

1985-87 CATALOG



Shawnee College

SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS 62992

1985-87 Catalog

SHAWNEE COLLEGE

**Shawnee College Road
Ullin, Illinois 62992**

Phone (618) 634-2242

FOURTEENTH EDITION



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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ADMINISTRATIVE STAFF



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

BOARD OF TRUSTEES

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ADMINISTRATIVE STAFF

Dr. Loren E. Klaus President
 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	Student Advisement and Registration
June 3	Instruction Begins
June 12	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th Day)
June 28	Mid-Semester
July 3	Last Day to Drop or Apply for Audit Without Academic Penalty
July 4	Holiday-Independence Day
July 30-31	Final Exams
July 31	Semester Ends

FALL SEMESTER, 1985

August 9	Faculty Workshop
August 12	Freshmen Orientation
August 13-14	Student Advisement and Registration
August 15	Instruction Begins
August 29	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)
September 2	Holiday - Labor Day
October 14	Holiday - Columbus Day
October 18	Mid-Semester
October 25	Last Day to Drop or Apply for Audit Without Academic Penalty
November 28-29	Thanksgiving Vacation
December 11-13	Final Exams
December 13	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.

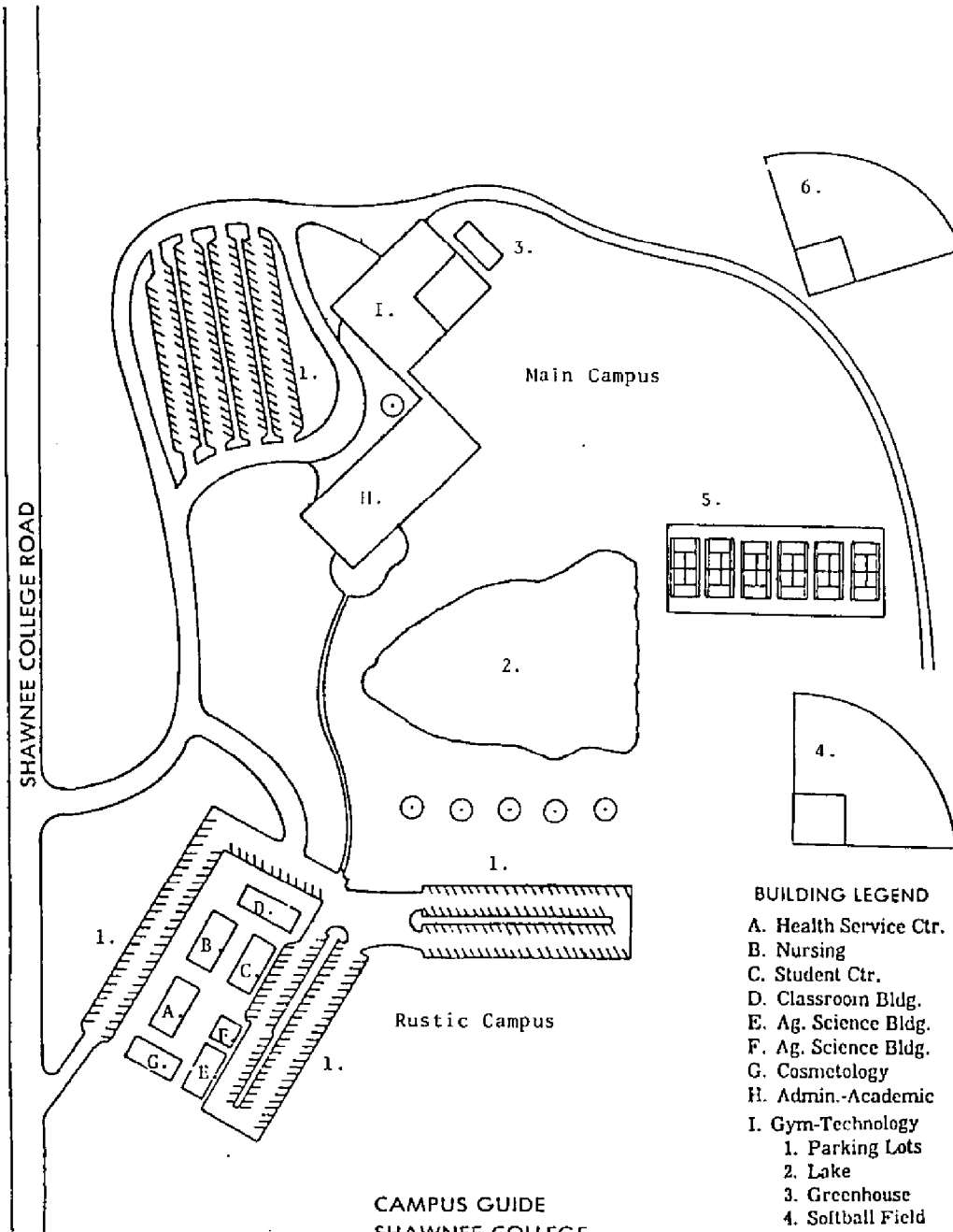
Students, faculty, and all citizens of the Shawnee College district are encouraged to visit the Learning Resources Center and utilize its fine resources and services.

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.





CAMPUS GUIDE
 SHAWNEE COLLEGE
 ULLIN, IL 62992

- 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

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 GED 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

PELL 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:

GRADE	GRADE POINTS
A — Excellent.....	4
B — Good.....	3
C — Average.....	2
D — Passing.....	1
F — Failing.....	0
I — Incomplete.....	0
W — Withdrawal.....	0

A grade of W will be given for 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.

1 Course 1 Term

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 portions 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 student 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
 Speech 111, 112, 113, 114, 115, 213, 214, 215
 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
 Music 112, 113, 114, 115, 116, 117, 118, 213, 214
 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
4. Cosmetology.

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 were 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 equivalent.

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 *do not count toward*

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.

OLD		NEW	
Course Numbers prior to May 11, 1985		Course Numbers after May 11, 1985	
ACC	221	ACC	213
ADN	210	ADN	239
ADN	213	ADN	221
ADN	217	ADN	231
ADN	218	ADN	229
ADN	220	ADN	230
ADN	222	ADN	232
ADN	223	ADN	233
ADN	224	ADN	234
ADN	225	AND	235
ADN	226	ADN	236
ADN	227	ADN	237
ADN	228	ADN	238
AGR	101	AGR	121
AGR	102	AGR	125
AGR	122	AGR	221
AGR	123	AGR	113
AGR	124	AGR	114
AGR	126	AGR	116
AGR	127	AGR	117
AGR	128	AGR	118
AGR	132	AGR	112
AGR	223	AGR	115
AGR	224	AGR	212
AGR	240	AGR	294
AGR	243	AGR	234
AGR	244	AGR	235
AGR	245	AGR	295
AGR	246	AGR	296
AGR	247	AGR	297
AGR	248	AGR	298
AGR	249	AGR	239
AUT	111	AUT	137

OLD		NEW	
AUT	112	AUT	122
AUT	113	AUT	138
AUT	114	AUT	139
AUT	115	AUT	125
AUT	116	AUT	132
AUT	117	AUT	135
AUT	118	AUT	128
AUT	119	AUT	129
AUT	120	AUT	130
AUT	121	AUT	131
AUT	123	AUT	133
AUT	124	AUT	134
AUT	126	AUT	136
AUT	127	AUT	297
AUT	211	AUT	221
AUT	212	AUT	222
AUT	213	AUT	223
AUT	214	AUT	224
AUT	216	AUT	226
AUT	217	AUT	227
BAS	001	BAS	171
BAS	002	BAS	172
BAS	003	BAS	173
BAS	004	BAS	174
BAS	005	BAS	175
BAS	006	BAS	176
BAS	007	BAS	177
BAS	008	BAS	178
BAS	009	BAS	179
BAS	013	BAS	170
BEL	101	BEL	161
BM	101	BM	151
BSD	100	BSD	170
BSD	101	BSD	171
BSD	102	BSD	172
BSD	104	BSD	174
BSD	105	BSD	175
BSD	106	BSD	176
BUS	101	BUS	121
BUS	115	BUS	125
BUS	117	BUS	127
BUS	119	BUS	129
BUS	126	BUS	116
BUS	218	BUS	227
BUS	228	BUS	238
BUS	230	BUS	299

OLD		NEW	
BUS	231	BUS	291
BUS	232	BUS	292
BUS	233	BUS	293
BUS	234	BUS	294
BUS	235	BUS	295
BUS	236	BUS	296
BUS	237	BUS	297
CLE	103	CLE	123
CLE	105	CLE	125
CLE	209	CLE	219
CLE	210	CLE	211
COM	219	COM	229
COM	220	COM	220
COS	110	COS	120
COS	111	COS	121
COS	112	COS	122
COS	113	COS	123
COS	114	COS	124
COS	115	COS	125
COS	210	COS	220
COS	211	COS	221
COS	290	COS	230
COU	100	COU	150
CPD	104	CPD	154
CPD	105	CPD	155
CPR	200	CPR	150
CPR	201	CPR	151
DED	100	DED	150
DPB	111	DPB	151
DPB	112	DPB	152
DPB	113	DPB	153
DRA	127	DRA	117
DRV	100	DRV	160
DRV	101	DRV	161
DRV	102	DRV	162
DRV	103	DRV	163
DRV	104	DRV	164
DRV	105	DRV	165
DRV	109	DRV	169
ELT	110	ELT	120
ELT	111	ELT	121
ELT	112	ELT	122
ELT	113	ELT	123
ELT	119	ELT	161
ELT	210	ELT	234

OLD		NEW	
ELT	211	ELT	221
ELT	212	ELT	222
ELT	213	ELT	223
ELT	214	ELT	224
ELT	215	ELT	225
ELT	216	ELT	226
ELT	217	ELT	227
ELT	218	ELT	228
ELT	220	ELT	235
ELT	230	ELT	162
ELT	231	ELT	163
ELT	232	ELT	164
ELT	233	ELT	165
EMT	101	EMT	161
ENG	101	ENG	141
ENG	102	ENG	142
ENG	104	ENG	124
ENG	105	ENG	125
ENG	106	ENG	156
ERT	100	ERT	160
FA	040	FA	150
FA	044	FA	154
FA	045	FA	155
FA	046	FA	156
FA	047	FA	257
FA	048	FA	258
FA	049	FA	159
FA	050	FA	152
FA	051	FA	151
FA	090	FA	153
FA	091	FA	253
FA	092	FA	254
FA	157	FA	255
FF	101	FF	151
FF	102	FF	152
FM	100	FM	160
FOS	110	FOS	120
FOS	111	FOS	121
FOS	112	FOS	122
FOS	113	FOS	128
FOS	114	FOS	129
FOS	115	FOS	130
FOS	117	FOS	131
FOS	123	FOS	133
FOS	124	FOS	134

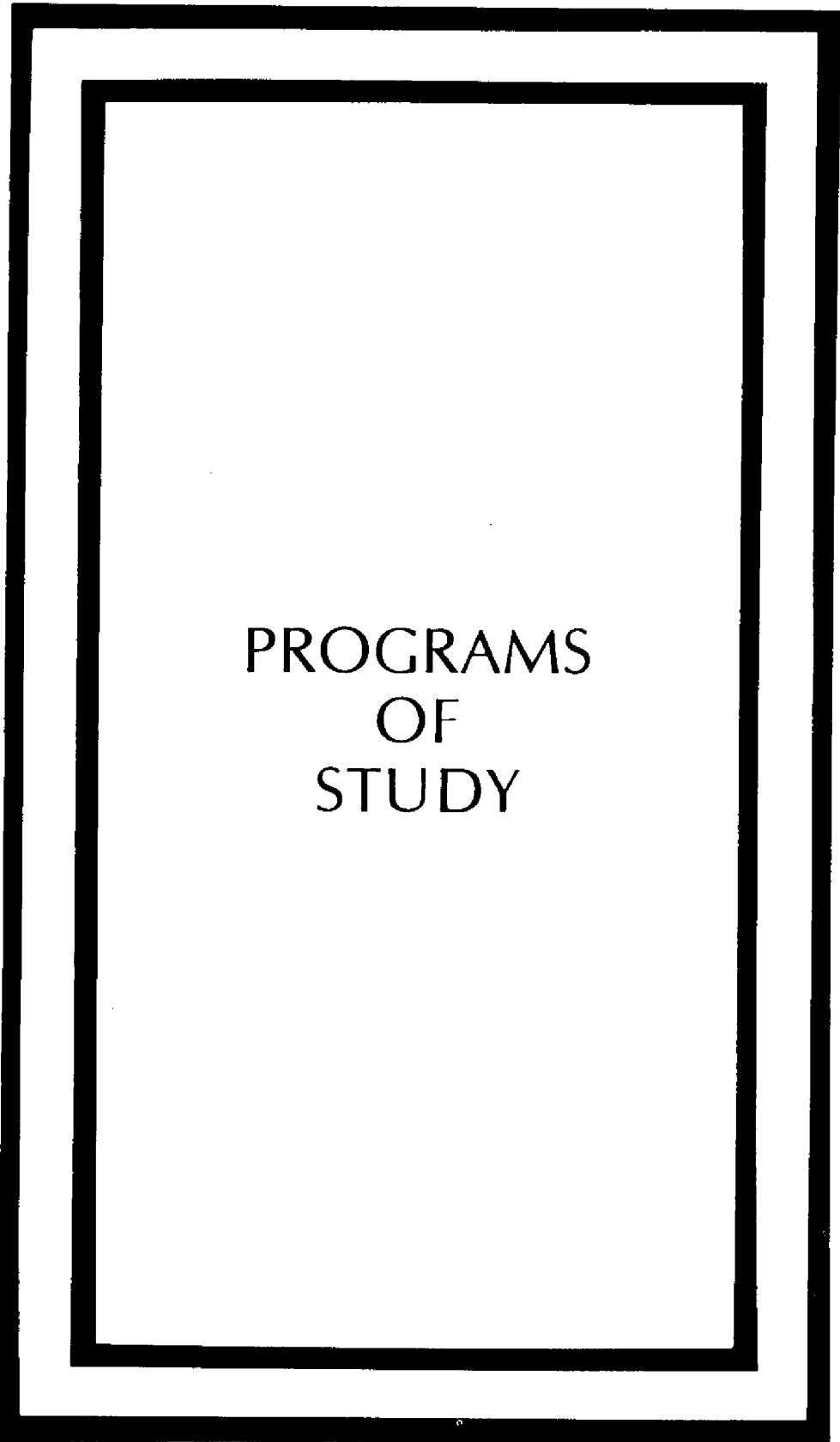
OLD		NEW	
FOS	125	FOS	116
FOS	126	FOS	199
FOS	127	FOS	137
FS	110	FS	120
FS	111	FS	121
FS	112	FS	122
FS	113	FS	123
GED	010	GED	180
GED	011	GED	181
GED	012	GED	182
GED	013	GED	183
GED	101	GED	184
GED	102	GED	185
GED	103	GED	186
GED	104	GED	187
GED	111	GED	188
GED	112	GED	189
GED	113	GED	280
GED	114	GED	281
GED	121	GED	282
GED	122	GED	283
GED	123	GED	284
GED	124	GED	285
GED	131	GED	286
GED	132	GED	287
GED	133	GED	288
GED	134	GED	289
GEN	101	GEN	151
GR	100	GR	150
HEA	100	HEA	160
HEC	100	HEC	150
HEC	101	HEC	151
HEC	102	HEC	152
HEC	103	HEC	153
HEC	120	HEC	154
HED	151	HED	151
HED	152	HED	152
HLT	125	HLT	155
HME	090	HME	150
HME	091	HME	151
HME	092	HME	152
HME	093	HME	153
HME	094	HME	154
HOM	017	HOM	150
HOM	062	HOM	152

OLD	NEW
HOM 063	HOM 153
HOM 064	HOM 252
HOM 065	HOM 155
HOM 066	HOM 253
HOM 096	HOM 156
HOM 097	HOM 256
HOM 100	HOM 157
HOM 101	HOM 158
HOM 102	HOM 159
HOM 103	HOM 259
HOM 098	HOM 154
HOS 101	HOS 161
ICT 100	ICT 150
ICT 102	ICT 152
ICT 103	ICT 153
ICT 104	ICT 154
INS 100	INS 120
INS 101	INS 121
INS 102	INS 122
INS 103	INS 123
INS 299	INS 219
INV 161	INV 151
INV 162	INV 152
MAC 116	MAC 126
MAC 117	MAC 127
MAC 118	MAC 128
MAC 119	MAC 129
MAT 101	MAT 141
MAT 102	MAT 124
MAT 139	MAT 119
MAT 120	MAT 150
MET 100	MET 160
MPD 100	MPD 150
MUS 119A	MUS 119
MUS 119B	MUS 219
NUR 290	NUR 260
OHT 111	OHT 121
OHT 112	OHT 122
OHT 113	OHT 123
OHT 132	OHT 199
OHT 133	OHT 191
OHT 134	OHT 192
OHT 135	OHT 193
OMR 127	OMR 199
PD 101	PD 151

OLD		NEW	
PE	111	PE	215
PE	100	PE	110
PE	101	PE	214
PE	102	PE	112
PE	103	PE	113
PE	104	PE	114
PE	105	PE	115
PE	106	PE	116
PE	107	PE	117
PE	108	PE	118
PE	109	PE	119
PE	110	PE	210
PE	112	PE	212
PE	200	PE	211
PE	201	PE	213
PET	100	PET	150
PET	101	PET	151
PN	110	PN	120
PN	139	PN	160
PN	140	PN	111
PN	141	PN	121
PN	142	PN	112
PN	143	PN	123
PN	144	PN	124
PN	145	PN	125
PN	146	PN	126
PN	147	PN	127
PN	148	PN	128
PN	149	PN	129
PN	150	PN	130
PN	151	PN	131
PN	152	PN	132
PN	153	PN	133
PN	154	PN	134
PN	155	PN	135
PN	156	PN	136
PN	157	PN	137
PN	158	PN	138
PN	159	PN	122
RAC	101	RAC	167
REP	111	REP	121
REP	112	REP	122
REP	113	REP	123
SC	101	SC	151

OLD		NEW	
SC	102	SC	152
SEM	101	SEM	151
SPC	114A	SPC	114
SPC	114B	SPC	115
SPC	214A	SPC	214
SPC	214B	SPC	215
SSC	102	SSC	182
SSC	104	SSC	114
SST	221	SST	211
SST	222	SST	212
SST	225	SST	299
SST	227	SST	217
SST	228	SST	218
SUR	110	SUR	120
SUR	111	SUR	121
SUR	114	SUR	124
SUR	132	SUR	199
TEA	110	TEA	120
TEA	122	TEA	112
TEA	124	TEA	114
TEA	130	TEA	115
TEA	225	TEA	299
WEL	101	WEL	161
WWK	101	WWK	161
WWT	110	WWT	120
WWT	111	WWT	121
WWT	112	WWT	122
WWT	113	WWT	123
WWT	114	WWT	124
WWT	115	WWT	125
WWT	116	WWT	126
WWT	133	WWT	195
WWT	134	WWT	196
WWT	135	WWT	197





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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ENG 124 or 111 English	3	ENG 125 or 112 English	3
SEM 111 Pers. - Career Dev.	1	AGR 115 Animal Science	3
ACC 111 Accounting	4	SEC 125 Business Machines	3
AGR 116 Ag. Economics	3	ACC 112 Accounting	4
AGR 113 Soil Science	3	Elective	3
Total Hours	14	Total Hours	16

SUMMER SESSION	Sem. Hrs.
AGR 296 Ag-Business Internship	4

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SPC 111 Speech	3	AGR 221 Animal Nutrition	3
BUS 125 or MAT 114 Business Math or Intermediate Algebra	3-5	PSY 214 Psychology	3
BUS 214 Business Law	3	HLT 111 Health	2
AGR 230 Use of Ag Chemicals	3	BUS 238 Principles of Sales	3
AGR 112 Crop Science	3	ACC 220 Business Finance	3
Elective	2	Total Hours	14
Total Hours	17-19		

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ENG 124 or 111 English	3	ENG 125 or 112 English	3
SEM 111 Pers. - Career Dev.	1	AGR 234 Outdoor Recreation & Park Management	3
BUS 125 Business Math	3	AGR 114 Soil Science	3
AGR 113 Soil Science	3	AGR 118 Conservation of Water Resources	3
AGR 117 Conservation of Natural Resources	3	Elective	3
HLT 111 Health	2	Total Hours	15
Total Hours	15		

SUMMER SESSION	Sem. Hrs.
AGR 294 Agricultural Resources Internship	4

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.
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	Sem. Hrs.
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	Sem. Hrs.
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
HLT 111 Health	2
Total Hours	15-17

SECOND SEMESTER	Sem. Hrs.
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	Sem. Hrs.
AGR 297 Animal and Crop Science Internship	4

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.
AGR 230 Application and Use of Agricultural Chemical	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	Sem. Hrs.
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.

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.
ENG 124 or 111 English.....	3
SEM 111 Pers. - Career Dev.....	1
BUS 125 Business Math.....	3
AGR 113 Soil Science.....	3
AGR 117 Cons. of Nat. Res.....	3
HLT 111 Health.....	2
Total Hours	15

SECOND SEMESTER	Sem. Hrs.
ENG 125 or 112 English.....	3
AGR 114 Soil Science.....	3
AGR 115 Animal Science.....	3
AGR 118 Conservation of Water Res.....	3
Elective.....	3
Total Hours	15

SUMMER SESSION	Sem. Hrs.
AGR 296 Wildlife Technology Internship.....	4

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.
AGR 116 Ag. Economics.....	3
AGR 225 Intro. to Forestry.....	3
AGR 227 Intro. to Wildlife.....	3
AGR 230 Application and Use of Agricultural Chemicals.....	3
AGR 112 Crop Science.....	3
Total Hours	15

SECOND SEMESTER	Sem. Hrs.
AGR 228 Wildlife Management.....	3
AGR 231 Plant Propagation.....	3
PSY 214 Prac. Psychology.....	3
Elective.....	6
Total Hours	15



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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ACC 111 Accounting.....	4	ACC 112 Accounting.....	4
ENG 124 or 111 English.....	3	ENG 125 or 112 English.....	3
BUS 214 Business Law.....	3	PSY 214 Practical Psychology.....	3
SEC 125 Business Machines.....	3	BUS 125 Business Math.....	3
BUS 129 Business Organization.....	3	Elective.....	3
SEM 111 Pers. - Career Dev.....	1		
Total Hours	17	Total Hours	16

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ACC 211 Accounting.....	4	ACC 212 Accounting.....	4
ACC 213 Cost Accounting.....	3	ACC 222 Auditing.....	3
BUS 127 Business English.....	3	HLT 111 Health.....	2
BUS 128 Intro. to Management.....	3	BUS 299 Business Internship.....	4
Elective.....	2	ACC 220 Business Finance & Credit.....	3
Total Hours	15	Total Hours	16

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ACC 111 Accounting.....	4	ACC 112 Accounting.....	4
BUS 227 Intro. to Data Processing.....	3	COM 222 Computer Logic.....	4
ENG 111 English.....	3	COM 220 Computer Programming.....	3
COM 229 Computer Programming.....	3	Math Elective.....	3
SEM 111 Personal - Career Development.....	1	BUS 128 Intro. to Management.....	3
Total Hours	14	Total Hours	17

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.
COM 223 COBOL II	3
COM 224 PASCAL	4
PSY 214 Practical Psychology	3
HLT 111 Health	2
Elective	4
Total Hours	16

SECOND SEMESTER	Sem. Hrs.
COM 225 System Analysis	3
COM 226 Assembler	4
COM 221 FORTRAN	3
BUS 296 Business Internship	4
Elective	3
Total Hours	17

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.

FALL SEMESTER	Sem. Hrs.
ACC 111 Accounting	4
BUS 128 Intro. to Management	3
BUS 227 Intro. to Data Processing	3
COM 229 Computer Programming	3
Total Hours	13

SUMMER SEMESTER	Sem. Hrs.
COM 224 PASCAL	3
COM 221 Business FORTRAN Programming	3
Total Hours	6

SPRING SEMESTER	Sem. Hrs.
ACC 112 Accounting	4
COM 220 Computer Programming II	3
BUS 116 Principles of Marketing	3
COM 222 Computer Logic	3
	13

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.

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.
ENG 124 or 111 English	3
BUS 129 Business Organization	3
BUS 116 Principles of Marketing	3
SEC 125 Business Machines	3
SEM 111 Pers. Career Dev.	1
Elective	3
Total Hours	16

SECOND SEMESTER	Sem. Hrs.
ENG 125 or 112 English	3
PSY 214 Practical Psychology	3
BUS 125 Business Math	3
BUS 238 Principles of Sales	3
Elective	3
Total Hours	15

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.
ACC 111 Accounting	4
BUS 128 Introduction to Management	3
BUS 127 Business English	3
BUS 214 Business Law	3
BUS 227 Intro. to Data Processing	3
Total Hours	16

SECOND SEMESTER	Sem. Hrs.
ACC 112 Accounting	4
ACC 220 Business Finance	3
BUS 215 Business Law	3
BUS 299 Business Internship	4
Elective	3
Total Hours	17



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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SUR 120 Surveying I.....	5	SUR 121 Surveying II.....	5
MAT 115 College Algebra and Trigonometry.....	5	SUR 122 Surveying Calculations I.....	2
SEM 111 Pers. - Career Dev.	1	SPC 111 Speech	3
DRA 131 Blueprint Reading.....	3	SUR 125 Legal Aspects of Surveying	2
Total Hours	14	Total Hours	12

SUMMER SESSION	Sem. Hrs.
SUR 123 Surveying Field Work (0-6).....	3
SUR 124 Surveying Calculations II.....	2
Total Hours	5

*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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
CMT 201 Construction Estimating	3	*SPC 111 Communications.....	3
CMT 192 Construction Blueprint Reading	3	CMT 102 Construction Materials and	
CMT 101 Construction Materials and		Methods	3
Methods	3	CMT 202 Fundamentals of Labor	
*PSY 214 Practical Psychology.....	2	Relations	3
CMT 121 Internship.....	3	CMT 105 Construction Surveying.....	3
		CMT 122 Internship.....	4
	14		16
	Total Hours		Total Hours

*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 asteriked 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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
DRA 120 Fundamentals of Drafting.....	3	DRA 117 Engineering Graphics	4
DRA 131 Blueprint Reading.....	3	DRA 122 Architectural Drafting.....	3
MAT 121 Technical Mathematics	4	DRA 124 Materials and Methods of	
BUS 121 Basic Keyboarding.....	1	Construction	5
DRA 121 Architectural Drafting.....	3	MAT 122 Technical Math.....	4
Elective	3		
Total Hours	17	Total Hours	16

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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
DRA 120 Fundamentals of Drafting.....	3	DRA 135 Mechanical Drafting	3
DRA 131 Blueprint Reading.....	3	MAT 122 Technical Math	4
MAT 121 Technical Mathematics	4	Elective	3
BUS 121 Basic Keyboarding.....	1		
DRA 117 Engineering Graphics	4		
Total Hours	15	Total Hours	10

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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
DRA 120 Fundamentals of Drafting.....	3	MAC 123 Metallurgy and Heat Treatment.....	3
DRA 131 Blueprint Reading.....	3	DRA 135 Mechanical Drafting.....	3
MAT 121 Technical Mathematics.....	4	MAT 122 Technical Math.....	4
BUS 121 Basic Keyboarding.....	1	DRA 134 Mechanisms and Machine Design.....	4
DRA 117 Engineering Graphics.....	4	DRA 136 Electric, Hydraulic and Pneumatic Controls.....	3
Elective.....	3		
	Total Hours 18		Total Hours 17

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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
DRA 120 Fundamentals of Drafting.....	3	MAC 123 Metallurgy and Heating Treatment.....	3
DRA 131 Blueprint Reading.....	3	DRA 135 Mechanical Drafting.....	3
MAT 121 Technical Mathematics.....	4	DRA 137 Jig, Fixture, and Die Design.....	3
BUS 121 Basic Keyboarding.....	1	MAT 122 Technical Math.....	4
DRA 117 Engineering Graphics.....	4	DRA 136 Electric, Hydraulic and Pneumatic Controls.....	3
Elective.....	3		
	Total Hours 18		Total Hours 16

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

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

FIRST SEMESTER	Sem.	Hrs.
ELT 120 Basic Electrical Concepts.....	3	3
ELT 121 Rotating Machinery.....	3	3
ENG 111 English.....	3	3
MAT Math.....	5	5
Elective.....	3	3
SEM 111 Pers. - Career Dev.	1	1
Total Hours		<u>18</u>

SECOND SEMESTER	Sem.	Hrs.
ELT 122 Basic Electronic Concepts.....	3	3
ELT 123 Rotating Machinery.....	3	3
ENG 221 Technical Writing.....	3	3
MAT Math.....	5	5
PHS 112 Physical Science	4	4
Total Hours		<u>18</u>

SOPHOMORE YEAR

FIRST SEMESTER	Sem.	Hrs.
ELT 234 Electric Concepts II.....	3	3
ELT 221 Electric Power Transmission.....	3	3
ELT 222 Digital Electronics I.....	3	3
ELT 223 Industrial Circuits and Controls I.....	3	3
MAT Math.....	5	5
Total Hours		<u>17</u>

SECOND SEMESTER	Sem.	Hrs.
ELT 224 Electronic Concepts III.....	3	3
ELT 225 Digital Electronics II.....	3	3
ELT 226 Industrial Circuits and Controls II	3	3
Electives	4	4
Total Hours		<u>13</u>

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.

FIRST SEMESTER	Sem.	Hrs.
ELT 120 Basic Electrical Concepts.	3	3
ELT 121 Rotating Machinery I.....	3	3
ENG 111 English.....	3	3
MAT Math.....	5	5
Elective	3	3
Total Hours		<u>17</u>

SECOND SEMESTER	Sem.	Hrs.
ELT 122 Basic Electronic Concepts I.....	3	3
ELT 123 Rotating Machinery II.....	3	3
MAT Math.....	5	5
PHS 112 Physical Science	4	4
Total Hours		<u>15</u>

ELECTRONIC EQUIPMENT AND SYSTEMS TECHNICIAN

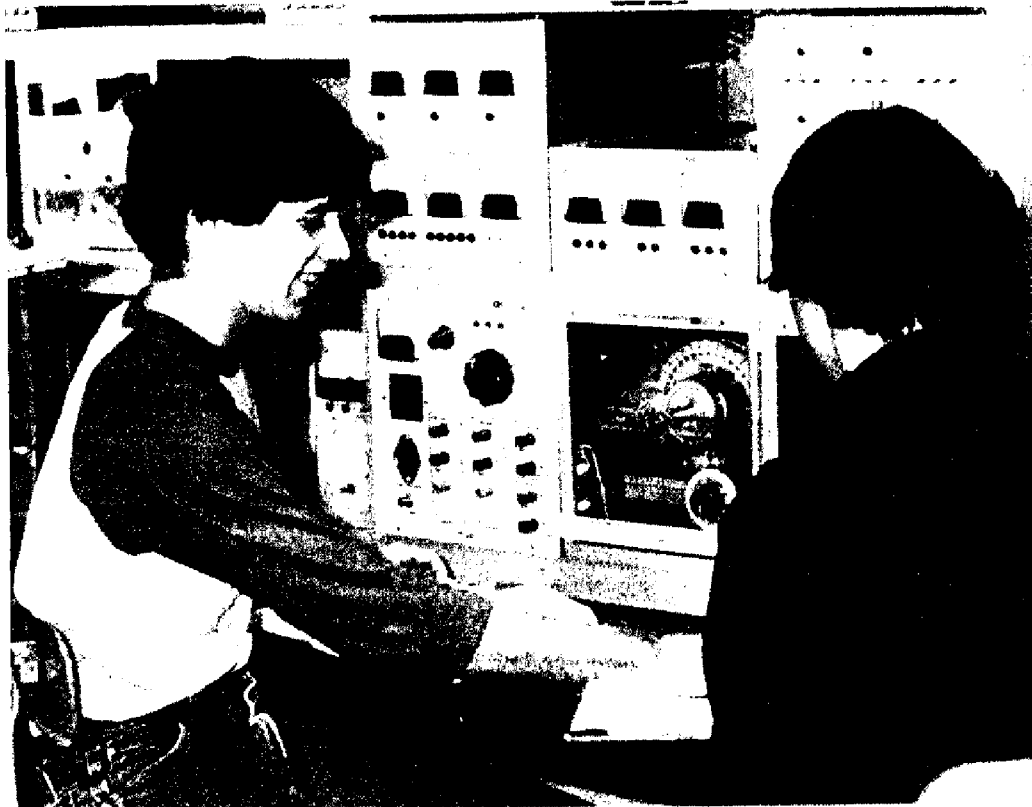
This program is designed to provide an understanding of electricity and electronic principles. This program will prepare students for entry into a variety of electronic fields to include computer repair.

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEM 111 Personal/Career Development	1	ELT 122 Basic Electronic Concepts I	3
ELT 120 Basic Electrical Concepts	3	ELT 211 Tech Writing	3
Math	5	Math	5
ELT 236 Electronic Devices	6	COM 229 Computer Programming	3
BUS 227 Intro. to Data Processing	3		
Total Hours	18	Total Hours	14

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ELT 234 Electronic Concepts II	3	ELT 224 Electronic Concepts II	3
ELT 222 Digital Electronics I	3	ELT 225 Digital Electronics II	3
ELT 237 Electronic Circuits	6	ELT 239 Electronic Systems Maintenance	3
ELT 238 Electronic Systems Analysis	3	ELT 299 Electronics Internship	5
Elective	3		
Total Hours	18	Total Hours	14



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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ADN 239 Introduction to Conceptual Framework	3	ADN 233 Maternal Neonate Nursing Interventions	2
ADN 236 Orthopedic Dermatological Nursing Interventions	3	ADN 234 Pediatric Nursing Interventions	2
ADN 221 Neurological-Sensory Nursing Interventions	2	ADN 235 Gastrointestinal/Genital-Urinary Nursing Interventions	3
ADN 238 Cardiovascular Nursing Interventions	3	ADN 231 Metabolic-Endocrine Nursing Interventions	2
ADN 237 Psychiatric Nursing Interventions	3	ADN 229 Community Health Nursing	2
*General Education	3	ADN 232 Nursing Today and Tomorrow	2
	<u>17</u>	ADN 230 Respiratory Nursing Interventions	2
		General Education	<u>2</u>
			18
SUMMER SESSION	Sem. Hrs.		
General Education	10		
	<u>10</u>		
	Total Hours		

*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 pursuing 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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
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- Surgical Nursing	3
PN 112 Body Structure & Functions	3	PN 130 Medical-Surgical Nursing	3
PN 123 Communications	1	PN 131 Nursing Care of Mother and Newborn	3
PN 124 Personal & Vocational Relations ...	1	PN 132 Nursing Care of the Child	3
PN 126 Intro. to Pharmacology	2	PN 133 Pharmacology	2
PN 127 Nursing Care of Geriatric Patient..	2	PN 125 Intro. to Mental Health	1
CPR 150 Cardiopulmonary Resuscitation ..	1	PN 138 Nutrition	1
		Total Hours	19
	Total Hours		
	17		
SUMMER SESSION	Sem. Hrs.		
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		
	10		

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
CHE 114 Inorganic Chemistry.....	5
ENG 111 English Composition.....	3
ENG 112 English Composition.....	3
PSY 211 Psychology.....	3
SPC 111 Speech.....	3
	<u>25</u>

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 speciality 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:

MAT 114 Math.....	5
BIO 212 Biology.....	4
BIO 111 Biology.....	3
BIO 112 Biology.....	3
PHS 112 Physical Science or.....	4
PHY 216 Physics.....	4
CHE 114 Chemistry.....	5
ENG 111 English.....	3
ENG 112 English.....	3
PSY 211 Psychology.....	3
SPC 111 Speech.....	3
Total Hours	36

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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
OHT 122 Introduction to Greenhouse Operation.....	3	OHT 123 Landscape Design.....	3
AGR 113 Soil Science.....	3	OHT 130 Greenhouse Management.....	3
BIO 213 Botany.....	4	OHT 131 Horticulture Business Management.....	3
OHT 121 Introduction to Horticulture.....	5	OHT 199 Internship.....	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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
OHT 122 Introduction to Greenhouse Operation.....	3	OHT 123 Landscape Design.....	3
AGR 113 Soil Science.....	3	OHT 125 Turfgrass Culture.....	4
BIO 213 Botany.....	4	OHT 127 Nursery Operations.....	4
OHT 121 Introduction to Horticulture.....	5	OHT 130 Greenhouse Management.....	3
OHT 128 Insect Pest & Plant Disease.....	3	OHT 131 Horticultural Business Management.....	3
Total Hours	18	Total Hours	17
SUMMER SESSION	Sem. Hrs.		
OHT 192 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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
OHT 122 Introduction to Greenhouse Operation.....	3	OHT 123 Landscape Design.....	3
AGR 113 Soil Science.....	3	OHT 127 Nursery Operations.....	4
BIO 213 Botany.....	4	OHT 131 Horticultural Business Management.....	3
OHT 121 Introduction to Horticulture.....	5	OHT 191 Internship.....	5
OHT 128 Insect Pest & Plant Disease.....	3		
Total Hours	18	Total Hours	15

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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
OHT 122 Introduction to Greenhouse Operation.....	3	BIO 213 Botany.....	4
AGR 113 Soil Science.....	3	OHT 125 Turfgrass Culture.....	4
OHT 123 Landscape Design.....	3	OHT 131 Horticultural Business Management.....	3
OHT 121 Introduction to Horticulture.....	5	OHT 193 Internship.....	5
OHT 128 Insect Pest & Plant Disease.....	3		
Total Hours	17	Total Hours	16

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ENG 124 or 111 English	3	ENG 125 or 112 English	3
SEM 111 Pers. Career Dev.....	1	CLE 219 Criminal Law.....	3
CLE 123 Intro. to Crime Control.....	3	PSY 214 Practical Psychology.....	3
Elective	3	AGR 118 Cons of Water Res.	3
AGR 117 Cons. of Nat. Resources.....	3	Elective	3
HLT 111 Health.....	2		
Total Hours	15	Total Hours	15

SUMMER SESSION	Sem. Hrs.
AGR 298 Conservation Law Enforcement Internship.....	4

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
AGR 225 Intro. to Forestry.....	3	AGR 231 Plant Propagation	3
AGR 227 Intro. to Wildlife.....	3	SOC 212 Sociology	3
AGR 230 Application and Use of Agricultural Chemicals.....	3	CLE 211 Criminal Law.....	3
CLE 125 Criminal Behavior.....	3	SPC 111 Speech.....	3
Elective	3	Elective	3
Total Hours	15	Total Hours	15

LAW ENFORCEMENT

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

PROGRAMS OF STUDY

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SOC 212 Sociology	3	SPC 111 Speech	3
CLE 123 Introduction to Crime Control	3	CLE 219 Criminal Law	3
ENG 111 English	3	ENG 112 English	3
CLE 125 Criminal Behavior	3	CLE 115 Interpersonal Relations	3
Elective	3	CLE 229 Criminal Law II	3
Total Hours	15	Total Hours	15

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

*This program is a cooperative program with Southeastern Illinois College at Harrisburg. An additional 16 hours of coursework will be required by SIC in order to receive a Certificate of Completion.

**LAW ENFORCEMENT/CORRECTIONAL OFFICER
TRAINING PROGRAM**

(Cooperative Program)*

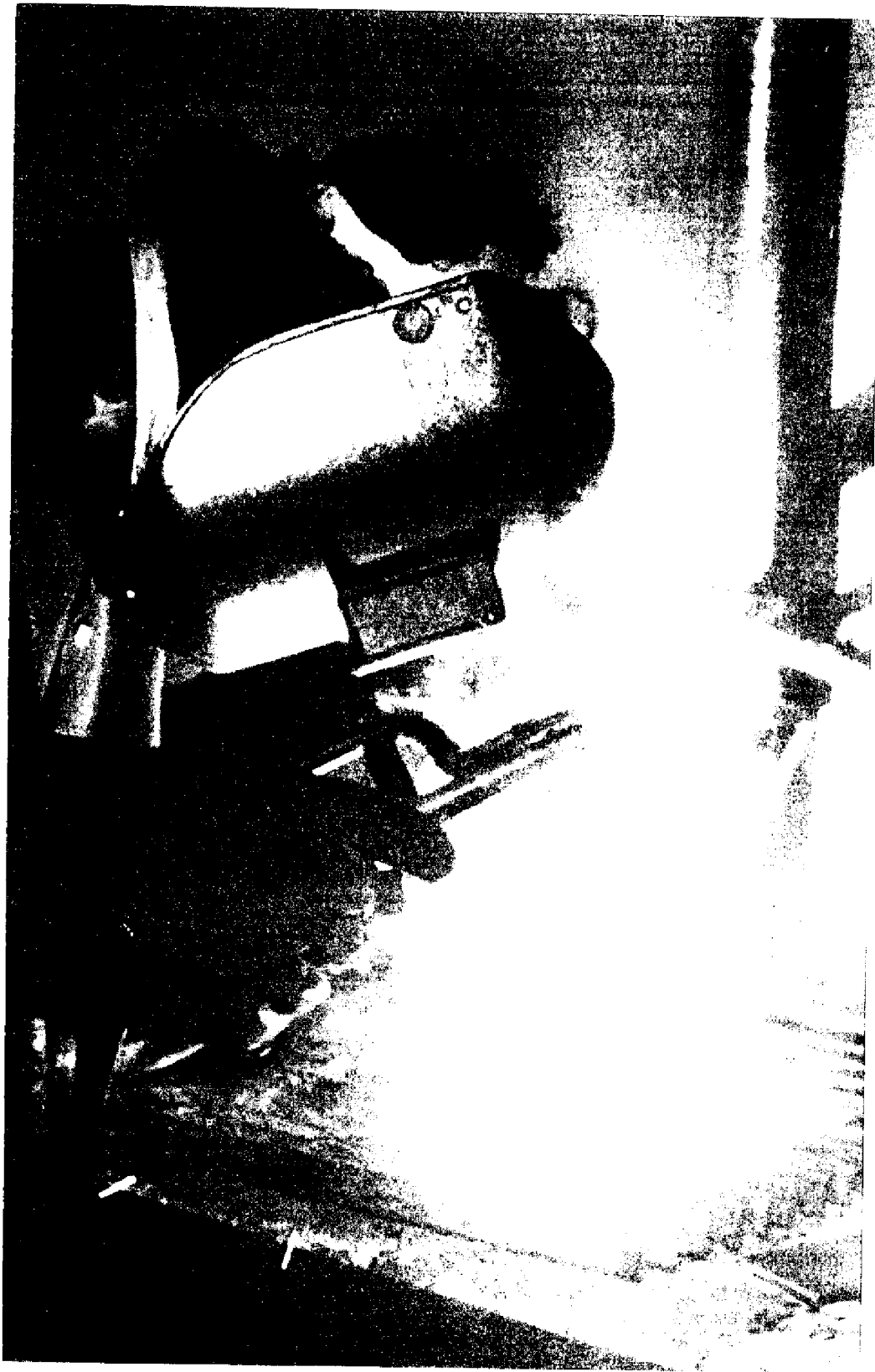
This program is designed to give students interested in a career in Law Enforcement/Correctional Officer Training a background of skill and information to enter the field of corrections. The program will provide the necessary background and competencies for the student who completes the requirements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

FIRST YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ENG 124 English.....	3	ENG 221 Technical Writing.....	3
CLE 219 Criminal Law.....	3	MAT 221 Technical Mathematics.....	4
MAT 111 Foundations of Math.....	3	CLE 211 Criminal Law.....	3
PSY 214 Practical Psychology.....	3	CLE 115 Interpersonal Relations.....	3
CLE 125 Criminal Behavior.....	3		
	Total Hours 15		Total Hours 13
SUMMER SESSION	Sem. Hrs.		
EMT 161 Emergency Medical Technology.....	6		

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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
MAC 126 Machine Tool Fundamentals.....	3	MAC 121 Drill Press Operator.....	3
MAC 127 Lathe Operations.....	3	MAC 123 Metallurgy and Heat Treatment.....	3
MAC 129 Milling Machine Operations.....	3	MAT 122 Technical Math.....	4
DRA 131 Blueprint Reading.....	3		
MAT 121 Technical Math.....	4		
Total Hours	16	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
MAC 126 Machine Tool Fundamentals.....	3	MAC 128 Lathe Operations.....	3
MAC 127 Lathe Operations.....	3	MAC 123 Metallurgy and Heat Treatment.....	3
MAC 129 Milling Machine Operations.....	3	MAC 120 Milling Machines Operations II.....	3
DRA 131 Blueprint Reading.....	3	MAC 121 Drill Press Operations.....	3
MAT 121 Technical Math.....	4	MAC 122 Machine Shop.....	3
		MAT 122 Technical Math.....	4
Total Hours	16	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
MAC 126 Machine Tool Fundamentals	3	MAC 128 Lathe Operations II.....	3
MAC 127 Lathe Operations I.....	3	MAC 123 Metallurgy and Heat Treatment..	3
MAC 129 Milling-Machine Operations I.....	3	MAT 122 Technical Math.....	4
DRA 131 Blueprint Reading.....	3		
MAT 121 Technical Math.....	4		
	Total Hours		Total Hours
	16		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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
MAC 126 Machine Tool Fundamentals	3	MAC 120 Milling Machine Operations.....	3
MAC 127 Lathe Operations I.....	3	MAC 123 Metallurgy and Heat Treatment..	3
MAC 129 Milling Machine Operations.....	3	MAT 122 Technical Math.....	4
DRA 131 Blueprint Reading.....	3		
MAT 121 Technical Math.....	4		
	Total Hours		Total Hours
	16		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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
AUT 137 Multi-Cylinder Engine.....	3	AUT 135 Brakes, Wheel Alignment, Balance and Suspensions.....	3
AUT 122 Tune-Up, Troubleshooting, Diagnosis.....	3	AUT 138 Automotive Power Trains.....	3
AUT 125 Shop Safety.....	1	AUT 133 Manual and Automotive Transmissions.....	3
AUT 132 AC & DC Electrical System.....	3	AUT 139 Air-Conditioning & Heating (Automotive).....	3
AUT 129 Fuel & Fuel Systems.....	3		
	<u>Total Hours</u>		<u>Total Hours</u>
	13		12
SUMMER SESSION			
	Sem. Hrs.		
AUT 136 Auto Blueprint Reading.....	3		
AUT 134 Auto Shop Management.....	2		
AUT 128 Emission Control Systems.....	2		
	<u>Total Hours</u>		
	7		

AUTOMOTIVE MECHANIC HELPER

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
AUT 137 Multi-Cylinder Engine Servicing.....	3	AUT 135 Brakes, Wheel Alignment, Balance and Suspensions.....	3
AUT 122 Tune-Up, Troubleshooting, Diagnosis.....	3	AUT 138 Auto Power Trains.....	3
AUT 125 Shop Safety.....	1	MAT 121 Technical Math.....	4
AUT 132 AC & DC Electrical Systems.....	3		
AUT 129 Fuel & Fuel Systems.....	3		
	<u>Total Hours</u>		<u>Total Hours</u>
	13		10
SUMMER SESSION			
	Sem. Hrs.		
AUT 128 Emission Control Systems.....	2		
AUT 297 Internship.....	5		
	<u>Total Hours</u>		
	7		

AUTOMOTIVE SERVICE

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
AUT 137 Multi-Cylinder Engine Servicing	3	AUT 135 Brakes, Wheel Alignment, Balance and Suspensions	3
AUT 122 Tune-Up, Troubleshooting, Diagnosis	3	AUT 138 Auto Power Trains	3
AUT 125 Shop Safety	1	AUT 139 Air-Conditioning & Heating	3
AUT 132 AC & DC Electrical System	3	MAT 121 Technical Math	4
AUT 129 Fuel & Fuel Systems	3		
Total Hours	13	Total Hours	13
SUMMER SESSION	Sem. Hrs.		
AUT 134 Auto Shop Management	2		
AUT 297 Internship	5		
Total Hours	7		

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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
AUT 137 Multi-Cylinder Engine Servicing	3	AUT 135 Brakes, Wheel Alignment, Balance & Suspensions	3
AUT 122 Tune-Up, Troubleshooting and Diagnosis	3	AUT 138 Automotive Power Trains	3
AUT 125 Shop Safety	1	AUT 133 Manual & Automatic Trans.	3
AUT 132 AC & DC Electrical Systems	3	AUT 139 Air Conditioning & Heating	3
AUT 129 Fuel and Fuel Systems	3		
Total Hours	13	Total Hours	12
SUMMER SESSION	Sem. Hrs.		
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		

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
AUT 221 Advanced Multi-Cylinder Engine	3	AUT 227 Advanced Brakes and Suspension	3
AUT 222 Ignition Systems Diagnosis	4	AUT 226 Advanced Electrical Systems	3
DIS 128 Diesel Engine Operation and Service	4	AUT 223 Advanced Auto Power Trains	4
MAT 121 Technical Math	4	AUT 224 Advanced Auto Heating and Air Conditioning	3
Total Hours	15	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.

FIRST SEMESTER Sem. Hrs.
 AUT 137 Multi-Cylinder Engines3
 AUT 125 Shop Safety1
 AUT 132 AC & DC Electrical Systems.....3

Total Hours 7

SECOND SEMESTER Sem. Hrs.
 DIS 128 Diesel Engine Operation and
 Service4
 DIS 129 Diesel Fuel & Fuel Systems3

Total Hours 7

THIRD SEMESTER Sem. Hrs.
 DIS 130 Diesel Engine Tune-Up and
 Diagnosis3

Total Hours 3



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		Sem. Hrs.	SECOND SEMESTER		Sem. Hrs.
COS 120 Cosmetology Theory	3	COS 121 Cosmetology Theory II	3
COS 1234 Cosmetology Lab	9	COS 124 Cosmetology Lab	9
		Total Hours			Total Hours
		12			12
THIRD SEMESTER		Sem. Hrs.			
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		Sem. Hrs.	SECOND SEMESTER		Sem. Hrs.
INS 120 Personal Insurance	3	INS 122 Business Insurance	3
INS 121 Disability Income Insurance	3	INS 123 Advanced Insurance Sales	3
BUS 125 Business Math	3	BUS 214 Business Law	3
BUS 207 Intro. to Data Processing	3			
		Total Hours			Total Hours
		12			9



PUBLIC SERVICE

FIRE SCIENCE

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
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		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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
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		Total Hours 17

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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
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 198 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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
HLT 111 Health	2	ENG 125 or 112	3
ENG 124 or 111 English	3	Science Elective	4
Math Elective	3	PSY 214 Practical Psychology	3
SEM 111 Pers. Career Dev.	1	SST 122 Introduction to Social Problems	3
SST 121 Introduction to Social Work	3	Elective	3
Elective	4		
Total Hours	16	Total Hours	16

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SST 217 Marriage & Family	3	PSY 219 Abnormal Psychology	3
SST 211 Introduction to Group Processes	3	SST 212 Advanced Group Processes	3
SST 223 Principles of Recreation	3	SST 299 Practicum	4
SST 218 Human Growth & Development	3	Elective	7
SST 224 Introduction to Service Agencies	3		
Total Hours	15	Total Hours	17

RECOMMENDED ELECTIVES

- PHS 111 Physical Science
- PHS 112 Physical Science
- BIO 111 Biology
- SPC 111 Speech
- SEC 121 Beginning Typewriting
- 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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ENG 124 or 111 English	3	Electives	6
SST 218 Human Growth & Development ..	3	PSY 214 Practical Psychology	3
TEA 121 Introduction to Teacher Aide		TEA 123 School Procedures.....	3
Duties	3	TEA 299 Practicum	5
TEA 112 Teaching Materials and Their			
Use	3		
Elective	3		
Total Hours	15	Total Hours	17

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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEC 230 Office Procedures and Administration.....	1	SEC 233 Economics and Management.....	1
SEC 231 Business and Public Policy.....	1	SEC 234 Financial Analysis and Math.....	1
SEC 232 Environmental Relationships in Business.....	1	SEC 235 Communications and Decision Making.....	3
SEC 122 Intermediate Typewriting.....	3	SEC 124 Shorthand & Transcription.....	3
Total Hours	6	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
ENG 124 or 111 English.....	3	SEC 122 Intermediate Typewriting.....	3
SEC 121 Typewriting.....	3	SEC 226 Secretarial Procedures.....	4
BUS 125 Business Math.....	3	BUS 127 Business English.....	3
SEC 120 Records Management.....	3	BUS 291 Clerk Typist Internship.....	4
SEC 125 Business Machines.....	3	SEC 227 Word Processing.....	3
SEM 111 Pers. Career Dev.....	1	Total Hours	17
Total Hours	16		

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

FIRST SEMESTER	Sem.	Hrs.
SEC 123 Shorthand.....	3	
SEC 121 Typewriting.....	3	
PSY 214 Practical Psychology.....	3	
ENG 111 or 124 English.....	3	
SEC 125 Business Machines.....	3	
SEM 111 Pers. Career Dev.....	1	
Total Hours		16

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

SOPHOMORE YEAR

FIRST SEMESTER	Sem.	Hrs.
BUS 214 Business Law.....	3	
SEC 223 Typewriting.....	3	
SEC 224 Shorthand & Trans.....	3	
SEC 120 Records Management.....	3	
ACC 111 Accounting.....	4	
Total Hours		16

SECOND SEMESTER	Sem.	Hrs.
SEC 226 Secretarial Procedures.....	4	
BUS 127 Business English.....	3	
SEC 225 Shorthand & Trans.....	3	
BUS 292 Executive Secretary Internship.....	4	
SEC 227 Word Processing.....	3	
Total Hours		17

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.

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
BUS 214 Business Law	3	BUS 215 Business Law	3
ENG 124 or 111 English	3	ENG 125 or 112 English	3
SEC 123 Shorthand	3	SEC 124 Shorthand & Transcription	3
SEC 121 Beginning Typewriting	3	SEC 122 Intermediate Typewriting	3
SEM 111 Pers. Career Dev.	1	PSY 214 Practical Psychology	3
Elective	3		
Total Hours	16	Total Hours	15

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
BUS 127 Business English	3	SEC 225 Shorthand & Transcription	3
SEC 224 Shorthand & Transcription	3	SEC 226 Secretarial Procedures	4
SEC 120 Records Management	3	BUS 293 Legal Secretary Internship	4
ACC 111 Accounting	4	SEC 227 Word Processing	3
SEC 223 Typewriting	2	SEC 229 Legal Terminology	3
HLT 111 Health	2		
Total Hours	18	Total Hours	17

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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEC 125 Business Machines	3	ENG 125 or 112 English	3
ENG 124 or 111 English	3	SEC 124 Shorthand and Transcription	3
SEC 123 Shorthand	3	SEC 122 Intermediate Typewriting	3
PSY 214 Practical Psychology	3	HLT 111 Health	2
SEM 121 Beginning Typewriting	3	BUS 125 Business Math	3
SEM 111 Personal Career Development	1	Elective	3
Total Hours	16	Total Hours	17

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEC 228 Medical Terminology	3	SEC 225 Shorthand and Transcription	3
SEC 224 Shorthand and Transcription	3	SEC 226 Secretarial Procedures	4
SEC 120 Records Management	3	BUS 294 Medical Secretary Internship	4
ACC 111 Accounting	4	BUS 127 Business English	3
SEC 223 Typewriting	3	SEC 227 Word Processing	3
Total Hours	16	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEC 122 Intermediate Typing	3	SEC 223 Advanced Typing	3
SEC 227 Intro. to Word Processing	3	COM 229 Computer Programming	3
BUS 227 Intro. to Data Processing	3	SEC 226 Secretarial Procedures	4
SEC 120 Records Management	3	SEC 236 Advanced Word Processing Equip & Management	3
BUS 127 Business English	3	BUS 297 Word Processor Internship	4
SEM 111 Personal Career Development	1	Total Hours	17
Total Hours	16		

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/ Wastewater Technology	2
WWT 121 Basic Wastewater Treatment	3
WWT 123 Advanced Wastewater Treatment	3
WWT 126 Laboratory Analysis of Wastewater	3
WWT 196 Wastewater Treatment 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/ 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.

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
WWT 120 Intro. to Water/Wastewater Technology	2	WWT 123 Advanced Wastewater Treatment	3
WWT 121 Basic Wastewater Treatment	3	WWT 124 Advanced Water Treatment	3
WWT 122 Basic Water Treatment	3	WWT 126 Laboratory Analysis of Wastewater	3
WWT 125 Laboratory Analysis of Water	3	WWT 195 Water/Wastewater Treatment Technology Internship	5
Total Hours	<u>11</u>	Total Hours	<u>14</u>

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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
WEL 123 Arc Welding I	3	WEL 124 Arc Welding II	3
MAC 123 Metallurgy and Heat Treatment 123	3	WEL 127 Low Hydrogen arc Welding.....	3
MAT 121 Technical Math.....	4	Elective	3
DRA 131 Blueprint Reading.....	3		
Total Hours	13	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
WEL 123 Arc Welding I	3	WEL 124 Arc Welding II	3
MAC 123 Metallurgy and Heat Treatment.....	3	MAC 123 Metallurgy and Heat Treatment.....	3
MAT 121 Technical Math.....	4		
DRA 131 Blueprint Reading.....	3		
Total Hours	13	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
WEL 123 Arc Welding I	3	WEL 124 Arc Welding II	3
MAC 123 Metallurgy and Heat Treatment.....	3	WEL 125 MIG Welding.....	3
MAT 121 Technical Math.....	4	WEL 126 Advanced Gas Welding	3
DRA 131 Blueprint Reading.....	3	WEL 127 Low Hydrogen arc Welding.....	3
WEL 120 Gas Welding and Cutting	3	WEL 128 Pipe Welding.....	3
Total Hours	16	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
WEL 120 Gas Welding and Cutting	3	WEL 126 Advanced Gas Welding	3
MAC 123 Metallurgy and Heat Treatment.3		WEL 123 Arc Welding I.....	3
MAT 121 Technical Math.....	4		
DRA 131 Blueprint Reading.....	3		
Total Hours	13	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	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
WEL 123 Arc Welding I.....	3	WEL 124 Arc Welding II.....	3
MAC 123 Metallurgy and Heat Treatment.3		WEL 125 Mig Welding.....	3
MAT 121 Technical Math.....	4	Elective	3
DRA 131 Blueprint Reading.....	3		
Total Hours	13	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 valuations, income determination, corporate information, combinations, and consolidations.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Accounting 112

ACC 212 ACCOUNTING

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

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Accounting 211

ACC 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.

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 surrounding 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 relationship 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 chemical 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.

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 procedures 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 carburetor repair. Component parts of the fuel system will be covered by discussing operation, testing, and repair procedures. Students will inspect 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 techniques, 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 circuits 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, operation 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 policing.

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 (analysis of present information flow, system specification and equipment, 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 problems. 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, grooming, visual poise, personality development, bacteriology, sterilization, sanitation, the skin, scalp, trichology, nails, and disorders of the skin and scalp.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: 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 testing 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 implications. Brief history of manual communication of the deaf in the United States and other countries will be covered. Practice in learning

to sign and fingerspell 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 state, 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 Class 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 held 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.

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 hours — 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.

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 tool 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 operations and setup, learn to calculate proper feeds and speeds for machining various types of materials.

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

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, inequalities, absolute value, coordinate systems, functions and graphs, the circular functions, trig identities, applications of trigonometry, polynomial equations, determinants, binomial theorem, mathematical induction, 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 differentiation, 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 Markov 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, inequalities, 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 examples and problems which have been drawn from diverse occupational fields. The student will be taught fundamentals of general mathematics, 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 designed for students who have had no algebra or who desire a review

of this material. Successful completion of this course should prepare a student for MAT 114, Intermediate Algebra.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: 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 INTRODUCTON TO EMOTIONAL SELF-HELP

This course is designed to assist students in developing the ability to understand rational counseling and how this concept can be applied in their daily activities.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

PE 110 PHYSICAL EDUCATION

A basic co-educational program in physical education which emphasizes essentially carry-over activities. Recreational aspects of activities including badminton, golf, bowling, tennis, and other related sports.

Credit: 1 hour — 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 techniques 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 techniques of tennis. Students enrolled in this course will be expected to have the ability to execute basic fundamentals and techniques and greater emphasis shall be placed upon playing strategy.

Credit: 1 hour — 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 techniques 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 techniques of badminton and deck tennis. Badminton will be taught the first nine weeks and deck tennis will be taught the last nine weeks.

Credit: 1 hour — 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 techniques 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 techniques 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 individuals. 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 problems of philosophy illustrated in the writings of major thinkers from Greece through the 20th Century.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: 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.

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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.

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 class room 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.

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, dittos. Minimum 5 minute speed of 45 wpm required at end of course. Individualized self-paced method of instruction. Course may be waived by placement test.

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

Prerequisite: Beginning Typewriting 121 or placement test

SEC 123 BEGINNING SHORTHAND

A complete course in 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 on 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, electronic 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 construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession.

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

Prerequisite: Typing 121 or the equivalent through proficiency testing

SEC 229 LEGAL TERMINOLOGY

The development of a legal vocabulary through the study of word construction, 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, communications media, advances in office management, technological applications, 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/AA/AAS only - required

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

SOC 212 SOCIOLOGY

This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social institutions, social stratification, culture, socialization, aging, deviance, population, sex roles, social change, and collective behavior.
Credit: 3 hours — Three lecture hour per week.
Prerequisite: None

SPA 111 SPANISH

An introductory course designed to facilitate conversation from the beginning, with accurate emphasis on writing. The course is taught in Spanish with translation only where necessary.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: None

SPA 112 SPANISH

A continuation of Spanish 111. Increased stress on reading in order to inculcate idiomatic use of the language. Constant oral practice is encouraged.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Spanish 111

SPA 211 SPANISH

Intermediate Spanish. Continued major emphasis on conversation with beginning writing.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Spanish 112

SPA 212 SPANISH

A continuation of 211. Increased use of contemporary oral and written Spanish material from Latin America.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Spanish 211

SPC 111 SPEECH

This course is the study of the theory and practice in developing the skills needed for public speaking. Major attention is devoted to the basic principles of content, organization, style, delivery, and evaluation of oral communication emphasizing extemporaneous speaking.
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 — Two 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

SSC 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

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 — Two 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 knowlege 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. Layouts 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.

TEA 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, jogs, 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 WATER/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 wastewater 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 treatment plant processes. The course will introduce the student to basic laboratory equipment and terminology, as well as procedures used in performing chemical, physical, and biological analysis of water.

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

Prerequisite: Advanced Water Treatment Technology 114 or permission of instructor

WWT 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 experience 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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