MESSAGE FROM THE PRESIDENT . . .

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

We will help you succeed in your field of study. The successful staff member at Shawnee College has compassion for you as an individual. The staff wants you to succeed. The rest is up to you. And, you can do it.
A MEMBER OF
American Association of Community and Junior Colleges
Council of North Central Community Colleges
Illinois Association of Community College Trustees
American Association of Community College Trustees

RECOGNIZED BY
Illinois Community College Board
Illinois Department of Public Health
Illinois Board of Higher Education
Illinois State Scholarship Commission
Illinois Department of Registration and Education
Illinois Office of Education — Department of
Adult Vocational and Technical Education
United States Department of Education
Veterans Administration

ACCREDITED BY
North Central Association
of
Colleges & Secondary Schools
National League of Nursing
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Hal C. Anderson
Dean of Vocational Education

Gene A. Cross
Dean of Students

Carolyn M. Wills
Academic Dean

Suzanne Moorman
Business Manager

George A. Floyd
Dean of Continuing Education
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Hal C. Anderson .........................................................Dean of Vocational Education
Gene A. Cross .............................................................Dean of Students
George A. Floyd ..........................................................Dean of Continuing Education
Suzanne Moorman .........................................................Business Manager
Carolyn M. Wills ..........................................................Academic Dean
OFFICIAL
SHAWNEE COLLEGE
CALENDAR
1985-1987

SUMMER SEMESTER, 1985

May 31
June 3
June 12

June 28
July 3
July 4
July 30-31
July 31

Student Advisement and Registration
Instruction Begins
Registration Closes/Last Day to Drop
Classes Without Financial Penalty
(10th Day)
Mid-Semester
Last Day to Drop or Apply for Audit
Without Academic Penalty
Holiday-Independence Day
Final Exams
Semester Ends

FALL SEMESTER, 1985

August 9
August 12
August 13-14
August 15
August 29

September 2
October 14
October 18
October 25
November 28-29
December 11-13
December 13

Faculty Workshop
Freshmen Orientation
Student Advisement and Registration
Instruction Begins
Registration Closes/Last Day to Drop
Classes Without Financial Penalty
(10th day)
Holiday - Labor Day
Holiday - Columbus Day
Mid-Semester
Last Day to Drop or Apply for Audit
Without Academic Penalty
Thanksgiving Vacation
Final Exams
End of Semester
SPRING SEMESTER, 1986

January 6-7 Faculty Workshop, Student Advisement and Registration
January 8 Instruction Begins
January 15 Holiday-Martin Luther King's Birthday
January 22 Registration Closes/Last Day to Drop Classes Without Financial Penalty
                     (10th day)
February 12 Holiday - Lincoln's Birthday
March 7 Mid-Semester
March 14 Last Day to Drop or Apply for Audit Without Academic Penalty
March 24-31 Spring Break
April 1 Classes Resume
May 12-14 Final Exams
May 15 Faculty Workshop
May 15 End of Semester
            Commencement

SUMMER SEMESTER, 1986

May 29 Student Advisement and Registration
June 2 Instruction Begins
June 13 Registration Closes/Last Day to Drop Classes Without Financial Penalty
                     (10th day)
June 27 Mid-Semester
July 3 Last Day to Drop or Apply for Audit Without Academic Penalty
July 4-7 Independence Holiday
July 30-31 Final Exams
July 31 Semester Ends

FALL SEMESTER, 1986

August 8 Faculty Workshop
August 11 Freshman Orientation
August 12-13 Student Advisement and Registration
August 14 Instruction Begins
August 28

Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)

September 1

Holiday - Labor Day

October 13

Holiday - Columbus Day

October 17

Mid-Semester

October 24

Last Day to Drop or Apply for Audit Without Academic Penalty

November 27-28

Thanksgiving Vacation

December 10-12

Final Exams

December 12

End of Semester

SPRING SEMESTER, 1987

January 5-6

Faculty Workshop, Student Advisement and Registration

January 7

Instruction Begins

January 15

Holiday-Martin Luther King’s Birthday

January 21

Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)

February 12

Holiday Lincoln’s Birthday

March 6

Mid-Semester

March 13

Last Day to Drop or Apply for Audit Without Academic Penalty

March 16-20

Spring Break

March 23

Classes Resume

April 17-20

Easter Holiday

May 12-14

Final Exams

May 15

Faculty Workshop

End of Semester

Commencement
HISTORY AND ORGANIZATION

Shawnee 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 Union, Pulaski, Massac, Alexander and parts of Johnson and Jackson Counties.

The initial Board of Trustees was selected in December of 1967, and in May of 1968 Dr. Loren E. Klaus was named president. The College officially opened on September 24, 1969.

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

OBJECTIVES

The basic purpose of an educational institution is the preservation and advancement of civilization. Shawnee College attempts to develop in its students the ideals, attitudes, and spirit of inquiry which characterize the educated individual.

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

The following are objectives of Shawnee College:

1. To provide two years of higher education in the arts and sciences leading to an associate degree.
2. To provide associate degree programs leading to employment in specific technologies.
3. To provide appropriate vocational programs leading to a certificate of completion.
4. To provide opportunities for intellectual growth in academic areas and for training in specific career skills.
(5) To initiate, support, and provide cultural and intellectual activities for all area citizens.

(6) To provide an educational atmosphere through counseling activities, and other services which will give the student a reasonable opportunity for success in college.

(7) To initiate and support activities which will provide a positive environment for economic stimulation and growth.

ACCREDITATION

Shawnee College is fully accredited by the North Central Association of Colleges and Secondary Schools. Full accreditation implies the attainment of significant educational standards of quality and excellence which are recognized and respected among the institutions of higher learning. The Associate Degree Nursing Program offered at the College in cooperation with the Southern Illinois Collegiate Common Market, is fully accredited by the National League of Nursing.

DAY COLLEGE

Courses are scheduled at the Shawnee College campus five or six days per week. Academic, vocational, and other kinds of programs are available to full and part-time day students.

Students taking day courses should pre-register on specified dates with the Department of Guidance and Counseling or a designated advisor.

On-campus day course offerings are printed and distributed each semester. Dates for pre-registration and registration are announced in the schedules distributed prior to each semester.

EVENING COLLEGE

Night classes are offered on campus and in most communities in the district. The demand for evening classes determines the number of classes that will be offered at any one time. The College reserves the right to withdraw any college offering for which there is insufficient registration.

Sequentially most classes offered during the day will be offered at night making it possible to select course sequences which will lead to associate degrees in various curricula. In addition, Shawnee College will continue to offer course work in continuing education programs for those area residents who desire to take advantage of such programs.
EXTENSION COLLEGE

Extension courses are offered at various sites throughout the community to accommodate those students who desire educational opportunities but are unable to attend courses on campus.

Academic, vocational, and personal development courses are offered. Students taking off-campus courses are enrolled at designated times at the various locations. Off-campus course offerings are printed and distributed each semester.

CONTINUING EDUCATION

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

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

SMALL BUSINESS CENTER

The Small Business Development Center was established on the Shawnee College Campus in April of 1983. This Center is designed to provide a variety of services to business and industry throughout the College’s district. The Center acts as a clearinghouse for all in-plant training and business seminars conducted by the College.

Students may utilize the Center by obtaining 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 name of the personnel manager, number of employees, and hiring practices could be obtained prior to an interview.

Elementary, secondary, and college faculty, as well as economic development personnel in the region, are welcome to visit the Center to obtain information concerning local employers that hire or may hire individuals from particular vocational fields, as well as, skills in demand, number of employees, and hiring practices in the College’s service area.
BOOKSTORE

A bookstore is operated by the College and carries required textbooks, instructional materials, equipment, and supplies.

LEARNING RESOURCES CENTER

Shawnee College has developed a comprehensive Learning Resources Center.

The LRC's collection of more than 37,500 books is increasing annually. The series collection includes 210 periodicals, 11 newspapers, and 3 indexing services. The collection of films, filmstrips, tapes, and phonograph records is being expanded monthly. In addition, thousands of volumes of other books and materials are available to students through the college's participation in joint agreements with other major library systems.

Students, faculty, and all citizens of the Shawnee College district are encouraged to visit the Learning Resources Center and utilize its fine resources and services.

Library materials are checked out to a student upon presentation of his current Library card.

STUDENT CENTER

A spacious and attractive center for student activities is provided on campus. Food and recreational facilities are available. In addition, many public groups are hosted in the student center.
BUILDING LEGEND
A. Health Service Ctr.
B. Nursing
C. Student Ctr.
D. Classroom Bldg.
E. Ag. Science Bldg.
F. Ag. Science Bldg.
G. Cosmetology
H. Admin.-Academic
I. Gym-Technology
1. Parking Lots
2. Lake
3. Greenhouse
4. Softball Field
5. Tennis Courts
6. Baseball Field

CAMPUS GUIDE
SHAWNEE COLLEGE
ULLIN, IL 62992
ADMISSION REQUIREMENTS

Shawnee College will admit students qualified to complete any program, if space for effective instruction is available. Transfer, vocational, general education, remedial, and personal improvement programs are offered. Preference in admissions will be given to students whose legal residence is within the Shawnee College district.

The requirements for admission include filing of the following with the Department of Guidance and Counseling:

1. Application for admission
2. Transcript from high school or CED scores. If applicable, a transcript should be requested from other colleges attended.
3. ACT scores for students pursuing Associate of Arts or Associate of Science degrees.
4. Social Security number
5. In addition, vocational programs such as Practical Nursing, Associate Degree Nursing, Basic Nurse Assistant and Cosmetology must meet additional entrance requirements. Contact the Department of Guidance and Counseling for further information.

ACT SCORES

Applicants pursuing an Associate of Science or Associate of Arts degree should have an official copy of his/her American College Test (ACT) scores on file with the Department of Guidance and Counseling. Shawnee College is a testing center for ACT. Students may take said tests on designated testing dates.

STUDENT REGISTRATION

Students are given guidance in planning their programs of study and class schedules. Final registration will take place during orientation week. Ordinarily no student will be admitted to a curriculum before he/she has been tested and/or counseled. Counseling and pre-registration for the next semester will be during the final weeks of the previous semester.

ORIENTATION

New students are required to report to Shawnee College for orientation at a designated date prior to registration. At that time, students will be introduced to the campus facilities, college procedures, regulations, registration, and other pertinent information.
RESIDENCE

Should the number of admission requests exceed the available space, district citizens are given first preference. Non-resident students will be accepted in a manner determined by the College. If space is not available for all resident students applying, the College will accept those best qualified using rank in class, ability, achievement results, and other evidence as required by the College.

TRANSFER STUDENTS

Students who have attended another college or university may be admitted to Shawnee College. Official transcripts from previously attended institutions must be submitted to the Department of Guidance and Counseling for evaluation. At that time, a decision will be made by the College concerning the number of hours transferrable.

Students dismissed from the previous college or university for academic reasons are required to meet with the Dean of Students. Admission determinations will be made at that time.

Students suspended or expelled from another institution for reasons other than academic, are not eligible for admission to Shawnee College for a minimum of two semesters from the date of suspension or expulsion or the length of the suspension, if it is more than two semesters. At that time, the applicant’s admission status will be determined by the College.

COLLEGE ENROLLMENT OF 16 AND 17 YEAR OLDS

With prior joint approval of the High School Superintendent and the President of Shawnee College, the College may provide educational services to 16 and 17 year olds as follows:

1. Students currently enrolled in a high school program may be accepted into college courses in the Shawnee College credit in escrow program. In no event shall their credits be counted toward high school graduation.

2. Students who are 16 and 17 years of age who have severed their connection with a secondary school, as certified in writing by the Superintendent of the secondary school in which the student has a legal residence, are eligible to attend Shawnee College.
COLLEGE ENROLLMENT OF STUDENTS BELOW 16 YEARS OF AGE

With prior joint approval of the Chief Executive Officer of Shawnee College and the secondary school involved, the College may admit gifted students below the age of 16. "Gifted Students" are students who are judged to possess exceptionally high academic ability by both the appropriate secondary school and the College.
TUITION REGULATIONS

Illinois law provides that tuition charged may not exceed 1/3 the per capita cost of operation. Shawnee College is authorized to charge out of state students the full per capita costs.

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

Resident Tuition (Residents of Shawnee College District 531)

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

Per Semester Hour………………………………………………. $20.00

Official tuition and fees refund policy:

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

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

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

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

A student who resides in an Illinois community college district with an operational community college may have partial costs paid by that student’s college district if that student enrolls in a program which the local com-
munity college does not offer. In all other cases students from these districts must pay their own costs.

**Non-Resident Special Charges**

Non-resident out-of-state students will pay special charges determined by the per capita cost of educational services at the College.

**Other Fees**

Graduation Fees .......................................................... $20.00

Special Lab Fees are charged for selected courses.
FINANCIAL AIDS

The Office of Student Financial Aids helps students seeking financial assistance to attend Shawnee College. The help is provided through a combination of sources including scholarships, grants, loans, and part-time employment. Qualified students receive assistance based on merit and/or financial need.

The American College Testing Program provides a financial analysis service which is used to help determine the amount of funds needed by the student. Information used in the analysis includes family income, assets, number of dependents, number of dependents in college, etc. The College will attempt to assist the student with the difference between the total expected family contribution and the cost of attending college.

Students admitted to or attending Shawnee College may apply for financial aid at any time. However, students are strongly encouraged to apply before July 1.

Additional information and applications forms for assistance programs are available through the Office of Student Financial Aids.

SHAWNEE COLLEGE SCHOLARSHIPS

Valedictorian, salutatorian, and presidential scholarships are awarded based on the student's high school academic record. A presidential scholar must rank in the top 30 percent of the high school graduating class. Annual scholarship values are as follows: valedictorian $2,200; salutatorian $1,500; presidential, $1,000.

Shawnee College Performance scholarships are awarded on the basis of excellence in the areas of art, music, and speech. Annually, fifteen scholarships with a value of $1,000 are available in each of the three areas. Additional information and applications are available from the Office of Financial Aids.

GRANTS

PEL GRANT PROGRAM

Based on financial need, this federal program entitles eligible students to receive funds to be applied toward educational expenses. This program is open to half-time as well as full-time students. Applications are available from the Office of Student Financial Aids.
SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Supplemental Educational Opportunity Grants are available from federal funds for students with financial need. These funds are to be used for educational expenses. This program is open to half time and full time students. Applications are available from the Office of Student Financial Aids.

SCHOLARSHIPS

ILLINOIS STATE SCHOLARSHIP - MONETARY AWARD

The State of Illinois makes scholarships available to needy students to cover the cost of tuition. The program is open to half-time students enrolled in a minimum of 6 credit hours and students enrolled full time (12 through 19 credit hours).

ILLINOIS VETERANS SCHOLARSHIP

The Illinois Veterans Scholarship provides for four full years of tuition for eligible veterans at state institutions. Eligibility is not based on financial need or academic achievement. Illinois veterans who meet the requirements and served in the armed forces on or before May 7, 1975, are eligible for tuition coverage. Anyone awarded a Veterans Scholarship on or before September 16, 1981, but who served in the armed forces after May 7, 1975, is entitled to tuition coverage for the duration of his/her entitlement.

ILLINOIS NATIONAL GUARD SCHOLARSHIP PROGRAM

Members of the Illinois National Guard or the Illinois Naval Militia who have served at least one year and are currently in the Guard or Militia may make application for a scholarship for tuition and fees for eight semesters for full- or part-time study. This scholarship is open to company grade officers and warrant officers, as well as enlisted personnel. If an applicant ceases to be a member of the Illinois National Guard or Naval Militia, the educational benefits will be terminated as of the termination date. This scholarship does not include the cost of books or supplies.
LOANS

GUARANTEED LOANS

A Guaranteed Student Loan (GSL) is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association for educational expenses. Half-time and full-time students may borrow a maximum of $2,500 a year as undergraduates. Interest rates are below market levels. Applications are available at various lending institutions.

PLUS LOAN

PLUS loans provide additional funds for educational expenses. Parents of dependent students may borrow up to $3,000 per year. Independent students may borrow up to $2,500 per year. Contact a lending institution for further information and applications.

PART-TIME STUDENT EMPLOYMENT

COLLEGE WORK STUDY PROGRAM

Funds are provided by the federal government and matched partially with college funds to provide part-time jobs for students with financial need. Jobs are available in most campus departments. This program is open to half-time and full-time students.

OTHER FINANCIAL AIDS

Shawnee College maintains additional sources of financial aid for eligible students. These sources of student financial aid may be funded by either federal, state or private sources.

Private funds for student financial aid in the form of scholarships have been donated by local businesses, (Allied Chemical Corporation; Anna National Bank; Southern Illinois Electric Cooperative; Hale Implement, Inc.) various organizations (Illinois Sheriff’s Association; Metropolis Business and Professional Club; Rotary Club of Cairo Illinois; Rotary Club of Metropolis Illinois; Eastern Star of Illinois; Pulaski-Alexander County Farm Bureau), and private individuals or families (Goodall Family and Gaylord Donnelly Scholarships).

Applications for private scholarships, part-time employment or other financial assistance should be directed to the Office of Student Financial Aids.
GRADING SYSTEM

Progress of students at the College is indicated by the grades received in each course of study. The following system is used:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

A grade of W will be given for withdrawal within a designated period of each semester. After said period, a grade of F will be given for class withdrawal except where extenuating circumstances prevail. In such cases and upon the recommendation of the appropriate dean, a W may be given to the student.

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

The grade point average (G.P.A.) is computed by multiplying the grade points earned in a course by the number or credit hours for the course, adding these products for each course, and dividing by the total number of credit hours. An F will be computed in the G.P.A. unless the course is later repeated with a satisfactory grade. Neither credit hours nor grade points will be computed in those courses where a grade of I or W is assigned. A student's standing in a curriculum is determined by his cumulative G.P.A.

A student who does unsatisfactory work will be given academic warning for that semester. If work is unsatisfactory the following semester, the student will be placed on probation. At that point, the student may choose to change curriculum or continue the current program. But, in either case, the student must improve his/her standing satisfactorily or be dropped from College for one academic semester. The minimum satisfactory average is 2.0. A student may attend a summer session to raise the G.P.A. to a satisfactory level.
PRESIDENT’S HONOR LIST

Each semester, the College will announce a President’s Honor List of academic achievement. Full-time students achieving a 4.0 grade point average for that semester receive this honor.

DEANS’ HONOR LIST

Each semester, the College announces a Deans’ Honor List of academic achievement. Full-time students achieving a 3.20 grade point average for the semester receives this honor.

SCHOLASTIC RECORDS AND STANDARDS

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

Permanent student records are maintained by the Office of Guidance and Counseling. Official transcripts are available upon request, providing the student owes the College no debts and is not in default of student loans.

STUDENT ACADEMIC LOAD

The normal academic load for full-time students at the College is 12-16 semester hours of credit per semester except in the summer term when 6-12 semester hours of credit is considered full time. The total credit hour load for any student may not exceed 19 in any one semester, nor 12 in any one summer session, without written permission from the appropriate dean.

CLASSIFICATION OF STUDENTS

Students with fewer than 30 semester hours of acceptable credit are classified as freshmen; those with 30 or more semester hours of acceptable credit are classified as sophomores.

TRANSFER OF CREDITS

Colleges and universities reserve the right to reject, in certain cases, credits with a grade of D. Also, they can accept or reject a student for admission based on the student’s prior academic accomplishment.
If the student should change his/her curriculum in the process of transferring from Shawnee College to another college or university, credits for certain courses may not be applicable toward requirements in the new curriculum.

If a student continues the same transfer curriculum started at Shawnee College and maintains a grade of C or better for all courses taken, it is anticipated that all credits will be accepted for transfer. While there may be a question of applicability of particular courses for bachelor degree requirements, it is the responsibility of the student to check with the Department of Guidance and Counseling.

**CREDIT IN ESCROW**

Early college admission may be granted in advance of high school graduation if the student meets the criteria previously listed in the catalog under admission procedures. In no event shall escrow credits be counted toward high school graduation.

**REPEATED COURSES**

A course in which a student enrolls more than once is considered a repeated course. A student can, to improve his/her background in a subject area, repeat courses in which he/she has previously been enrolled at Shawnee. Both the original grade and the repeated grade are entered upon the student’s permanent record. However, only the highest grade is computed in G.P.A. and counted toward graduation. Students who repeat a class for which they have previously received a grade of C or better may be assessed a special fee to reflect the per capita cost of this activity to the College.

**WITHDRAWAL FROM THE COLLEGE**

To officially withdraw from Shawnee College, a student must make proper application at the Office of Guidance and Counseling. An orderly withdrawal procedure assures the student that there will be no procedural problems which will prevent his/her entering another institution or re-entering Shawnee College. TUITION AND FEES FOR CLASSES FOR WHICH THE STUDENT HAS NOT OFFICIALLY WITHDRAWN BY THE TENTH DAY OF INSTRUCTION ARE DUE AND PAYABLE.

**CHANGE OF SCHEDULE**

All changes of schedule, after registration has been completed, can be made only by the Office of Guidance and Counseling.
STUDENT CONDUCT

Shawnee College expects from its students the self-discipline necessary to acquire an education and will aid the student in developing such a skill. Students who attempt to assume the responsibilities of college membership will receive the fullest measure of guidance and encouragement. Those found guilty of serious misconduct are subject to suspension and/or expulsion from the College. Cheating constitutes grounds for receiving a grade of F in the course.

STUDENT ATTENDANCE

Students should attend classes on a regular basis. Excessive absences may lead to grade reduction in a specific course.

If extenuating circumstances make it necessary for the student to drop a class or withdraw from the college he/she must withdraw formally through the Office of Guidance and Counseling.

STUDENT TARDINESS

Students are to be in the classroom when the period begins. It is the responsibility of tardy students to contact the instructor at the close of the class period to make sure his/her name is entered on the attendance register. Consideration by faculty members shall be given to tardiness due to unforeseen circumstances such as adverse weather, etc.

POLICY STATEMENT AS TO CAMPUS DISTURBANCES

The Board of Trustees of Shawnee College is the governing board of Shawnee College District No. 531 at Ullin, Illinois. The Board was created to operate, manage, conduct and maintain the College and it is specifically charged by statute with making rules and regulations for the good government and management of the College.

Campus disturbances have occurred throughout the United States and the Board has determined that the interest of all concerned would be served best by promulgating an express statement policy as to the consequence of such a disturbance within the College.

The policy enunciated herein is in no sense intended to deprive any person of his rights of free speech and assembly; and the exercise of those rights in a lawful manner is to be encouraged at the College which is
under the jurisdiction of the Board. Actions, however, which deprive others of their rights without due process of law cannot be justified.

All too often campus disturbances have disrupted educational functions, deprived the majority of the right to pursue their education, and resulted in injury to persons and extensive damage to property. The State, no less than a private property owner, has the right and responsibility to preserve property under its control for the use to which it is lawfully dedicated. Neither the United States Constitution, nor the Constitution of the State of Illinois, precludes the State from controlling the use of its own property for lawful, non-discriminatory purposes.

Accordingly, in order that normal educational processes can continue without interruption and in order that individual safety, personal freedoms and property rights can be enjoyed without impairment, the Board declares that unlawful activities will not be tolerated on the campus of Shawnee College. In particular, the Board believes that Article 21 of the Illinois Criminal Code, dealing with damage and trespass to property, provides appropriate penalties for dealing with persons who willfully damage state property or commit trespass on the campus.

Criminal damage to property is committed by one who does any of the acts specified in Section 21-1, Chapter 38, Illinois Revised Statutes 1967, and without regard to time or place, any person who willfully damages campus property violates the law and should be arrested and prosecuted.

Criminal trespass is committed by one who enters an area with notice that entry therein is forbidden or who remains in an area after notice to depart. It is lawful and proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls and exits must be kept open for normal operations and the safety of others; offices are to be used for the purposes intended; buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, a police officer should read applicable positions of the criminal trespass statute, Section 21-3, Chapter 38, Illinois Revised Statutes 1967, and advise them that they are in violation of the law and that they will be arrested if they do not depart. In appropriate circumstances court action of an injunctive or criminal nature should be sought.

Members of a campus community who participate in unlawful activities which disrupt educational functions have no right to remain members of the campus community. Students and staff will be dealt with in accordance with established disciplinary and administrative processes. Such processes will not be waived because a student or member of the staff has been
charged or convicted of violation of a criminal law or ordinance arising out of the same event.

When the President of Shawnee College, in his judgment, believes that unlawful activities which disrupt educational functions warrant, he is directed to make application to those agencies provided by the State for the purpose of dealing with those who break the law. Police should be summoned without delay, public prosecutors should be advised of the situation, and the court should be asked to make a timely disposition of all cases resulting from the incident.

Education is the living and growing source of our progressive civilization, of our open repository of increasing knowledge, culture and salutary democratic traditions. It deserves our highest respect and fullest support in the performance of its lawful mission. No person without liability to lawful processes, may intentionally act to impair or prevent the accomplishment of the lawful mission, process, or function of an educational institution.

STUDENT GRIEVANCES AND DISMISSALS

Students may not grieve official college policy. Student grievances must be directly related to that student’s academic program.

Students are to attempt to settle their grievance in an informal manner with the appropriate faculty members involved and/or the Dean of Students. Most problems should be solved at the faculty level.

In the event the matter is not resolved at that level and the student wishes to pursue the grievance he/she must petition the grievance in writing to the appropriate dean for a hearing. A written grievance must be filed with the appropriate dean within 30 days of the occurrence of the alleged grievance. The appropriate dean must hold a hearing on the said alleged grievance within 60 days of the date of student requesting a hearing.

Said hearing is to be tape recorded and transcribed with the transcript to be signed by the grievant and the appropriate dean testifying the transcript is a true and accurate recording of the hearing. A grievant is to be represented only by himself/herself or his/her attorney or other designated representative.

The appropriate dean shall inform the student in writing as to his/her (the dean’s) decision within 10 days of the hearing.

The student shall set forth in writing all of the student grievances and the facts pertaining thereto at his/her hearing with the appropriate dean with the clear understanding that the dean’s decision and/or other later
decisions that might be made by the President and/or Board of Trustees will be based solely on facts presented at the original hearing with the appropriate dean.

One half of the cost of the transcript at the hearing shall be paid by the Board and one half by the student. Either party desiring a transcript of the hearing shall pay for the cost thereof. Prior to the hearing, no publicity of any kind regarding the case shall be given by the student, the appropriate dean, or college president.

In the event of impasse with the appropriate dean, the student may petition the President in writing for a hearing. The student's written petition to the President for a hearing of the dean's decision must be filed with the President for a hearing of the dean's decision. In that event, the student as well as the appropriate dean shall inform the President in writing as to the facts of the dispute as they respectively see them. Within 60 days of receiving a written petition of the student, the president shall hear the arguments of both parties and render a decision based on the facts and other information the President may seek concerning the case.

Said hearing is to be tape recorded and transcribed with the transcript to be signed by the grievant and the appropriate dean testifying the transcript is a true and accurate recording of the hearing. A grievant is to be represented only by himself/herself or his/her attorney or other designated representative.

One half of the cost of the transcript at the hearing shall be paid by the Board and one half by the student. Either party desiring a transcript of the hearing shall pay for the cost thereof. Prior to the hearing, no publicity of any kind regarding the case shall be given by the student, the appropriate dean, or college president.

The President's decision shall be final subject to the review of the Board of Trustees.

Appeals to the Board of Trustees may be considered if the following conditions are met:

A. The student has notified the College President in writing within 10 days after the President's decision that he/she wishes to appeal the President's decision to the Board of Trustees.

B. The student cites in writing to the College President his/her reasons for wishing to appeal the Presidential decision to the Board of Trustees.

C. The student cites in writing to the College President the facts of the case as he/she (the student) sees them.
D. The students asks the College President in writing to present his/her (the student's) request for a hearing to the Board of Trustees.

E. The College President shall present the student's request for a hearing at the next regular meeting of the Board of Trustees.

F. No hearing shall be held by the Board of Trustees at the meeting at which the official request for a hearing is first presented.

G. The Board of Trustees shall determine whether or not a hearing will be granted within 31 days of the date of the regular meeting at which the request is officially presented.

H. If the Board of Trustees decides to hear an appeal, the hearing time and place shall be determined by the Board of Trustees, but in no event shall be less than 30 days nor more than 60 days from the date the Board of Trustees first considered the request for a hearing.

I. Prior to the hearing no publicity of any kind regarding the case shall be given by the student, faculty, College President, or the Board of Trustees.

J. The College President shall transmit the following documents to the Board of Trustees in writing:
   1. All letters from the student relating to the facts of the case as he sees them plus his/her letter requesting a hearing by the Board of Trustees.
   2. The facts of the case and a history of the case as seen by the College President.

K. The decision of the Board of Trustees is final.
REQUIREMENTS FOR GRADUATION

The general requirements for graduation with an Associate Degree.

1. Successful completion of at least 64 semester hours of college credit, at least 30 semester hours of which must be earned at Shawnee College.

2. Full-time enrollment at Shawnee College for the last semester preceding graduation.

3. A cumulative grade point average for all work taken at Shawnee College of 2.00 (C) or higher.

4. Successful completion of the course, Personal/Career Development 111, a one semester hour course designed to orient the student to the educational opportunities and facilities of the College.

5. Satisfactory performance and completion of course requirements for the curriculum chosen by the student as prescribed by the College.

6. Evidence that the requirements concerning the Constitution of the State of Illinois and of the U.S. Government as required by Illinois law have been met. This evidence may be in the form of a high school transcript or the student may complete American Government 117 at Shawnee College.

7. Evidence of high school graduation or successful completion of the General Education Development Certificate.
ASSOCIATE OF ARTS DEGREE

Students must successfully complete a total of 64 hours of transfer courses. Forty-three of the 64 hours must be selected from the areas of Communication, Humanities, Math/Science, and Social Studies. The number of hours required in each division is as follows:

COMMUNICATIONS
(9 semester hours)

- English 111, 112
- Journalism 115, 116, 211, 212
- English Literature 214, 215

HUMANITIES
(9 semester hours)

- Art 111, 112, 113, 114, 115, 211, 212, 213, 215
- Poetry 211, Fiction 212, Drama 213
- American Literature 216, 217
- World Literature 218
- Western Civilization 116, 117
- Philosophy 215, 216, 217
- Choir 111, 119, 219

FOREIGN LANGUAGE
(8 semester hours)

- French 111, 112, 211, 212
- German 111, 112, 211, 212
- Spanish 111, 112, 211, 212

SCIENCE AND MATHEMATICS
(8 semester hours)

- Physical Science 111, 112
- Chemistry 114, 115, 211, 212
- Biology 111, 112, 211, 212, 213
Physics 216, 217
Astronomy 111
Geology 213, 214
Mathematics 111, 113, 114, 115, 117, 210, 211, 212

SOCIAL SCIENCE
(9 semester hours)

U.S. History 214, 215
Western Civilization 116, 117
Economics 211, 212
American Economic History 213
Geography 214, 215
Anthropology 216
Government 117, 118
Psychology 211
Abnormal Psychology 219
Sociology 212
ASSOCIATE OF SCIENCE DEGREE

Students must successfully complete a total of 64 hours of transfer courses. Forty-three of the 64 hours must be selected from the areas of Communication, Humanities, Math/Science, and Social Studies. The number of hours required in each division is shown.

COMMUNICATIONS
(9 semester hours)

English 111, 112
Speech 111, 112, 113, 114, 115, 213, 214, 215
Journalism 115, 116, 211, 212, 213
English Literature 214, 215

HUMANITIES
(9 semester hours)

Art 111, 112, 113, 114, 115, 211, 212, 213, 215
Poetry 211, Fiction 212, Drama 213
American Literature 216, 217
World Literature 218
Western Civilization 116, 117
Philosophy 215, 216, 217
Music 112, 113, 114, 115, 116, 117, 118, 213, 214
Choir 111, 119, 219
French 111, 112, 211, 212
German 111, 112, 211, 212
Spanish 111, 112, 211, 212

SCIENCE AND MATHEMATICS
(16 semester hours)

Physical Science 111, 112
Chemistry 114, 115, 211, 212
Biology 111, 112, 211, 212, 213
Physics 216, 217
Astronomy 111
Geology 213, 214
Mathematics 111, 112, 113, 114, 115, 117, 210, 211, 212
SOCIAL SCIENCE
(9 semester hours)

U.S. History 214, 215
Western Civilization 116, 117
Economics 211, 212
American Economic History 213
Geography 214, 215
Anthropology 216
Government 117, 118
Psychology 211
Abnormal Psychology 219
Sociology 212
ASSOCIATE OF APPLIED SCIENCE DEGREE

Specific requirements for Associate of Applied Science degrees in various curricula are listed in this catalog. This program will provide the student with an Associate degree leading to employment in a specific area.

VOCATIONAL CERTIFICATES

The specific requirements for Vocational Certificates are listed in the programs of study in this catalog.

ASSOCIATE OF GENERAL STUDIES DEGREE

This program is designed to provide an opportunity for students to develop abilities, to remove deficiencies, and to qualify for the curriculum of the student's choice. The program is designed and supervised by the student's advisor within guidelines established by the College. A total of 64 hours must be completed. Courses in personal improvement (numbered x5x) or courses for non-high school graduates (numbered x7x or x8x) are not applicable toward fulfilling general studies degree requirements. This general studies program is not the same as a general studies or general education program at a four-year institution.

GRADUATION WITH HONORS

Students completing associate degree requirements with a cumulative grade point average of 3.5 or higher graduate with honors.
COUNSELING

All entering students should meet with professional personnel for counseling. Through the use of test results, high school records, and personal consultation, an effort is made to counsel the student concerning a program appropriate to his/her skills, aptitude, and preparation. Other more specialized examinations may be given individual students upon their request or upon the advice of a counselor.

Each student is assigned a faculty advisor. An attempt is made to match the students' academic preferences with the background of their faculty advisors. Students should frequently counsel with their faculty advisors.

The guidance program of the College includes a one semester hour course, Personal/Career Development 111. The one semester hour credit may be applied to any associate degree or certificate program at Shawnee College. This course covers extra-curricular organizations and activities, use of the Learning Resources Center, requirements for graduation, transfer to senior institutions, general college regulations, testing, and other topics pertinent to the student's development.

ENTRANCE TESTS

Tests are administered to incoming students to assess their level of competencies in various areas or to determine student acceptance into particular curricula.

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

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

AMERICAN COLLEGE TEST (ACT)

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

Many persons did not complete formal high school training. The General Education Development test provides an opportunity for these adults to secure an evaluation of their educational maturity and competence and receive a high school equivalency certificate. These tests are administered five times each year at Shawnee College and are available to adults in the college district. Applications may be secured from the local Superintendent of the Educational Services Region.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

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

VOCATIONAL CREDIT BY PROFICIENCY EXAMINATION

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

Students desiring to take proficiency examinations must first contact the Office of Guidance and Counseling at the beginning of a semester to make arrangements to complete the test. Test fees are the same as tuition fees and are payable to the Business Office prior to taking the proficiency test.

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

ILLINOIS DEPARTMENT OF PUBLIC HEALTH

BASIC NURSE ASSISTANT PROFICIENCY EXAMINATION

The College serves as an official testing center for the Illinois Department of Public Health for administration of the basic nurse assistant proficiency examination. Individuals interested in taking this examination should contact the Director of Allied Health Services.
ENTRANCE EXAMINATION FOR VARIOUS VOCATIONAL PROGRAMS

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

1. Basic Nurse Assistant,
2. Practical Nursing,
3. Associate Degree Nursing, and

Applicants interested in these programs should contact the Office of Guidance and Counseling for further information concerning test dates.

HOUSING

Shawnee College is a commuter institution. The College does not maintain dormitories or other housing facilities. The College, by Illinois law, does not accept any responsibility for supervising students who are living in rented facilities. A list of available housing is available through the Dean of Students office.

EMPLOYMENT AND PLACEMENT

There may be a number of part-time jobs available on campus during the year. The Director of Financial Aids will attempt to assist students in finding part-time employment if they desire to work.

Shawnee College has committed substantial resources to insure full and part-time students of both one and two year programs to obtain employment commensurate with their training. Appropriate forms should be completed with the Director of Placement. The College has an excellent placement rate.

STUDENT ACTIVITIES

The College offers a comprehensive program of student activities including the College yearbook, student newspaper, dances, plays, intramural games and sports, madrigal, and other social and cultural activities.
The social and extra-curricular life at Shawnee College is as extensive as the students wish to make it. Student-oriented activities should come from the expressed needs and desires of the student body.

**SCHEDULING COLLEGE ACTIVITIES**

College approved organizations planning to sponsor social activities must follow these procedures:

1. An activity request must be filed with the Dean of Students 14 days prior to the planned event. This request should be completed in duplicate.
2. The activity must be sanctioned by the approved faculty sponsor and the activity request must bear his/her signature.

**STUDENT SENATE**

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

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

1. **Eligibility** — To be eligible for the Student Senate a Shawnee College student must:
   (a) Be a full-time student carrying 12 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.
   Failure to meet any of the above requirements means automatic loss of senate membership.

2. No more than four (4) of the elected seven (7) members may be elected from one class. Students with less than 30 credit hours will be considered freshmen and those students with 30 or more credit hours will be considered sophomores.

3. The Shawnee College Student Senate shall normally meet once monthly unless called into special session upon approval of the Dean of Students.
4. To be considered an official meeting, the Dean of Students or his representative must be present.

**STUDENT CLUBS**

Student clubs are considered an asset to college life, and their formation is encouraged. Student clubs must have a faculty member assigned by the appropriate dean. Application to organize clubs can be secured from the Office of the Dean of Students. Completed applications must be approved by the Dean of Students.

**STUDENT PUBLICATIONS**

**College Newspaper**

The Shawnee College STUDENT NEWS is published periodically by the journalism classes.

The STUDENT NEWS is tabloid size with a simple format for easy, fast reading. It is published by Shawnee College students for students. Emphasis is upon good news writing, quality headlines, and horizontal layout.

**College Yearbook**

The yearbook, AQUARIAN, is published by a student staff selected by the advisor, and approved by the appropriate dean.

The AQUARIAN is a picture book of student life during the academic year. Normally it will be delivered to students in the summer in order that commencement pictures may be included.
EXPLANATION OF THE SHAWNEE COLLEGE COURSE NUMBERING SYSTEM

The first digit of a course number indicates whether a course is freshman level, sophomore level, or personal development. Courses with a first digit of 1 are freshman level, while courses with a first digit of 2 are sophomore level. For example, the first digit of SOC 213, (Sociology 213) is 2 which indicates that Sociology 213 is a sophomore level course.

1XX - Freshman level course
2XX - Sophomore level course

The second digit indicates the program classification for courses.

If the second digit is 1: Courses in this category are the traditional academic courses equivalent to the first two years of college study at senior level institutions and various academic courses required in certain occupational programs. Students who complete the Associate of Arts or Associate of Science degree may assume that courses with a middle digit of 1 will transfer.

If the second digit is 2 or 3: Courses in this category are technical or applied in nature. Although most of these courses where designed primarily for the Associate of Applied Science degrees and occupational certificate programs, some technical courses may be acceptable towards Associate of Arts and Associate of Science degrees. Check with the Department of Guidance and Counseling for clarification.

If the second digit is 4: Courses in this category are designed to remediate basic skill (e.g., reading, writing, speaking, and arithmetic) deficiencies of high school graduates. Course credit is non-transferable and does not apply toward the Associate of Arts or Associate of Science degrees but may apply to Associate of Applied Science degrees.

If the second digit is 5: Courses in this category are designed to meet individual student goals for personal improvement and self-understanding. Course credit is non-transferable and does not apply toward any associate degrees.

If the second digit is 6: Courses in this category provide vocational skills training that is not part of occupational certificate program or Associate of Applied Science degree program. Credit is non-transferable but may be applicable to an Associate of Applied Science degree program.

If the second digit is 7: Courses in this category are designed to bring non-high school graduates to a competency of eighth-grade equiva-
lency. Credit is non-transferable and does not apply toward any associate degrees.

If the second digit is 8: Courses in this category are designed to bring non-high school graduates to a competency of twelfth grade equivalency. Course credit is non-transferable and does not apply toward any associate degrees.

If the second digit is 9: Courses in this category are practicums and internships. Such courses are non-transferable and apply only toward Associate of Applied Science degrees.

The third digit of a course is used by the college for administrative purposes only.

X1X - Academic (transfer)
X2X - Occupational or Vocational
X3X - Occupational or Vocational
X4X - Remedial
X5X - Personal Improvement
X6X - Vocational Skills
X7X - Non-High School Graduates to Eighth Grade Equivalency
X8X - Non-High School Graduates to Twelfth Grade Equivalency
X9X - Practicums or Internships
TRANSITION TABLE FOR COURSE NUMBERS

The following list of courses is provided to assist individuals in comparing the previous course numbering system (prior to May 11, 1985) to the present course numbering system used at the college. Only course numbers which changed from the former numbering system are listed.

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PROGRAMS OF STUDY
AGRICULTURE

AGRI-BUSINESS

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

FRESHMAN YEAR

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AGRICULTURAL RESOURCES

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

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

FRESHMAN YEAR

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PROGRAMS OF STUDY

SUMMER SESSION
AGR 294 Agricultural Resources Internship 4

SOPHOMORE YEAR

FIRST SEMESTER
AGR 225 Intro. to Forestry 3
AGR 227 Intro. to Wildlife 3
AGR 230 Application & Use of Agriculture Chemicals 3
AGR 112 Crop Science 3
Elective 3
Total Hours 15

SECOND SEMESTER
AGR 231 Plant Propagation 3
AGR 129 Surveying 3
PSY 214 Practical Psychology 3
AGR 235 Nature Interpretation 3
Elective 3
Total Hours 15

RECOMMENDED ELECTIVES
BIO 111 Biology
BIO 213 Botany
SPC 111 Speech
AGR 226 Forest Management
AGR 228 Wildlife Management

ANIMAL AND CROP SCIENCE

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

FRESHMAN YEAR

FIRST SEMESTER
ENG 124 or 111 English 3
SEM 111 Pers. - Career Dev. 1
BUS 125 or MAT 115 Business Math or Intermediate Algebra 3.5
AGR 113 Soil Science 3
AGR 116 Ag. Economics 3
HIT 111 Health 2
Total Hours 15-17

SECOND SEMESTER
ENG 125 or 112 English 3
AGR 114 Soil Science 3
AGR 115 Animal Science 3
PSY 214 or PSY 211 Prac. Psychology or Intro to Psychology 3
Elective 3
Total Hours 15

SUMMER SESSION
AGR 297 Animal and Crop Science Internship 4

SOPHOMORE YEAR

FIRST SEMESTER
AGR 230 Application and Use of Agricultural Chemicals 3
AGR 112 Crop Science 3
AGR 130 Ag. Management 3
AGR 239 Livestock Evaluation and Selection 3
Elective 3
Total Hours 15

SECOND SEMESTER
AGR 231 Plant Propagation 3
AGR 222 Forage Production 3
AGR 221 Animal Nutrition 3
AGR 129 Surveying 3
Elective 3.1
Total Hours 15-13
WILDLIFE TECHNOLOGY

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

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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>AGR 116 Ag. Economics</td>
<td>3</td>
</tr>
<tr>
<td>AGR 225 Intro. to Forestry</td>
<td>3</td>
</tr>
<tr>
<td>AGR 227 Intro. to Wildlife</td>
<td>3</td>
</tr>
<tr>
<td>AGR 230 Application and Use of Agricultural Chemicals</td>
<td>3</td>
</tr>
<tr>
<td>AGR 112 Crop Science</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<table>
<thead>
<tr>
<th>COURSE</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>ENG 125 or 112 English</td>
<td>3</td>
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<tr>
<td>AGR 114 Soil Science</td>
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<tr>
<td>AGR 115 Animal Science</td>
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<tr>
<td>AGR 118 Conservation of Water Res.</td>
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<tr>
<td><strong>Total Hours</strong></td>
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</table>
BUSINESS

ACCOUNTING

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

FRESHMAN YEAR

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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</tr>
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<td>ENG 124 or 111 English</td>
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<td>ENG 125 or 112 English</td>
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</tr>
<tr>
<td>BUS 214 Business Law</td>
<td>.3</td>
<td>PSY 214 Practical Psychology</td>
<td>.3</td>
</tr>
<tr>
<td>SEC 125 Business Machines</td>
<td>.3</td>
<td>BUS 125 Business Math</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 129 Business Organization</td>
<td>.3</td>
<td>Elective</td>
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</tr>
<tr>
<td>SEM 111 Pers. - Career Dev.</td>
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SOPHOMORE YEAR

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<tr>
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<tbody>
<tr>
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<td>ACC 213 Cost Accounting</td>
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<td>ACC 222 Auditing</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 127 Business English</td>
<td>.3</td>
<td>HLT 111 Health</td>
<td>.2</td>
</tr>
<tr>
<td>BUS 128 Intro. to Management</td>
<td>.3</td>
<td>BUS 299 Business Internship</td>
<td>.4</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>ACC 220 Business Finance &amp; Credit</td>
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</tr>
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<td><strong>Total Hours</strong></td>
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<td><strong>Total Hours</strong></td>
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</table>

COMPUTER SYSTEMS

The Computer Systems course of study covers the major areas of computer programming, computer logic, systems analysis, and business applications. These courses prepare the students for various professional and technical careers in business, industry, and government. The student will be trained through classroom experience, “hands-on” computer operations, and practical applications.

FRESHMAN YEAR

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<tr>
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<td>COM 222 Computer Logic</td>
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<td>ENG 111 English</td>
<td>.3</td>
<td>COM 220 Computer Programming</td>
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<td>SEM 111 Personal - Career Development</td>
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### SOPHOMORE YEAR

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<tr>
<td>COM 223 COBOL II</td>
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<td>COM 225 System Analysis</td>
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<tr>
<td>COM 224 PASCAL</td>
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<td>COM 226 Assembler</td>
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<td>PSY 214 Practical Psychology</td>
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<td>COM 221 FORTRAN Programming</td>
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<td>HLT 111 Health</td>
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<td>BUS 296 Business Internship</td>
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<td><strong>16</strong></td>
<td><strong>Total Hours</strong></td>
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</tr>
</tbody>
</table>

### COMPUTER DATA PROCESSING

The Computer Data Processing Certificate Program prepares the student for an entry level position as a computer operator, programmer, or systems analyst. "Hands-On" computer operations and classroom experience are included in this area of study.

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>ACC 111 Accounting</td>
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<td>COM 224 PASCAL</td>
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<td>BUS 128 Intro. to Management</td>
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<td>COM 221 Business FORTRAN Programming</td>
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<td>BUS 227 Intro. to Data Processing</td>
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<td>COM 220 Computer Programming II</td>
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</tr>
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<td>BUS 116 Principles of Marketing</td>
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<td></td>
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<td>COM 222 Computer Logic</td>
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<tr>
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</table>

### MID-MANAGEMENT

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

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>Sem. Hrs.</th>
<th>SECOND SEMESTER</th>
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<td>BUS 129 Business Organization</td>
<td>3</td>
<td>PSY 214 Practical Psychology</td>
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<td>BUS 116 Principles of Marketing</td>
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<td>BUS 125 Business Math</td>
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<td>SEC 125 Business Machines</td>
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<td>BUS 238 Principles of Sales</td>
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<tbody>
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<td>BUS 128 Introduction to Management</td>
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<td>BUS 127 Business English</td>
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<td>BUS 215 Business Law</td>
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<td>BUS 299 Business Internship</td>
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<td>BUS 227 Intro. to Data Processing</td>
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<td>Elective</td>
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<td><strong>16</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
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</tbody>
</table>
CONSTRUCTION

BASIC SURVEYING PROGRAM

(Cooperative Program)*

This program is designed to provide students with the necessary surveying skills for success in entry level positions in the surveying profession. A wide variety of different types of work, some indoors and some outdoors, are available in the field of surveying. The surveyor may specialize in precise calculations, boundary conflict problems, or construction layout. This program concentrates on land and engineering surveying.

FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>SUR 120</td>
<td>Surveying I</td>
<td>5</td>
</tr>
<tr>
<td>MAT 115</td>
<td>College Algebra and Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>SEM 111</td>
<td>Pers. - Career Dev.</td>
<td>1</td>
</tr>
<tr>
<td>DRA 131</td>
<td>Blueprint Reading</td>
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SUMMER SESSION

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>SUR 123</td>
<td>Surveying Field Work (0-6)</td>
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<tr>
<td>SUR 124</td>
<td>Surveying Calculations II</td>
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<table>
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<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>SUR 121</td>
<td>Surveying II</td>
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<tr>
<td>SUR 122</td>
<td>Surveying Calculations I</td>
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<tr>
<td>SPC 111</td>
<td>Speech</td>
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<tr>
<td>SUR 125</td>
<td>Legal Aspects of Surveying</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>12</strong></td>
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</table>

*This program is offered cooperatively by John A. Logan, Rend Lake, Kaskaskia, and Shawnee College.
CONSTRUCTION MANAGEMENT TECHNOLOGY

(Cooperative Program)*

This program provides the academic background, technical specialization and actual field experience to begin a career in construction management. Emphasis is placed on current practices and principles necessary to compete successfully in today's construction industry.

Students completing the one-year curriculum are awarded the Certificate of Achievement.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>CMT 201 Construction Estimating</td>
<td>3</td>
<td>*SPC 111 Communications</td>
<td>3</td>
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<tr>
<td>CMT 192 Construction Blueprint Reading</td>
<td>3</td>
<td>CMT 102 Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>CMT 101 Construction Materials and Methods</td>
<td>3</td>
<td>CMT 202 Fundamentals of Labor</td>
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</tr>
<tr>
<td>*PSY 214 Practical Psychology</td>
<td>2</td>
<td>Relations</td>
<td>3</td>
</tr>
<tr>
<td>CMT 121 Internship</td>
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<td>CMT 105 Construction Surveying</td>
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<td>Total Hours</td>
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<td>Total Hours</td>
<td>16</td>
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</tbody>
</table>

*This program is offered as a cooperative program with Belleville Area College, Illinois Eastern Community Colleges, Kaskaskia Community College, Lewis and Clark College, Rend Lake College, Shawnee College, Southeastern Illinois College, and State Community College. This program is offered at Belleville Area College Only. Students may complete the asterisked courses at Shawnee College.
DRAFTING

ARCHITECTURAL DRAFTING

This program is designed to prepare students for employment as draftsmen working primarily in construction industries. A basic knowledge of construction practices, materials and methods, and drafting techniques will allow the student to receive a certificate upon completion of the program.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>DRA 120 Fundamentals of Drafting</td>
<td>3</td>
<td>DRA 117 Engineering Graphics</td>
<td>4</td>
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<tr>
<td>DRA 131 Blueprint Reading</td>
<td>3</td>
<td>DRA 122 Architectual Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121 Technical Mathematics</td>
<td>4</td>
<td>DRA 124 Materials and Methods of Construction</td>
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<tr>
<td>BUS 121 Basic Keyboarding</td>
<td>1</td>
<td>MAT 122 Technical Math</td>
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<tr>
<td>DRA 121 Architectural Drafting</td>
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<tr>
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</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES
MAT 111 Math
SUR 129 Surveying

BASIC DRAFTING

This program is designed to provide the student with the basic drafting knowledge and skills for employment as a draftsman. A certificate will be awarded upon successful completion of the program.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>DRA 120 Fundamentals of Drafting</td>
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<td>DRA 135 Mechanical Drafting</td>
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<td>MAT 122 Technical Math</td>
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<td>MAT 121 Technical Mathematics</td>
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<td>Elective</td>
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<tr>
<td>BUS 121 Basic Keyboarding</td>
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RECOMMENDED ELECTIVES
MAT 114 Math
SUR 129 Surveying
MECHANICAL DRAFTING

The purpose of this program is to prepare skilled technicians for employment by providing the drafting skill and technical knowledge necessary to meet industrial drafting opportunities. A certificate will be awarded upon successful completion of the program.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>DRA 120 Fundamentals of Drafting</td>
<td>3</td>
<td>MAC 123 Metallurgy and Heat Treatment</td>
<td>3</td>
</tr>
<tr>
<td>DRA 131 Blueprint Reading</td>
<td>3</td>
<td>DRA 135 Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121 Technical Mathematics</td>
<td>4</td>
<td>MAT 122 Technical Math</td>
<td>4</td>
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<tr>
<td>BUS 121 Basic Keyboarding</td>
<td>1</td>
<td>DRA 134 Mechanisms and Machine</td>
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<td>DRA 117 Engineering Graphics</td>
<td>4</td>
<td>Design</td>
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<td>Elective</td>
<td>3</td>
<td>DRA 136 Electric, Hydraulic and</td>
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<td></td>
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<td>Pneumatic Controls</td>
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<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES
MAT 114 Math
DRA 121 Architectural Drafting

TOOL DRAFTING

This program is designed to provide the student with the necessary knowledge and skills required by industry for tool drafting. The student will be exposed to such topics as manufacturing processes, standard parts, engineering data, tolerances and machine elements. A certificate will be awarded upon successful completion of the program.

<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>DRA 120 Fundamentals of Drafting</td>
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<td>MAC 123 Metallurgy and Heating Treatment</td>
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<tr>
<td>DRA 131 Blueprint Reading</td>
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<td>DRA 135 Mechanical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121 Technical Mathematics</td>
<td>4</td>
<td>DRA 137 Jig, Fixture, and Die Design</td>
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</tr>
<tr>
<td>BUS 121 Basic Keyboarding</td>
<td>1</td>
<td>MAT 122 Technical Math</td>
<td>4</td>
</tr>
<tr>
<td>DRA 117 Engineering Graphics</td>
<td>4</td>
<td>DRA 136 Electric, Hydraulic and</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Pneumatic Controls</td>
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<tr>
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<td><strong>18</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

RECOMMENDED ELECTIVES
MAT 114 Math
DRA 121 Architectural Drafting

The drafting certificates may be extended into an Associate of Applied Science degree upon successful completion of additional semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies, and Humanities. A total of 65 semester hours is required.


**ELECTRONICS**

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

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

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

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th></th>
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<tbody>
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<td>ELT 122 Basic Electronic Concepts</td>
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<td>ELT 121 Rotating Machinery</td>
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<td>ELT 123 Rotating Machinery</td>
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<td>ENG 111 English</td>
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<td>ENG 221 Technical Writing</td>
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<td><strong>Total Hours</strong></td>
<td><strong>18</strong></td>
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</table>

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>ELT 234 Electronic Concepts II</td>
<td>3</td>
<td>ELT 224 Electronic Concepts III</td>
<td>3</td>
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<tr>
<td>ELT 221 Electric Power Transmission</td>
<td>3</td>
<td>ELT 225 Digital Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>ELT 222 Digital Electronics I</td>
<td>3</td>
<td>ELT 226 Industrial Circuits and Controls II</td>
<td>3</td>
</tr>
<tr>
<td>ELT 223 Industrial Circuits and Controls I</td>
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<td>Electives</td>
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<td>MAT Math</td>
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</tr>
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<td><strong>17</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**RECOMMENDED ELECTIVES**

ELT 227 Radio Communications
ELT 228 F.C.C. License Preparation

**ELECTRONICS TECHNICIAN**

This one year certificate program is designed to give the student the basic knowledge required for employment as a technical assistant in the field of electronics.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>ELT 120 Basic Electrical Concepts</td>
<td>3</td>
<td>ELT 122 Basic Electronic Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ELT 121 Rotating Machinery I</td>
<td>3</td>
<td>ELT 123 Rotating Machinery II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111 English</td>
<td>3</td>
<td>MAT Math</td>
<td>5</td>
</tr>
<tr>
<td>MAT Math</td>
<td>5</td>
<td>PHS 112 Physical Science</td>
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<td>Elective</td>
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<td><strong>Total Hours</strong></td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
ELECTRONIC EQUIPMENT AND SYSTEMS TECHNICIAN

This program is designed to provide an understanding of electricity and electronic principles. This program will prepare students for entry into a variety of electronic fields to include computer repair.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>SEM 111 Personal/Career Development</td>
<td>1</td>
<td>ELT 122 Basic Electronic Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ELT 120 Basic Electrical Concepts</td>
<td>3</td>
<td>ELT 211 Tech Writing</td>
<td>3</td>
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<tr>
<td>Math</td>
<td></td>
<td>Math</td>
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<td>ELT 236 Electronic Devices</td>
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<td>COM 229 Computer Programming</td>
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<tr>
<td>BUS 227 Intro. to Data Processing</td>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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<tr>
<td>ELT 222 Digital Electronics I</td>
<td>3</td>
<td>ELT 225 Digital Electronics II</td>
<td>3</td>
</tr>
<tr>
<td>ELT 237 Electronic Circuits</td>
<td>6</td>
<td>ELT 239 Electronic Systems Maintenance</td>
<td>3</td>
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<tr>
<td>ELT 238 Electronic Systems Analysis</td>
<td>3</td>
<td>ELT 299 Electronics Internship</td>
<td>6</td>
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<tr>
<td>Elective</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>18</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>
# HEALTH

## ASSOCIATE DEGREE IN NURSING

The Associate Degree in Nursing program, offered through the Southern Illinois Collegiate Common Market, is accredited by the National League for Nursing. It is developed as an individualized program and is designed to provide career mobility for persons who have completed a practical nursing program or its equivalency through formal or informal methods. Students will be given an opportunity to validate past experiences through utilization of a comprehensive testing program.

This unique program is designed to prepare the student for the practice of nursing as defined in the Illinois Nurse Practice Act and meets the requirements for accredited schools in associated degree nursing in Illinois. Admission to the program requires a separate application and test.

Upon satisfactory completion of the program, the student will be eligible to write the State Board of Examination for registered nurses.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ADN 239 Introduction to Conceptual Framework</td>
<td>3</td>
<td>ADN 231 Maternal Neonate Nursing Interventions</td>
<td>2</td>
</tr>
<tr>
<td>ADN 236 Orthopedic Dermatological Nursing Interventions</td>
<td>3</td>
<td>ADN 234 Pediatric Nursing Interventions</td>
<td>2</td>
</tr>
<tr>
<td>ADN 227 Neurological Sensory Nursing Interventions</td>
<td>2</td>
<td>ADN 235 Gastrointestinal/Genital Urinary Nursing Interventions</td>
<td>3</td>
</tr>
<tr>
<td>ADN 238 Cardiovascular Nursing Interventions</td>
<td>3</td>
<td>ADN 231 Metabolic-Endocrine Nursing Interventions</td>
<td>2</td>
</tr>
<tr>
<td>ADN 237 Psychiatric Nursing Interventions</td>
<td>3</td>
<td>ADN 229 Community Health Nursing Interventions</td>
<td>2</td>
</tr>
<tr>
<td><em>General Education</em></td>
<td>3</td>
<td>ADN 232 Nursing Today and Tomorrow</td>
<td>2</td>
</tr>
<tr>
<td>SUMMER SESSION</td>
<td>Sem. Hrs.</td>
<td>ADN 230 Respiratory Nursing Interventions</td>
<td>2</td>
</tr>
<tr>
<td>General Education</td>
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<td>General Education</td>
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</tr>
<tr>
<td>Total Hours</td>
<td>17</td>
<td>Total Hours</td>
<td>18</td>
</tr>
</tbody>
</table>

*Required General Education

Physical Science (4 credit hours) or Chemistry
Intro. to Anatomy and Physiology (4 credit hours)
Elective (3 credit hours)
Career-Personal Development (1 credit hour)

(Suggested order of courses may vary from year to year)
DENTAL HYGIENE

(Cooperative Program)*

This program is designed to provide the student with the necessary skills for finding employment as a dental hygienist. The following courses should be taken at Shawnee College before transferring to Southern Illinois University School of Technical Careers:

- ENG 111 English ........................................ 3
- SPC 111 Speech ........................................ 3
- ENG 112 English ........................................ 3
- BIO 212 Biology ....................................... 4
- PSY 211 Psychology ................................... 3
- SOC 212 Sociology .................................... 3

Total Hours 19

*An additional 67 semester hours of coursework must be completed at SIU - School of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science Degree. Students pursing this program should consult with the Department of Guidance and Counseling for additional information.

BASIC NURSE ASSISTANT TRAINING PROGRAM

The aim of the Nurse Assistant Program at Shawnee College is to teach and train the nurse assistant to function effectively in basic nursing skills. Also, this program will prepare the nurse assistant as an integral part of the health team under the direction of a registered nurse or licensed practical nurse in a nursing home or in home health care.

Upon successful completion of this course, the student will be awarded a certificate recognized by the Illinois Department of Public Health.

PN 120 Basic Nurse Assistant............................................. 6 semester hours
PRACTICAL NURSING

This curriculum is designed to prepare students for entry into the vocation of Nursing upon satisfactorily completing a one year program. The curriculum includes theory coordinated with related clinical experience in the nursing care of patients as defined in the Illinois Nursing Act.

The program provides recognition to Certified Nurse Assistants by giving credit toward their pre-admission test scores.

Upon satisfactory completion of the program, the student will be eligible to write the State Board Examination for Practical Nurses.

PN 111 Intro. to Basic Nutrition ..................1  PN 128 Nursing Skills ...........................3
PN 121 Basic Nursing Skills ......................6  PN 129 Health and Intro. to Medical
PN 112 Body Structure & Functions ...............3  Surgical Nursing ..............................3
PN 123 Communications .........................1  PN 130 Medical-Surgical Nursing .............3
PN 124 Personal & Vocational Relations .......1  PN 131 Nursing Care of Mother and
PN 126 Intro. to Pharmacology .................2  Newborn ........................................3
PN 127 Nursing Care of Geriatric Patient ....2  PN 132 Nursing Care of the Child ..........3
CPR 150 Cardiopulmonary Resuscitation ....1  PN 133 Pharmacology .........................2

Total Hours 17  PN 125 Intro. to Mental Health ..........1

SUMMER SESSION  Sem. Hrs.  PN 138 Nutrition .......................1
PN 134 Diet Therapy .........................1
PN 135 Personal & Vocational Relation ....1
PN 136 Advanced Nursing Skills ............2
PN 137 Medical-Surgical Nursing ...........5
PN 122 Pharmacology .......................1

Total Hours 10

Total Hours 19
RADIOLOGIC TECHNOLOGY

(Cooperative Program)*

This program is designed to prepare students to become registered radiologic technologists. Completion of the program provides graduates with the educational requirements necessary to take the national certification examination administered by the American Registry of Radiologic Technologists. The following courses should be taken at Shawnee College before transferring to Southern Illinois University - School of Technical Careers:

MAT 114 Intermediate Algebra ................. 5
BIO 212 Anatomy & Physiology .................. 4
PHS 112 Physical Science, OR ................... 4
PHY 216 Physics, OR ................................ 4
CHL 114 Inorganic Chemistry ................... 5
ENG 111 English Composition .................... 3
ENG 112 English Composition .................... 3
PSY 211 Psychology ................................ 3
SPC 111 Speech .................................... 3

25

Electives:
ERT 160 Emergency Rescue Technician .............. 4
BUS 227 Intro to Data Processing .................. 3

*An additional 29 semester hours of coursework must be completed at SIU - School of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science Degree. Students pursuing this program should contact the Department of Guidance and Counseling for additional information.
RESPIRATORY THERAPY

(Cooperative Program)*

Respiratory Therapy is an allied health specialty concerned with the treatment, management, control, and care of patients with deficiencies and abnormalities associated with respiration. This program is designed to prepare the students to become registered respiratory therapists. Completion of the program provides graduates the educational requirements necessary to take both a written and clinical simulation examination administered by the National Board of Respiratory Care.

The following courses should be completed at Shawnee College before transferring to the Southern Illinois University - School of Technical Careers:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MAT 114</td>
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<tr>
<td>BIO 212</td>
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<tr>
<td>BIO 111</td>
<td>Biology</td>
<td>3</td>
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<tr>
<td>BIO 112</td>
<td>Biology</td>
<td>3</td>
</tr>
<tr>
<td>PHS 112</td>
<td>Physical Science or..</td>
<td>4</td>
</tr>
<tr>
<td>PHY 216</td>
<td>Physics</td>
<td>4</td>
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<tr>
<td>CHE 114</td>
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<tr>
<td>ENG 112</td>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>PSY 211</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 111</td>
<td>Speech</td>
<td>3</td>
</tr>
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<td></td>
<td>Total Hours</td>
<td>36</td>
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</table>

Electives:
- ERT 160 Emergency Rescue Technician ........................................... 4
- BUS 227 Intro. to Data Processing .................................................. 3

*An additional 23 semester hours of coursework must be completed at SIU - School of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science Degree. Students pursuing this program should contact the Department of Guidance and Counseling for additional information.
HORTICULTURE

GREENHOUSE MANAGEMENT

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

OHT 122 Introduction to Greenhouse..............................3
Operation.........................................................3
AGR 113 Soil Science............................................3
BIO 213 Botany....................................................4
OHT 121 Introduction to Horticulture..............................5
OHT 128 Insect Pest & Plant Disease.............................3
Total Hours                                           18

Total Hours                                           14

HORTICULTURAL TECHNOLOGY

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

OHT 122 Introduction to Greenhouse..............................3
Operation.........................................................3
AGR 113 Soil Science............................................3
BIO 213 Botany....................................................4
OHT 121 Introduction to Horticulture..............................5
OHT 128 Insect Pest & Plant Disease.............................3
Total Hours                                           18

Total Hours                                           17

SUMMER SESSION                  Sem. Hrs.
OHT 192 Internship.................................5

OHT 123 Landscape Design.................................3
OHT 130 Greenhouse Management.............................3
OHT 131 Horticulture Business Management......................3
OHT 199 Internship............................................5
NURSERY MANAGEMENT

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

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>OHT 122 Introduction to Greenhouse Operation</td>
<td>3</td>
<td>OHT 123 Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>AGR 111 Soil Science</td>
<td>3</td>
<td>OHT 127 Nursery Operations</td>
<td>4</td>
</tr>
<tr>
<td>BIO 213 Botany</td>
<td>4</td>
<td>OHT 131 Horticultural Business Management</td>
<td>3</td>
</tr>
<tr>
<td>OHT 121 Introduction to Horticulture</td>
<td>5</td>
<td>OHT 191 Internship</td>
<td>5</td>
</tr>
<tr>
<td>OHT 128 Insect Pest &amp; Plant Disease</td>
<td>3</td>
<td>Total Hours</td>
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<tr>
<td>Total Hours</td>
<td>18</td>
<td>Total Hours</td>
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</tbody>
</table>

TURFGRASS MANAGEMENT

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>OHT 122 Introduction to Greenhouse Operation</td>
<td>3</td>
<td>BIO 213 Botany</td>
<td>4</td>
</tr>
<tr>
<td>AGR 111 Soil Science</td>
<td>3</td>
<td>OHT 125 Turfgrass Culture</td>
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<tr>
<td>OHT 123 Landscape Design</td>
<td>3</td>
<td>OHT 131 Horticultural Business Management</td>
<td>3</td>
</tr>
<tr>
<td>OHT 121 Introduction to Horticulture</td>
<td>5</td>
<td>OHT 191 Internship</td>
<td>5</td>
</tr>
<tr>
<td>OHT 128 Insect Pest &amp; Plant Disease</td>
<td>3</td>
<td>Total Hours</td>
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<tr>
<td>Total Hours</td>
<td>17</td>
<td>Total Hours</td>
<td>16</td>
</tr>
</tbody>
</table>

The horticulture certificates may be extended into an Associate of Applied Science degree upon successful completion of additional semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies, and Humanities. A total of 65 semester hours is required.
LAW ENFORCEMENT

CONSERVATION LAW ENFORCEMENT TECHNOLOGY

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

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 124 or 111 English</td>
<td>3</td>
</tr>
<tr>
<td>SEM 111 Pers. Career Dev.</td>
<td>1</td>
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<tr>
<td>CLE 123 Intro. to Crime Control</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td>AGR 117 Cons. of Nat. Resources</td>
<td>3</td>
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<tr>
<td>HLT 111 Health</td>
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<tr>
<td>Total Hours</td>
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</table>

SUMMER SESSION

| AGR 298 Conservation Law Enforcement Internship | 4 |

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>ENG 125 or 112 English</td>
<td>3</td>
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<tr>
<td>CLE 219 Criminal Law</td>
<td>3</td>
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<tr>
<td>PSY 214 Practical Psychology</td>
<td>3</td>
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<tr>
<td>AGR 118 Cons. of Water Res.</td>
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<tr>
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SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>AGR 225 Intro. to Forestry</td>
<td>3</td>
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<tr>
<td>AGR 227 Intro. to Wildlife</td>
<td>3</td>
</tr>
<tr>
<td>AGR 230 Application and Use of Agricultural Chemicals</td>
<td>3</td>
</tr>
<tr>
<td>CLE 125 Criminal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>AGR 231 Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>SOC 212 Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CLE 211 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>SPC 111 Speech</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td>15</td>
</tr>
</tbody>
</table>

LAW ENFORCEMENT

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

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

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

(Cooperative Program)∗

This one-year certificate program will provide the student with the necessary skills and knowledge appropriate for employment as a correctional officer in a correctional facility. It will prepare the student to utilize her/his skills developed through the courses to meet the mission of the Department of Corrections to protect the public through incarceration, supervision and services designed to return offenders to the community with skills to be useful and productive citizens.

FIRST YEAR

FIRST SEMESTER
ENG 124 English .................................. 3
CLE 125 Criminal Behavior ....................... 3
CLE 219 Criminal Law ................................ 3
CLE 115 Interpersonal Relations .................. 3
ENG 221 Technical Writing ......................... 3
Total Hours 15
LAW ENFORCEMENT/CORRECTIONAL OFFICER TRAINING PROGRAM

(Cooperative Program)*

This program is designed to give students interested in a career in Law Enforcement/Correctional Officer Training a background of skill and information to enter the field of corrections. The program will provide the necessary background and competencies for the student who completes the requirements to assume a meaningful role in the various correctional officer positions available.

FIRST YEAR

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENG 124 English</td>
<td>3</td>
<td>ENG 221 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CLE 219 Criminal Law</td>
<td>3</td>
<td>MAT 121 Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MAT 111 Foundations of Math</td>
<td>3</td>
<td>CLE 211 Criminal Law</td>
<td>3</td>
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<tr>
<td>PSY 214 Practical Psychology</td>
<td>3</td>
<td>CLE-TIS Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>CLE 125 Criminal Behavior</td>
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<td>Total Hours</td>
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<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

SUMMER SESSION

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 161 Emergency Medical Technology</td>
</tr>
</tbody>
</table>

SECOND YEAR

*This program is a cooperative program with Southeastern Illinois College at Harrisburg. An additional 30 semester hours of coursework will be required through Southeastern Illinois College.

Upon completion of this program, the student will be awarded an Associate in Applied Science degree.
MACHINIST

DRILL PRESS OPERATIONS*

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

FIRST SEMESTER
MAC 126 Machine Tool Fundamentals .......... 3
MAC 127 Lathe Operations ..................... 3
MAC 129 Milling Machine Operations .......... 3
DRA 131 Blueprint Reading .................... 3
MAT 121 Technical Math ........................ 4
Total Hours 16

SECOND SEMESTER
MAC 121 Drill Press Operator ................. 3
MAC 123 Metallurgy and Heat Treatment .... 3
MAT 122 Technical Math ........................ 4
Total Hours 10

*Available only as part-time evening offerings.

INDUSTRIAL MACHINIST*

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

FIRST SEMESTER
MAC 126 Machine Tool Fundamentals .......... 3
MAC 127 Lathe Operations ..................... 3
MAC 129 Milling Machine Operations .......... 3
DRA 131 Blueprint Reading .................... 3
MAT 121 Technical Math ........................ 4
Total Hours 16

SECOND SEMESTER
MAC 128 Lathe Operations ................... 3
MAC 123 Metallurgy and Heat Treatment .... 3
MAC 120 Milling Machines Operations II .... 3
MAC 121 Drill Press Operations ............... 3
MAC 122 Machine Shop ........................ 3
MAT 122 Technical Math ........................ 4
Total Hours 19

*Available only as part-time evening offerings.

The preceding certificate programs may be extended into an Associate of Applied Science degree upon successful completion of additional semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies, and Humanities. A total of 65 semester hours is required.
LATHE OPERATIONS*

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

FIRST SEMESTER
MAC 126 Machine Tool Fundamentals ....3
MAC 127 Lathe Operations I ................3
MAC 129 Milling Machine Operations I ........................................3
DRA 131 Blueprint Reading ..................3
MAT 121 Technical Math ....................4
Total Hours 16

SECOND SEMESTER
MAC 128 Lathe Operations II .............3
MAC 123 Metallurgy and Heat Treatment ..3
MAT 122 Technical Math ....................4
Total Hours 10

*Available only as a part-time or evening offering.

MILLING MACHINE OPERATIONS*

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

FIRST SEMESTER
MAC 126 Machine Tool Fundamentals ....3
MAC 127 Lathe Operations I ................3
MAC 129 Milling Machine Operations I ........................................3
DRA 131 Blueprint Reading ..................3
MAT 121 Technical Math ....................4
Total Hours 16

SECOND SEMESTER
MAC 120 Milling Machine Operations ......3
MAC 123 Metallurgy and Heat Treatment ..3
MAT 122 Technical Math ....................4
Total Hours 10

*Available only as a part-time or evening offering.
# MECHANICS

## AUTOMOTIVE MECHANICS

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

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 137 Multi-Cylinder Engine</td>
<td>3</td>
</tr>
<tr>
<td>AUT 122 Tune-Up, Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>AUT 125 Shop Safety</td>
<td>1</td>
</tr>
<tr>
<td>AUT 132 AC &amp; DC Electrical System</td>
<td>3</td>
</tr>
<tr>
<td>AUT 129 Fuel &amp; Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 136 Auto Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>AUT 134 Auto Shop Management</td>
<td>2</td>
</tr>
<tr>
<td>AUT 128 Emission Control Systems</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 135 Brakes, Wheel Alignment, Balance and Suspensions</td>
<td>3</td>
</tr>
<tr>
<td>AUT 138 Automotive Power Trains</td>
<td>3</td>
</tr>
<tr>
<td>AUT 133 Manual and Automotive Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>AUT 139 Air-Conditioning &amp; Heating (Automotive)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</tr>
</tbody>
</table>

## AUTOMOTIVE MECHANIC HELPER

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

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 137 Multi-Cylinder Engine Servicing</td>
<td>3</td>
</tr>
<tr>
<td>AUT 122 Tune-Up, Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>AUT 125 Shop Safety</td>
<td>1</td>
</tr>
<tr>
<td>AUT 132 AC &amp; DC Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 129 Fuel &amp; Fuel Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>13</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>AUT 128 Emission Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>AUT 297 Internship</td>
<td>5</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>AUT 135 Brakes, Wheel Alignment, Balance and Suspensions</td>
<td>3</td>
</tr>
<tr>
<td>AUT 138 Auto Power Trains</td>
<td>3</td>
</tr>
<tr>
<td>MAT 121 Technical Math</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</tr>
</tbody>
</table>
AUTOMOTIVE SERVICE

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

FIRST SEMESTER  
AUT 137 Multi-Cylinder Engine Servicing  3  
AUT 122 Tune-Up, Troubleshooting, Diagnosis  3  
AUT 125 Shop Safety  1  
AUT 132 AC & DC Electrical Systems  3  
AUT 129 Fuel & Fuel Systems  3  
Total Hours  13

SUMMER SESSION  
AUT 134 Auto Shop Management  2  
AUT 297 Internship  5  
Total Hours  7

SECOND SEMESTER  
AUT 135 Brakes, Wheel Alignment, Balance and Suspensions  3  
AUT 138 Auto Power Trains  3  
AUT 139 Air Conditioning & Heating  3  
MAT 121 Technical Math  4  
Total Hours  13

AUTOMOTIVE TECHNOLOGY

This program is designed to provide the student with the necessary knowledge and skills for employment as a line mechanic, diagnostic technician, 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.

FRESHMAN YEAR

FIRST SEMESTER  
AUT 137 Multi-Cylinder Engine Servicing  3  
AUT 122 Tune-Up, Troubleshooting and Diagnosis  3  
AUT 125 Shop Safety  1  
AUT 132 AC & DC Electrical Systems  3  
AUT 129 Fuel and Fuel Systems  3  
Total Hours  13

SUMMER SESSION  
AUT 136 Auto Blueprint Reading  3  
AUT 134 Auto Shop Management  2  
AUT 128 Emission Control Systems  2  
AUT 297 Internship  5  
Total Hours  12

SECOND SEMESTER  
AUT 135 Brakes, Wheel Alignment, Balance & Suspensions  3  
AUT 138 Automotive Power Trains  3  
AUT 133 Manual & Automatic Transmissions  3  
AUT 139 Air Conditioning & Heating  3  
Total Hours  12

SOPHOMORE YEAR

FIRST SEMESTER  
AUT 221 Advanced Multi-Cylinder Engine  3  
AUT 222 Ignition Systems Diagnosis  4  
DIS 128 Diesel Engine Operation and Service  4  
MAT 121 Technical Math  4  
Total Hours  15

SECOND SEMESTER  
AUT 227 Advanced Brakes and Suspension  3  
AUT 226 Advanced Electrical Systems  3  
AUT 223 Advanced Auto Power Trains  4  
AUT 224 Advanced Auto Heating and Air Conditioning  3  
Total Hours  13
### DIESEL MECHANICS PROGRAM

This program is designed to introduce mechanics to the operation, service, fuel systems and engine tune-up of various diesel engines.

Upon successful completion of this program, the student will be awarded a Certificate.

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 137 Multi-Cylinder Engines</td>
<td>3</td>
</tr>
<tr>
<td>AUT 125 Shop Safety</td>
<td>1</td>
</tr>
<tr>
<td>AUT 132 AC &amp; DC Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIS 120 Diesel Engine Operation and Service</td>
<td>4</td>
</tr>
<tr>
<td>DIS 129 Diesel Fuel &amp; Fuel Systems</td>
<td>3</td>
</tr>
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<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>DIS 130 Diesel Engine Tune-Up and Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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</table>
PERSONAL SERVICE

COSMETOLOGY

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

FIRST SEMESTER
COS 120 Cosmetology Theory ..................3
COS 1234 Cosmetology Lab ..................9
Total Hours 12

SECOND SEMESTER
COS 121 Cosmetology Theory II .............. 3
COS 124 Cosmetology Lab ..................9
Total Hours 12

THIRD SEMESTER
COS 122 Cosmetology Theory ..................3
COS 125 Cosmetology Lab ..................9
Total Hours 12

The preceding certificate program may be extended into an Associate of Applied Science degree upon successful completion of additional semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies, cosmetology courses. A total of 60 semester hours is required.

INSURANCE SPECIALIST

This program is designed for persons pursuing a career in the insurance field. Upon successful completion a certificate will be awarded.

FIRST SEMESTER
INS 120 Personal Insurance ..................3
INS 121 Disability Income Insurance ........ 3
BUS 125 Business Math ..................3
BUS 207 Intro. to Data Processing ........ 3
Total Hours 12

SECOND SEMESTER
INS 122 Business Insurance ..................3
INS 123 Advanced Insurance Sales ........ 3
BUS 214 Business Law ..................3
Total Hours 9
PUBLIC SERVICE

FIRE SCIENCE

This curriculum is designed for persons who desire to pursue a career in fire fighting.

FS 120 Orientation to Fire Fighting........3  FS 122 Fire Fighting Operations...........3
FS 121 Fire Fighting Equipment & Methods...........................................3  FS 123 Fire Fighting Safety .........................3

Total Hours 6

FOOD SERVICE TECHNOLOGY

This program will provide the student with the necessary knowledge and skills sufficient for entry level employment in a variety of positions in the food service industry. A certificate will be awarded upon successful completion of the program.

FOS 120 Intro. to Food Service................3  FOS 133 Cooking Technology................3
FOS 121 Food Service Sanitation...............3  FOS 134 Baking.................................3
FOS 122 Intro. to Food Preparation...........2  FOS 116 Nutrition................................3
FOS 128 Meat Cutting & Processing...........3  FOS 199 Food Service Internship.............5
FOS 129 Introduction to Baking................2  BUS 128 Introduction to Management........3
FOS 130 Food Plant Equipment..................2
FOS 131 Fish, Eggs, & Poultry Cookery.......3

Total Hours 18

The preceding certificate program may be extended into an Associate of Applied Science degree upon successful completion of additional semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies, and Humanities. A total of 65 semester hours is required.

DIETETIC ASSISTANT

The Dietetic Assistant Program is designed to offer vocational preparation which will provide for the development of the competencies needed to practice effectively as a dietetic assistant in the nutritional care of individuals and groups. The proposed program accepts the stated philosophy and goals of the Dietary Managers Association approved Illinois Food Service Supervisor's Course.

FOS 120 Intro. to Food Services...............3  FOS 133 Cooking Technology................3
FOS 121 Food Service Sanitation................2  FOS 134 Baking.................................3
FOS 122 Intro. to Food Preparation...........3  FOS 136 Dietetic Assistant Training........6
FOS 128 Meat Cutting & Processing...........3  FOS 190 Dietetic Assistant Internship.......2
FOS 129 Introduction to Baking................2  FOS 135 Food Service Management............3
FOS 130 Food Plant Equipment..................2
FOS 131 Fish, Eggs, & Poultry Cookery.......3

Total Hours 18

Total Hours 17
SOCIAL SERVICE TECHNOLOGY

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

FRESHMAN YEAR

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>HLT 111 Health...</td>
<td>2</td>
<td>FNC 125 or 112...</td>
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<tr>
<td>ENG 124 or 111 English..</td>
<td>3</td>
<td>Science Elective...</td>
<td>4</td>
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<tr>
<td>Math Elective...</td>
<td>3</td>
<td>PSY 214 Practical Psychology...</td>
<td>3</td>
</tr>
<tr>
<td>SEM 111 Pers. Career Dev.</td>
<td>3</td>
<td>SST 122 Introduction to Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SST 211 Introduction to Social Work...</td>
<td>3</td>
<td>Elective...</td>
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<td>Elective...</td>
<td>4</td>
<td></td>
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<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>Total Hours</strong></td>
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SOPHOMORE YEAR

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</thead>
<tbody>
<tr>
<td>SST 217 Marriage &amp; Family</td>
<td>3</td>
<td>PSY 219 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SST 211 Introduction to Group Process...</td>
<td>3</td>
<td>SST 212 Advanced Group Process...</td>
<td>3</td>
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<tr>
<td>SST 223 Principles of Recreation...</td>
<td>3</td>
<td>SST 299 Practicum...</td>
<td>4</td>
</tr>
<tr>
<td>SST 218 Human Growth &amp; Development...</td>
<td>3</td>
<td>Elective...</td>
<td>3</td>
</tr>
<tr>
<td>SST 224 Introduction to Service Agencies...</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

RECOMMENDED ELECTIVES

PHS 111 Physical Science
PHS 112 Physical Science
BIO 111 Biology
SPC 111 Speech
SEC 121 Beginning Typing
BUS 227 Introduction to Data Processing
# TEACHER AIDE

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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 124 or 111 English</td>
<td>3</td>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>SST 218 Human Growth &amp; Development</td>
<td>3</td>
<td>PSY 214 Practical Psychology</td>
<td>3</td>
</tr>
<tr>
<td>TEA 121 Introduction to Teacher Aide</td>
<td>3</td>
<td>TEA 123 School Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Duties</td>
<td></td>
<td>TEA 299 Practicum</td>
<td></td>
</tr>
<tr>
<td>TEA 112 Teaching Materials and Their Use</td>
<td>3</td>
<td>Total Hours</td>
<td>17</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Total Hours</td>
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</tbody>
</table>

**RECOMMENDED ELECTIVES**

- MUS 115
- ART 114
- LIT 211, 212 or 213
- MAT 111
- ENG 125 or 112
- TEA 114
- TEA 125
- TEA 126
- TEA 127
- ART 119
SECRETARIAL SCIENCES

CERTIFIED PROFESSIONAL SECRETARY PROGRAM

The Certified Professional Secretary curriculum is designed to prepare individuals to pass the Certified Professional Secretary examination. The Certified Professional Secretary must demonstrate proficiency in areas of environmental relationships in business (human relationships); business and public policy (business law); economics of management; financial analysis and the mathematics of business; communications and decision making; and office procedures, including the fundamentals of business data processing.

Upon the successful completion of this curriculum, students will be awarded a certificate of completion.

FIRST SEMESTER
SEC 230 Office Procedures and Administration.................................1
SEC 231 Business and Public Policy..............................................1
SEC 232 Environmental Relationships in Business..............................1
SEC 122 Intermediate Typewriting..............................................3
Total Hours - 6

SECOND SEMESTER
SEC 233 Economics and Management...........................................1
SEC 234 Financial Analysis and Math...........................................1
SEC 235 Communications and Decision Making................................3
SEC 124 Shorthand & Transcription..............................................3
Total Hours - 6

CLERK-TYPIST

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

FIRST SEMESTER
ENG 124 or 111 English.........................................................3
SEC 121 Typewriting...............................................................3
BUS 125 Business Math............................................................3
SEC 120 Records Management..................................................3
SEC 125 Business Machines......................................................3
SEM 111 Pers. Career Dev.........................................................1
Total Hours - 16

SECOND SEMESTER
SEC 122 Intermediate Typewriting..............................................3
SEC 226 Secretarial Procedures................................................4
BUS 127 Business English........................................................3
BUS 291 Clerk Typist Internship...............................................4
SEC 227 Word Processing.........................................................3
Total Hours - 17
EXECUTIVE SECRETARY

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

FRESHMAN YEAR

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>SEC 123 Shorthand</td>
<td>3</td>
<td>SEC 124 Shorthand &amp; Transcription</td>
<td>3</td>
</tr>
<tr>
<td>SEC 121 Typewriting</td>
<td>3</td>
<td>SEC 122 Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>PSY 214 Practical Psychology</td>
<td>1</td>
<td>HLT 111 Health</td>
<td>2</td>
</tr>
<tr>
<td>ENG 111 or 124 English</td>
<td>3</td>
<td>ENG 112 or 125 English</td>
<td>3</td>
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<tr>
<td>SEC 125 Business Machines</td>
<td>3</td>
<td>BUS 125 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>SEM 111 Pers. Career Dev</td>
<td>1</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
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<td><strong>Total Hours</strong></td>
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SOPHOMORE YEAR

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<tr>
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<tbody>
<tr>
<td>BUS 214 Business Law</td>
<td>3</td>
<td>SEC 226 Secretarial Procedures</td>
<td>4</td>
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<tr>
<td>SEC 223 Typewriting</td>
<td>3</td>
<td>BUS 127 Business English</td>
<td>3</td>
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<tr>
<td>SEC 224 Shorthand &amp; Trans</td>
<td>3</td>
<td>SEC 225 Shorthand &amp; Trans</td>
<td>3</td>
</tr>
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<td>SEC 120 Records Management</td>
<td>3</td>
<td>BUS 292 Executive Secretary Internship</td>
<td>4</td>
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<tr>
<td>ACC 111 Accounting</td>
<td>4</td>
<td>SEC 227 Word Processing</td>
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<td><strong>Total Hours</strong></td>
<td><strong>16</strong></td>
<td><strong>Total Hours</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>
LEGAL SECRETARY

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

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
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</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>Sem. Hrs.</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td>BUS 214 Business Law</td>
<td>3</td>
<td>BUS 215 Business Law</td>
</tr>
<tr>
<td>ENG 124 or 111 English</td>
<td>3</td>
<td>ENG 125 or 112 English</td>
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<tr>
<td>SEC 123 Shorthand</td>
<td>3</td>
<td>SEC 124 Shorthand &amp; Transcription</td>
</tr>
<tr>
<td>SEC 121 Beginning Typewriting</td>
<td>3</td>
<td>SEC 122 Intermediate Typewriting</td>
</tr>
<tr>
<td>SEM 111 Pers. Career Dev</td>
<td>1</td>
<td>PSY 214 Practical Psychology</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>Sem. Hrs.</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>BUS 127 Business English</td>
<td>3</td>
<td>SEC 225 Shorthand &amp; Transcription</td>
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<td>SEC 224 Shorthand &amp; Transcription</td>
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<td>SEC 226 Secretarial Procedures</td>
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<td>SEC 120 Records Management</td>
<td>3</td>
<td>BUS 293 Legal Secretary Internship</td>
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<tr>
<td>ACC 111 Accounting</td>
<td>4</td>
<td>SEC 227 Word Processing</td>
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<tr>
<td>SEC 223 Typewriting</td>
<td>2</td>
<td>SEC 229 Legal Terminology</td>
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<tr>
<td>HLT 111 Health</td>
<td>2</td>
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</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>18</strong></td>
<td><strong>Total Hours</strong></td>
</tr>
</tbody>
</table>
MEDICAL SECRETARY

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

FRESHMAN YEAR

FIRST SEMESTER  
SEC 125 Business Machines ...................... 3  
ENG 124 or 111 English ........................................ 3  
SEC 123 Shorthand ............................................ 3  
BIS 114 Practical Psychology .................... 3  
SEM 121 Beginning Typewriting .................. 3  
SEM 111 Personal Career Development ....... 1  
Total Hours 16

SECOND SEMESTER  
ENG 125 or 112 English .............................. 3  
SEC 124 Shorthand and Transcription ...... 3  
SEC 122 Intermediate Typewriting .......... 3  
HLT 111 Health .............................................. 2  
BUS 125, Business Math ......................... 3  
Elective .................................................. 3  
Total Hours 17

SOPHOMORE YEAR

FIRST SEMESTER  
SEC 228 Medical Terminology ................. 3  
SEC 224 Shorthand and Transcription ...... 3  
SEC 120 Records Management .................. 3  
ACC 111 Accounting .................................. 4  
SEC 223 Typewriting ................................ 3  
Total Hours 16

SECOND SEMESTER  
SEC 228 Shorthand and Transcription ...... 3  
SEC 226 Secretarial Procedures .............. 4  
BUS 294 Medical Secretary Internship ...... 4  
BUS 127 Business English ......................... 3  
SEC 227 Word Processing ......................... 3  
Total Hours 17

WORD PROCESSING CERTIFICATE PROGRAM

This program, through a combination of data processing and word processing courses, prepares the student to electronically input, edit, store, and recall written communications. At the completion of the program, students will have the necessary skills to be employed as word processors.

FIRST SEMESTER  
SEC 122 Intermediate Typing ................... 3  
SEC 227 Intro. to Word Processing ............ 3  
BUS 227 Intro. to Data Processing ............ 3  
SEC 120 Records Management .................. 3  
BUS 127 Business English ......................... 3  
SEM 111 Personal Career Development ...... 1  
Total Hours 16

SECOND SEMESTER  
SEC 223 Advanced Typing ....................... 3  
COM 229 Computer Programming ............... 3  
SEC 226 Secretarial Procedures .............. 4  
SEC 236 Advanced Word Processing Equip    
& Management .................................. 3  
BUS 297 Word Processor Internship ........... 4  
Total Hours 17
WATER TECHNOLOGY

WASTEWATER TREATMENT TECHNOLOGY

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

This program is designed as an individualized, self-paced program which may require more than one semester to complete.

FIRST SEMESTER  Sem. Hrs.
WWT 120 Introduction to Water/ \n  Wastewater Technology.......................2
WWT 121 Basic Wastewater Treatment....3
WWT 123 Advanced Wastewater \n  Treatment........................................3
WWT 126 Laboratory Analysis of \n  Wastewater........................................3
WWT 196 Wastewater Treatment \n  Internship.........................................5
Total Hours  16

WATER TREATMENT TECHNOLOGY

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

This program is designed as an individualized, self-paced program and may require more than one semester to complete.

FIRST SEMESTER  Sem. Hrs.
WWT 120 Introduction to Water/ \n  Wastewater Technology.......................2
WWT 122 Basic Water Treatment............3
WWT 124 Advanced Water Treatment......3
WWT 125 Laboratory Analysis of Water...3
WWT 197 Water Treatment Internship.....5
Total Hours  16
WATER/WASTEWATER TREATMENT TECHNOLOGY

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

This program is designed as an individualized, self-paced program and may require more than two semesters to complete.

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WELDING

ARC WELDING

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

FIRST SEMESTER  
WEL 123 Arc Welding I  3  
MAC 123 Metallurgy and Heat Treatment  3  
MAT 121 Technical Math  4  
DRA 131 Blueprint Reading  3  
Total Hours  13

SECOND SEMESTER  
WEL 124 Arc Welding II  3  
WEL 127 Low Hydrogen arc Welding  3  
Elective  3  
Total Hours  9

ASSEMBLY LINE WELDING

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

FIRST SEMESTER  
WEL 123 Arc Welding I  3  
MAC 123 Metallurgy and Heat Treatment  3  
MAT 121 Technical Math  4  
DRA 131 Blueprint Reading  3  
Total Hours  13

SECOND SEMESTER  
WEL 124 Arc Welding II  3  
MAC 123 Metallurgy and Heat Treatment  3  
Total Hours  6

COMBINATION WELDING

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

FIRST SEMESTER  
WEL 123 Arc Welding I  3  
MAC 123 Metallurgy and Heat Treatment  3  
MAT 121 Technical Math  4  
DRA 131 Blueprint Reading  3  
WEL 120 Gas Welding and Cutting  3  
Total Hours  16

SECOND SEMESTER  
WEL 124 Arc Welding II  3  
WEL 125 MIG Welding  3  
WEL 126 Advanced Gas Welding  3  
WEL 127 Low Hydrogen arc Welding  3  
WEL 128 Pipe Welding  3  
Total Hours  15

The preceding certificate program may be extended into an Associate of Applied Science degree upon successful completion of additional semester hours consisting of at least six semester hours in each of the following areas: Communications, Mathematics and Science, Social Studies, and Humanities. A total of 65 semester hours is required.
GAS WELDING

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

FIRST SEMESTER  
WEL 120 Gas Welding and Cutting ............. 3  
MAC 123 Metallurgy and Heat Treatment .... 3  
MAT 121 Technical Math  .................. 4  
DRA 131 Blueprint Reading ................. 3  
Total Hours 13

SECOND SEMESTER  
WEL 126 Advanced Gas Welding ............ 3  
WEL 123 Arc Welding I .................. 3  
Total Hours 6

MIG WELDING

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

FIRST SEMESTER  
WEL 123 Arc Welding I  ................. 3  
MAC 123 Metallurgy and Heat Treatment .... 3  
MAT 121 Technical Math ................. 4  
DRA 131 Blueprint Reading ................. 3  
Total Hours 13

SECOND SEMESTER  
WEL 124 Arc Welding II .................. 3  
WEL 125 Mig Welding .................. 3  
Elective ................................... 3  
Total Hours 9
COURSE DESCRIPTIONS
ACC 111    ACCOUNTING
An introduction to accounting theory and principles. The successive steps in the accounting cycle. Subjects covered include special journals and ledgers, working papers, adjusting and closing the books, preparation of statements, columnar journals, and controlling accounts. Emphasis on internal control, notes, interest, inventories, partnerships, depreciation, accruals, and special adjusting entries.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: None

ACC 112    ACCOUNTING
A continuation of the study of accounting principles and their application to corporations, manufacturing, payroll, inventories, and income taxes.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Accounting 111

ACC 211    ACCOUNTING
A comprehensive study of financial accounting theory and practice. Subjects covered include foundations of accounting theory, the reporting process, inventories, asset valuaciones, income determination, corporate information, combinations, and consolidations.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Accounting 112

ACC 212    ACCOUNTING
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Accounting 211

ACC 213    COST ACCOUNTING
Job order, process accounting, and standard cost accounting for manufacturing are covered in this course. Theory and technique of costing on actual and normal basis, and distribution costs are presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Accounting 112

ACC 220    BUSINESS FINANCE CREDIT
A study of finances of small business operation, source of money, determination of credit needs, records, security, and repayment plans.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None
ACC 222  AUDITING
Introduction to the principles involved in preparing audits of various accounts of a business enterprise, verifications and investigations, working papers, audit procedures, report writing, and ethics of the profession.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Cost Accounting 221

ADN 221  NEUROLOGICAL-SENSORY NURSING INTERVENTIONS
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: Introduction to Conceptual Framework

ADN 229  COMMUNITY HEALTH NURSING
This course is designed to introduce the student to concepts in the community health nursing. The student will learn that the health and well-being of citizens in the community is an integral part of nursing. The problem-solving approach will be applied to identify health problems of clients in a variety of community clinical agencies and settings with special emphasis on community resources for special health problems, communicable diseases, problems accompanying disasters, and special problems of senior citizens.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

ADN 230  RESPIRATORY NURSING INTERVENTIONS
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: Introduction to Conceptual Framework

ADN 231  METABOLIC-ENDOCRINE NURSING INTERVENTIONS
The 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-endocrine dysfunction. Learning opportunities include both theory content and selected clinical experiences.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

**ADN 232  NURSING TODAY AND TOMORROW**
Leadership in nursing, transition into the new graduate role, and current issues in nursing are the integral components of the terminal course of this program. The student will be given an opportunity to apply their knowledge and nursing skills in a practical experience.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

**ADN 233  MATERNAL-NEONATE NURSING INTERVENTIONS**
This course is designed to provide the student with greater depth and broader perspectives of the antepartal, intrapartal, postpartal neonatal periods. A basic understanding of normal reproductive function and 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: 2 hours — One lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

**ADN 234  PEDIATRIC NURSING INTERVENTIONS**
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: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

**ADN 235  GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS**
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.
COURSE DESCRIPTIONS

Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

ADN 236  ORTHOPEDIC-DERMATOLOGICAL NURSING INTERVENTIONS
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 content and selected clinical experiences.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Conceptual Framework

ADN 237  PSYCHIATRIC NURSING INTERVENTIONS
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 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: Introduction to Conceptual Framework

ADN 238  CARDIOVASCULAR NURSING INTERVENTIONS
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: Introduction to Conceptual Framework

ADN 239  INTRODUCTION TO CONCEPTUAL FRAMEWORK
Using the individualized modular approach to education, 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 experience.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Acceptance into the Associate Degree Nursing Program
AGR 112        CROP SCIENCE
A study of the fundamental principles underlying the production of
agricultural crops. Primary crops of Southern Illinois and the surround-
ing areas will be presented in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 113        SOIL SCIENCE
Fundamental study of the chemical and physical structure of the soils
of Southern Illinois. Anatomy and physiology of plants and their rela-
tionship between soil structure and plant production will be presented
in this course.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 114        SOIL SCIENCE
A study of various methods of soil testing and how the results can be
interpreted to make fertilizer recommendations. Investigation of chemi-
cal and organic fertilizers and their uses in modern crop production
will also be included.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Soil Science 123

AGR 115        ANIMAL SCIENCE
A basic course designed to acquaint the student with the various aspects
of animal production. Genetics, nutrition, selection, reproduction, and
animal health will be discussed along with the different production
practices for many of the economically important farm animals.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 116        AGRICULTURE ECONOMICS
A study of the role of agriculture in the present economy, nature and
size of agricultural industries, future economic prospects for agriculture
and government will be presented in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 117        CONSERVATION OF NATURAL RESOURCES
A study of conservation of natural resources at the national, state, and
local levels.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None
AGR 118 CONSERVATION OF WATER RESOURCES
Study of water sheds, effective methods of controlling floods, pollution and water supplies.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 121 INTRODUCTION TO SMALL ENGINE MECHANICS
This course will emphasize part identification, construction, operation, hand tool usage, and safety applications of 2 cycle and 4 cycle gasoline engines. Emphasis is placed on single cylinder engine operation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 125 ADVANCED SMALL ENGINE MECHANICS
This course will acquaint students with overhaul, service and rebuilding of small engines. Emphasis is placed on advanced study of fuel systems, cooling systems, electrical systems, and troubleshooting small engines. This course should be taken to gain advanced knowledge of small engine mechanics.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: AGR 121

AGR 129 SURVEYING
Fundamentals and concepts of surveying as it applies to agricultural usage in conservation practices are presented in this course.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: None

AGR 130 AGRICULTURE MANAGEMENT
A study is made of the methods, characteristics and types of agriculture in Southern Illinois. Assignments are given which assist the student in applying management principles to a farm operation.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 131 PRODUCTS, SALES AND SERVICE
An introductory course which covers services rendered, product knowledge, display, pricing, advertising farm products, sales and service.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 212 AGRICULTURE MECHANICS
The operation, construction, adjustment, maintenance and repair of farm machinery and buildings with emphasis placed on repairs, including the use of arc and gas welding are presented in this course.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 221  ANIMAL NUTRITION
A study of the nutrient value, usage and common feeding methods of different animal feeds are presented in this course. Emphasis is placed on the relationship between nutrition and the various functions of farm animals, including growth, lactation, and reproduction.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ADN 222  FORAGE PRODUCTION
Forage Production is designed to acquaint the student with the distribution, morphology, identification, establishment, management, and utilization of forage crops for hay, silage, pasture, and soil improvement.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Crop Science 112

AGR 225  INTRODUCTION TO FORESTRY
Fundamentals of forestry operations, including principles of stocking, yields, growth, continued production, rotation, and control of cut are presented in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 226  FORESTRY
Study of the commercial uses of forest and forest products.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Introduction to Forestry 225

AGR 227  INTRODUCTION TO WILDLIFE
Identification of area wildlife including their life cycles, habitats, and uses will be presented in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 228  WILDLIFE MANAGEMENT
A study of the balance of nature, habitat improvement, and control of wildlife and their predators.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Wildlife 227

AGR 230  APPLICATION AND USE OF AGRICULTURE CHEMICALS
A study of the role of chemicals in agriculture, including herbicides, insecticides, seed treatments, and livestock chemicals. Identification of weeds and insects and their prevention, control and eradication.
COURSE DESCRIPTIONS

Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 231  PLANT PROPAGATION
Plant Propagation is a course designed to present the various means of plant reproduction. Reproduction by sexual and asexual techniques will be discussed.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 232  CROPS, LAWN AND GARDEN SALES AND SERVICE
A course designed to introduce the student to crop seed, lawn and garden seeds, and orchard supplies; their characteristics and utilization factors necessary to adapt to Southern Illinois agricultural practices.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 233  AGRICULTURE MANAGEMENT INVENTORY CONTROL
The economic framework of agriculture businesses: organizing for effective management and management in local businesses; servicing agriculture including the management of custom services, retail credit, purchasing, inventory and customer relations are presented in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Business Organization 119 or consent of the instructor

AGR 234  OUTDOOR RECREATION AND PARK MANAGEMENT
Policy, development and administration of outdoor recreation as encountered in forest, park and wildlands are presented in this course. Topics covered include outdoor recreation, Resource Review Commission report, programs for outdoor recreation and policies for both public and private administration.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

AGR 235  NATURE INTERPRETATION
This course presents an interpretation of nature as it relates to the National Park System, National Forests, Wildlife areas and urban sites. Man's current malaise with the natural environment will be stressed.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AGR 239  AGRICULTURE LIVESTOCK SELECTION AND EVALUATION
A study of the desirable type and economically important characteristics used in selecting, breeding, and slaughtering beef cattle, swine and sheep. Selection of dairy cattle and horses will also be covered.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: None

AGR 294   AGRICULTURE RESOURCES INTERNSHIP
The course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him/her.
Credit: 4 hours — One lecture and fifteen lab hours per week.
Prerequisite: None

AGR 295   AGRI-BUSINESS INTERNSHIP
This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him/her.
Credit: 4 hours — One lecture and fifteen lab hours per week.

AGR 296   WILDLIFE TECHNOLOGY INTERNSHIP
This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him/her.
Credit: 4 hours — One lecture and fifteen lab hours per week.

AGR 297   ANIMAL AND CROP SCIENCE INTERNSHIP
This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him/her.
Credit: 4 hours — One lecture and fifteen lab hours per week.

AGR 298   CONSERVATION LAW ENFORCEMENT INTERNSHIP
This course is designed to give the student practical work experience in a position similar to one for which the program is designed to prepare him/her.
Credit: 4 hours — One lecture and fifteen lab hours per week.

ANT 216   ANTHROPOLOGY
An introduction to and survey of the nature of man, his origins and culture with the main emphasis on cultural anthropology.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ART 111   BASIC STUDIO-DRAWING
A studio course for the beginning student. Drawing skills will be developed. Emphasis is on the basic techniques of drawing using graphite, charcoal, pen and ink.
Credit: 3 hours — Two lecture hours and two lab hours per week.
Prerequisite: None
ART 112  BASIC STUDIO-PAINTING
A studio course for the beginning student. Emphasis is on the 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: ART 111 or permission of instructor (based on examples of student’s drawings)

ART 113  BASIC STUDIO — POTTERY & SCULPTURE
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: None

ART 114  ART APPRECIATION
Painting, sculpture and architecture from Paleolithic to the present. Intended to provide acquaintance with, and introduction to, the aesthetic attitude toward the arts of the past and contemporary life. Art forms are examined both for their individual qualities and the manner in which they exemplify changes in Western culture patterns.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ART 115  BASIC STUDIO - DESIGN & CRAFTS
An exploration of the elements of art (line, color, texture, shape, and form) and the principles of design through crafts, two-dimensional designs and three-dimensional designs.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

ART 119  ART IN THE ELEMENTARY SCHOOL
Principles of and practical classroom procedures for teaching art in the elementary school. 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: None

ART 211  ADVANCED STUDIO-DRAWING
A studio course designed to develop the drawing skill with emphasis on the study of two-dimensional products, abstract approaches to drawing and personal expression. The human figure as subject matter will be emphasized. Various drawing media are explored.
Credit: 3 hours — Six lab hours per week.
Prerequisite: Art 111

ART 212  ADVANCED STUDIO-PAINTING
A studio course exploring various painting techniques and media (watercolors, acrylics, oils, and collage). 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: Art 112

ART 213  ADVANCED STUDIO—POTTERY AND SCULPTURE
A studio course to develop the student’s skill in pottery and sculpture. Technical problems in throwing, firing and glazing are emphasized. In sculpture, emphasis is on the use of various materials, textures, balance and form.
Credit: 3 hours — Six lab hours per week.
Prerequisite: Art 113

ART 215  ADVANCED STUDIO-DESIGN AND CRAFTS
A studio course using the elements of art and the principles of design in the construction of crafts, two-dimensional and three-dimensional designs. Areas explored are batik, macrame, silk screen, linoleum block, and graphic design.
Credit: 3 hours — Six lab hours per week.
Prerequisite: Art 115

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

AST 111  INTRODUCTION TO ASTRONOMY
A non-mathematical course in astronomy designed for students in any curriculum. It contains material of importance for elementary teachers. The course includes a study of the sun and its planets together with a study of the stars and the nebulae beyond the sun. Evening observation of the moon and planets with the telescope and field glasses, together with the study of approximately 20 constellations.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

AUT 122  TUNE-UP, TROUBLESHOOTING & DIAGNOSIS
This course covers procedures on diagnosis, repairs, replacement and testing of automotive ignition systems. The operation of engine, use of test equipment, and proper repair procedures will be discussed in detail. Testing and repair will be done on line engines.
Credit: 3 hours — Two lecture and two lab hours per week.
AUT 125  SHOP SAFETY
This course is designed to supply the student with basic safety practice
necessary with the use of automotive repair equipment. Shop layout
are discussed and planned for the safest operation. The proper handling
of hazardous material used in auto shops will also be covered.
Credit: 1 hour — One lecture and one lab hour per week.

AUT 128  EXHAUST EMISSION CONTROL
This course covers operation, identification, testing and repair proce-
dures of the component parts of emission control systems. Different
systems will be discussed in detail.
Credit: 2 hours — One lecture and two lab hours per week.

AUT 129  FUEL AND FUEL SYSTEMS
This course is designed to provide knowledge in fuel system and car-
burator repair. Component parts of the fuel system will be covered by
discussing operation, testing, and repair procedures. Students will in-
spect and rebuild various fuel pumps and carburetors.
Credit: 3 hours — Two lecture and two lab hours per week.

AUT 130  AUTO BODY I
This course is designed to assist students in learning the basic tech-
niques, skills and procedures needed for auto body repair.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

AUT 131  AUTO BODY II
This course is designed as a continuation of Auto Body I. In Auto Body
II, the student will also be assisted in learning how to develop a shop,
as well as the organization and management of an auto body shop.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Auto Body I (130)

AUT 132  AC & DC ELECTRICAL SYSTEMS
This course deals with the construction, operation, functions, testing,
and repair of the starting and charging systems. Various electrical cir-
cuits such as the lighting and instrument circuit will also be studied.
The student will be expected to perform selected tests using the proper
equipment and service manuals.
Credit: 3 hours — Two lecture and two lab hours per week.

AUT 133  TRANSMISSIONS
Study of various types of manual and automatic transmissions for the
understanding of disassembly, assembly, function, construction, opera-
tion service and troubleshooting procedures.
Credit: 3 hours — Two lecture and two lab hours per week.
AUT 134    AUTO SHOP MANAGEMENT
This course is designed to introduce the student to problems relating to management, record keeping, organization, and operation of an automotive shop.
Credit: 2 hours — Two lecture hours per week.

AUT 135    BRAKES, WHEEL ALIGNMENT, BALANCE AND SUSPENSIONS
Study of manual and power brake systems, suspension systems, wheel alignment, dynamic and static wheel balance, and steering system. Emphasis is placed on operating principles, troubleshooting and repairing using latest equipment available.
Credit: 3 hours — Two lecture and two lab hours per week.

AUT 136    AUTO BLUEPRINT READING
This course is designed to familiarize the student with parts of the automobile, function of these parts, symbols relating to these parts and operation of parts related to their function. Students will complete a workbook which reveals identification and operations of the different systems of the automobile.
Credit: 3 hours — Two lecture and two lab hours per week.

AUT 137    MULTI-CYLINDER ENGINE SERVICING
This course covers service and repair of four, six, and eight cylinder engines. Material covered will be based on engine fundamentals, piston-engine operation, engine types, engine construction, cooling systems, lubrication systems, engine measurements and repair procedures. Operation necessary for engine rebuilding will be covered.
Credit: 3 hours — Two lecture and two lab hours per week.

AUT 138    AUTOMOTIVE POWER TRAINS
This course covers automotive power trains which transfer power from the engine to the drive wheels. Operation, description, testing, and repair procedures of these components will be covered. All power train components will be discussed except for transmissions which are covered in AUT 133.
Credit: 3 hours — Two lecture and two lab hours per week.

AUT 139    AIR CONDITIONING & HEATING
This course is designed to train students on operation principle, testing, diagnosis, and service of automotive air conditioners, heaters, and controls. Safe operation of test equipment and handling precautions will be covered in detail.
Credit: 3 hours — Two lecture and two lab hours per week.
AUT 221 ADVANCED MULTI-CYLINDER ENGINES
This course covers advanced servicing of gasoline multi-cylinder engines. Engine fundamentals covering engine types, engine construction and operation, cooling systems, lubrication systems, engine measurements, and performance will be reviewed.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Multi-cylinder Engine Servicing 111

AUT 222 ENGINE SYSTEMS
This course covers advanced servicing of ignition systems, emissions control systems, and fuel systems. Fundamentals of these systems will be reviewed and discussed in class. Students will receive additional work related experience by repairing these systems on live vehicles which have these system failures.
Credit: 4 hours — One lecture and six lab hours per week.
Prerequisite: Tune-up, Troubleshooting, & Diagnosis 112; Emission Control Systems 118; Fuel and Fuel Systems 119

AUT 223 ADVANCED AUTO POWER TRAIN
This course covers advanced servicing of power trains, which include the clutch assembly, manual transmission, automatic transmission, drive lines and joints, differential, axle shafts, and experience by repairing these components on live vehicles which have these failures.
Credit: 4 hours — One lecture and six lab hours per week.

AUT 224 ADVANCED AUTO HEATING & AIR CONDITIONING
This course covers advanced servicing of auto heating and air conditioning components, which includes the heater core, hoses, evaporator core, compressor, condenser, valves and all controls that operate these systems. Systems of all manufacturers are covered.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Air Conditioning and Heating 114

AUT 226 ADVANCED ELECTRICAL SYSTEMS
This course covers advanced servicing of automotive electrical systems which include starting systems, charging systems, electrical circuits, and diagnosis and testing equipment. Fundamentals of these systems will be reviewed and discussed in class. Students will receive additional work related experience by diagnosing and repairing these electrical systems on live vehicles in the auto shop.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: AC & DC Electrical Systems 116

AUT 227 ADVANCED BRAKES AND SUSPENSION
This course covers advanced servicing of the automobile chassis, which include the car frame, springs, shock absorbers and wheel balance. The student will receive additional work related experience by repairing these components on live vehicles which have these failures.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Brakes, Wheel Alignment, Balance & Suspension 117

AUT 297 INTERNSHIP
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 receive a minimum of 340 contact hours at a worksite during the semester. This equates to each student spending 20 hours per week at their respective worksite.
Credit: 5 hours — One lecture and twenty lab hours per week.

BEL 161 BASIC ELECTRICITY I
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.

BIO 111 INTRODUCTION TO BIOLOGY
This course is a survey of the basic problems faced by all forms of life, whether plant, animal, or microbe, and compares the various alternative “solutions” to these problems as used by a variety of organisms. Emphasis will be on the chemical and cellular basis of life and the biology of organisms.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

BIO 112 BIOLOGY
A continuation of Biology 111. The emphasis is placed upon the perpetuation of life, population and communities, evolution, the plant kingdom, and the animal kingdom.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Biology 111

BIO 211 ENVIRONMENTAL BIOLOGY
Environmental biology is ecology. Emphasis in this course is placed upon ecosystems, populations, and communities. Contemporary problems in human ecology are discussed from articles found in periodicals. Field work and at least one overnight trip may be included.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Biology 112

BIO 212 ANATOMY AND PHYSIOLOGY
The structure and function of organs and systems will be systematically surveyed. The discussions will provide a basic overview of the gross, as well as, the cellular and subcellular components of the human body.
The course will be of benefit to students in many disciplines such as biology, medicine, pharmacy and dentistry.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Biology 112

**BIO 213  BOTANY**

Introduction to the structure, development, relationships, ecological and economical importances of the algae, fungi, mosses, ferns, and the higher vascular plants. Work in identification of plants is included.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Biology 112 or approval of the appropriate dean

**BM 151  INTRODUCTION TO BEHAVIOR MODIFICATION**

This course is designed to introduce the student to the basic principles and procedures of behavior modification as used in natural, applied settings.
Credit: 3 hours — Two lecture and two lab hours per week.

**BSD 170  BASIC SKILLS DEVELOPMENT**

This course will provide academic training for developmentally disabled emotionally disturbed and behavior disordered students. These students are functioning at a very low level, i.e. preschool through second grade, and the course begins at a level which assumes no prior knowledge or skills. The anticipated rate of progress for this course will be geared to individual student performance levels.
Credit: 3 hours — Two lecture and two lab hours per week.

**BSD 171  BASIC SKILLS DEVELOPMENT**

The emphasis of this course is upon further acquisition of intermediate skills useful in a work related situation. Students will develop the skills necessary to handle interpersonal relationships appropriately.
Credit: 3 hours — Two lecture and two lab hours per week.

**BSD 172  BASIC SKILLS DEVELOPMENT**

The primary focus is on development of work related skills. The adult learner acquires academic skills best when the development of such skills can be applied to practical situations. Work related skills to be emphasized are safety, money, job transportation, math, reading, personal and community awareness.
Credit: 3 hours — Two lecture and two lab hours per week.

**BSD 174  CAREER AWARENESS EDUCATION I**

The course begins at a level which assumes some prior knowledge and minimal skills. The anticipated rate of progress for this course will be tailored to the individual student’s performance levels.
Credit: 3 hours — Two lecture and two lab hours per week.
BSD 175  CAREER AWARENESS EDUCATION II
This course is designed to provide the same services as in Career Awareness Education I.
Credit: 3 hours — Two lecture and two lab hours per week.

BSD 176  CAREER AWARENESS EDUCATION III
This course is designed to provide the same services as in Career Awareness Education I and II. This course begins at a higher level and assumes that skills taught in levels I and II of this series have been achieved.
Credit: 3 hours — Two lecture and two lab hours per week.

BUS 116  PRINCIPLES OF MARKETING
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: None

BUS 121  BASIC KEYBOARDING
This course introduces the student to data entry fundamentals, including key to diskette stations. Emphasis will be placed on speed and accuracy.
Credit: 1 hour — Two lab hours per week.

BUS 125  BUSINESS (MATHEMATICS)
Practice of fundamental mathematical processes with application to their use with percents, discounts, payroll, banking services, notes, simple interest, depreciation, and other typical business calculations.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

BUS 127  BUSINESS (ENGLISH)
The practical application of English and the communication processes to meet the needs of business. Examines written communications by surveying several types of business letters, specialized business correspondence and job application papers. Reviews principles of oral communication. Spelling, language and punctuation are incorporated into the study of business communications.
Credit: 3 hours — Three lecture hours per week.

BUS 128  INTRODUCTION TO MANAGEMENT
Principles and practices of establishing and operating a business are presented, including opportunities, hazards, and problems which might be encountered are presented in this course. Fundamental considera-
tions, planning organizing, actuating and controlling management application of principles and techniques to all activities.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

BUS 129 BUSINESS ORGANIZATION
A study of organization structure; problems of organizing a business; business opportunities; locating, housing, equipping, laying out production facilities; financing; personnel organization, and government business relations is presented in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

BUS 214 BUSINESS LAW
This course provides an introduction to Law: nature, function, and classification, general understanding of the reasons for some of our laws governing businesses and people involved in business-related activities is presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

BUS 215 BUSINESS LAW
The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics are covered in this course. Emphasis is placed on laws which regulate the business enterprise.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Business Law 214 or consent of appropriate dean

BUS 227 INTRODUCTION TO DATA PROCESSING
This course serves as an introduction to the field of data processing. It presumes that the student has no prior knowledge of computing. The course includes a brief history of data processing, the role of information systems in the organization, computer hardware components and characteristics, principles of systems analysis and design, and a brief introduction to programming languages.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

BUS 238 PRINCIPLES OF SALES
Basic principles underlying the sales process are covered. The course is designed to promote an understanding of the salesman's obligation to himself, the company, and the customer.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None
BUS 291  CLERK TYPIST INTERNSHIP
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Clerk-Typist program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor’s Approval

BUS 292  EXECUTIVE SECRETARY INTERNSHIP
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Executive Secretarial program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor’s Approval

BUS 293  LEGAL SECRETARY INTERNSHIP
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Legal Secretarial program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor’s Approval

BUS 294  MEDICAL SECRETARY INTERNSHIP
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Medical secretarial program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor’s Approval

BUS 295  MID-MANAGEMENT INTERNSHIP
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 receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor’s Approval
BUS 296  DATA PROCESSING INTERNSHIP
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the two year Data Processing degree program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor's Approval

BUS 297  WORD PROCESSOR INTERNSHIP
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Word Processing certificate program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.
Credit: 4 hours — 1 lecture and 15 lab hours per week.
Prerequisite: Instructor's Approval

BUS 299  BUSINESS INTERNSHIP
The student will work part-time for a period of one semester as an intern in a business firm under the supervision of the college's internship coordinator.
Credit: 4 hours — One lecture and fifteen lab hours per week.
Prerequisite: Instructor's approval

CHE 114  INORGANIC CHEMISTRY
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 — Three lecture and four lab hours per week.
Prerequisite: Physical Science 111 or high school chemistry and two units of high school algebra or Intermediate Algebra 114

CHE 115  INORGANIC CHEMISTRY & QUALITATIVE ANALYSIS
A continuation of Chemistry 114. Deals primarily with the various groups of elements and reactions which they undergo, and with the separation of elements on the basis of the solubility of their salts. The laboratory experiments are qualitative in nature.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: Inorganic Chemistry 114
CHE 211  ORGANIC CHEMISTRY
Preparation and chemical properties of aliphatic and aromatic compounds. Emphasis in the nature of the covalent bond and reaction of functional groups. Laboratory consists of synthesis and identification of organic compounds.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Inorganic Chemistry and Qualitative Analysis 115

CHE 212  ORGANIC CHEMISTRY
This course is a continuation of Chemistry 211.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Organic Chemistry 211

CLE 115  INTERPERSONAL RELATIONS
Delineation of the major patterns characteristic of relationships between pre-delinquents or offenders and staff of community-based programs; analysis of means of encouraging the development of internalized controls by offenders within the relatively free environment of the average community. Analysis of the fundamental problems of police relationship when situations call for persuasive techniques; discussion of principles pertinent to motivating law observance without coercion; study of the techniques of subject interrogation, consideration of creating favorable public image of policement.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

CLE 123  INTRODUCTION TO CRIME CONTROL
Review of the historical and ideological foundations of law enforcement and corrections; delineation of major patterns of practice and organizational structure; and description of major programs and their interrelationships.
Credit: 3 hours — Three lecture hours per week.

CLE 125  CRIMINAL BEHAVIOR
Introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offender and his community context as problems for rehabilitation efforts; criticism of typical treatment programs.
Credit: 3 hours — Three lecture hours per week.

CLE 211  CRIMINAL LAW II
This course is a continuation of Criminal Law 219 and deals with the consideration of legal aspects of law enforcement.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Criminal Law 219
CLE 219  CRIMINAL LAW
Consideration of legal aspects of law enforcement. Laws of arrest, search and seizure and constitutional due process, entrapment and informers, wire tapping, interrogation, evidence, examination of court procedures with special implications for criminal justice professionals. Credit: 3 hours — Three lecture hours per week.

COM 220  COMPUTER PROGRAMMING II
An introduction to COBOL which stresses top down design and structured programming. Topics covered include sequential file processing, the development of business applications programs, table handling, algorithm design, looping, subroutines, file manipulation, and documentation. Credit: 3 hours — Two lecture and one lab hours per week. Prerequisite: Introduction to Data Processing (BUS 227) and Computer Programming I (229).

COM 221  BUSINESS FORTRAN PROGRAMMING
A study of FORTRAN programming for scientific and industrial computing. Includes mathematical problems and computational techniques, random processes, computational algorithms, convergence of series, error analysis, numerical analysis, and statistical computations. Credit: 3 hours — Two lecture and two lab hours per week. Prerequisite: Introduction to Data Processing (BUS 227) or Instructor Approval.

COM 222  COMPUTER LOGIC
A study of the documentation, logic, and flowcharting techniques used in typical applications programs. Includes current structured design concepts and hands-on program testing. Credit: 4 hours — Four lecture hours per week. Prerequisite: Introduction to Data Processing (BUS 227) or Instructor’s Approval.

COM 223  COBOL II
The COBOL programming course which enhances the programming skills developed in COBOL I. Topics include random file processing, multiple level tables, team programming concepts, sorting, updating, editing files, and modular program development. Credit: 3 hours — Two lecture and two lab hours per week. Prerequisite: Introduction to Data Processing (BUS 227) and COBOL I.

COM 224  PASCAL
PASCAL programming and program documentation, including design of record layouts, screen, and printer formats. This course presents the writing, compiling, and testing of business-oriented PASCAL programs
to produce output on screen, printer, and disk devices. Included are
output reports, top-down and modular design, structured programming
techniques, documentation, debugging, and algorithm development.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Introduction to Data Processing (BUS 227) or Instructor
Approval.

COM 225 SYSTEMS ANALYSIS
An introduction to systems analysis and design. Included in this course
will be the system life cycle, analytical tools and methods, file and
record layouts, and the three stages of data processing system design
(analyses of present information flow, system specification and equip-
ment, and implementation of the system).
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Data Processing (BUS 227) or Instructor
Approval.

COM 226 ASSEMBLER
An introduction to UCSD p-System Assembler language. Topics studied
include: system macros, basic input and output operations, binary and
packed decimal instruction set along with necessary instructions from
the standard instruction set, internal and external subroutine linkage,
program debugging, formatting and page control operations.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Introduction to Data Processing (BUS 227) or Instructor
Approval.

COM 229 COMPUTER PROGRAMMING
A study of the BASIC programming language with an emphasis on the
proper techniques for developing solutions for a wide variety of prob-
lems. Applications programs will be developed to give the student a
firm foundation in the concepts of structured programming for the fields
of science, engineering, and business with an emphasis on algorithm
development, program debugging, documentation, and data
representation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Data Processing (BUS 227) or Instructor
Approval.

COS 120 COSMETOLOGY THEORY
A study and practice of professional ethics, personal hygiene, groom-
ing, visual poise, personality development, bacteriology, sterilization,
sanitation, the skin, scalp, tricology, nails, and disorders of the skin and
scalp.
COURSE DESCRIPTIONS

Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

COS 121  COSMETOLOGY THEORY II
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: Cosmetology 120

COS 122  COSMETOLOGY THEORY
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: Cosmetology 121

COS 123  COSMETOLOGY LABORATORY
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, hair styling, 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 — 27 lab hours per week.
Prerequisite: None

COS 124  COSMETOLOGY LABORATORY
This course will present a review of the skills taught in Cosmetology 113 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 students will perform these services on each other, mannequins and patrons of the school.
Credit: 9 hours — 27 lab hours per week.
Prerequisite: Cosmetology 123

COS 125  COSMETOLOGY LABORATORY
A complete review of Cosmetology 112 and 113 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 — 27 hours per week.
Prerequisite: Cosmetology 124

COS 220  COSMETOLOGY INSTRUCTOR TRAINING
This course stresses basic cosmetology instructional techniques. The student will observe and assist with instruction under the direct supervision of a qualified cosmetology instructor. Both theory and practical courses will be emphasized.
Credit: 12 hours — Five lecture and thirty-five lab hours per week.

COS 221  COSMETOLOGY INSTRUCTOR TRAINING
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.

COS 230  ADVANCED COSMETOLOGY
This course is advanced education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, more advanced techniques into 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.

CPD 154  JOB ACQUISITION SKILLS
The purpose of this course is to teach students the proper procedures to follow as they are seeking employment. This course will allow for an easier transition from the classroom environment to a work environment.
Credit: 2 hours — One lecture and two lab hours per week.

CPD 155  JOB RETENTION SKILLS
The purpose of this course is to teach students appropriate on-the-job behavior. A central method to achieve this goal will be through the use of the situational assessment form.
Credit: 3 hours — Three lecture hours per week.

CPR 150  CARDIOPULMONARY RESUSCITATION I
The purpose of this course is to train persons in the techniques of administering cardiopulmonary resuscitation.
Credit: 1 hour — One lecture hour per week.
Prerequisite: None
CPR 151  CARDIOPULMONARY RESUSCITATION II
The purpose of this course is to train persons to become instructors to
teach others the techniques for cardiopulmonary resuscitation.
Credit: 1 hour — One lecture hour per week.

DED 150  DRIVER EDUCATION
Driver Education is a class to instruct all students in the principles of
road safety, car workmanship, and driving safety. Instruction includes
both class instruction and in-car instruction.
Credit: 1.5 hours — One lecture and one lab hour per week.

DIS 128  DIESEL ENGINE OPERATION AND SERVICE
This course will acquaint the student with the operation and servicing
of diesel engines. Students should have prior knowledge of how engines
operate and knowledge of basic tools used in servicing. Students must
have completed AUT 111 Multi-Cylinder Engines successfully before
entering this course. Difference in construction between gasoline and
diesel engines will be discussed in detail.
Credit: 4 hours — Two lecture and four lab hours per week.
Prerequisite: Multi-Cylinder Engines (AUT 137)

DIS 129  DIESEL FUEL AND FUEL SYSTEMS
The operation and diagnosis of various systems components for diesel
engines will be presented in this course. Emphasis will be placed on
identification, testing, repair and replacement of various fuel-injection
pumps, fuel injectors, and filters.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

DIS 130  DIESEL ENGINE TUNE-UP AND DIAGNOSIS
Diagnosis and tune-up procedures of diesel engines using various test-
ing equipment will be emphasized in this course. Students must have
a knowledge of diesel engines and diesel fuel systems by successfully
completing DIS 128 · Diesel Engine Operations and Service and DIS
129 · Diesel Fuel and Fuel Systems prior to entering this course.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Diesel Engine Operation and Service and Diesel Fuel and
Fuel Systems.

DPB 151  COMMUNICATION FOR HEARING IMPAIRED
This course is designed for all interested parents, friends, associates,
and professional people of the deaf and hard of hearing. It will cover
the history, philosophy, and understanding of deafness and its impli-
cations. Brief history of manual communication of the deaf in the
United States and other countries will be covered. Practice in learning
to sign and finger spell will also be given. Emphasis will be placed on reading fingerspelling and sign language.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

DPB 152 COMMUNICATION FOR HEARING IMPAIRED II
Review of sign language and finger spelling learned in DPB 151. Practice in learning to sign and fingerspell on the second level. Emphasis will be in reading fingerspelling.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: DPB 151

DPB 153 COMMUNICATION FOR HEARING IMPAIRED III
Review of sign language and fingerspelling learned in Total Communication II. Practice in learning to sign and fingerspell on a conversational level. Emphasis in developing expressive and receptive skills.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: DPB 152

DRA 117 ENGINEERING GRAPHICS
An application of descriptive geometry to problem solving. Subjects included are: reference planes, lines, planes, points, auxiliary views, revolution, force diagrams, cylinders, cones, spheres, curved surfaces, intersections, developments, mining geology, and civil engineering.
Credit: 4 hours — Two lecture and four lab hours per week.
Prerequisite: Fundamentals of Drafting 120

DRA 120 FUNDAMENTALS OF DRAFTING
A study of basic drafting techniques involved in freehand and instrument drawing. Subjects included are: use of instruments, lettering, geometrical construction, orthographic projection, pictorial drawing, auxiliary views, sections, and dimensioning.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

DRA 121 ARCHITECTURAL DRAFTING
An introduction to the basic fundamentals of architectural drawing. Subjects included are: drafting techniques, living area, service area, floor plans, elevations, pictorials, location plans, sections, and foundations.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Fundamentals of Drafting 120

DRA 122 ARCHITECTURAL DRAFTING
Continuation of Architectural Drafting 121 with selected individual projects of a more complex nature. Subjects included are: framing plans, schedules and specifications, building codes, electrical plans air-
conditioning plans, plumbing diagrams, modular plans, and design theory.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Architectural Drafting 121

DRA 124 MATERIALS & METHODS OF CONSTRUCTION
Introduction to materials and products used in wood-frame, masonry, concrete, and metal construction. Standards of construction and construction estimating will also be included.
Credit: 5 hours — Four lecture and two lab hours per week.
Prerequisite: Fundamentals of Drafting 120

DRA 131 BLUEPRINT READING
The fundamentals of blueprint reading involving the meaning of lines, symbols, notes, and specifications as applied to industry in the area of machine and construction blueprint reading.
Credit: 3 hours — Two lecture and two lab hours per week.

DRA 134 MECHANISMS & MACHINE DESIGN
This course concentrates on the elements of machine design through problems involving the analysis of motions required and the selection of suitable mechanisms, materials and joining requirements.
Credit: 4 hours — Two lecture and four lab hours per week.
Prerequisite: Fundamentals of Drafting 120

DRA 135 MECHANICAL DRAFTING
A continuation of Fundamentals of Drafting 120. Subjects included are: basic machine elements, precision and limit dimensioning, weldments, power and motion machine elements, piping drawings, and simplified drafting practices.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Fundamentals of Drafting 120

DRA 136 ELECTRIC, HYDRAULIC, AND PNEUMATIC CONTROLS
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: Fundamentals of Drafting 120

DRA 137 JIG, FIXTURE, AND DIE DESIGN
A study of the common types of drill jigs, milling fixtures, and cutting and forming dies with emphasis on the design and preparation of working drawings of the production objects.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Fundamentals of Drafting 120

DRV 160  PRINCIPLES OF BANK OPERATIONS
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and Operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective necessary for career advancement.
Credit: 3 hours — Three lecture hours per week.

DRV 161  INSTALLMENT CREDIT
In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.
Credit: 3 hours — Three lecture hours per week.

DRV 162  MONEY AND BANKING
This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge on the job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank operations, governance of fiscal policies, balance of payments and foreign exchange showing their repercussions on the banking industry in affecting yield curve and structuring of portfolios.
Credit: 3 hours — Three lecture hours per week.

DRV 163  LAW AND BANKING
An introduction to basic American law, presenting the rules of law which underlie banking topics including jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.
Credit: 3 hours — Three lecture hours per week.
DRV 164 AGRICULTURAL FINANCE
The course is designed to acquaint loan officers with the various procedures in agricultural financing and credit. The course will explore loan decisions, loan applications, budgeting and credit planning, financial and operational analysis as related to agricultural enterprises.
Credit: 3 hours — Three lecture hours per week.

DRV 165 SAVINGS AND TIME DEPOSIT BANKING
This course is designed to acquaint the student with the legal concerns, customer relations, record-keeping, and safe keeping procedures involved in savings and time deposit banking.
Credit: 3 hours — Three lecture hours per week.

DRV 169 BEE CULTURE
A study of the fundamentals of beekeeping including their history, value, hive construction, biology, foods, and marketing of honey.
Credit: 1 hour — One lecture hour per week.

ECO 211 ECONOMICS
Macro-economics: American capitalism, money, banking, economic growth, national income, and fiscal policy.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ECO 212 ECONOMICS
Micro-economics, including a study of business cycles, fiscal policies, money-banking and monetary policies, economic growth, and international economics.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Economics 211

ECO 213 AMERICAN ECONOMIC HISTORY
A study of the development of economic institutions in the United States emphasizing the changing structure and performance on the economy.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ELT 120 BASIC ELECTRICAL CONCEPTS
A study of the relationship between current voltage resistance and power for direct current and alternating current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: The student must be enrolled in or have completed Math the time of enrolling in this course.

ELT 121  ROTATING MACHINERY I
A study of DC and AC machines. Topics included are: series and parallel equivalent resistances, resistances in parallel, resistances in series and in series-parallel, safety and the power supply. Ohm's Law, circuit solution, power in DC circuits, the transmission line, the direct current motor, AC voltage and current measurement, the wattmeter, phase angle — real and apparent power, capacitive reactance, inductive reactance, watt — var, volt-ampere and power factor, vectors and phasors — series circuits.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: The student must be enrolled in or have completed Math at the time of enrolling in this course.

ELT 122  BASIC ELECTRONIC CONCEPTS I
An introduction to electronic concepts including the following topics: introduction to semiconductor diodes, rectifiers; half-wave and full-wave, filtering and voltage doublers, power supply test and checks, introduction to the transistor, transistor testing, transistor biasing, common base circuit, common emitter circuit, and common collector circuits.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electrical Concepts 120 and Rotating Machinery I (121).

ELT 123  ROTATING MACHINERY II
A continuation of Rotating Machinery I to include the following topics: the universal motor, the repulsion start-induction run motor, the single phase transformer, transformer phasing, transformer regulation, the autotransformer, transformers in parallel, distribution transformer, three phase circuits, three-phase — watts, vars and volt-amperes, three-phase power measurement, three-phase transformer connections, the wound-rotor induction motor, the squirrel cage induction motor, the synchronous motor, and the three-phase alternator.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electrical Concepts 120 and Rotating Machinery I (121).

ELT 162  AIR CONDITIONING AND REFRIGERATION I
This course is designed to introduce the student to the refrigeration and air conditioning field including thermostatic expansion valves, cap-tub refrigerant controls and to present a thorough understanding of refrigerants and their safe handling.
Credit: 3 hours — Two lecture and two lab hours per week.
ELT 163 AIR CONDITIONING AND REFRIGERATION II
This course is designed to provide the student with laboratory experiences in the proper diagnostic service procedures required in a modern refrigeration and air conditioning service.
Credit: 3 hours — Two lecture and two lab hours per week.

ELT 164 REFRIGERATION SHOP
This course is designed to provide the student with the skills necessary to operate an efficient refrigeration shop.
Credit: 3 hours — Two lecture and two lab hours per week.

ELT 165 CONTROLS AND DIAGRAMS
This course is designed to provide the student with an understanding of air conditioning and refrigeration controls, circuits, and instruments.
Credit: 3 hours — Two lecture and two lab hours per week.

ELT 221 ELECTRIC POWER TRANSMISSION
A study of electric power transmission systems to include the following topics: safety and the power supply, phase sequence, real power and reactive power, power flow and voltage regulation of a simple transmission line, phase angle and voltage drop between sender and receiver, parameters which affect real and reactive power flow, parallel lines — transformers and power-handling capacity, the alternator, and the synchronous motor.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electronic Concepts I (122) and Rotating Machinery II (123).

ELT 222 DIGITAL ELECTRONICS I
An introduction to digital electronics to include the following topics: digital logic trainer familiarization, and/or logic gates; not circuit, NAND/NOR logic gates, dual gating functions — symbolic notation and practical gate applications, number systems; binary numbers and encoders, the decoder, exclusive-OR/NOR gates; parity circuits, and memory circuits.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electronic Concepts I (122) and Rotating Machinery II (123).

ELT 223 INDUSTRIAL CIRCUITS AND CONTROLS
A study of industrial circuits and controls including the following topics: continuity tests — buzzer and lamp, two-station and three-station control, control diagrams — schematic and connection, electromagnetic contractors and relays, full-voltage control, delayed start, start-stop-jog, definite-time jogging and the magnetic brake, forward reverse control,
primary-resistor starting, autotransformer, wye-delta starting, and unbalanced starting of a 30 induction motor.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electronic Concepts I and Rotating Machinery II.

ELT 224 ELECTRONIC CONCEPTS III
A continuation of the study of electronic concepts to include the following topics: silicon controlled rectifier, SCR AC power control, UJT-SCR time delay circuit, triac and diac, triac — diac AC power control thermocouple — OP AMP temperature control, thermistor temperature control, photoconductive cells, photo-conductive cell — light control, photovoltaic cells, and photovoltaic cell.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Electronic Concepts II (122)

ELT 225 DIGITAL ELECTRONICS II
A continuation of the study of digital electronics to include the following topics: registers, parallel-to-serial and serial-to-parallel conversion, synchronous and asynchronous data transmission, shift right/left register, complementing shift register, ring counter and twisted-ring counter, binary addition, binary subtraction, and the binary adder-subtractor.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Digital Electronics I (222)

ELT 226 INDUSTRIAL CIRCUITS AND CONTROLS II
A continuation of the study of industrial circuits and controls to include the following topics: direct-current contracts and relays, direct-current time-delay relays, cam-switch control of a DC motor, DEMF starting of a DC motor, definite-time DC motor starter, plugging of a DC motor, cam-switch “hoist-lower” control of a DC motor, and magnetic “hoist-lower” control of a DC motor.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Industrial Circuits and Controls I (223)

ELT 227 RADIO COMMUNICATIONS
This is a course which could be used as a program elective for students desiring additional background in the radio communications area. Topics included are: demodulation, audio preamplifier — driver and output stages, superheterodyne second of amplifier stage, superheterodyne first of amplifier stage, superheterodyne detector and AVC stage, and FM detection principles, and automatic frequency control principles.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electronic Concepts I (120)
ELT 228  F.C.C. LICENSE PREPARATION
Intensive study on rules, regulations, and exam related theory is included in this course. F.C.C. rules and regulations related to two-way communications are also studied. The main objective of this course is to enable the student to pass the F.C.C. Second Cass exam.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Electronic Concepts II (122)

ELT 234  ELECTRONIC CONCEPTS II
A continuation of the study of electronic concepts including the following topics: junction field effect transistor. JFET voltage amplifier, JFET constant current source, metal oxide semiconductor field effect transistor, MOSFET voltage amplifier, dual gate MOSFET, Zener diode, Zener diode voltage regulation, shunt type voltage regulator, series type voltage regulator, Dc to DC converter, series feedback, shunt feedback, multistage amplifier feedback, Darlington pair, differential amplifier, and integrated circuit operational amplifier are reviewed in this course.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Electronic Concepts I (120) and Rotating Machinery II (123)

ELT 235  HOME ENTERTAINMENT SERVICE
This course is designed to acquaint the student with the servicing and maintenance of a variety of home entertainment equipment.
Credit: 4 hours — One lecture and six lab hours per week.

EMT 161  EMERGENCY MEDICAL TECHNICIAN REFRESHER
This course is basically a refresher course for qualified EMT's who must update their training every four years. Subsequently, this course involves work in essentially the material as presented in MET I.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: MET I (160)

ENG 111  ENGLISH COMPOSITION
This is a composition course with emphasis on basic writing skills and on fundamental principles of English usage. Basic sentence structure, punctuation, spelling, and vocabulary are stressed. Library usage is incorporated into the course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ENG 112  ENGLISH COMPOSITION
This is a composition course which stresses further development of writing skills and which explores a variety of compositional forms. Various themes, which are to serve as models for student themes, are examined and analyzed. A research paper is required.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: English Composition 111

ENG 124 ENGLISH
This English course is designed as a basic or fundamental course and will be used as an option to ENG 111, English for vocational students. This beginning course in English grammar and composition includes the fundamental principles of writing.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ENG 125 ENGLISH
This course is a continuation of English 124.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: English 124

ENG 141 READING IMPROVEMENT
This is a basic or fundamental course and will be used as a remedial course for some students. The course is designed to assist the student in developing his reading and study skills to the functional level of achievement necessary for college work. The course provides specific practice required to maintain these skills at a high level. Improvement will be sought in the four areas of reading: vocabulary, comprehension, study skills, and fluency.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

ENG 142 READING IMPROVEMENT
This course is a continuation of Reading Improvement 141.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: Reading Improvement 141

ENG 156 CREATIVE WRITING
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 progress. Areas of concentration will be poetry, short story, non-fiction articles, and juvenile.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ENG 221 TECHNICAL WRITING
This course is a study of the organization and writing of technical materials, with emphasis on description, process, abstract, technical reports and manuals.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None
ERT 160  EMERGENCY RESCUE TECHNICIAN
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: Experience within the allied health field with rescue, fire suppression or emergency medical health care technician or satisfactory completion of MET 160.

FA 150  ACRYLIC PAINTING
This course is designed to explore the many uses and advantages of using acrylic paint as a painting medium. The use of acrylic paints will provide students with a completed painting in a matter of hours as opposed to days when using oil paint.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 151  CANDLEMAKING
This course is designed to instruct the beginning student in the craft of making candles.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 152  GLASS STAINING
This is a basic course for the beginner in glass staining. The course will cover in detail all glass staining related factors from the initial involvement to how to price your work.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 153  BEGINNING CHINA PAINTING
This course is a beginning in the knowledge of china painting. Emphasis shall be placed on the selection of materials, proper care of the materials, correct use of the materials, a basic knowledge of art, and how to fire the kiln.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 154  WATERCOLOR
This course is designed for those students who have had little or no previous experience in elementary watercolor painting. Still life painting will include drawing, composition, and color.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None
FA 155    OIL PAINTING
Basic introduction to oil painting techniques. Students who have had little or no experience are encouraged to enroll in Watercolor before entering Oil Painting.
Credit: 2 hours — One lecture and two lab hours per week.

FA 156    CERAMICS
A beginning course for those who want to learn to decorate and work with various types of ceramics. In this course you will learn how to pour and clean ceramics as well as glazing.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 159    ANTIQUING
This course is designed for the beginner. Course instruction shall include how to condition raw wood, repair wooden surfaces, sandpaper surfaces and fill minor cracks with a minimum of effort. The course will also place significant emphasis on how to successfully market antiques.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 253    INTERMEDIATE CHINA PAINTING
This course is a continuation of Beginning China Painting 153. Considerable emphasis shall be placed upon making the student more aware of and greater appreciation for the world around him/her. Basic sketching will be reviewed at this time. A deeper study of color harmony and how china paint differs from other forms of color will be presented to the student.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: FA 153

FA 254    ADVANCED CHINA PAINTING
This course is a continuation of Intermediate China Painting 253. Greater emphasis shall be placed upon experimentation of various mediums. Firing at different temperatures for different effects, drawing, color and color combinations. Marketing and promotion of the finished products will be incorporated into the course.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: FA 253

FA 255    FLORAL DESIGN
This course is designed to teach students the basic principles of design and arrangement with flowers. Various arrangements such as holidays and special occasions will be taught to each student.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FA 257  INTERMEDIATE CERAMICS
This course is a continuation of the Ceramics 156. Greater emphasis shall be placed upon selection and use of appropriate materials.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Ceramics 156

FA 258  ADVANCED CERAMICS
This course is a continuation of Intermediate Ceramics 257. Considerable emphasis shall be placed upon proper use of materials, selection of materials, purchasing materials and storage of unfinished and finished products, how and when to fire the kiln.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Intermediate Ceramics 257

FF 151  FISH FARMING
This course is designed to familiarize students with the basic practices of raising fish in ponds, cages, raceways, and/or tanks. Emphasis shall be given to producing fish for profit either as a small venture or a large scale vocation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FF 152  FISH FARMING II
This course is a continuation of the Fish Farming I (151). Advanced practices and procedures will be covered in this course. Greater emphasis will be placed on the establishment of a business and marketing factors.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: FF 151

FM 160  FINANCIAL MANAGEMENT FOR SMALL MUNICIPALITIES
This course is designed to acquaint the student with the basic functions and requirements of efficient and effective financial management for small municipalities. Such topics as budget, auditing, reporting, purchasing, bookkeeping techniques, fund accounting, grant writing and grant sources will be covered.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

FOS 116  NUTRITION
The objectives of this course are to: review the basic chemical and physiological concepts of nutrition, study the various nutrients and learn how they apply to health, acquaint the student with special diet
required due to medical conditions, and to enable the student to translate nutritional knowledge into quantity food selection and buying. A unit on menu writing is included to give the student an insight into food production and the operation of food service establishment.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

FOS 120 INTRODUCTION TO FOOD SERVICES
This is an introductory course in food services designed to give the student a view of the total food service program with emphasis on knowledge of: various food service establishments, diversified cooking methods, proper food storage, commodities, kitchen tools, food identification, culinary skills, French influence, and culinary terms.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FOS 121 FOOD SERVICE SANITATION
This course is a study of the principles involved in maintaining sanitary standards to protect the consumer from foodborne 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: None

FOS 122 INTRODUCTION TO FOOD PREPARATION
Principles of food preparation are discussed and practiced with emphasis on appetizers, eggs, salads and salad dressings, herbs and spices, cheeses, soups and stocks, vegetables, and potatoes are presented in this course.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FOS 128 MEAT CUTTING AND PROCESSING
This is a course dealing with the principles pertaining to cutting and processing beef, pork, lamb, and fish. Institutional bulk cut and prime table cuts suitable for locker plant retail shop training are emphasized.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FOS 129 INTRODUCTION TO BAKING
This course is designed to include baking principles in preparing quick-breads, cookies, roll doughs and sweet doughs.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None
FOS 130  FOOD PLANT EQUIPMENT
A course designed to develop the skills necessary to safely and efficiently operate both portable and stationary food preparation equipment, which includes: verticle cutters, food slicers, food mixers, deep fat fryers, grills, ovens, vegetable mills, scales, steam kettles, food grinders, and automatic steamers.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

FOS 131  FISH, EGGS, AND POULTRY COOKERY
A course designed to increase the student's knowledge and skill when selecting, storing, preparing, and serving fish, eggs, and poultry. A variety of recipes are used to practice the principles of preparing these high protein foods.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FOS 133  COOKING TECHNOLOGY
Principles of food preparation are discussed and practiced with emphasis on beef, veal, pork, lamb, poultry, and fish in this course. The laboratory introduces the student to the actual preparation of both quantity and small portions, including decorative cooking.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: FOS 122

FOS 134  BAKING
This course is designed to include baking principles in preparing pie doughs and fillings, cakes and icings, puddings, ice cream, and specialty desserts.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: FOS 129

FOS 135  FOOD SERVICE MANAGEMENT
The role and responsibilities of the food service manager are studied in this course. Included in this course is personnel supervision (hiring, training, and productivity); budgeting, purchasing, and inventory; food and beverage laws and regulations; facilities planning and equipment layout, selection, and maintenance; and basic menu planning, advertising, and promotion.
Credit: 3 hours — Three lecture hours per week.

FOS 136  DIETETIC ASSISTANT PRINCIPLES
Principles and practices of diet therapy are presented in this course. The role of the dietitian, therapeutic diets, menu development for treatment of disease, dietary food service equipment, dietary cost control
and budgeting, and techniques of maintenance, sanitation, and safety of health care food service facilities will be reviewed in this course. Credit: 6 hours — Six lecture hours per week.

FOS 137 FOOD SERVICE MANAGEMENT
This course is designed to provide the supervisor with the knowledge and methods necessary to teach sanitation to food service employees. The course also fulfills the requirements for mandatory training and certification required by the Illinois Department of Public Health. Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

FOS 198 DIETETIC ASSISTANT INTERNSHIP
This course is designed to provide the student with practical work experience in a food service facility under the supervision of a registered dietician. Credit: 2 hours — Twelve lab hours per week.

FOS 199 FOOD SERVICES INTERNSHIP
The student will work part-time for one semester as an intern in a food service facility under the supervision of the staff of the Food Service Division. Class lecture will include job seeking skills in resume’ writing, letters of application, completing application forms, job interviews, and using placement services. Credit: 5 hours — One lecture and twenty lab hours per week.

Prerequisite: Completion of 18 hours and currently enrolled in 17 hours in the Food Service Program.

FRN 111 FRENCH
An introductory course designed to present the fundamentals of French grammar, vocabulary, and culture. There is constant use of the language in the classroom, with graduated reading and writing. Credit: 4 hours — Three lecture and two lab hours per week.

Prerequisite: None

FRN 112 FRENCH
A continuation of French 111 with increased stress on conversation. Aspects of grammar of greater complexity are presented with readings and reports based on French culture and civilization are reviewed in this course. Credit: 4 hours — Three lecture and two lab hours per week.

Prerequisite: French 111

FRN 211 FRENCH
Continued practice in speaking and reading French following review of basic principles is stressed in this course. Occasional oral reports in French graded to students’ conversational level are required in this course.
COURSE DESCRIPTIONS

Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: French 112

FRN 212 FRENCH
This is a continuation of French 211.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: French 211

FS 120 ORIENTATION TO FIRE FIGHTING
The purpose of this course is to introduce the recruit fire fighter to the fire science program. The course will include topics as follows: orientation, fire behavior, extinguishers and extinguishing agents, communications, fire prevention and inspection, apparatus familiarization and physical fitness.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FS 121 FIRE FIGHTING EQUIPMENT AND METHODS
This course is designed to provide the students with basic knowledge of fire fighting equipment and procedures for using equipment. The course will include instruction related to the small tools and equipment, ground ladders, ropes and knots, forcible entry, rescue, and physical fitness.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FS 122 FIRE FIGHTING OPERATIONS
This course will provide the student with training in the operation of a fire fighting unit. Fire suppression, hoses, fire streams and water supplies will also be included.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

FS 123 FIRE FIGHTING SAFETY
The purpose of this course is to provide the recruit with basic knowledge of such fire fighting safety topics as breathing, equipment, ventilation, first aid, personal safety and hazards, salvage and overhaul, arson evidence, installed fire protection and fire systems and physical fitness.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

GED 184, 185, 186, 187 BASIC COMMUNICATION
Review of basic English and communication skills in preparation for the GED test.
Credit: 1 hour — One lecture hour per week.
GED 188, 189, 280, 281 BASIC MATHEMATICS
Review of basic concepts of arithmetic, some attention to algebraic and geometric concepts in preparation for the GED test.
Credit: 1 hour — One lecture hour per week.

GED 282, 283, 284, 285 BASIC SOCIAL SCIENCE
Review of basic Social Sciences including Civics, Economics, and History in preparation for the GED test.
Credit: 1 hour — One lecture hour per week.

GED 286, 287, 288, 289 BASIC SCIENCE
Review of basic concepts of science, with consideration of general principles of biology, chemistry, and physics in preparation for the GED test.
Credit: 1 hour — One lecture hour per week.

GEN 151 GENEALOGY
A basic course which is designed to expose students to procedures and materials used in genealogy. Students will learn specific information on how to begin a search and how to keep records on the findings.
Credit: 2 hours — Two lecture and one lab hours per week.

GEO 213 GEOLOGY
Fundamentals of physical geology with emphasis on geologic principles and processes.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

GEO 214 HISTORICAL GEOLOGY
This course is a continuation of Geology 213.
Credit: 3 hours — Three lecture and two lab hours per week.
Prerequisite: Geology 213

GER 111 GERMAN
A beginning course which stresses the conversational approach to the German language. Essential grammar is studied and composition is introduced in this course.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

GER 112 GERMAN
This course is a continuation of German 111.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: German 111
GER 211  GERMAN
A review of grammar combined with the reading of selected works of contemporary German authors is conducted in this course. Oral expression as well as composition is stressed.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: German 112

GER 212  GERMAN
This course is a continuation of German 211.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: German 211

GOV 117  INTRODUCTION TO AMERICAN GOVERNMENT
A survey of political institutions to include forms and functions of the three levels of government: national, state, and local. Throughout the course, emphasis will be placed on the right and responsibility of citizenship in the democratic process. This course meets the requirements relative to the constitutions of the State of Illinois and the United States as required by Senate Bill 95.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

GOV 118  COMPARATIVE GOVERNMENT
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: None

GR 150  GRANTSMANSHIP
This is a course designed for the inexperienced person who has an interest in developing the necessary grantsman’s skills and determining the essential tools for grants procurement.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

GRY 214  INTRODUCTION TO PHYSICAL GEOGRAPHY
A study of the primary regions of the world which includes such physical factors as topography, climate and vegetation within each region.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HEA 160  HEATING
This course is designed to introduce students to the various forms of heating such as natural and L.P. gas, oil, and electric. The course will also consider heat pumps, humidifying, dehumidifying, air circulation and damper controls.
Credit: 3 hours — Two lecture and two lab hours per week.
HEC 150  MONEY MANAGEMENT AND FAMILY FINANCES
This course is designed to acquaint the student with the various methods of money management involving short-term and long-term credit, installment buying and the use of credit cards. In addition, the short-term and long-term investment of money will be discussed.
Credit: 1 hour — One lecture hour per week.

HEC 151  CONSUMER CREDIT BUYING
This course will introduce the student to the various types of changes which may be made through the credit system as it exists in today's market place.
Credit: 1 hour — One lecture hour per week.

HEC 152  CONSUMER SELECTION OF GOOD AND SERVICES
This course will acquaint the student with selection of goods and services available and present a sequential method for selecting the most appropriate produce and/or service for a particular situation.
Credit: 1 hour — One lecture hour per week.

HEC 153  INSURANCE AND TAXES
This course will acquaint the student with the various types of insurance and taxes which exist today. Analysis of various property, liability, and health insurance policies will be made; as well as discussion of the tax loss on the local, state, and federal levels.
Credit: 2 hours — Two lecture hours per week.

HEC 154  HOME ENERGY CONSERVATION
This course is designed to acquaint the homeowner with various energy conservation procedures and how they may effect his utility consumption.
Credit: 1 hour — One lecture hour per week.

HED 151  HEALTH PROMOTION I
This course is designed to assist students in developing a healthy concept. Self responsibility, stress management, proper nutrition, physical fitness, communication, and self-help will be the core factors for this course.
Credit: 3 hours — Two lecture and one lab hour per week.

HED 152  HEALTH PROMOTION II
This course will function as a continuation of the Health Promotion I course. The basic core objectives of Health Promotion will be further emphasized with the students.
Credit: 3 hours — Two lecture and one lab hours per week.
Prerequisite: Hed 151
HIS 116  WESTERN CIVILIZATION
A survey of social, economic, political, and cultural development of the Western world from earliest times to 1715 will be presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HIS 117  WESTERN CIVILIZATION
A continuation of Western Civilization 116 emphasizing social, economic, political, and cultural development of the Western world, from 1715 to the present are presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HIS 118  HISTORY OF ILLINOIS
History of Illinois is a survey course emphasizing economic, political and cultural developments in Illinois from 700 A.D. to 1865.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HIS 119  HISTORY OF ILLINOIS
History of Illinois 119 is a continuation of Illinois History 118. This is a survey course emphasizing economic, political and cultural developments from 1865 to the present.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HIS 214  HISTORY OF THE UNITED STATES
A study of the major political, social, and economic developments of the U.S. to 1865 is presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HIS 215  HISTORY OF THE UNITED STATES
A continuation of History 214, emphasizing the political, social, and economic developments from 1865 to the present is presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

HLT 111  HEALTH
An introduction to personal health and hygiene is presented in this course. Problems of smoking, alcohol, and drug usage are discussed.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None
HLT 155  FIRST AID
This course is designed to acquaint the student with basic first aid. Lectures, demonstrations and practice in laboratory situations will be used as methods of instruction. Credit: 1 hour — One lecture hour per week. Prerequisite: None

HME 150  BEGINNING SEWING
Basic dressmaking techniques of clothing construction will be presented in this course. The Bishop method with variations is presented, and these principles are used to construct an attractive well fitted garment by each class member. This is a course for the beginner who knows how to use the sewing machine, but wants to learn construction techniques that will produce quality looking garments. Credit: 2 hours — One lecture and two lab hours per week. Prerequisite: None

HME 151  ADVANCED SEWING
This course will be a continuation of Clothing Construction I. The student will learn to solve figure problems and to construct a basic dress from which all later measurements can be taken to make properly fitted clothing. Upon completion of the basic dress the student will make a garment using the dress making points. Credit: 2 hours — One lecture and two lab hours per week. Prerequisite: None

HME 152  PATTERN FITTING
This course consists of basic tissue pattern, developing an understanding of grain line of fabric and its interpretation into the pattern by draping and drafting fabric. The course will place emphasis upon solving pattern problems by manipulation of miniature patterns and refining the patterns. Credit: 2 hours — One lecture and two lab hours per week.

HME 153  BEGINNING TAILORING
A basic course which is designed to provide the student with the essential elements of making men and women’s clothing. The course is based upon the following three primary concepts: (1) Building a permanent shape into a garment, (2) Specific emphasis placed upon grading of seams, clipping, notching, and layering of fabrics and (3) Basic pressing techniques, pounding, fusing, understitching by hand or machine and top stitching. Credit: 2 hours — One lecture and two lab hours per week. Prerequisite: Beginning and advanced sewing
HME 154 ADVANCED TAILORING  
This course is designed as a follow-up to Beginning Tailoring. Emphasis will be placed upon applying the basic techniques of the previous course through the use of more individual creativity.  
Credit: 2 hours — One lecture and two lab hours per week.  
Prerequisite: Beginning Tailoring (153)

HOM 150 HOME MAINTENANCE  
This course is designed to acquaint the student with the fundamentals required in maintaining a modern home. Emphasis will be placed on maintenance of plumbing and heating systems as well as the interior and exterior portions of the home.  
Credit: 3 hours — Three lecture hours per week.

HOM 152 FURNITURE UPHOLSTERING  
You can make your old furniture more beautiful and usable. Instruction, demonstration and individual help in repairing your furniture, tying springs, cording, upholstering, and covering. Limited storage space is available.  
Credit: 2 hours — One lecture and two lab hours per week.

HOM 153 FURNITURE REFINISHING  
The stripping and refinishing of old pieces of furniture. You will be able to share ideas with one another plus receive assistance from the instructor. Hand chair caning will also be offered during this class for those wishing to learn the art. Limited storage space is available.  
Credit: 2 hours — One lecture and two lab hours per week.

HOM 154 HOME DESIGN  
This course is designed for the purpose of viewing home design from the various perspective which essentially determines how and why houses are constructed in a variety of forms.  
Credit: 2 hours — One lecture and two lab hours per week.  
Prerequisite: None

HOM 155 INTERMEDIATE FURNITURE REFINISHING  
This course is a continuation of the first refinishing course. This course is designed for the student interested in learning about the advanced techniques in refinishing.  
Credit: 2 hours — Two lecture and one lab hours per week.  
Prerequisite: Furniture Refinishing 153

HOM 156 INTERIOR DECORATION  
Fundamentals of interior decoration, harmony of color and fabric, helpful hints on decoration on a low budget.  
Credit: 2 hours — One lecture and two lab hours per week.  
Prerequisite: None
HOM 157  CREATIVE STITCHERY
The fundamental techniques of knitting, crocheting, crewel embroidery and needlepoint are included in this course.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

HOM 158  QUILTMaking
This course is designed to cover the fundamentals of quilting techniques to produce marketable, creative articles.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

HOM 159  INTERMEDIATE CREATIVE STITCHERY
This course is a continuation of the first creative stitchery. The course will add the dimensions of marketing and how to wisely choose materials.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Creative Stitchery 157

HOM 252  INTERMEDIATE FURNITURE UPHOLSTERY
This course is a continuation of Furniture Upholstery 152. Due to the extensive amount of material and work to be covered in the first course, it is recommended that all students continue with the second course to adequately learn all of the techniques for upholstering furniture.
Credit: 2 hours — Two lecture and two lab hours per week.
Prerequisite: Furniture Upholstery 152

HOM 253  ADVANCED FURNITURE UPHOLSTERY
This course is a continuation of the first two courses. Due to the extensive amount of material and work to be covered in the first two courses, it is recommended that all students continue with the third course to adequately learn all of the techniques and finalize their work. Additional information concerning how to set up an upholstery business will be provided in this course.
Credit: 2 hours — Two lecture and one lab hours per week.
Prerequisite: Intermediate Furniture Upholstery 252

HOM 256  ADVANCED INTERIOR DECORATING
This course is a continuation of beginning Interior Decoration 156. Specific emphasis will be placed upon saving while improving the home surroundings in a very inexpensive manner.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Interior Decoration 156

HOM 259  ADVANCED CREATIVE STITCHERY
This course is a continuation of the first two courses in creative stitchery. Greater emphasis will be placed upon intricate designs. A selling display will be held at the end of this course.
COURSE DESCRIPTIONS

Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Intermediate Creative Stitchery 159

HOS 161  DEATH AND GRIEF I
This course is designed to provide the student with an understanding of death and human interactions involved in this process.
Credit: 2 hours — Two lecture hours.

ICT 150  PERSONAL INCOME TAX
This course is designed to assist students in preparing and filing their personal income tax.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

ICT 152  SMALL BUSINESS TAX
This course is specifically designed to assist those persons involved in small business income tax preparation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

ICT 153  FARM TAX
The course is specifically designed to assist farmers in income tax preparation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

ICT 154  BUSINESS TAX AND FINANCIAL PLANNING
This course is designed to familiarize students with the benefits of financial planning in today’s business world.
Credit: 3 hours — Two lecture and two lab hours per week.

INS 120  PERSONAL INSURANCE
This course is designed for insurance field representatives who wish to improve their skills in selling personal insurance. Emphasis will be placed upon developing skills in selling, as well as the development of professional attitudes and management techniques.
Credit: 3 hours — Three lecture hours per week.

INS 121  DISABILITY INCOME INSURANCE
This course is designed to familiarize the beginning insurance agent with the following topics related to disability insurance: market opportunities, extra sales, professional prestige and skills, interview psychology, business coverages, using objections, and cases and action.
Credit: 3 hours — Three lecture hours per week.
INS 122  BUSINESS INSURANCE
This course is designed to familiarize the beginning agent with the business insurance market, business ownership, death and money problems related to business, taxes and tax related sales, key executive insurance, business continuation insurance, disposition of property, and business insurance sales tracks.
Credit: 3 hours — Three lecture hours per week.

INS 123  ADVANCED INSURANCE SALES
This course is designed to familiarize the student with various aspects of estate planning, business insurance, employee benefit plans, the agent as a business owner, and transfer of business capital.
Credit: 3 hours — Three lecture hours per week.

INS 299  INDEPENDENT STUDY
This course is designed to provide academic credit in various fields for independent study. This study must be pre-approved by the appropriate dean and shall be monitored closely by a faculty member.
Credit: 1 hour — One lecture hour per week.
This course is repeatable to a maximum of four semester hours of credit.

INV 151  INTRODUCTION TO INVESTMENTS
This course is designed to provide the student with a basic understanding of the New York Stock Exchange and others, bond market, securities, CD’s and how to read financial articles and news. The student will be assisted in learning how to wisely make financial investments.
Credit: 3 hours — Two lecture and two lab hours per week.

INV 152  FINANCIAL INVESTMENTS
This course is designed as a continuation of the introductory course. The objective of this course is to assist the student in financial analysis from a technical and fundamental perspective. The student will also be assisted in developing a personal financial plan.
Credit: 3 hours — Two lecture and two lab hours per week.

JOU 115  JOURNALISM
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: None

JOU 116  JOURNALISM
This class is a continuation of Journalism 115. More emphasis is placed upon interviewing techniques and writing stories after conducting interviews. Public relations and publicity writing is 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: None

JOU 211    NEWS WRITING  
In this course emphasis is placed upon writing and reporting for the print media. Students are given specific assignments in which they will conduct interviews, and write news stories from the assigned area. Typing is required for all work.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Journalism 115 and/or 116

JOU 212    INTRODUCTION TO FEATURE WRITING  
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: Journalism 115 and/or 116, Journalism 211

LIT 211    INTRODUCTION TO POETRY  
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: None

LIT 212    MODERN FICTION  
Representative novels and short stories are examined and studied in terms of style, structure, and contribution to modern civilization in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

LIT 213    INTRODUCTION TO DRAMA  
A study of representative plays with emphasis on dramatic literary form and dialogue are presented. Students may also gain experience in creating dramatic dialogue in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

LIT 214    ENGLISH LITERATURE  
A survey of English Literature from its early beginnings through James Boswell are reviewed in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None
LIT 215    ENGLISH LITERATURE
Eighteenth century poets through the writers of the present are reviewed in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

LIT 216    AMERICAN LITERATURE
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: None

LIT 217    AMERICAN LITERATURE
This course is a continuation of Literature 216 from the Civil War to the present.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

LIT 218    WORLD LITERATURE
A comprehensive survey of representative masterpieces of world literature of the Middle Ages and Renaissance is presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

MAC 120    MILLING MACHINE OPERATIONS II
This is a lecture, laboratory course designed to prepare the student for entry level employment as a milling machine operator in a production or job machine shop. After completion of milling machine I, the student will develop skill in the safe operation of the universal horizontal column, and ram type of vertical milling machine including the use of all available attachments, fixtures, and special purpose tooling.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Milling Machines Operation I

MAC 121    DRILL PRESS OPERATOR
This course is designed to prepare a person for employment as a drill press operator in a production or job shop. The student is expected to develop skill proficiency in proper tool selection, feeds and speeds, in machining various types of materials, nomenclature of the drill press, drill grinding, setup and safe operation of the drill press.
Credit: 3 hours — One lecture and four lab hours per week.
MAC 122  MACHINE SHOP
This course is designed to give students experience in work layout and tool selection and will develop proficiency in the setup and operation of the drill press, power saw, milling machine, surface grinder and engine lathe.
Credit: 3 hours — One lecture and four lab hours per week.

MAC 123  METALLURGY AND HEAT TREATMENT
This is a lecture-lab course on the fundamental characteristics and properties of industrial metals including machinability, bonding, and heat treatment. This course surveys the classification of modern industrial metals worked in modern machine shops. The course points out the property differences between nonferrous metals, ferrous metals, high temperature metals, rare metals, and how property differences affect machinability, malleability, brittleness, elasticity and hardness. In addition, the course surveys heat treating techniques involving controlled heating and cooling industrial metals. Through this lecture-lab course the student will understand the limitation of the material involved in machine shop work.
Credit: 3 hours — Two lecture and two lab hours per week.

MAC 126  MACHINE TOOL FUNDAMENTALS
In this course the trainee studies measuring instruments, gauges, and the theory of metal cutting. This course includes machine shop experience on use and care of hand tools, taps and tapping methods, allowances and tolerances for standard fits and thread fits, the drill press, power saw, band saw, engine lathe, milling machines, turret lathe, grinders, cutting fluids, and surface finish.
Credit: 3 hours — Two lecture and two lab hours per week.

MAC 127  LATHE OPERATIONS I
This is a lecture, laboratory course designed to acquaint the student with the safe operation of the engine lathe. The student should develop proficiency in learning the major parts of the lathe, proper setup, basic tool grinding, facing, center drilling, straight turning between centers, and threading. He/she should develop skill proficiency in determining feeds, speeds and proper tool selection in machining various types of materials.
Credit: 3 hours — One lecture and four lab hours per week.

MAC 128  LATHE OPERATION II
This course will prepare a person for employment as a lathe operator in a production or job shop. After completion of Lathe Operations I, the student will develop proficiency in the safe operation of the engine lathe, turret lathe and trach lathe. Such operations as drilling, reaming,
threading and the use of the attachments, fixtures and special purpose
tooling will be emphasized.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Lathe Operations I (127)

MAC 129  MILLING MACHINE OPERATIONS I
This is a lecture, laboratory course designed to acquaint the student
with the major parts of the milling machine and its accessories. The
student will be expected to develop skill proficiency in the safe oper-
ations and setup, learn to calculate proper feeds and speeds for ma-
ching various types of materials.
Credit: 3 hours — Two lecture and two lab hours per week.

MAT 111  FOUNDATIONS OF MATH
The course is designed for the elementary teaching curricula. Emphasis
is on mathematics as a subject viewed as a whole. The most recent
mathematical concepts, techniques, and terminology associated with
elementary mathematics are introduced and analyzed.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

MAT 114  INTERMEDIATE ALGEBRA
Basic set theory, fundamental algebraic operations, linear equations,
worded problems, factoring, fractions, exponents, logarithms, radicals,
complex numbers, quadratic equations, inequalities functions and
graphs, systems of equations and special functions are explained in this
course.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: Introduction to Algebra 141 or high school algebra

MAT 115  COLLEGE ALGEBRA AND TRIGONOMETRY
Sets, notation and operation, the algebra of numbers as a logical system,
inqualities, absolute value, coordinate systems, functions and graphs,
the circular functions, trig identities, applicatons of trigonometry, po-
lynomial equations, determinants, binomial theorem, mathematical in-
duction, complex numbers, inverse functions, arithmetic and geometric
progressions, exponents and logarithms are explained in this course.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: Intermediate Algebra 114 or satisfactory math background
in high school.

MAT 117  ANALYTIC GEOMETRY AND CALCULUS
This course is an introduction to analytic geometry, slope, straight line,
the conic sections, functions, limits, continuity, fundamental differen-
tiation, differentiation formulas, and applications of Rolle's theorem
and Mean Value theorem. Applications of differentiation, analysis of
equations and graphing, indefinite and definite integrals are covered in
this course.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: College Algebra & Trigonometry 115 or satisfactory math
background in high school and consent of instructor.

MAT 119  FINITE MATHEMATICS
This course sets concepts and operations, combinations, permutations,
elementary probability theory, systems of linear equations, finite Mar-
kov chains, introduction to linear programming.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Intermediate Algebra 114 or two years of high school
algebra.

MAT 121  TECHNICAL MATHEMATICS
An introduction to the basic concepts of mathematics as applied to the
concepts of technology is presented. Included will be such topics as
basic algebraic operations, functions and graphs, the meaning of an
equation, linear equations, exponents and radicals, and quadratic
equations.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: None

MAT 122  TECHNICAL MATHEMATICS
Further development of mathematical concepts in which the student is
introduced to trigonometry, logarithms, systems of equations, inequal-
ities, ratio and proportion is presented.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Technical Mathematics 121

MAT 123  ADVANCED TECHNICAL MATH
This course will provide practical vocational and technical applications
of mathematical concepts. Concepts will be followed by applied ex-
amples and problems which have been drawn from diverse occupa-
tional fields. The student will be taught fundamentals of general math-
ematics, algebra, plane geometry, measurement, and computed
measure of polygons, circles, cylinders, cones, spheres, and weights.
Credit: 3 hours — Three lecture hours per week.

MAT 141  INTRODUCTION TO ALGEBRA
A course in 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 de-
signed 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: None

MAT 149 BASIC MATHEMATICS
A review of fractions, simple equations, measurements and formulas for solving practical problems.
Credit: 3 hours — Three lecture hours per week.

MAT 150 MATHEMATICS (METRIC)
This course consists of the basic elements of the metric system; it is primarily designed for the purpose of assisting the general public in the conversion process which will occur in the United States.
Credit: 1 hour — 2 lab hours per week.

MAT 210 GENERAL ELEMENTARY STATISTICS
This course is an introduction to the theory of statistics. Common statistical measures, probability, the binomial distribution, the normal distribution, one-sample and two-sample hypothesis testing, confidence intervals, correlation, and prediction, analysis of variance are covered in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: College Algebra & Trigonometry 115 or Finite Math 139

MAT 211 ANALYTIC GEOMETRY AND CALCULUS
Analytic geometry extended, application of definite integrals, transcendental functions, techniques of integration, indeterminate forms and improper integrals, approximation techniques, infinite series are reviewed in this course.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: Analytic Geometry & Calculus 117

MAT 212 ANALYTIC GEOMETRY & CALCULUS
This course provides an introduction to conics and application of conics, polar coordinates, parametric equations and vectors, multiple integrals, partial differentiation, vector calculus, differential equations, three dimension space and linear algebra.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: Analytic Geometry & Calculus 211

MET 160 MEDICAL EMERGENCY TECHNOLOGY
The material covered in this course is designed to comply with the requirements of the Illinois Department of Transportation's eighty-one (81) hour Emergency Medical Technician I 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 — Eight lecture and two lab hours per week.

MPD 150  MASTER PASTRY DESIGNING
This is an introductory course to the art of pastry design which provides individualized instruction for beginners. The course provides instruction in everything from how to bake and prepare the pastries and how to design beautiful all occasion pastries.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

MUS 111  COLLEGE CHOIR
Membership in the college choir is open to all students. Members rehearse and perform music of all styles from renaissance to rock and develop basic singing techniques.
Credit: 1 hour — Two lab hours per week.
This class is repeatable to a maximum of three times.
Prerequisite: None

MUS 112  FUNDAMENTALS OF MUSIC
This course is a study of how sounds are combined to produce music through the actual processes of composing and performing. Basic music reading, notation, scales, and chords are studied and applied. Suitable for pre-teachers and non-music majors.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

MUS 113  HARMONY, EAR TRAINING AND SIGHT SINGING I
Study of traditional diatonic materials and standard notational practice; intervals, scales, chords, chord roots, theory of chord inversion. Includes lab in sight singing, ear training, dictation and keyboard skills.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Music 112 or demonstrate proficiency of Music 112

MUS 114  HARMONY, EAR TRAINING AND SIGHT SINGING II
Beginning study of four part writing, theory of chord succession, structure of harmonic cadence, key systems, modal structures, seventh chords. Harmonic analysis of simple scores. Continuation of common diatonic materials in keyboard, ear training, and sight singing skills.
Standard chord progressions at the keyboard.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Music 113

MUS 115  MUSIC APPRECIATION
A course designed to assist the student in becoming a more sensitive listener. Aural perception of musical sound events, relationships and structures are emphasized.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: None

MUS 116   APPLIED CLASS
Class instruction in applied study of voice, piano, or guitar.
Credit: 1 hour — Two lab hours per week.
This class is repeatable a maximum of three times.
Prerequisite: None

MUS 117   PRIVATE STUDY
Private applied instruction in voice, piano, or guitar.
Credit: 1 hour — Two lab hours per week.
This class is repeatable a maximum of three times.
Prerequisite: Enrollment in music major program and consent of instructor

MUS 118   SURVEY OF MUSIC LITERATURE
This course reviews musical forms and styles as analyzed through listening to examples from leading composers of each historical period.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Music 112 or consent of instructor

MUS 119A   CHAMBER SINGERS
This course is designed to give experience with music written for the small ensemble, from Madrigals to pop. Members are required to participate in College Choir. Chamber Singers give public performances.
Credit: 1 hour — Two lab hours per week.
This class is repeatable to a maximum of three times.
Prerequisite: Membership concurrently in College Choir

MUS 213   HARMONY, EAR TRAINING AND SIGHT SINGING III
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 is emphasized.
Credit: 4 hours — Four lecture hours per week.
Prerequisite:

MUS 214   HARMONY, EAR TRAINING AND SIGHT SINGING IV
Original composition utilizing skills and knowledge of Music 213. Students are introduced to Twentieth Century materials.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Music 213
MUS 219  CHAMBER SINGERS  
This course is designed for a select group of students. It offers a wide range of small ensemble experiences ranging from madrigals to pop literature. Special concentration is made in the areas of rehearsing for and participating in public performance.  
Credit: 1 hour — Two lab hours per week.  
Prerequisite: Membership concurrently in College Choir

OHT 121  INTRODUCTION TO HORTICULTURE  
This course presents a comprehensive study of the plants utilized in horticultural practices. Presentation of the techniques and procedures utilized to propagate, produce, and maintain these plants.  
Credit: 5 hours — Three lecture and four lab hours per week.

OHT 122  INTRODUCTION TO GREENHOUSE OPERATION  
An introduction to the basic types of greenhouses and their utility and adaptation for the culture and propagation of plants is presented. The general techniques for culturing and propagating plants in the greenhouse will also be presented.  
Credit: 3 hours — Two lecture and two lab hours per week.

OHT 123  LANDSCAPE DESIGN  
A study of the theory and concepts of landscape design applied to private and public areas is presented. In the laboratory, preliminary sketches and final plans of a landscape layout will be prepared.  
Credit: 3 hours — Two lecture and two lab hours per week.

OHT 125  TURFGRASS CULTURE  
This is a study of the prominent lawn and special purpose grasses, including methods of identification, propagation, and maintenance. Also an introduction to the common weeds which infect turf and the utilization of herbicides.  
Credit: 4 hours — Two lecture and four lab hours per week.

OHT 127  NURSERY OPERATIONS  
This course is an introduction to the techniques and procedures utilized in the commercial production of annuals, herbaceous perennials, deciduous shrubs and trees, and conifers. Nursery practices of propagation and maintenance will be emphasized.  
Credit: 4 hours — Two lecture and four lab hours per week.

OHT 128  INSECT PEST AND PLANT DISEASE  
Study of the insect pests and plant diseases of ornamental plants. Introduction to the safe and regulated utilization of insecticides and fungicides.  
Credit: 3 hours — Two lecture and two lab hours per week.
OHT 130  GREENHOUSE MANAGEMENT
A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed.
Credit: 3 hours — Two lecture and two lab hours per week.

OHT 131  HORTICULTURE BUSINESS MANAGEMENT
This course utilizes and extends information and horticultural techniques for the proper management of a commercial operation.
Credit: 3 hours — Two lecture and two lab hours per week.

OHT 191  HORTICULTURE-NURSERY INTERNSHIP
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 receive a minimum of 300 contact hours at a worksite during the semester. This equates to each student spending 20 hours per week at their respective worksite.
Credit: 5 hours — One lecture and twenty lab hours per week.

OHT 192  HORTICULTURE TECHNOLOGY INTERNSHIP
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 receive a minimum of 300 contact hours at a worksite during the semester. This equates to each student spending 20 hours per week at their respective worksite.
Credit: 5 hours — One lecture and twenty lab hours per week.

OHT 193  TURFGRASS MANAGEMENT INTERNSHIP
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 receive a minimum of 300 contact hours at a worksite during the semester. This equates to each student spending 20 hours per week at their respective worksite.
Credit: 5 hours — One lecture and twenty lab hours per week.

OHT 199  HORTICULTURE INTERNSHIP
A course designed to place the student in a practical work situation which is closely related to the area of emphasis of the student’s program.
Credit: 5 hours — One lecture and twenty lab hours per week.

PD 151  INTRODUCTION TO EMOTIONAL SELF-HELP
This course is designed to assist students in developing the ability to understand rational counseling and how this concept can be applied in their daily activities.
COURSE DESCRIPTIONS

Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

PE 110       PHYSICAL EDUCATION
A basic co-educational program in physical education which emph-
sizes essentially carry-over activities. Recreational aspects of activities
including badminton, golf, bowling, tennis, and other related sports.
Credit: 1 hour — Two lab hours per week.
This class is repeatable to a maximum of two times.
Prerequisite: None

PE 112       PHYSICAL EDUCATION (Beginning Tennis)
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamentals and tech-
niques of tennis.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

PE 113       PHYSICAL EDUCATION (Intermediate Tennis)
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamentals and tech-
niques of tennis. Students enrolled in this course will be expected to
have the ability to execute basic fundamentals and techniques and
greater emphasis shall be placed upon playing strategy.
Credit: 1 hour — Two lab hours per week.
Prerequisite: Beginning Tennis (PE 112)

PE 114       PHYSICAL EDUCATION (Golf)
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamentals and tech-
niques of golf.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

PE 115       PHYSICAL EDUCATION (Badminton and Deck Tennis)
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamentals and tech-
niques of badminton and deck tennis. Badminton will be taught the
first nine weeks and deck tennis will be taught the last nine weeks.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

PE 116       PHYSICAL EDUCATION (Volleyball)
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamentals and tech-
niques of volleyball.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

**PE 117 PHYSICAL EDUCATION (Archery)**
A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of archery.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

**PE 118 PHYSICAL EDUCATION (Stunts and Tumbling)**
A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of stunts and tumbling.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

**PE 119 PHYSICAL EDUCATION (Football: Flag and Touch)**
A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of flag and touch football.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

**PE 210 PHYSICAL EDUCATION (Basketball)**
A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of basketball.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

**PE 211 PHYSICAL EDUCATION—DANCE I**
This course consists of exercise for physical fitness. Dance exercises for cardiovascular system and lungs, and weight loss are emphasized.
Credit: 1 hour — Two lab hours per week.

**PE 212 PHYSICAL EDUCATION (Softball)**
A basic activity course designed to serve all students in the college. Significant consideration is given the basic fundamentals and techniques of softball.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

**PE 213 PHYSICAL EDUCATION—DANCE II**
This basic activity course is designed to serve all students in college. Significant consideration is given the basic fundamentals and techniques of dance. Students enrolled in this course will be expected to
have the ability to execute basic fundamentals and techniques and
greater emphasis shall be placed upon playing strategy.
Credit: 1 hour — Two lab hours per week.

PE 214    PHYSICAL EDUCATION (Bowling)
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamental and techniques
of bowling.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

PE 215    ADVANCED BOWLING
A basic activity course designed to serve all students in the college.
Significant consideration is given the basic fundamentals and tech-
niques of bowling. Students enrolled in this course will be expected to
have the ability to execute basic fundamentals and techniques.
Credit: 1 hour — Two lab hours per week.
Prerequisite: Beginning Bowling (PE 214)

PET 150    PARENT EFFECTIVENESS TRAINING
This course is a basic training class for parents and interested individ-
uals. Emphasis in this course shall be placed upon teaching the basic
skills needed to assist in raising responsible children.
Credit: 2 hours — Two lecture hours per week.

PET 151    PARENTS-SPECIAL NEEDS CHILDREN
This course is designed to assist parents on how to work effectively
with physically and/or mentally handicapped children. The course will
also acquaint parents with the services in their community that they
can rely on for the additional assistance.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

PHI 215    PHILOSOPHY
Study of patterns of philosophic thought. Discussion of persistent prob-
lems of philosophy illustrated in the writings of major thinkers from
Greece through the 20th Century.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

PHI 216    LOGIC
The purpose of the course is to give students a general knowledge of
the fundamental laws of correct deductive and inductive reasoning.
Emphasis will be placed on practical exercise and the detection of
formal and informal fallacies.
Credit: 3 hours — Three lecture hours per week.
PHI 127  MEDICAL ETHICS
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.

PHS 111  PHYSICAL SCIENCE
This course is an introduction to the basic concepts of chemistry with emphasis on atomic structure and the behavior of matter. It should be taken by non-science majors and science majors with very limited science background.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

PHS 112  PHYSICAL SCIENCE
This course is an introduction to the basic concepts of physics with emphasis on types of energy and their properties.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

PHY 216  PHYSICS
A general course in physics intended for those students who desire a major or minor in physics, mathematics majors, pre-engineering students, and other pre-professional students who require a basic course in college physics. The first semester course is a study of the basic laws of mechanics, heat, and sound, with considerable emphasis on the solution of problems. Topics covered include rectilinear motion, rotation, momentum, work and energy, heat, laws of thermodynamics, and wave motion.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Mathematics 115 and Inorganic Chemistry 114 or approval of appropriate Dean.

PHY 217  PHYSICS
Basic laws of electricity and magnetism, light and atomic and nuclear physics will be covered. Topics covered include electric and magnetic fields, direct current and alternating circuits, physical and geometrical optics, and atomic and nuclear physics.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Physics 216

PN 111  INTRODUCTION TO BASIC NUTRITION
This course is designed to introduce the practical nursing student to the basic food groups and nutritional requirements essential for maintenance of good health.
COURSE DESCRIPTIONS

Credit: 1 hour — One lecture hour per week.
Prerequisite: None

PN 112       BODY STRUCTURE AND FUNCTIONS
This course is intended to help the practical nursing student to give more intelligent nursing care because she better understands the normal functions of the body through a basic knowledge of anatomy and physiology. This basic knowledge will be reinforced and built upon throughout the program.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

PN 120       BASIC NURSE ASSISTANT
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 moral.
Credit: 6 hours — Twenty lecture and seven lab hours per week.

PN 121       BASIC NURSING SKILLS
This course will provide the concurrent instruction and supervised clinical laboratory experience necessary to meet the nursing needs of patients at an introductory level.
Credit: 6 hours — Five lecture and two lab hours per week.
Prerequisite: None

PN 122       PHARMACOLOGY
A continuation of Pharmacology 133. This course presents information concerning the effect of drugs on various body systems; expansion of knowledge concerning drugs most commonly used in the treatment of major diseases, their main effects, dosages, contradictions and dangers.
Credit: 1 hour — One lecture per week.
Prerequisite: Introduction to Pharmacology (126) and Pharmacology (133)

PN 123       COMMUNICATIONS
This course is directed toward improving the verbal, nonverbal and written communicative skills. It is our intention to encourage the nurse to realize the importance of communications in his/her daily relationship with patients, co-workers and family. This course will be integrated into all areas.
Credit: 1 hour — One lecture hour per week.
Prerequisite: None
PN 124 PERSONAL AND VOCATIONAL RELATIONSHIPS
This course is aimed at assisting the practical nursing student understand others by better understanding himself/herself, thus making him/her more efficient in group action. It introduces a background of nursing history and shows practical nursing as an integral part of nursing on the vocational level.
Credit: 1 hour — One lecture hour per week.
Prerequisite: None

PN 125 INTRODUCTION TO MENTAL HEALTH
Learning to cope with personal fears and anxieties and the development of self-understanding is of utmost importance to the practical nursing student. This course is also designed to create within the practical nursing student an awareness of those mental health resources that are available to assist in meeting the physical and mental health needs of the individual. It also emphasized the importance of communications and interpersonal relationships between the practical nursing student and the patient and the ability to identify the major classifications of mental illness. Practice and theory are given in the clinical area and includes the opportunity for observation of the professional team, patient centered approach and the community approach.
Credit: 1 hour — One lecture hour per week.
Prerequisite: None

PN 126 INTRODUCTION TO PHARMACOLOGY
This course is designed to develop a clear understanding of the limitations of the practical nurse and to develop a clear and basic knowledge of the safety measures involved in preparation and administration of medicines, the contradictions, sources, usual dosages and usual methods of administration. It also emphasizes the importance of medications, and an ability to observe and report these reactions intelligently.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

PN 127 NURSING CARE OF GERIATRIC PATIENT
Recognizing that our geriatric population is increasing due to improved health and health practices, this course is directed toward a knowledge of the basic human needs of the older person, including physical, social, and emotional needs. Not only that the practical nurse might give understanding and competent care, but that he/she might develop an awareness of a positive approach toward aging as related to his/her own life.
Credit: 2 hours — One lecture hour and three lab hours per week.
Prerequisite: None
**PN 128  NURSING SKILLS**  
A continuation of Basic Skills 121. This course is to familiarize the student with procedures and skills concurrent with the principles underlying their present theory and clinical experience to include the adult patient.  
Credit: 3 hours — Two lecture hours and three lab hours per week.  
Prerequisite: Basic Skills (121)

**PN 129  HEALTH AND INTRODUCTION TO MEDICAL-SURGICAL NURSING**  
This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function and the more commonly used diagnostic aids will also be included in the course.  
Credit: 3 hours — Two lecture and three lab hours per week  
Prerequisite: None

**PN 130  MEDICAL-SURGICAL NURSING I**  
The care of selected adult patients in clinical affiliations and the study of disease conditions, symptoms and diagnostic measures used in such conditions.  
Credit: 3 hours — Two lecture and three lab hours per week.  
Prerequisite: Health and Introduction to Medical-Surgical Nursing (129)

**PN 131  NURSING CARE OF THE MOTHER AND NEWBORN**  
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 maternity division.  
Credit: 3 hours — Two lecture hours and three lab hours per week.  
Prerequisite: None

**PN 132  NURSING CARE OF THE CHILD**  
This course is designed to help the student develop a basic understanding of the normal growth and development of the child, and how illness may interfere with the normal development. This understanding will be helpful in evaluation of the physical, intellectual, emotional and social behavior of the child patient. The student learns to care for the sick child using safety precautions, meaningful observations, and suitable
nursing techniques. This experience will be accomplished through classroom instruction and clinical experience in the pediatric division and through the observance of the well child in the kindergarten.
Credit: 3 hours — Two lecture hours and three lab hours per week.

PN 133  PHARMACOLOGY
This is a course in theory and practice that offers a basic understanding of the principles of medication administration. It covers the basic information concerning the main effects, uses and dosages of the more common drugs. Practical experience will include administration of medications, observing and recording.
Credit: 2 hours — One lecture and three lab hours per week.
Prerequisite: Introduction to Pharmacology (126)

PN 134  DIET THERAPY
This course is designed to develop a clear understanding of the basic concepts of treatment of disease by diet.
Credit: 1 hour — One lecture hour per week.
Prerequisite: Introduction to Basic Nutrition 111 and Nutrition 138

PN 135  PERSONAL VOCATIONAL RELATIONSHIPS
A continuation of Personal and Vocational Relationships 124. This course develops within the student an awareness of duties, responsibilities, limitations, ethical and legal aspects, career opportunities and requirements, and nursing organizations.
Credit: 1 hour — One lecture hour per week.
Prerequisite: Personal and Vocational Relationships (124)

PN 136  ADVANCED NURSING SKILLS
This course offers the student advanced nursing theories concurrent with their clinical application. Techniques of charting, transcribing and team nursing as they relate to the duties of practical nursing are presented. In addition, skills relating to nurses’ station desk duties are developed.
Credit: 2 hours — One lecture hour and three lab hours per week.
Prerequisite: Nursing Skills (128)

PN 137  MEDICAL-SURGICAL NURSING II
This course is a continuation of Medical Surgical Nursing I 130.
Credit: 5 hours — Three lecture and six lab hours per week.
Prerequisite: Medical-Surgical Nursing I (130)

PN 138  NUTRITION
This course is designed to present information concerning the modification of the normal basic diet to meet the therapeutic needs of the patient; the interpretation of a diet order in terms of daily foods and meals; and the many factors involved in feeding the sick.
COURSE DESCRIPTIONS

Credit: 1 hour — One lecture hour per week.
Prerequisite: Introduction to Basic Nutrition (111)

PN 160 FIRST RESPONDER
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 you are the first to reach the accident.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

PSY 211 INTRODUCTION TO PSYCHOLOGY
An introduction to the study of human behavior, with emphasis on basic psychological principles and concepts. Topics covered include learning, motivation, intelligence, nervous system, and memory.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

PSY 214 PRACTICAL PSYCHOLOGY
This course focuses upon the application of psychological principles to a variety of situations. Topics covered include interpersonal relations, job satisfaction and morale, job resumes, child-rearing techniques, communication, stress management, and adjustment to various life changes.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

PSY 215 PERSONALITY DYNAMICS
This course consists of investigation of selected theories of personality development, motivation, stress and stress reactions, and maladaptive coping patterns. Human behavior in the personal, interpersonal, and social context will be examined.
Credit: 3 hours — Three lecture hours per week.

PSY 219 ABNORMAL PSYCHOLOGY
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: None

REP 121 INTRODUCTION TO REAL ESTATE SALES
This course is designed to introduce the student to such real estate fundamentals as: ownership, principles and concepts of property ownership, various types of real estate opportunities, real estate marketing,
financing, leasing, taxation, appraisal, development, insurance, and state licensing. This course would be appropriate for persons seeking to prepare for the Illinois License Examination for real estate salesman. Credit: 3 hours — Three lecture hours per week. Prerequisite: None

**REP 122**  **INTERMEDIATE REAL ESTATE PRACTICES**
This course is designed to cover the real estate functions of securing and servicing listings, qualifying buyers and sellers, multiple listing services, showing property, advertising, and real estate sales techniques. Additional topics covered will include information on financing, mortgages, deeds, foreclosure, insurances of mortgages and principles of property value for mortgage credit. Topics in real property insurance such as risk, nature and function of insurance, types of insurance, bonding the broker, etc., will also be covered. Credit: 3 hours — Three lecture hours per week. Prerequisite: Introduction to Real Estate Sales (121) or a valid real estate salesman license.

**REP 123**  **ADVANCED REAL ESTATE PRACTICES**
This course is designed to cover the obligations and effects of legal documents in listing, selling, conveying, leasing, and financing real estate. Emphasis will be placed upon the various legal documents used in real estate transactions. Other appropriate topics will be covered to inform the student of the nature and functions of the real estate brokerage. Such topics as qualifications of the real estate broker, principles of land utilization, appraisal principles and methods, basic policies, organization and equipment of the broker’s office, office personnel, selection of sales persons, compensation of sales persons, types and sources of listings, control of listing, control of prospects, real estate markets, financing control and government regulations will be covered. Credit: 3 hours — Three lecture hours per week. Prerequisite: Introduction to Real Estate Sales (121) or a valid real estate salesman license.

**SC 151**  **INTRODUCTION TO SENIOR LEGAL RIGHTS**
The purpose of this course is to introduce senior citizens to the various legal avenues for obtaining:
1. Adequate income
2. Suitable housing
3. Opportunities for employment without discrimination
4. Pursuit of meaningful activity
5. Immediate benefit from proven research knowledge
6. Best possible physical and mental health Credit: 2 hours — Two lecture hours per week.
SC 152 SENIOR LEGAL RIGHTS
This course is a continuation of the introductory course. This course will be concerned with physical and mental health; restorative services; retirement in health, honor, and dignity; needed and available community services; and freedom, independence, and the free exercise of individual initiative.
Credit: 2 hours — Two lecture and two lab hours per week.
Prerequisite: SC 151

SEC 120 RECORDS MANAGEMENT
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.
Credit: 3 hours — Three lecture hours per week.

SEC 121 BEGINNING TYPEWRITING
Typewriter keyboard, techniques of developing speed and accuracy, centering, tables, letters and manuscripts are emphasized in this course. Minimum 5 minute speed of 35 wpm at end of course. Individualized self-paced method of instruction. Course may be waived by placement test.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: None

SEC 122 INTERMEDIATE TYPEWRITING
A continuation of beginning typing with emphasis on straight copy typing as well as timed production work. Included in this course are letters, tables, memos, forms, reports, stencils, ditto. Minimum 5 minute speed of 45 wpm required at end of course. Individualized self-paced method of instruction. Course may be waived by placement test.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Beginning Typewriting 121 or placement test

SEC 123 BEGINNING SHORTHAND
A complete course in shorthand theory with brief forms, phrasing and vocabulary. Emphasis on writing speed with typewritten transcription. Minimum 3 minute dictation and transcription at 50 wpm at end of course. Course may be waived by placement test.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Beginning Typewriting 121 enrollment or completion

SEC 124 SHORTHAND AND TRANSCRIPTION
Development of dictation and transcription skills. Minimum 3 minute dictation and transcription at 70 wpm at end of course. Includes mailable letter transcription. Course may be waived by placement test.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Beginning Shorthand 123 or placement test

SEC 125  BUSINESS MACHINES
Individualized instruction is used to acquire entrance-level skills in solving business problems on electronic, printing calculators. Ten-key keyboarding and introductory applications of the micro-computer are studied.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: None

SEC 128  MACHINE TRANSCRIPTION
Typewriter transcription of prerecorded data from transcription machine into mailable letter. Includes punctuation, spelling, word usage, corrections and other transcription skills.
Credit: 2 hours — One lecture and two lab hours per week.
Prerequisite: Beginning Typewriting 121

SEC 223  ADVANCED TYPEWRITING
A continuation of intermediate typing with emphasis on speed development and timed production work. Government, medical, technical, financial and legal correspondence. Minimum 5 minute speed of 50 wpm at end of course. Individualized self-paced method of instruction.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Typewriting 122 or placement test

SEC 224  SHORTHAND AND TRANSCRIPTION
Increased development of dictation and transcribing skills. Minimum 3 minute dictation and transcription at 90 wpm at end of course. Strong emphasis on mailable letter transcription.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Shorthand and Transcription 124 or placement test

SEC 225  SHORTHAND AND TRANSCRIPTION
Increased emphasis on mailable letter transcription. Minimum 3 minute dictation and transcription at 110 wpm at end of course.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Shorthand and Transcription 224

SEC 226  SECRETARIAL PROCEDURES
A comprehensive study of the duties of the secretary. Topics examined include the secretarial profession, duplicating, communications personality, and human relations. Knowledge, attitudes, and values that are important for competent performance on the job are stressed.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Typing 121 or the equivalent through proficiency testing
SEC 227      INTRODUCTION TO WORD PROCESSING
A three-hour course which includes instruction in the following areas:
word processing concepts and careers; machine transcription, elec-
tronic keyboarding/text editing skills; word processing simulation; and
word processing management supervision.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Beginning Typing 121

SEC 228      MEDICAL TERMINOLOGY
Development of a medical vocabulary through the study of word con-
struction, spelling and pronunciation, medical abbreviations and sym-
bols, and use of terminology in correspondence and reports used in the
medical profession.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Typing 121 or the equivalent through proficiency testing

SEC 229      LEGAL TERMINOLOGY
The development of a legal vocabulary through the study of word con-
struction, spelling and pronunciation, legal abbreviations and symbols,
and the use of terminology in correspondence and reports used in the
legal profession is presented.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Shorthand 224 and Typing 121 or the equivalent through
proficiency testing

SEC 230      CPS—OFFICE PROCEDURES AND ADMINISTRATION
The secretary’s responsibilities created by data processing, communi-
cations media, advances in office management, technological appli-
cations, records management technology, and office systems are
studied.
Credit: 1 hour — One lecture hour per week.
Prerequisite: One year of full-time secretarial experience or consent of
instructor

SEC 231      CPS—BUSINESS AND PUBLIC POLICY
Business law as it applies in the secretary’s work-a-day world, and the
implications of governmental controls as they impact upon business
and office operations will be presented in this course.
Credit: 1 hour — One lecture hour per week.
Prerequisite: One year of full-time secretarial experience or consent of
instructor

SEC 232      CPS—ENVIRONMENTAL RELATIONSHIPS IN BUSINESS
Human relations, group dynamics and how effective communications
can contribute to success in dealing with people as it relates to the role
and function of the secretary in the office environment will be pre-
sented. Emphasis will be placed on the relationship between the secretary or administrative assistant and the supervisor and people the secretary comes in contact with in the business setting.
Credit: 1 hour — One lecture hour per week.
Prerequisite: One year of full-time secretarial experience or consent of instructor.

SEC 233  CPS—ECONOMICS AND MANAGEMENT
The basic concepts of economics and management underlying the United States business system as it relates to the secretary's role in business will be presented.
Credit: 1 hour — One lecture hour per week.
Prerequisite: One year of full-time secretarial experience or consent of instructor.

SEC 234  CPS—FINANCIAL ANALYSIS AND MATH
Fundamental accounting principles that a secretary must possess in order to assist the supervisor in the preparation, summarization and interpretation of financial data. Emphasis will be also placed on the secretary's application of basic math to business situations.
Credit: 1 hour — One lecture hour per week.
Prerequisite: One year of full-time secretarial experience or consent of instructor.

SEC 235  CPS—COMMUNICATION AND DECISION MAKING
Emphasis is on the office administration subject matters such as executive travel, office management, records management, and reprographics as well as the communications functions of composing, editing, abstracting, and preparing communications in final format.
Credit: 1 hour — One lecture hour per week.
Prerequisite: One year of full-time secretarial experience or consent of instructor.

SEC 236  ADVANCED WORD PROCESSING EQUIPMENT AND MANAGEMENT
A continuation of Introduction to Word Processing with emphasis on the Display Writer and the micro-computer word processing packages. This course includes a simulation applying skills previously learned and the comparison of equipment on the market.
Credit: 3 hours — Two lecture and two lab hours per week.

SEM 111  PERSONAL/CAREER DEVELOPMENT
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 how systematically to approach the world of work.
TS/FA/AAS only - required
SCS 212

SOCIOLOGY

This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social stratification, social change, social inequality, social mobility, social structure, social institutions, and social conflict. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 101

SPANISH

An introductory course designed to familiarize the student with the elements of the language. The course is taught in Spanish with English interpretation. The emphasis is on learning the language for all aspects of daily living. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 102

SPANISH

A continuation of Spanish 101. Emphasis is on reading, writing, and listening. The course is taught in Spanish with English interpretation. Credit: 3 hours. Three lecture hours per week. Prerequisite: Spanish 101.

SPA 201

SPANISH

Introduction to the Spanish language and culture. Credit: 3 hours. Three lecture hours per week. Prerequisite: Spanish 101.

SPA 202

SPANISH

An advanced course in the Spanish language and culture. Credit: 4 hours. Three lecture and two lab hours per week. Prerequisite: Spanish 201.

SPA 301

SPANISH

This course is the study of the history and development of the Spanish language. Credit: 3 hours. Three lecture hours per week. Prerequisite: Spanish 201.

SPA 302

SPANISH

This course is the study of the history and development of the Spanish language. Credit: 3 hours. Three lecture hours per week. Prerequisite: Spanish 201.

SPA 401

SPANISH

This course is the study of the history and development of the Spanish language. Credit: 3 hours. Three lecture hours per week. Prerequisite: Spanish 201.

SPA 402

SPANISH

This course is the study of the history and development of the Spanish language. Credit: 3 hours. Three lecture hours per week. Prerequisite: Spanish 201.

SPA 104

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 105

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 205

GROUP DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 206

ARGUMENTATION AND DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 207

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 208

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 209

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 304

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 305

GROUP DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 306

ARGUMENTATION AND DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 307

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 308

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 309

GROUP DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 310

ARGUMENTATION AND DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 311

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 312

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 404

GROUP DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 405

ARGUMENTATION AND DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 406

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 407

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 408

GROUP DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 409

ARGUMENTATION AND DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 410

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 411

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 412

GROUP DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 413

ARGUMENTATION AND DISCUSSION

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 414

FUNDAMENTALS OF FORENSIC

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.

SPA 415

FORENSIC ACTIVITIES

This course is designed to familiarize the student with the principles and techniques of forensic activities. Credit: 3 hours. Three lecture hours per week. Prerequisite: None.
SPC 112  ORAL INTERPRETATION
The analysis and use of the audible and visible aspects of interpreting various types of literature are explored. Emphasis is placed on determining the intellectual and emotional meanings of the literature and expressing these meanings to an audience.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

SPC 113  INTRODUCTION TO DRAMA
Modern and ancient plays are studied with emphasis on dramatic conventions and devices used to give form and meaning to human experience.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

SPC 114A  FORENSIC ACTIVITIES
Students engaged in actual communication situations in the community or in interscholastic speech competition may earn one hour credit per semester. A total of four semester hours may be accumulated. Two lab hours per week are utilized to research and practice for speech activities.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

SPC 115  FORENSIC ACTIVITIES
This course is designed to make opportunities available in which students can improve their skills in the communication arts. Through discussions and laboratory sessions the student becomes acquainted with persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking, entertainment speaking, oral interpretation, duet acting, and reader's theatre.
Credit: 1 hour — Two lab hours per week.

SPC 211  GROUP DISCUSSION
A study of principles, methods, and types of discussion and their application in the solving of modern day problems.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Basic Oral Communication (111) or consent of instructor

SPC 212  ARGUMENTATION AND DEBATE
The principles of argument analysis, evidence reasoning, fallacies, briefing, and delivery are studied and applied in debating experiences.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Basic Oral Communication (111) or consent of instructor
SPC 213  FUNDAMENTALS OF THEATRE
Attention in this course is given to the various aspects of play production with opportunity to gain experience in one or more of the theatrical arts.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Introduction to Drama (113) or consent of instructor

SPC 214A  FORENSIC ACTIVITIES
This course is a continuation of Speech 114A.
Credit: 1 hour — Three lab hours per week.
Prerequisite: None

SPC 215  FORENSIC ACTIVITIES
This course is designed to make opportunities available in which students can improve their skills in the communication arts. Through discussions and laboratory sessions the student becomes acquainted with persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking, entertainment speaking, oral interpretation, duet acting, and reader's theatre.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

SSC 114  AMERICAN ETHNIC GROUPS
American Ethnic Groups is a course designed to foster an awareness and understanding of the major minority groups (Black Americans, Japanese Americans, Mexican Americans, and American Indians) in the United States. This course will emphasize the historical background, culture, and achievements of these groups.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

SSC 182  AMERICAN SOCIAL STRUCTURE
An introduction to social science, with a general sociological perspective, focusing attention on economic theory, history, political science, and psychology. Emphasis on the structure and function of social institutions, particularly American society.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

SST 121  INTRODUCTION TO SOCIAL WORK
A survey of the field of social work describing the historical development of social work from the early English Poor Laws through contemporary American practices. Beginning ideas and concepts about direct and indirect service delivery are described rather than analyzed.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None
SST 122  INTRODUCTION TO SOCIAL PROBLEMS
A study of the major social problems in the American society, including historical perspective, etiology, and proposed plans of resolution. Sociological theory and research are also considered.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

SST 211  INTRODUCTION TO GROUP PROCESSES
An introduction to the process of social group work to include fundamental methods, techniques, and skills with emphasis on the concepts and principles as practiced in the modern social agency. In addition, interviewing and helping skills are developed through role playing.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

SST 212  ADVANCED GROUP PROCESSES
A continuation of Group Processes 211. Added emphasis is placed on modern practices of emphasizing the helping process to develop more effective relationships.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Group Processes 211

SST 217  MARRIAGE AND FAMILY
The historical development of the American family is briefly studied including comparisons with other cultures. The primary emphasis is upon changes which have occurred in the family during the 20th century, factors causing the change, effects of it, and future trends.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

SST 218  HUMAN GROWTH AND DEVELOPMENT
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: None

SST 223  PRINCIPLES OF RECREATION
A study of principles involved in organizing and supervising recreational programs for community agencies. Practical experience will be gained through active, as well as inactive, participation in organized and supervised recreation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

**SST 224  INTRODUCTION TO SERVICE AGENCIES**
This course is designed to study the relationship of effective leadership to effective community service, the decision-making process, and the principles at work in local and state governments. Field trips, work shops, and discussions of allied facilities constitutes the major portion of this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

**SST 299  PRACTICUM**
A community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks. Included in this practicum will be one seminar session per week for the purpose of discussing problems encountered during the work experience portion.
Credit: 4 hours — One lecture hour, fifteen lab hours per week.
Prerequisite: Sophomore standing in Social Service Technology Program

**SUR 120  INTRODUCTION TO SURVEYING**
This course is designed to give students a basic knowledge of surveying and the use and care of equipment used in surveying.
Credit: 5 hours — Two lecture and six lab hours per week.

**SUR 121  CONTOUR SURVEYING**
This course is designed to provide students with knowledge and skills pertaining to contour layouts and designs. Students will be expected to construct case problems and layout contour grid patterns. Proper usage of level, chain, level rod, and transit will be stressed.
Credit: 3 hours — Two lecture and two lab hours per week.

**SUR 124  ROAD LAYOUT AND CONSTRUCTION**
This course is designed to train students in preliminary road layout, profiling and cross sectioning to determine areas of cuts and fills, also how to set grade stakes to bring the road bed to final grade by construction crews.
Credit: 3 hours — Two lecture and two lab hours per week.

**SUR 130  SURVEYING**
This course is a continuation of Surveying 120 with emphasis being placed on site development and actual case problems. The student will develop skills in differential level surveying, profile and cross-section leveling, contour surveying and surveying calculations.
Credit: 4 hours — Two lecture and four lab hours per week.
SUR 199 SURVEYING INTERNSHIP
Students will be required to use the knowledge and skills obtained in Surveying 111 and 114 in order to complete a surveying project as a part of a surveying crew. Emphasis will be placed on transit work, rodman's duties and chaining. Recording practices in areas of contouring, cutting and filling areas, construction and elevation work. Lay-outs of sewer and power supplies is also covered.
Credit: 5 hours — One lecture and twenty lab hours per week.

TEA 112 TEACHING MATERIALS AND THEIR USE
Operations of audiovisual equipment, organization of materials and books, preparation of audiovisual aids such as bulletin boards, mounting pictures, lettering etc. will be stressed.
Credit: 3 hours — Two lecture and two lab hours per week.

TEA 114 THE YOUNG CHILD'S DEVELOPMENT
This course is planned to provide the child care provider with an understanding of the total development of the young child. It focuses on the physical, intellectual, emotional and social aspects of the preschool child's development. Such an approach will benefit the day care worker, nursery school personnel, and licensed sitters, as well as parents.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

TEA 115 CHILDREN’S LITERATURE
This course is designed to explore children’s books, provide the student with practical strategies for bringing books and children together, and to inspire the reading of them. The course has been developed to present a balanced selection of books with enough explanation to interest students in literature which will motivate them to read new books. The course should reflect the vitality of the literature and the joy that is generated when children first meet books they will never forget.
Credit: 3 hours — Three lecture hours per week.

TFA 120 HEALTH AND SAFETY IN EARLY CHILDHOOD
This course is designed to give students a practical base of information for use in preschool settings in the areas of health, safety, mental health and nutrition. Included is training in emergency care procedures and illness detection. Visits by medical professionals are included.
Credit: 3 hours — Two lecture and two lab hours per week.

TEA 121 INTRODUCTION TO TEACHER AIDE DUTIES
This course examines the role of the trained teacher aide at all levels of work in various areas of the curriculum. An in-depth study will be made of the duties, responsibilities and ethical principles of the teacher
aide. A consideration of the future of the role of personnel in such positions will be made.
Credit: 3 hours — Three lecture hours per week.

**TEA 123 SCHOOL PROCEDURES**
This course will deal with the school as a complex public owned institution, stressing the role of staff in helping to transmit a positive impression in a truthful and tactful manner. The importance of school forms, record keeping and work organization will be included, along with utilization of community resources.
Credit: 3 hours — Three lecture hours per week.

**TEA 125 MANAGING THE PRESCHOOL CLASSROOM**
This course is planned to provide the child care provider with realistic approaches toward setting up the physical environment for a preschool or day care center. It will deal with the selection and use of equipment, define interest areas and consider safety and health in the center. Group management will be covered in terms of scheduling, transition periods and discipline.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

**TEA 126 CURRICULUM FOR PRESCHOOL PROGRAMS**
This course will provide the child care provider with a wide range of curriculum possibilities that can add quality and enrichment to early childhood programs. It will encourage play and discovery techniques and will include theoretical and practical approaches toward developing language, cognitive, physical and creative skills in the young child.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

**TEA 127 EARLY CHILDHOOD MODEL PROGRAMS**
This course will survey contemporary models of early childhood programs focusing on the theory supporting each program, and the goals and methods involved in each. It is designed to offer the student a broad understanding of alternate approaches to early childhood education and to equip the student with the ability to analyze approaches critically.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

**TEA 299 PRACTICUM**
This will be a supervised teacher aids experience program. Supervising personnel will be fully certified teachers in the public or private school system.
Credit: 5 hours — One lecture and twenty lab hours per week.
TRA 161  PILOT/GROUND COURSE
This course provides basic ground instruction for the private pilot. Subjects included are aerodynamics, theory of flight, principles of aircraft and engine operation, meteorology, flight computer, basic and radio navigation, flight planning, and federal aviation regulations.
Credit: 2 hours — Two lecture hours per week.

WEL 120  GAS WELDING AND CUTTING
A study of the techniques, procedures and uses of oxyacetylene welding and cutting equipment.
Credit: 3 hours — One lecture and four lab hours per week.

WEL 123  ARC WELDING I
A study of welding processes used by Industry concentrating on metallic arc welding on flat, horizontal plates.
Credit: 3 hours — One lecture and four lab hours per week.

WEL 124  ACR WELDING II
A continuation of welding course 123 metallic arc welding vertical and overhead, lap, and fillet welds.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Arc Welding I (123)

WEL 125  MIG WELDING
A course in the techniques of metallic inert gas (semi-auto welding). Concentration on a flat bend test horizontal, vertical up-hill and down-hill welding.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Gas Welding and Cutting (120) and Arc Welding II (124)

WEL 126  ADVANCED GAS WELDING
A continuation of Oxyacetylene Welding 120. Horizontal, vertical, and overhead welding. Also a study of brazing and soldering techniques.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Gas Welding and Cutting 120

WEL 127  LOW HYDROGEN ARC WELDING
A continuation of Arc Welding 124, using the low hydrogen electrode, designed for welding high sulphur and high carbon steels. Course concentrating on flat bend test, horizontal, vertical up-hill and down-hill welding.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Arc Welding II (124)

WEL 128  PIPE WELDING
This course is designed to teach up-hill and down-hill pipe welding — fixed position.
Credit: 3 hours — One lecture and four lab hours per week.
Prerequisite: Low Hydrogen Arc Welding 127
WEL 129  TIG WELDING
Tig welding is a gas-arc welding process which uses an inert gas to protect the weld zone from the atmosphere. The heat for welding is a very intense electric Arc which is struck between a non-consumable Tungsten electrode and work piece. Tig welding is more complex than regular Arc welding. More emphasis is placed on the technology of metals. The student shall be competent in Arc and Gas welding and have knowledge of metals, their properties and characteristics.
Credit: 2 hours One lecture and two lab hours per week.

WEL 130  METAL WORKING AND FABRICATIONS
This is a course which teaches the fundamentals of working with metal, making layouts, templates, jigs, fixtures, pipe fabrications, and planning and designing projects using both hand and power tool. The student shall be competent in machine shop and welding.
Credit: 2 hours — One lecture and two lab hours per week.

WEL 161  WELDING FOR HEAVY EQUIPMENT REPAIR II
A continuation of basic Arc Welding using the Low-Hydrogen electrode, designed for welding high sulfur and high carbon steels. A study of joint geometry also a study of oxyacetylene and arc air cutting gouging and deseaming. This course is designed to give the student a working knowledge in heavy equipment repair.
Credit: 1 hour — One lecture and two lab hours per week.

WWK 161  WOODWORKING I
The purpose of this course is to acquaint students with the basic types of wood, machines, and finishing involved in the basic wood working shop.
Credit: 3 hours — Two lecture and two lab hours per week.

WWT 120  INTRODUCTION TO WATEFR/WASTEWATER TECHNOLOGY
A course introducing the fundamental principles of hygienic sewage disposal and water source development and protection emphasizing the scientific rationale for the development and application of standards protecting public health and the environment.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: None

WWT 121  BASIC WASTEWATER TREATMENT
A course in the chemical, physical, and biological aspects of wastewater designed to familiarize students in the control aspects of wastewater effluents.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None
WWT 122  BASIC WATER TREATMENT TECHNOLOGY
An introductory course in the principles of public water supply utility
operation and management including the importance and use of water,
sources of water, the physical, chemical, and biological quality of
water, and the collection, treatment, storage, and distribution of water.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

WWT 123  ADVANCED WASTEWATER TREATMENT
An advanced study of course 121 dealing with the physical, chemical,
and biological aspects of wastewater effluents. Emphasis in this course
will be placed on operational principles and maintenance of waste-
water treatment facilities.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Wastewater Treatment 111 or permission of
instructor.

WWT 124  ADVANCED WATER TREATMENT TECHNOLOGY
A continuation of course 122 with emphasis on study of the operational
and maintenance principles of the unit processes of water treatment
and laboratory control procedures.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Basic Water Treatment 112 or permission of instructor.

WWT 125  LABORATORY ANALYSIS OF WATER
A course designed to familiarize the student with the principles and
practices of laboratory procedures used in the control of water treat-
ment plant processes. The course will introduce the student to basic
laboratory equipment and terminology, as well as procedures used in
performing chemical, physical, and biological analysis of water.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Advanced Water Treatment Technology 114 or permission
of instructor

WWT 126  LABORATORY ANALYSIS OF WASTEWATER
A course designed to familiarize the student with the principles and
practices of laboratory procedures used in the control of wastewater
treatment plant processes. The course will introduce the student to basic
laboratory equipment and terminology, as well as procedures used in
performing chemical, physical, and biological analysis of wastewater.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Advanced Wastewater Treatment 123 or permission of
instructor

WWT 195  WATER/WASTEWATER INTERNSHIP
A course designed to provide the student with practical work experi-
ence in water and/or wastewater treatment plants.
Credit: 5 hours — One lecture and twenty lab hours per week.
WWT 196  WASTEWATER TREATMENT INTERNSHIP
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 receive a minimum of 340 contact hours at a worksite during the semester. This equates to each student spending 20 hours per week at their respective worksite.
Credit: 5 hours — One lecture and twenty lab hours per week.

WWT 197  WATER TREATMENT INTERNSHIP
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 receive a minimum of 300 contact hours at a worksite during the semester. This equates to each student spending 20 hours per week at their respective worksite.
Credit: 5 hours — One lecture and twenty lab hours per week.
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NOTE

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Inquiries regarding compliance with Title VI, Title IX or Section 504 may be directed to:

Affirmative Action Coordinator
Shawnee College Road
Ullin, Illinois 62992
Telephone: (618) 634-2242
or to:
Director of the Office of Civil Rights
Department of Health and Human Services
Washington, DC 20001

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