is designed to present the theory material necessary to introduce the students to development in terms of maturation, instinct, and cognition of the human. Age groupings will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. The individual will be discussed in view of his/her response to him/herself and the health care system.
Credit: 2 hours - Two lecture hours per week.
Prerequisite(s): Admission to the Practical Nursing Program

PN 115 **CLINICAL NURSING - PART I**
Fall
The purpose of PN 115 is to allow the student the appropriate supervised time to practice in a clinical facility the theory material presented in Fundamentals of Nursing-PN 121, Growth and Development for PNs-PN 114, and Nursing Procedures-PN 128.
Credit: 3 hours - Nine lab hours per week.
Prerequisite(s): Admission to the Practical Nursing Program and current CPR certification.

PN 116 **CLINICAL NURSING - PART II**
Spring
The PN 116 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.
Credit: 4 hours - Twelve lab hours per week.
Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program and current CPR certification.

PN 117 **OBSTETRIC CLINICAL**
Spring
This course is designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student the appropriate supervised experience.
Credit: 1 hour - Three lab hours per week.
Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program and current CPR certification.

PN 118 **FIRST RESPONDER-EMR**
By Request
This course is designed to assist in the improvement of emergency medical care rendered to victims of accidents and illness. Primary emphasis of this course is to provide students with training in emergency medical care with specific emphasis upon what to do if they are the first to reach the accident.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Current Healthcare Provider card.

PN 119 **CLINICAL NURSING PART III**
Summer
The PN 119 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.
Credit: 3 hours - Nine lab hours per week.
Prerequisite(s): Successful completion of the second semester of the Practical Nursing Program and current CPR certification.

PN 120 **BASIC NURSE ASSISTANT TRAINING PROGRAM**
Fall/Spring/Summer
This course is designed to acquaint the student with the basic nursing skills and theory necessary for becoming a Nurse Assistant. Learning experiences will focus on direct patient care and are so organized to lead the student in understanding basic health concepts. Adequate time utilized in orientating the nurse assistant student to his/her work environment and responsibilities will provide a basis for quality patient care and good employee morale.
Credit: 6 hours - Five lecture and two lab hours per week.
Prerequisite(s): Admission to the Nurse Assistant Program

PN 121 **FUNDAMENTALS OF NURSING**
Fall
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: 2 hours - Two lecture hours per week.
Prerequisite(s): Admission to the Practical Nursing Program

PN 125 **INTRODUCTION TO MENTAL HEALTH**
Spring
This course is designed to present materials and create thinking relating to nursing care regarding the patient's mental health and their affective domain. The student will become aware of attitudes and feelings of both self and patients when faced with critical issues and decisions relating to impending surgery, loss of extremity, fright, depression, drug and alcohol abuse, dying, etc. The course includes nursing interventions and communication skills as related to the different situations.
Credit: 1 hour - One lecture hour per week.
Prerequisite(s): Successful completion of the first semester of the Practical Nursing program.

PN 126 **INTRODUCTION TO PHARMACOLOGY**
Fall
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 hour – 2.5 lecture and one lab hours per week.
Prerequisite(s): Admission to the Practical Nursing Program

PN 128 NURSING PROCEDURES

Fall

This course is a continuation of Fundamentals of Nursing-PN 121. This course will familiarize the student with procedures and skills concurrent with the principles underlying present theory and clinical experience to include the adult patient.

Credit: 2 hours - Four lab hours per week.

Prerequisite(s): Admission to the Practical Nursing Program.

PN 129 MEDICAL-SURGICAL NURSING – I

Spring

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 be included in the course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program and Nutrition-FOS 116 with a grade of "C" or better.

PN 131 NURSING CARE OF THE MOTHER AND NEWBORN

Spring

This course is designed to develop within the practical nursing 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 obstetric division.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program.

PN 132 NURSING CARE OF THE CHILD

Spring

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 development. This understanding will be helpful in evaluation of the physical, intellectual, emotional, and social behavior of the child. 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 observation of the well child.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program

PN 133 PHARMACOLOGY

Spring

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 contraindications, sources, usual dosages, and usual methods of administration. It also emphasizes the importance of medications, their actions, and an ability to observe and report these reactions intelligently.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program.

PN 137 MEDICAL-SURGICAL NURSING II

Summer

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 be included.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Successful completion of the second semester of the Practical Nursing Program.

PN 138 NURSING PROCEDURES REVIEW

This course is designed for those students re-entering the nursing program. This is a review of lab procedures taught in PN 128-Nursing Procedures.

Credit: 1 hour – Two lab hours per week.

Prerequisite(s): Nursing Procedures-PN 128

PN 140 REVIEW OF PHARMACOLOGY

Fall

This course is designed for those students re-entering the nursing program. This is a course in theory and practice that offers a review of the principles of medication administration. It highlights 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: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Admission to the Practical Nursing program.

PN 165 PHYSICAL REHABILITATION AIDE

By Request

This one semester course is designed to prepare students to assist each patient within the concept of patient care, in attaining a maximum level of functioning and to live with limitations with dignity. Learning opportunities include both theory content and selected clinical experiences. This course provides career mobility for the certified Nurse Assistant who has a GED or high school diploma.

Credit: 1.5 hours - One lecture and one lab hour per week.

Prerequisite(s): Certified Nurse Assistant

PN 170 GERIATRIC NURSING

Fall

The purpose of this course is to provide basic information regarding the geriatric client. This course will prepare the beginning student to be able to recognize the normal aging process, develop communication skills, identify common health care problems, and be able to promote wellness for the geriatric client.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Admission to the Practical Nursing Program.

PSYCHOLOGY

PSY 110 CAREER DECISION MAKING

T

By Request

This course is an introduction and examination of the career decision making steps with emphasis on career development, job attainment, job survival, leadership, self-development and personal skill. Competencies Occupational Interest Survey will be administered during the course.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

PSY 211 INTRODUCTION TO PSYCHOLOGY

T

S6 900

Fall/Spring/Summer

This course is an introduction to the study of human behavior with an emphasis on basic psychological principles and concepts. Topics covered include historical background, human development, intelligence, abnormal behavior, personality, learning, and memory. The application of theoretical principles to each of the presented topics will be strongly emphasized. The approach will be practical with the inclusion of current research findings in each area as well as the implications of cultural effects on human behavior. The goal of this course will be to nurture an understanding of basic psychological concepts, and, in all cases, to apply these understandings to our familiar experiences and behaviors.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PSY 213 EDUCATION FOR EXCEPTIONAL CHILDREN

T

Fall

This course is an introductory survey of the special education needs of children. This course includes a historical and philosophical overview of special education, as well as categories, characteristics, and methods of teaching exceptional children. In addition, an emphasis will be placed on litigation and legislation, current research, etiology, early identification, parenting issues, technology, and delivery systems, including universally designed instruction and inclusion.

Credit: 3 hours - Three lecture hours per week

Prerequisite(s): None

PSY 215 PERSONALITY DYNAMICS**Fall**

This course is designed as an introduction to the field of personality theory. We will discuss historical and current psychological theories of personality. A broad range of theories is presented including psychoanalytic, neo-psychoanalytic, humanistic, behavioral, cognitive, and trait theories. We will examine how each of these theories describes and explains personality development. The application of each theory to real world examples will foster an understanding of the elements of our personalities. This course will also introduce the student to personality research, and personality assessment. The goal of this course is to foster a basic understanding of personality dynamics, and apply this knowledge to familiar experiences and behaviors.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211

PSY 216 SOCIAL PSYCHOLOGY**T S8 900 Spring**

This course is a systematic introduction to theory and research on the ways social factors influence individual and group behavior. This course examines attitudes, social perception, the establishment of norms, conformity, leadership, group dynamics, emphasizing their effects on the individual.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211 or the consent of the instructor.

PSY 217 DEVELOPMENTAL PSYCHOLOGY: LIFESPAN**T S6 902 Spring**

This course provides a systematic study of behavior from conception through death. Physical, social/emotional, and intellectual growth of humans as they progress through these milestones will be addressed in each unit. The interrelatedness of theory, research, and application as it impacts on the development process will be emphasized as well as cross-cultural comparisons.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PSY 218 DEVELOPMENTAL PSYCHOLOGY - CHILD**T S6 903 Fall/Spring/Summer**

A systematic study of behavior from conception through adolescence is conducted with emphasis on physical, social, emotional, and intellectual growth and development. Attention is directed to both normal and abnormal development in each of the above areas. Research methods and cross-cultural comparisons are considered as they relate to the development process.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PSY 219 ABNORMAL PSYCHOLOGY**T Fall**

An examination is made of the development of both adaptive and maladaptive behavior patterns. Primary emphasis is devoted to the classification, symptoms, etiology, and treatment of maladaptive behavior.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211 or the consent of the instructor.

PSY 220 PSYCHOLOGY OF HUMAN DEVELOPMENT-LAB**T By Request**

Students will integrate a sense of thinking about human development over the lifespan recognizing its complexities and the intrinsic value of diversity in people through 30 hours of clinical (12 hours) and field experience (18 hours).

Credit: 1 hours – Two lab hours per week.

Prerequisite(s): Concurrent enrollment with PSY 217 – Development Psychology: Lifespan is required.

REAL ESTATE**REP 124 CONTINUING EDUCATION/CORE COURSE****By Request**

Pursuant to the License Act of 2000, Article 5, Section 5-70(d), the CE requirement for brokers and salespersons shall consist of a mandatory core curriculum. In meeting the CE requirements of the act, at least six (6) hours per renewal period or their equivalent shall be completed in the core curriculum. A broker is expected to comply with the core curriculum requirement for their renewal. This core course will cover license law, escrow, aging, and fair housing.

Credit: .5 hours - .5 lecture hours per week (6.5 contact hours)

Prerequisite(s): Valid real estate salesperson license

REP 125 CONTINUING EDUCATION/ELECTIVE COURSE**By Request**

In meeting the CE requirements of the License Act of 2000, Article 5, Section 5-7(d), the CE requirement for brokers and salespersons shall include at least six (6) hours per renewal period or their equivalent shall be completed in the elective curriculum. This elective course will cover antitrust, residential brokerage, office and advertising regulations, and property management.

Credit: .5 hours - .5 lecture hours per week (6.5 contact hours)

Prerequisite(s): Valid real estate salesperson license

SEMINAR**SEM 101 COLLEGE SURVIVAL****T Fall/Spring/Summer**

This course is designed to assist in the understanding of what it takes to be a successful student, utilizing educational and personal opportunities. Students will develop learning and personal skills in order to become confident in reaching their educational goals.

Credit: 3 hours – Three lecture hour per week.

Prerequisite(s): None

SEM 111 COLLEGE ORIENTATION**T Fall/Spring/Summer**

This course is designed to acquaint the student with the community college, to develop the skills necessary to succeed in college work, and to teach the student to systematically approach the world of work.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

SEM 112 ORIENTATION TO SAFETY**By Request**

Instruction in shop and tool safety procedures. Topics covered include hazard recognition, proper clothing, and protective equipment, and proper use of power driven tools and equipment.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

SEM 210 ISSUES AND TRENDS IN EDUCATION PART I**By Request**

This course is designed to provide students with an introduction to current educational issues that affect today's school system. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians, and researchers will be discussed in order to prepare students to address the problems confronting schools today.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

SEM 211 ISSUES AND TRENDS IN EDUCATION PART II**By Request**

This course is designed to provide students with an introduction to current educational issues that affect today's school systems. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians, and researchers will be discussed in order to prepare students to address the problems confronting schools today.

Credit: 3 hours – Three lecture hour per week.

Prerequisite(s): None

SEM 212 ISSUES AND TRENDS IN EDUCATION PT III
By Request

This course is designed to provide students with an introduction to current educational issues that affect today's school systems. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians and researchers will be discussed in order to prepare students to address the problems confronting schools today.
Credit: 3 hours – Three lecture hour per week.
Prerequisite(s): None

SEM 213 SPECIAL EDUCATION ISSUES FOR EDUCATORS

By Request

This course is to provide teachers/paraprofessionals with an increased awareness of current issues in special education. Students will become familiar with current legislation and procedural guidelines for special education in all classroom settings. Other topics may include innovative techniques, adaptations, and modifications for working with special needs students. The entire process will be viewed from a practical point of view and how the educational and related services relate to the transition of special needs students to postsecondary outcomes. This course serves as professional development for teachers who need continuing professional development units to maintain certification and may be repeatable up to three times as the topics will vary each semester.
Credit: 3 hours – Three lecture hour per week.
Prerequisite(s): None

SOCIAL WORK

SW 121 INTRODUCTION TO SOCIAL WORK
T Fall

This course includes 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. Beginning ideas and concepts about education and direct service delivery are described rather than analyzed from the "Generalist" perspective. Emphasis is placed on an understanding of the National Social Work Association's Code of Ethics as well as the important "core" of social work skill.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SW 199 SOCIAL AND HUMAN SUPPORT SERVICE INTERNSHIP

Fall/Spring

This course provides 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. Each student is required to complete 150 hours at a worksite during the semester.
Credit: 2 hours - Ten lab hours per week.
Prerequisite(s): Career Development-INT 111 and Instructor Approval

SW 224 INTRODUCTION TO SOCIAL SERVICE AGENCIES

Spring

This course is designed to study the relationship of effective leadership in effective community service, the decision-making process, and the principles at work in local and state governments. Field lab experience will be utilized in learning about allied facilities, resulting in the development of a resource manual.
Credit: 2 hours – One lecture and two lab hours per week.
Prerequisite(s): None

SW 225 COMMUNITY HEALTH SYSTEMS
T Fall

This course is designed to cover basic principles and concepts of health and disease relating to community group living. The study includes epidemiology, the health status of American racial and ethnic groups, federal, state, and local health provision, disease control, leading chronic disease, healthy lifestyle choices, and the community mental health system.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOCIOLOGY

SOC 122 INTRODUCTION TO SOCIAL PROBLEMS
T S7 901 Fall

This course includes an analysis of contemporary social problems with an investigation of theories on social organization and conflict. Historical perspectives, significance within current society, and proposed plans of resolution are considered.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 123 SUBSTANCE ABUSE
T By Request

This course is a social-psychological study of the characteristics of substance abuse and its ramifications for society.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 212 SOCIOLOGY
T S7 900 Fall/Spring/Summer

This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social institutions, social stratification, culture, socialization, aging, deviance, population, gender roles, social change, and collective behavior.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 215 DEATH & DYING IN AMERICAN SOCIETY
T Spring

This course is designed to help bring the student to a better understanding of current death and dying practices, beliefs, behaviors and rituals related to ideology within modern American society. The course will include a historical review, medical perspectives, and study of alternative life choices. Particular attention will be paid to the concept of Hospice and its practices.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 217 MARRIAGE AND FAMILY
T S7 902 Fall/Spring

This is a survey of the contemporary family in historical and cross-cultural perspectives. It includes trends in mate selection, marriage, parenting, employment, divorce, gender roles, communication and generational issues within the family. Focus will be given to factors causing change, effect of, and future trends.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 218 CULTURAL DIVERSITY
T S7 903D Spring

This course includes an analysis of racial, religious, ethnic and other groups, examining persistence of group identity, inter-group relations, social movements, government policy and related social problems.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): Sociology-SOC 212.

SPANISH

SPA 110 CONVERSATIONAL SPANISH
T By Request

This course provides intensive oral practice in Spanish and includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected readings.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SPA 111 ELEMENTARY SPANISH I
T Fall

This course is an introductory course designed to facilitate beginning conversation. SPA 111 emphasizes grammar skills in the context of reading, writing, speaking, and listening. Latino history and culture will also be introduced.
Credit: 4 hours - Four lecture hours per week.
Prerequisite(s): None

SPC 126**THEATER PRACTICUM****Fall/Spring**

This course is designed to increase proficiency in the preparation and presentation of theatrical performances. Credit is awarded for performing in or working on college productions.

Credit: 1 hour – Two lab hours per week.

Prerequisite(s): Consent of instructor and selection for position in production.

SPC 127**SUMMER THEATER WORKSHOP****Summer**

This workshop awards credit for students who work with the annual SCC Drama Camp held each summer for children ages 8-17. The children are separated into groups and are assigned a student director. Students will gain experience in directing, scene development, playwriting, rehearsing, and producing all while serving as leaders and teachers for the drama campers.

Credit: 2 hours – Four lab hours per week.

Prerequisite(s): Consent of instructor or SPC 113-Creative Drama.

SPC 210**INTERPERSONAL COMMUNICATION****T****Fall/Spring/Summer**

Interpersonal Communication is a study of human communication on a one-to-one basis. The concepts discussed include self-awareness, perception, listening, non-verbal communication, relationship development, self-disclosure, conflict resolution, crises, cultural ethics, and gender issues.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

SPC 213**STAGECRAFT I****T****Fall**

This is an introductory course in the multiple elements of theater production and introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. Theater management, costuming, make-up, special effects, and other topics will be explored. Practical work on production is required outside of lecture.

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

Prerequisite(s): None

SPC 220**STAGECRAFT II****T****Spring**

This course focuses on advanced applied training in techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. Theater management, costuming, make-up, special effects, and other topics will be explored. Practical work on production is required outside of lecture.

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

Prerequisite(s): Consent of instructor or SPC 213-Stagecraft I.

SPC 225**ACTING II****Spring**

Advanced training in the art of acting building from the fundamentals learned in Acting I. It focuses on the development of characterization skills, communication with other actors on stage, and play analysis and includes further study of acting approaches such as Stanislavski, Cohen, and Shurtleff. Performances are required and given as in-class assignments.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Acting I-SPC 125

SPC 235**APPLIED ORAL INTERPRETATION****By Request**

This course provides an introduction to the analysis and use of audible and visual aspects of interpreting various types of materials presented at historical and natural sites. Emphasis is placed on determining the intellectual and emotional meanings of the materials being presented as well as how to best present these meanings to an audience.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

SURGICAL TECHNOLOGY**STP 121****INTRODUCTION TO SURGICAL TECHNOLOGY****Fall**

This course introduces the student to the broad field of surgical technology. It includes Orientation to Surgical Technology, Standards of Conduct, The Surgical Patient, Special Populations, and Physical Environment and Safety Standards.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Acceptance into the Surgical Technology program – BIO 210 with a grade of “C” or better.

STP 122**PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY****Fall**

This course introduces the student to the practice of surgical technology. The focus of this course is on the skills that are specifically those of the scrub and circulator role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for the practice and testing of the skills is required.

Credit: 6 hours - Four lecture and four lab hours per week.

Prerequisite(s): STP 121-Intro to Surgical Technology.

STP 123**SURGICAL PROCEDURES I****Spring**

This course is designed to prepare students for clinical practice training. Instruction combines lecture and lab to introduce students to all surgical specialties.

Credit: 5 hours – Five lecture hours per week.

Prerequisite(s): STP 122-Principles and Practice of Surgical Technology, STP 127-Pharmacology for Health Professions.

STP 124**SURGICAL PROCEDURES II****Summer**

This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in the first course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): STP 123-Surgical Procedures I.

STP 125**CLINICAL ROTATION IN SURGICAL TECHNOLOGY I****Spring**

This is a course designed to provide the student with a solid introduction to the operation room and its routines. This course functions to expand knowledge gained in the Introduction of Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology courses. This course is offered PASS/FAIL.

Credit: 5 hours - Fifteen lab hours per week.

Prerequisite(s): Certified in CPR, STP 122-Principles and Practices of Surgical Technology, STP 127-Pharmacology for Health Professions, and BIO 210-Intro to Human Anatomy.

STP 126**CLINICAL ROTATION IN SURGICAL TECHNOLOGY II****Summer**

This course is a continuation of Clinical Rotation in Surgical Technology I. It is designed to provide the student with continued exposure to the operating room and its routines. This course functions to expand knowledge gained in Introduction to Surgical Technology, Principles and Practice of Surgical Technology and Clinical Rotation in Surgical Technology I. This course is offered PASS/FAIL.

Credit: 5 hours - Fifteen lab hours per week.

Prerequisite(s): Certified in CPR, STP 125-Clinical Rotation in Surgical Technology I, BIO 215-Intro to Human Physiology, and BIO 218-Intro to Microbiology.

STP 127 PHARMACOLOGY FOR HEALTH PROFESSIONS

Fall

This course provides basic knowledge of the most commonly used medications and discusses commonly prescribed medications such as sedatives, antidepressants, anti-anxiety agents, etc. It includes indications, potential adverse reactions, dietary response to treatment and desired effect.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): STP 121-Introduction to Surgical Technology.

SURVEYING

SUR 130 GPS SATELLITE SURVEYING

By Request

This course is designed to give students a basic knowledge of surveying using the Global Positioning System, which is increasingly required for modern surveying. Students will learn to operate a GPS receiver and measure the necessary triangulation coordinates.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

TRUCK DRIVING

TDR 167 TRUCK DRIVER/CDL REFRESHER

Fall/Spring/Summer

This course is designed to evaluate abilities of persons who possess current commercial drivers license and to provide additional training if necessary.

Credit: .5 hours - One lab hour per week.

Prerequisite(s): Must possess current CDL and DOT physical

TDR 176 TRUCK DRIVING

Fall/Spring/Summer

Students prepare for the state CDL written test to acquire a driving permit and also prepare for state driving skills test to acquire a CDL license. This course is also designed to familiarize the student with semi-truck tractor trailer driving and operation. The course includes instruction in starting, moving, road testing, diagnosing, and over-the-road operation of truck tractor and trailer.

Credit: 11 hours - Six lecture and five lab hours per week for six weeks.

Prerequisite(s): None

TDR 198 TRUCK DRIVING EXTERNSHIP

Fall/Spring/Summer

This course is designed to give the student practical over-the-road driving experience under the supervision of an experienced truck-tractor driver.

Credit: 5 hours - Twenty-five lab hours per week.

Prerequisite(s): Truck Driving - DRV 176

VETERINARY TECHNOLOGY

VET 110 SMALL ANIMAL NURSING I

Fall

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on laws and ethics in veterinary medicine, breed identification, restraint techniques, history taking, physical examination, grooming, diagnostic sampling, therapeutic techniques, wound management, bandaging, fluid therapy, catheter placement, and preventive medicine.

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

Prerequisite(s): Admission to program

VET 111 SMALL ANIMAL NURSING II

Spring

A continuation of VET 110 with emphasis on eye and ear care, physical therapy, pain management, critical care, care of the neonate, dentistry, and emergency care.

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

Prerequisite(s): Small Animal Nursing I-VET 110 and successful completion of all first semester courses.

VET 112 ANIMAL ANATOMY AND PHYSIOLOGY I

Fall

Course provides an overview of the structure and function of animal body systems with focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammal cadavers.

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

Prerequisite(s): Admission to the program.

VET 113 ANIMAL ANATOMY AND PHYSIOLOGY II

Spring

Continuation of VET 112 - Continued discussion of the structure and function of animal body systems with focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammal cadavers.

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

Prerequisite(s): Successful completion of all first semester courses.

VET 116 LARGE ANIMAL NURSING

Fall

Handling, restraint, and nursing techniques in horses, cattle, swine, and sheep. Fundamentals of restraint, diagnostic sampling, physical examination, preventive medicine, care of the neonate, genetics, nutrition, and physiology.

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

Prerequisite(s): Successful completion of all first semester courses.

VET 117 ANIMAL RADIOGRAPHY

Spring

Utilization of radiographic equipment and procedures on small and large animals. Emphasis on radiation safety, machine anatomy, methods of obtaining quality diagnostic radiographs, and positioning.

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

Prerequisite(s): Admission to the program and successful completion of first semester courses.

VET 118 VETERINARY PRACTICE MANAGEMENT

Fall

Office practices utilized in a veterinary hospital setting. Emphasis on OSHA regulations, client and phone etiquette, billing and invoicing, computer programming, successful handling of situations within the hospital, staff management, euthanasia, and grief management.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Admission to program

VET 119 ANIMAL CLINICAL LAB I

Spring

Skill development in performing of clinical laboratory tasks and maintenance of laboratory equipment as may be required in a veterinary practice. Emphasis on microscope anatomy and handling, hematopoiesis, morphology, complete blood counts, automated testing, chemistry profiles, and internal parasitology.

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

Prerequisite(s): Successful completion of all first semester courses.

VET 133 ANIMAL SURGERY TECHNOLOGY I

Fall

Methods of surgery preparation with emphasis on surgical instruments and their care, surgical packs, asepsis, sterilization, anesthesia, fluid therapy, drug calculations, suturing, intubation, surgical assisting, equipment use and maintenance, record keeping, emergency situations, pain management, recovery and discharge, reproductive and integument surgery, urinary surgery, oral and aural surgery, and abdominal surgery.

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

Prerequisite(s): Successful completion of all first semester courses.

VET 138 ANIMAL PHARMACOLOGY I

Spring

A discussion of certain classifications of drugs and their use, dosage and solution problems, dispensing procedures, client education, drug administration, and side effects of drug use.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Successful completion of all first semester courses.

VET 219 ANIMAL CLINICAL LAB II**Fall**

Continuation of VET 119 – Emphasis on external parasitology, preparing serum and plasma samples, coagulation, blood typing, serology, and cytology. Students will complete a hands-on project encompassing all skills acquired. Credit: 3 hours – One lecture and four lab hours per week. Prerequisite(s): Successful completion of first year courses.

VET 231 ANIMAL CLINICAL ROTATION I**Summer**

Skill and proficiency development through participation in clinical rotations at veterinary clinics. Skills developed through the clinical site should include: large animal (if applicable), surgery, radiology, clinical pathology, nursing, client relations and care, telephone etiquette, necropsy, and exotics. Students will be placed within a designated clinic for the duration of the semester where all required hours must be successfully completed. Credit: 6 hours – Forty lab hours per week. Prerequisite(s): Completion of the first year in the program

VET 232 CLINICAL ROTATION II/TECHNICAL SKILL**Spring**

Continuation of VET 231 – Continued skill and proficiency development through participation in clinical rotations at veterinary clinics, Humane Societies, animal disease laboratories, rescue facilities, university teaching hospitals, emergency clinics, or large animal facilities. Students will be placed within a designated facility for the duration of the semester where all required hours must be successfully completed. Students will meet once per week for participation in review for the Veterinary Technician National Examination (VTNE). Credit: 5 hours – Forty lab hours per week. Prerequisite(s): Successful completion of first year and second year fall courses.

VET 233 ANIMAL SURGICAL TECHNOLOGY II**Fall**

Continuation of VET 133 – Emphasis placed on large animal surgery, thoracic and cardiovascular surgery, orthopedics, and performance of surgical assisting and nursing techniques. Credit: 3 hours – One lecture and four lab hours per week. Prerequisite(s): Animal Clinical Rotation I-VET 231 and successful completion of first year courses.

VET 235 LABORATORY AND EXOTIC ANIMALS**Fall**

Students are introduced to the anatomy, handling, restraint, nursing techniques, laboratory regulations, husbandry, reproduction, and nutrition for common laboratory species. Species discussed include: rabbits, mice, rats, hamsters, guinea pigs, birds, reptiles, amphibians, primates, and ferrets. Credit: 3 hour – Two lecture and two lab hours per week. Prerequisite(s): Successful completion of first year and second year fall courses.

VET 236 ANIMAL MANAGEMENT AND NUTRITION**Spring**

This course will introduce basic principles of animal and herd health management including: nutrition, reproduction, behavior, shelter medicine, neonatal care, and toxicology. Credit: 3 hours – Three lecture hours per week. Prerequisite(s): Successful completion of first year and second year fall courses.

VET 238 ANIMAL PHARMACOLOGY II**Fall**

Continuation of VET 138 – Continued discussion of certain classifications of drugs and their use, dosage and solution problems, dispensing procedures, client education, drug administration, and side effects of drug use. Credit: 2 hours – Two lecture hours per week. Prerequisite(s): Animal Clinical Rotation I-VET 231 and successful completion of first year courses.

VET 239 ANIMAL DISEASES**Fall**

Introduces students to the causes, symptoms, diagnosis, and treatment of selected diseases of small animals. Diseases covered include those most commonly seen within a veterinary practice. Credit: 2 hours – Two lecture hours per week. Prerequisite(s): Animal Clinical Rotation I-VET 231 and successful completion of first year courses.

VOCATIONAL SKILLS**DRV 110 DEFENSIVE DRIVING****By Request**

This comprehensive course will provide drivers with knowledge and safe driving techniques to prevent collisions and violations. The course focuses on hazard recognition, application of collision-avoidance techniques, conditions that affect driving, safe following distance, head-on collisions, intersection techniques, pedestrians, railroad crossings, mystery crashes, and alcohol and drug issues. Credit: .5 hours - .5 lecture hours per week. Prerequisite(s): None

TLC 100 TEACHING AND LEARNING STYLES**By Request**

This course is designed to introduce individuals to four cognitive learning styles and to foster discussion on how these styles manifest themselves within the instructional setting. Through activities, participants will have the opportunity to discover how learning styles influence success and satisfaction with classroom material and how different instructional strategies create an active learning environment for all students. Credit: .5 hours - .5 lecture hours per week. Prerequisite(s): None

VOLUNTEER SERVICE**VOL 201 VOLUNTEER SERVICE****T****Fall/Spring/Summer**

A community service learning experience that will encourage the personal, academic, and professional development of the individual. Students will select and be placed with an agency, community-based organization, business or institution based upon the student's interest, knowledge and skills. Service opportunities may include, but not be limited to tutoring, literacy training, neighborhood improvement, youth activities, increasing environmental safety, animal shelter care, elderly and disabled assistance, hospital or mental health care. Credit: 1 hour - Two lab hours per week. Prerequisite(s): None

WELDING**WEL 120 GAS WELDING AND CUTTING****Fall/Spring**

This course is 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. Prerequisite(s): None

WEL 122 MAINTENANCE WELDING**Fall/Spring**

This course includes instruction in all position welds using arc welding processes and equipment, i.e., shielded metal arc welding, T.I.G., M.I.G., submerged arc welding, and flux cored arc welding. Instruction in welding is also covered. Credit: 3 hours - One lecture and four lab hours per week. Prerequisite(s): None

WEL 123 ARC WELDING I**Fall/Spring**

This course is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal plates. Credit: 4 hours - Two lecture and four lab hours per week. Prerequisite(s): None

**WEL 124 ARC WELDING II AND LOW HYDROGEN
Fall/Spring**

This course is a continuation of Arc Welding I-WEL 123, concentrating on metallic arc welding, vertical and overhead, lap, and fillet welds.
Credit: 5 hours - Two lecture and six lab hours per week.
Prerequisite(s): Arc Welding I-WEL 123

**WEL 125 GAS METAL ARC WELDING
Fall/Spring**

This course provides the techniques of metallic inert gas (semi-auto welding). Concentration is 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(s): Gas Welding and Cutting-WEL 120 and Arc Welding II and Low Hydrogen-WEL 124

**WEL 126 GAS WELDING AND GAS TUNGSTEN
WELDING
Fall/Spring**

This course is a continuation of Gas Welding and Cutting-WEL 120. It studies of horizontal, vertical, and overhead welding, and brazing and soldering techniques.
Credit: 5 hours - One lecture and eight lab hours per week.
Prerequisite(s): Gas Welding and Cutting-WEL 120

**WEL 127 LOW HYDROGEN ARC WELDING
Fall/Spring**

This course is a continuation of Arc Welding II and low Hydrogen-WEL 124, using the low hydrogen electrode, designed for welding high sulphur and high carbon steels. The course concentrates on flat bend tests, horizontal, vertical up-hill and down-hill welding.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite(s): Arc Welding II and Low Hydrogen – WEL 124

**WEL 128 PIPE WELDING
Fall/Spring**

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(s): Arc Welding II and Low Hydrogen-WEL 124 or Low Hydrogen Arc Welding-WEL 127

**WEL 129 TIG WELDING
Fall/Spring**

Tig welding is a gas-arc welding process using 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 should 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.
Prerequisite(s): Instructor Approval.

**WEL 130 METAL WORKING AND FABRICATIONS
Fall/Spring/Summer**

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 should be competent in machine shop and welding.
Credit: 2 hours - One lecture and two lab hours per week.
Prerequisite(s): Instructor Approval.

**WEL 131 BLUEPRINT READING FOR WELDING
By Request**

This course covers 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(s): None

**WEL 160 INTRODUCTION TO WELDING
Fall/Spring**

Instruction is given in all position welds using arc and gas welding, cutting processes, equipment and welding safety.
Credit: 3 hours - One lecture and four lab hours per week.
Prerequisite(s): None

**WEL 161 WELDING FOR HEAVY EQUIPMENT REPAIR
Fall/Spring**

This course is a continuation of Arc Welding-WEL 127 using the low-hydrogen electrode, designed for welding high sulfur and high carbon steels. A study of joint geometry of oxyacetylene and arc air cutting, gouging, and deseaming is required. This course is designed to give the student a working knowledge in heavy equipment repair.
Credit: 2 hour - One lecture and two lab hours per week.
Prerequisite(s): None

**WEL 163 WELDING SAFETY
Fall/Spring**

The student will become familiar with safety requirements that are specified by the OSHA regulations when conducting welding, cutting, or brazing operations. Also, the student will become aware of safety procedures to be utilized when performing welding operations so personal injury to oneself or to others will not be caused.
Credit: .5 hours - .5 lecture hours per week.
Prerequisite(s): None

**WEL 199 WELDING INTERNSHIP
Fall/Spring**

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in this program. Each student is required to complete 150 contact hours at an approved worksite during the semester.
Credit: 2 hours - Ten lab hours per week
Prerequisite(s): Career Development-INT 111 and Instructor's approval

COOPERATIVE COURSES OF STUDY

**CONSTRUCTION CRAFT LABORER
APPRENTICESHIP**

LBR 111 ORIENTATION

This course is designed to provide the basics of safety required on the job site. It will include Drug and Alcohol Awareness, Back Injury Prevention, a basic Math Review, Sun Sense and Basic Construction Rigging and Knot Tying. The course will also provide training leading to certification in flagging.
Credit: 2 hours – One lecture and two lab hours per week.
Prerequisite(s): Admission to Laborer’s Apprentice Program

LBR 112 OCCUPATIONAL SAFETY AND HEALTH

Occupational Safety and Health will familiarize the student with Act 29 CFR 1926, the OSHA standards for safety in construction. This course will help the student analyze and defend against common causes of accidents and fatalities on the job. Students practice application of standards. Students will also certify in CPR and first aid.
Credit: 1 hour - .5 lecture and one lab hour per week.
Prerequisite(s): Admission to Laborer’s Apprentice Program

LBR 113 MASON TENDING

In this course, the student will learn the practices and procedures of Mason Tending including erection, stocking techniques, mixing mortar and grout, and forklift operation.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): Admission to Laborer’s Apprentice Program

LBR 114 CONCRETE PRACTICES AND PROCEDURES I

Students will explore concrete materials and mix proportions, tools and equipment used with concrete, various finishing techniques, curing and protection of concrete.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): Admission to Laborer’s Apprentice Program

LBR 115 ASPHALT TECH AND CONSTRUCTION

This course will help students with the various aspects of asphalt technology, including manual application, paint striping operation and use of the carbide asphalt grinder.
Credit: 3 hours – Two lecture and two lab hours per week.
Prerequisite(s): Admission to Laborer’s Apprentice Program and CPR/First Aid Certification

LBR 116 APPRENTICESHIP I

This is the On-The-Job component of the Laborers' Apprenticeship program. Work related to the skills learned in the classroom – including mason tending, concrete procedures and asphalt use – will be performed under the supervision of a journeyman.

Credit: 3 hours – Six lab hours per week.

Prerequisite(s): Admission to Laborer's Apprentice Program

LBR 124 CONCRETE PRACTICES AND PROCEDURES II

This course is a continuation of LBR 114. Students will continue to explore concrete materials and mix proportions, tools and equipment used with concrete—including Bobcat, E-Z pavement breaker, the concrete saw and concrete vibrator – jointing, various finishing techniques, curing and protection of concrete. Specifically, students will learn about concrete components and the hardening process, various materials and mix proportions, concrete control testing, placing slabs on grade.

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

Prerequisite(s): Admission to Laborer's Apprentice Program

LBR 131 PRINCIPLES OF PIPELAYING

This course will familiarize the student with the principles of laying pipe including gravity flow piping systems, use of batter boards, use of sewer lasers, utility lines and grads and a review of the metric system.

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

Prerequisite(s): Orientation to Laborer's Craft-LBR 111, Occupational Safety and Health-LBR 112, Mason Tending-LBR 113, Concrete Practices and Procedures-LBR 114, Asphalt Technology and Construction-LBR 115, Apprenticeship I-LBR 116, and second year status in Laborer's Apprenticeship program

LBR 133 ASBESTOS ABATEMENT

Students will become proficient in asbestos abatement principles and practice as approved by Illinois Department of Public Health/EPA (accredited).

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

Prerequisite(s): Orientation to Laborer's Craft-LBR 111, Occupational Safety and Health-LBR 112, Mason Tending-LBR 113, Concrete Practices and Procedures-LBR 114, Asphalt Technology and Construction-LBR 115, Apprenticeship I-LBR 116, and second year status in Laborer's Apprenticeship program

LBR 136 APPRENTICESHIP II

This is the On-The-Job component of the Laborers' Apprenticeship program. Work related to the skills learned in the classroom – including mason tending, concrete procedures asphalt use, asbestos abatement, pipelaying and blueprint reading – will be performed under the supervision of a journeyman.

Credit: 3 hours – Six lab hours per week.

Prerequisite(s): Second year status in the Laborer's Apprenticeship program

LBR 152 BRIDGES

This course will familiarize the apprentice with the principles of bridge construction, renovation, and demolition as they apply to the Laborer Craft.

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

Prerequisite(s): Principles of Pipelaying-LBR 131, Asbestos Abatement-LBR 133, Apprenticeship II-LBR 136, and third year status in Laborer's Apprenticeship program

LBR 153 HAZARDOUS WASTE

This course consists of hazardous waste training for the Laborers' Apprenticeship Program. Students will learn to work safely with hazardous materials.

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

Prerequisite(s): Principles of Pipelaying-LBR 131, Asbestos Abatement-LBR 133, Apprenticeship II-LBR 136, and third year status in Laborer's Apprenticeship program

LBR 154 GRADE AND LINE CHECKING

The student will perform basic leveling operations necessary for line and grade checking of roadways and excavation projects. Techniques taught will include taping, differential leveling, contour plans, plan reading, grade checking, staking, and laser levels.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Admission to Laborer's Apprentice Program

LBR 155 LANDSCAPING TECHNIQUES

This course is designed for students that need basic skills in Landscaping. This course covers basic concepts of landscaping maintenance, lawn and ground covers, and the elements of pruning.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Admission to Laborer's Apprentice Program

LBR 156 APPRENTICESHIP III

This is the On-The-Job component of the Laborers' Apprenticeship program. Work related to the skills learned in the classroom – including mason tending, concrete procedures asphalt use, asbestos abatement, pipelaying, bridge construction, hazardous waste handling and blueprint reading – will be performed under the supervision of a journeyman.

Credit: 3 hours – Six lab hours per week.

Prerequisite(s): Third year status in Laborer's Apprenticeship program

LBR 250 LABOR MANAGEMENT DEVELOPMENT

This course develops the skills needed to serve as foreman on construction jobs. It includes leadership, motivation, documentation, safety, planning and control, communication and conflict resolution.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Journeyman status

LBR 252 SPECIAL PROJECT I

This course is designed by the student and supervisor to develop special skills and talents in the field of choice.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Completion of trade certificate, recommendation of apprenticeship instructor, and consent of department chair.

LBR 253 SPECIAL PROJECT II

This course is designed by the student, supervisor, and union leadership to develop special skills and talents in the field of choice.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Completion of trade certificate, recommendation of apprenticeship instructor, and consent of department chair.

CORRECTIONAL OFFICER/PAROLE OFFICER (IL Department of Corrections)

DOC 110 ORIENTATION TO CORRECTIONS

This course will examine current practices in juvenile and adult correctional facilities. Emphasis will be placed on the organizational dynamics of correctional models in Illinois.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 111 SECURITY PROCEDURES I

This course will explore basic security methods and techniques used to carry out prevention, protection, enforcement, inspection, detection, investigation, emergency service, deterrence, reporting and general services functions. Emphasis is placed on the specific role each function has in maintaining a desired level of security.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 112 SECURITY PROCEDURES II

This course is a continuation of studying the career of security and corrections. Emphasis is placed on the contemporary problems or protective services and corrections.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 113 CRISIS MANAGEMENT

This course is an introduction to interpersonal skills and methods of handling a variety of security situations. Emphasis will be placed on the analysis of the problem, research of solutions, and correct choice of solution. Crises intervention techniques and stress management techniques are also included.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 114 WEAPONS PROFICIENCY

Presents the physical, legal and moral hazards associated with the misuse of firearms. Emphasizes general and specific safety rules for handling weapons. Includes supervised practice to develop the student's ability to use firearms effectively and safely.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

DOC 115 ORIENTATION TO YOUTH SUPERVISION

This course is a general orientation to the juvenile justice system in the United States with a concentration on the methods available for dealing with juvenile offenders in the state of Illinois.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 116 TOPICS IN SOCIAL SCIENCE

A survey of major issues currently facing the United States and other nations of the world. Socioeconomics, political and other perspectives are considered in the study of these global topics.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 117 FIREARMS TRAINING

Presents the physical, legal and moral hazards associated with the misuse of firearms. Emphasizes general and specific safety rules for handling weapons. Includes supervised practice to develop the student's ability to use firearms effectively and safely.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

DOC 118 SPECIAL TOPICS IN CRIMINAL JUSTICE

Major issues currently facing correctional employees are explored. These courses consider socioeconomic, political and other perspectives related to protective services, supervision, and the administration of justice.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

DOC 119 SPECIAL TOPICS IN PROTECTIVE SERVICES/SECURITY

Major issues currently facing correctional employees are explored. These courses consider socioeconomic, political and other perspectives related to protective services, supervision, and the administration of justice.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 120 SPECIAL TOPICS IN ADDICTION STUDIES

Major issues currently facing correctional employees are explored. These courses consider socioeconomic, political and other perspectives related to protective services, supervision, and the administration of justice.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

DOC 121 DOC CYCLE TRAINING

This course is designed to meet the required annual training of IDOC officers.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): IDOC employee.

DOC 122 TACTICAL TRAINING

This course will provide officers with the skills to carry out effective tactical maneuvers. Officers will gain the skills needed to handle actual situations related to use and control of batons, calculated use of force-cell extractions, therapeutic and security restraints, and control of chemical agents.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): IDOC employee.

HEADSTART (Southern Seven Health Department)

HST 112 THE HEADSTART EXPERIENCE

“The Head Start Experience” is designed to provide an in-depth working knowledge of the basic services of Headstart. The three areas of the Head Start performance standards are introduced: child development and health services, family and community partnerships, and program management and design. This course is designed to be preparatory for employment within a Head Start program.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Approval of instructor

HST 113 HEADSTART – GREAT EXPECTATIONS

This course is designed to furnish staff with information regarding the services provided through the Health and Headstart Divisions of Southern Seven Health Department. Staff will gain an understanding of the full range of services provided by our agency to better meet the needs of the families in our area. This class is designed to be the second part of an orientation and training program for Head Start employees.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Approval of instructor

HST 114 EARLY CHILDHOOD BEST PRACTICES

This course is designed to assist the Head Start program attain NAEYC accreditation by training staff in the identification and use of developmentally appropriate “best practices.” Information presented will include the NAEYC accreditation process, understanding developmentally appropriate practice and planning appropriate activities. This course is designed to be the third part of an orientation and training program for new Head Start employees and to improve the current staff's job skills.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Approval of instructor

HST 115 HEADSTART – CDA I

Headstart-CDA I is designed to provide information regarding the Child Development Associate (CDA) Credential to Headstart employees. Information presented will include information about the CDA credentialing process for center and home-based staff, and family daycare providers. This course is designed to prepare students for starting the CDA process and will include a review of the CDA Competency Goals in preparation for the student's CDA assessment. It is also designed to improve Headstart staff's job skills.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Approval of instructor

HST 116 HEADSTART – CDA II

This course is a continuation of HST 115-Headstart I. Providing information regarding the Child Development Association (CDA) credentials to headstart employees. A review of the CDA competency goals in preparation for assistance will also be included.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Approval of instructor

HST 117 SPECIALCARE OUTREACH

SpecialCare Outreach is designed to expand natural and inclusive childcare placement options for families of young children with disabilities through replication of the SpecialCare Model of training. SpecialCare is a proven model of training that builds on traditional care giving roles and skills.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite(s): Approval of instructor

HST 223 INFANT/TODDLER BEST PRACTICES

The quality of teachers depend to a substantial extent on the quality of the supervision and training teachers receive. This course is designed for Early Childhood practitioners, in particular infant/toddler caregivers, who work with infants and toddlers and their families to visualize and implement a high-quality program that is culturally, individually, and developmentally appropriate.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Approval of instructor

ELECTRICAL CONSTRUCTION **TECHNOLOGY (IBEW)**

PIW 100 HISTORY OF THE LABOR MOVEMENT

This course will be a study of history from the perspective of the labor movement. It will emphasize the affects of labor unions on the economic, political, and social elements in the development of the United States.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 101 IBEW PROFESSIONAL INSIDE WIREMAN I

This course is part of the IBEW Apprenticeship Program. The topics to be covered include job site safety, electrician's tools, materials rigging, basic conduit bending, direct current theory, and series circuit calculations.

Credit: 3 hours – Two lecture and 2 lab hours per week.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program and MATH 1201.

PIW 102 IBEW PROFESSIONAL INSIDE WIREMAN II

This course is part of the IBEW Apprenticeship Program. The topics to be covered include serial and parallel circuits, national electrical code, and basic blueprint reading.

Credit: 4 hours – Three lecture and 2 lab hours per week.

Prerequisite(s): IBEW Professional Inside Wireman I-PIW 101.

PIW 103 IBEW PROFESSIONAL INSIDE WIREMAN III

This course is part of the IBEW Apprenticeship Program. The topics to be covered include codeology as it relates to the National Electrical Code (NEC), measuring processes used in the electrical industry, intermediate conduit bending, and hydraulic, mechanical and hand benders.

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

Prerequisite(s): IBEW Professional Inside Wireman II-PIW 102.

PIW 104 IBEW PROFESSIONAL INSIDE WIREMAN IV

This course is part of the IBEW Apprenticeship Program. The topics to be covered include inductance and capacitance in AC circuits, National Electrical Code (NEC) standards relating to transformers, transformer theory, design, and calculations, and wiring methods and devices.

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

Prerequisite(s): IBEW Professional Inside Wireman III-PIW 103.

PIW 105 IBEW PROFESSIONAL INSIDE WIREMAN V

This course is part of the IBEW Apprenticeship Program. The topics to be covered include DC/AC review, semiconductors, transistors, SCR's, amplifiers, and electronic applications.

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

Prerequisite(s): IBEW Professional Inside Wireman IV-PIW104.

PIW 106 IBEW PROFESSIONAL INSIDE WIREMAN VI

This course is part of the IBEW Apprenticeship Program. The topics to be covered include National Electrical Code (NEC) Article 250, electrical theory to grounding, grounded conducted, service grounding, earth testing, WYE and Delta 3-phase transformers, and load calculations.

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

Prerequisite(s): IBEW Professional Inside Wireman V-PIW 105.

PIW 107 ELECTRICIAN APPRENTICESHIP I

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 108 ELECTRICIAN APPRENTICESHIP II

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 109 ELECTRICIAN APPRENTICESHIP III

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 201 IBEW PROFESSIONAL INSIDE WIREMAN VII

This course is part of the IBEW Apprenticeship Program. The topics to be covered include motor constructions, motor installations, protection, controls, and schematic diagrams.

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

Prerequisite(s): IBEW Professional Inside Wireman VI-PIW 106.

PIW 202 IBEW PROFESSIONAL INSIDE WIREMAN VIII

This course is part of the IBEW Apprenticeship Program. The topics to be covered include digital logic, ladder logic, logic circuits and controls, AC motor speed controls, power factoring, power filtering, power harmonics, cable tray, motor control circuits and protection, and hazardous locations.

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

Prerequisite(s): IBEW Professional Inside Wireman VII-PIW 201.

PIW 203 IBEW PROFESSIONAL INSIDE WIREMAN IX

This course is part of the IBEW Apprenticeship Program. The topics to be covered include fire alarm systems operation, installation, maintenance, and troubleshooting; fundamentals of instrumentation and equipment used for calibration; telephone wiring and introduction to TIA/EIA standards and codes; high voltage test equipment; air conditioning systems and basic security systems.

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

Prerequisite(s): IBEW Professional Inside Wireman VIII-PIW 202.

PIW 204 IBEW PROFESSIONAL INSIDE WIREMAN X

This course is part of the IBEW Apprenticeship Program. The topics to be covered include programmable logic controllers (PLC)-basics, operation, and installation; designing and programming PLC; National Electrical Code (NEC) for special conditions; and NEC calculations.

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

Prerequisite(s): IBEW Professional Inside Wireman IX-PIW 203.

PIW 205 ELECTRICIAN APPRENTICESHIP IV

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): IBEW Professional Inside Wireman X-PIW 204.

PIW 206 ELECTRICIAN APPRENTICESHIP V

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): IBEW Professional Inside Wireman V-PIW 205.

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REFERENCE SECTION

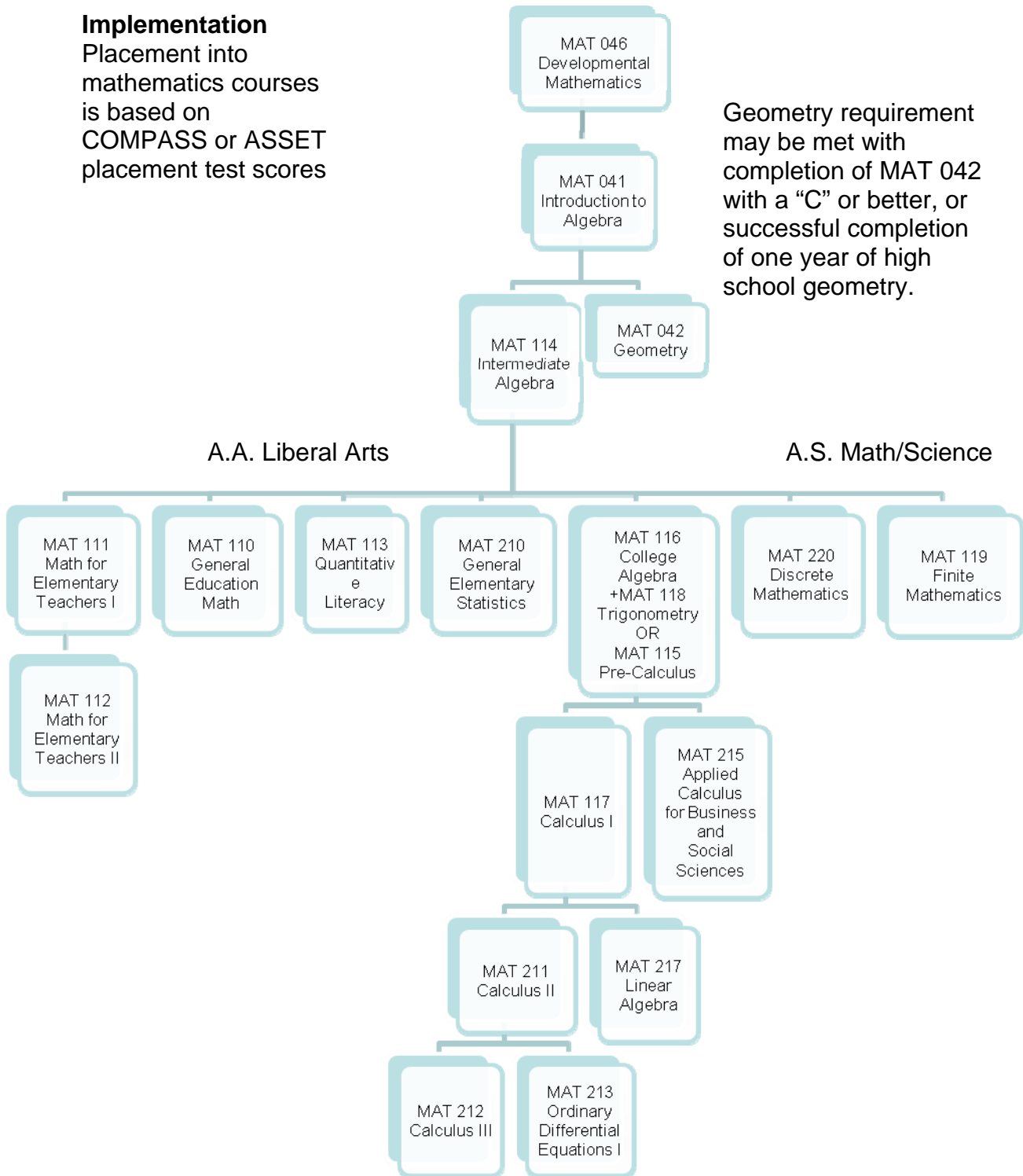


Math Sequence

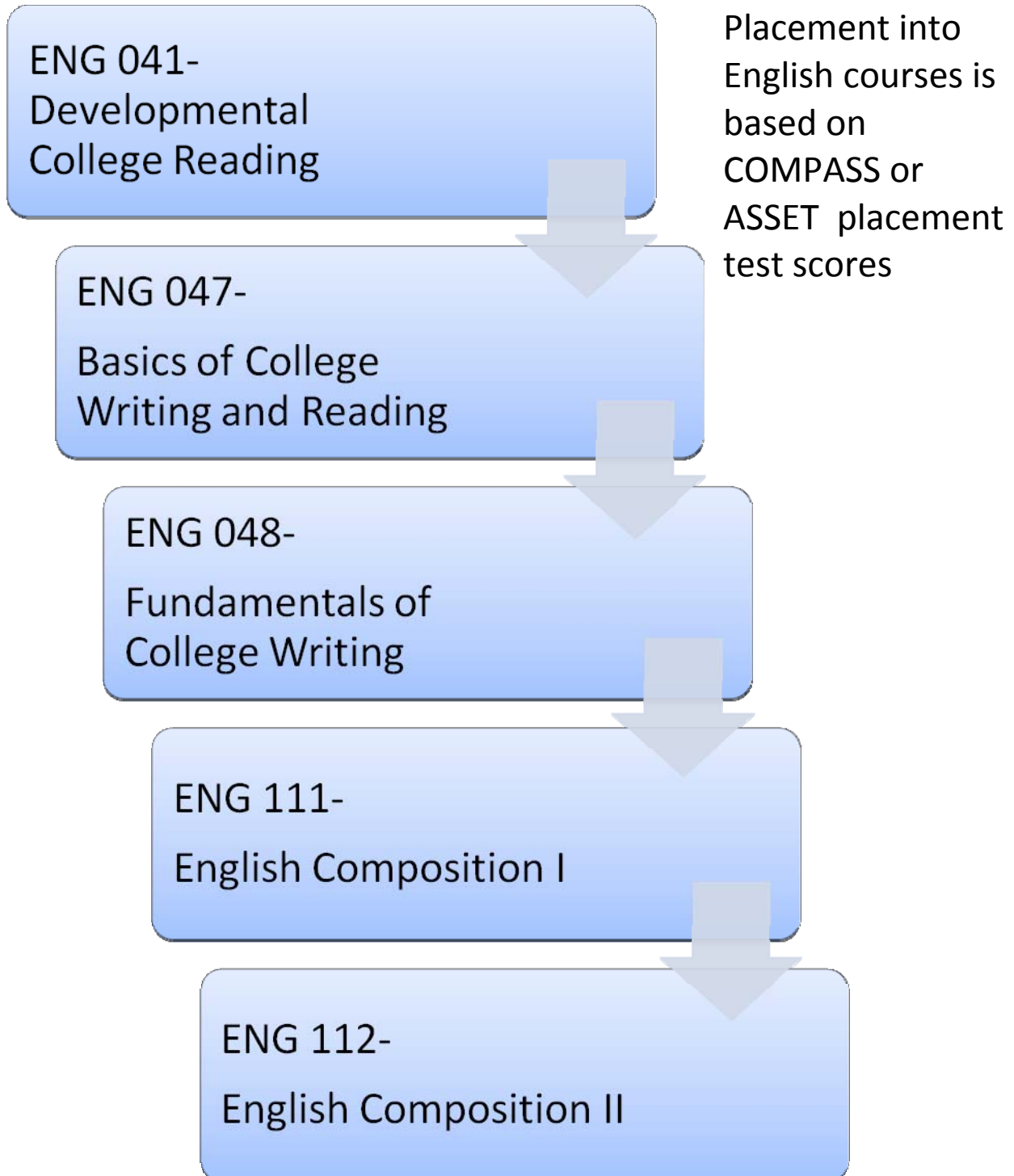
Implementation

Placement into mathematics courses is based on COMPASS or ASSET placement test scores

Geometry requirement may be met with completion of MAT 042 with a "C" or better, or successful completion of one year of high school geometry.



English Sequence





Change of Student Information

Date _____

Student ID# _____

Name

From _____
Last First MI

To _____
Last First MI

Address

From _____
Number & Street

To _____
Number & Street

City & State Zip

City & State Zip

County

County

Telephone

From _____

To _____

Signature Required for Changes _____

Email Address _____

TRANSCRIPT REQUEST

Transcripts will be processed by the option that you choose. Please mark carefully.

For Office Use Only

ID #: _____

Options: Choose One

Transcript Pick-Up:

Today if possible

Mail my transcript:

Send **ASAP**

Mail after **CURRENT SEMESTER GRADES** are posted

Mail after my **DEGREE** is posted

SCC ID or Social Security Number

Name

Street Address

City

State

Zip

Do you want a notation on your transcript to verify that you have met the minimum core requirements for the Illinois Articulation Initiative? Yes No

(This notation is for persons not receiving a degree at SCC and transferring to a college or university in Illinois)

Please be advised that choosing to have your Illinois Articulation Core posted may delay your transcript request 1-3 days

Please mail my transcript to: (Provide a complete mailing address)

College / Agency / Other

Address

Address

City

State

Zip

If you are mailing in this request, send form to:

Admissions & Records
Shawnee Community
College
8364 Shawnee College Rd
Ullin, IL 62992

I hereby give my consent to have my transcript(s) released to the address(es) on this form.

Signature: _____

Date: _____