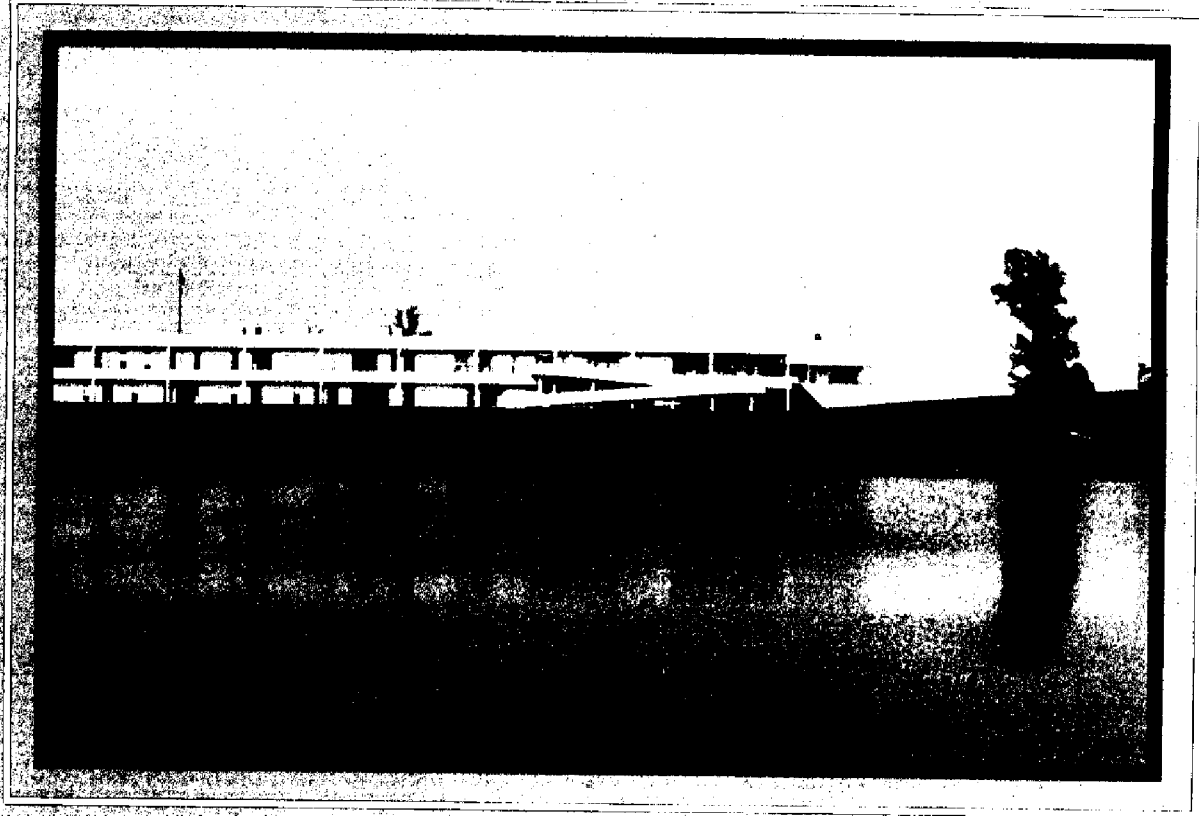


1987-1989
Catalog



Shawnee
College



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



Dale Bishop
Academic Dean



James W. Dumas
Dean of Students



George A. Floyd
Dean of Continuing Education



Sharon Resch
Dean of Vocational Education



Alan Schaffer
Business Manager

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ADMINISTRATIVE STAFF

Dr. Loren E. Klaus President
 Dale Bishop Academic Dean
 James Dumas Dean of Students
 George A. Floyd Dean of Continuing Education
 Sharon Resch Dean of Vocational Education
 Alan Schaffer Business Manager

OFFICIAL SHAWNEE COLLEGE CALENDAR 1987-1989

SUMMER SEMESTER, 1987

June 5	Student Advisement and Registration
June 8	Instruction Begins
June 19	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)
July 2	Mid-Semester
July 10	Last Day to Drop or Apply for Audit Without Academic Penalty
July 3-6	Independence Holiday
August 5-6	Final Exams
August 6	End of Semester

FALL SEMESTER, 1987

August 14	Faculty Workshop
August 17-18	Student Advisement and Registration
August 19	Instruction Begins
August 30	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)
September 7	Holiday - Labor Day
October 12	Holiday - Columbus Day
October 16	Mid-Semester
October 30	Last Day to Drop or Apply for Audit Without Academic Penalty
November 11	Holiday - Veterans Day
November 26-27	Thanksgiving Vacation
December 16-18	Final Exams
December 18	End of Semester

SPRING SEMESTER, 1988

January 11-12	Faculty Workshop, Student Advisement and Registration
January 13	Instruction Begins
January 18	Holiday - Martin Luther King's Birthday
January 27	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)
February 12	Holiday - Lincoln's Birthday
March 11	Mid-Semester
March 18	Last Day to Drop or Apply for Audit Without Academic Penalty
March 28-31, April 4	Spring Break and Easter Holiday
April 5	Classes Resume
May 16-18	Final Exams
May 19	Faculty Workshop
	End of Semester
	Commencement

SUMMER SEMESTER, 1988

June 3	Student Advisement and Registration
June 6	Instruction Begins
June 17	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)
June 30	Mid-Semester
July 1-4	Independence Holiday
July 7	Last Day to Drop or Apply for Audit Without Academic Penalty
August 3-4	Final Exams
August 4	End of Semester

FALL SEMESTER, 1988

August 12	Faculty Workshop
August 15-16	Student Advisement and Registration
August 17	Instruction Begins
August 30	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)

September 5	Holiday - Labor Day
October 10	Holiday - Columbus Day
October 21	Mid-Semester
October 28	Last Day to Drop or Apply for Audit Without Academic Penalty
November 11	Holiday - Veterans Day
November 24-25	Thanksgiving Vacation
December 14-16	Final Exams
December 16	End of Semester

SPRING SEMESTER, 1989

January 10-11	Student Advisement and Registration
January 12	Instruction Begins
January 16	Holiday - Martin Luther King's Birthday
January 26	Registration Closes/Last Day to Drop Classes Without Financial Penalty (10th day)
February 13	Holiday - Lincoln's Birthday
March 10	Mid-Semester
March 17	Last Day to Drop or Apply for Audit Without Academic Penalty
March 20-24 & 27	Spring Break and Easter Holiday
March 28	Classes Resume
May 16-18	Final Exams
May 19	Faculty Workshop End of Semester Commencement

HISTORY AND ORGANIZATION

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

The initial Board of Trustees was selected in December of 1967, and in May of 1968 Dr. Loren E. Klaus was named president. The College 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 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 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 offered at any one time. The College reserves the right to withdraw any college offering for which there is insufficient registration.

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 offer course work in continuing education, public service and community 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 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 who 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 38,500 books is increasing annually. The series collection includes 215 periodicals, 11 newspapers, and 4 in-

dexing 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.



ADMISSIONS REQUIREMENTS

Shawnee College is committed to serving all the citizens of its district and at the same time maintaining high standards to guarantee quality educational programs. Transfer, vocational, general education, remedial and personal improvement programs are offered. Admission is open to any person prepared to benefit from a course or program of courses leading to a certificate or degree offered by the college. Preference in admission will be given to students whose legal residence is within the college district.

ASSOCIATE OF ARTS DEGREE AND ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The requirements for admission into the Associate of Arts and Associate of Science degree program include the filing of the following information with the Office of Admissions and Records:

1. Submit a completed Shawnee College application for admission,
2. Submit a copy of the student's high school transcript or GED scores that shows proof of having completed the state wide minimum subject requirements,
3. Submit ACT scores,
4. If applicable, request a transcript from other colleges attended.

Provisional admission will be granted to the following students:

1. Those who can show proof of having completed the state requirements with a high school transcript or GED scores but who cannot demonstrate the competencies needed to succeed in college level courses through their ACT scores.
2. Those who cannot show proof of having completed the state requirements with a high school transcript or GED and cannot demonstrate competencies needed to succeed in college level work.

Students who are granted provisional admission must successfully complete a developmental course(s) determined by ACT scores before they can be fully admitted to the AA or AS program.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The requirements for admission into the Associate of Applied Science degree program include the filing of the following information with the Office of Admissions and Records:

1. Submit a completed Shawnee College application for admission,

2. Submit a copy of the student's high school transcript or GED scores that show proof of having completed the state wide minimum subject requirements,
3. Submit ACT scores,
4. If applicable, request a transcript from other colleges attended.

ADN AND LPN PROGRAMS

SHAWNEE COLLEGE SCHOOL OF PRACTICAL NURSING ADMISSION REQUIREMENTS

Persons seeking admission into the Practical Nursing Program are required to fulfill the following:

1. Should the number of admission requests exceed the available space, district citizens are given first preference. Students are admitted on the basis of their pre-entrance examination, with those best qualified admitted first.
2. Must submit the special application form for Practical Nurse program admission, in addition to any other required college application forms.
3. Must be a graduate of an accredited high school or have attained the GED.
4. Must submit a transcript of high school credits or a copy of GED test scores. High school seniors must send a copy of mid-year grades and an evaluation from a teacher.
5. Must have two reference forms submitted by two persons having knowledge of the applicant's character and work and/or school performance (preferably from a former employer and a former teacher.)
6. Must have acceptable scores on pre-admission test. This test measures the following: general mental ability, math, reading comprehension, spelling, and natural sciences.
7. Must complete two personal interviews with members of the nursing faculty.
8. Preference is given to students who have completed an approved nurse assistant program and submit a certificate of same.
9. Must have satisfactory health reports as determined by a physical and dental examination. (These forms are required after acceptance into the program.)

The selection of students and alternates is based on the above criteria.

The Illinois Department of Registration and Education requires that applicants for licensure be at least 18 years of age.

The College does not discriminate in employment, admission, or activities in regard to race, color, sex, age, national origin, creed, marital status, veteran's status, or handicap not related to one's ability to perform the job.

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

Associate Degree Nursing Program

ADMISSION CRITERIA TO BE UNIFORMLY APPLIED THROUGHOUT THE FIVE-MEMBER INSTITUTIONS

Admission of student shall be based solely on qualifications without regard to race, creed, or ethnic origin or handicap. Each applicant must meet the following college and State Admission Policies:

1. Graduated or be a candidate for graduation or possess an equivalency in knowledge and skills of the graduate from an approved program of practical nursing.
2. Graduated from an approved high school or shall demonstrate equivalent competency (GED examination).
3. Provide three references from former instructor and/or employers, as appropriate.
4. Complete a uniform testing program with a satisfactory score.
5. Fulfill admission policies for the institution to which application is made.
6. Attend interview, orientation meeting, upon request, with Director of Associate Degree Nursing Program or her designate.
7. Provide proof of sound physical health as certified on appropriate forms by a physical examination.

The College does not discriminate in employment, admission, or activities in regard to race, color, sex, age, national origin, creed, marital status, veteran's status, or handicap not related to one's ability to perform the job.

SHAWNEE COLLEGE ASSOCIATE DEGREE NURSING PROGRAM ADMISSION CRITERIA

In addition to the criteria listed for admission to the Southern Illinois Collegiate Common Market Associate Degree Nursing Program, the following admission procedures are required by Shawnee College:

1. The minimum acceptable overall percentile score on the Uniform Testing Program is 45. Should the number of admission requests exceed the available space, district citizens are given first preference. Students are admitted on the basis of their pre-entrance examination, with those best qualified admitted first.
2. An applicant scoring below the 25 percentile in any area must satisfactorily complete remedial work in this area prior to being considered for admission.
3. Pre-entrance test scores are valid for two years.
4. Only those applicants who have completed their admission file by April 15 of each year will be considered.

Students selected as alternates one year will automatically be admitted into the program in the next academic year.

The College does not discriminate in employment, admission, or activities in regard to race, color, sex, age, national origin, creed, marital status, veteran's status, or handicap not related to one's ability to perform the job.

SPECIAL ADMISSION

Enrollment of 16-and 17-year-old high school students is based on the following policy.

1. Shawnee College, with prior joint approval of the high school superintendent and the President of Shawnee College, will accept students currently enrolled in a high school program into Shawnee College classes. In no event shall their credits be counted toward high school graduation.
2. Students who are 16 or 17 years of age who have severed their connection with their 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 in accordance with the policies of the Shawnee College Board of Trustees.

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."

STUDENT REGISTRATION

Students are given guidance in planning their programs of study and class schedules. Final registration will occur 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, 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 transferable.

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.

FEES & 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.....\$23.00

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 community college does not offer. In all other cases students from these districts must pay their own costs.

Non-Resident Special Charges

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

OTHER FEES

Graduation Fee

A fee of \$20.00 will be charged each student who applies for an Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree or an occupational certificate. All students are expected to pay the \$20.00 graduation fee for each degree/certificate they receive.

Special Lab Fees

Students in selected programs will have additional expenses depending upon the program in which they are enrolled. The expenses include laboratory fees, text and workbooks, uniforms, I.D. pins and expendable materials.



FINANCIAL AIDS

The Financial Aids Office helps students seeking financial assistance to attend Shawnee College. All financial aid is coordinated through the Financial Aids Office. Three types of financial assistance are available through federal, state, college and private sources: Grants and Scholarships, Part-time employment, and Loans.

The Financial Aids Office uses the services of the American College Testing Program (ACT) Family Financial Statement (FFS) to determine a student's eligibility for financial aid. Students interested in receiving financial aid must complete necessary applications before the priority deadline date of May 1. Additional information and the ACT/FFS application forms for student assistance programs are available through the Financial Aids Office.

To qualify for federal or state financial aid programs an applicant must:

1. Be a citizen of the U.S. or a permanent resident.
2. Demonstrate financial need as determined by a need analysis system accepted by the U.S. Department of Education.
3. Be enrolled at least half time (6) in a program related to a degree or certificate. Students not pursuing a degree are not eligible for any type of federal or state financial aid.
4. Not be in default on a National Direct Student Loan or Guaranteed Student Loan, nor owe a refund on a federal or state grant.
5. Maintain satisfactory academic progress as defined by Shawnee College.
6. Be registered with the selective service if male and at least 18 years old.

SHAWNEE COLLEGE SCHOLARSHIPS

Valedictorian, salutatorian and presidential scholarships are based on the student's high school academic record. A presidential scholar must rank in the top 30% of the high school graduating class. The valedictorian scholarship is valued at \$2,200 and the salutatorian scholarship at \$1,500 per academic year. The presidential scholarship pays all tuition and fees not covered by federal and state grants for which the student must first apply. This scholarship also pays up to \$150 per semester for text books.

Performance scholarships are awarded on the basis of excellence in the areas of art, music and speech. Annually, 15 scholarships are available in each of these three areas. Performance scholarships pay all tuition and fees not covered by federal and state grants for which the student must first apply. Additional information and applications are available in the Financial Aids Office.

GRANTS

PELL Grant Program

The PELL Grant program provides federal financial assistance in the form of grants to students who demonstrate need. Students will receive a student aid report (SAR) approximately six weeks after completing a need analysis application. Students should review all copies of the SAR. IF THE SAR IS COMPLETE AND ACCURATE, ALL COPIES SHOULD BE SUBMITTED TO THE FINANCIAL AIDS OFFICE where the amount of the PELL grant will be determined.

Supplemental Educational Opportunity Grant Program

The Supplemental Educational Opportunity Grants are available for students with exceptional financial need. Students interested in applying for the SEOG program should contact the Financial Aids Office.

Illinois Veteran Grant Program

The Illinois Veteran Grant Program provides for four full years of tuition for veterans of World War II, the Korean Conflict, and the Vietnam War, in addition to veterans who have at least one year active duty in the U.S. Armed Forces. Applications are available at Illinois Department of Veterans' Affairs field offices, the student's college, and the Illinois State Scholarship Commission Office, Deerfield, Illinois.

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 to students enrolled full time (12 through 19 credit hours). Application for the Illinois Monetary Award is made on the same form for which the student applies for the PELL grant.

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. Applications for the Illinois Guard Scholarship are available from the student's unit commander.

LOANS

Guaranteed Student 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. Half-time and full-time students may borrow a maximum of \$2,625 for the first and second years of undergraduate study and \$4,000 for subsequent years of undergraduate study. Interest rates are below market levels. In order to apply for a Guaranteed Student Loan, Shawnee College students must first apply for federal and state grants, using the ACT/FFS application form.

Plus Loans

Parent Loans for Undergraduate Students (Plus Loans) provide additional funds for educational expenses. Parents of dependent students may borrow up to \$4,000 per student per year. Plus loans in Illinois are made by participating banks, savings and loan associations, and credit unions. A list of eligible lenders may be obtained from the Deerfield, Illinois, office of the Illinois State Scholarship Commission.

PART-TIME STUDENT EMPLOYMENT

College Work Study Program

Funds are provided by the federal government with a percentage of these funds matched by the college 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

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 Sheriffs' Association, Metropolis Business and Professional Club, Rotary Club of Cairo, Rotary Club of Metropolis, 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 Financial Aids Office.

GRADING SYSTEM

Academic Progress is determined by the grades received in each course of study. The following system is used.

GRADE	GRADE POINTS
A —Excellent Performance	4
B —Good Performance	3
C —Average Performance	2
D —Inferior Performance	1
F —Failing Performance.....	0
I —Incomplete Work.....	0
W —Withdrawal from class after financial penalty date but by the end of the 10th week	0
AU —Audit	0

The grade point average (G.P.A.) is computed by multiplying the grade points earned in a course by the number of credit hours for the course, adding these products for each course, and dividing by the total number of credit hours. 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. The accumulative grade point average is figured by semester hours attempted, not by semester hours earned.

ATTENDANCE

Students should attend classes on a regular basis. When it is necessary for a student to be absent due to illness or an emergency, he/she is responsible for course work missed and should consult with the instructor prior to the next class meeting. Excessive absences will lead to grade reduction in a specific course.

INCOMPLETES

A student may receive an "I" indicating an incomplete for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable. A student who receives an "I" must complete the requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. Once the requirements are completed the instructor shall report the grade of A, B, C, D, or F. If a student does not complete the course requirements by the deadline the student will receive an "F". These ar-

rangements must be made with the instructor before the end of the semester in which the "I" is recorded. A copy of the agreement must be forwarded to the admissions office with the final grade report.

HONORS

A full-time student whose GPA is 3.2 or better enrolled in an Associate Degree program is considered an honor student. Students achieving a 4.0 GPA will be named to the President's List, while those students achieving a GPA between 3.2 and 4.0 will be named to the Dean's List. Academic honors for these students are announced shortly after the end of the fall and spring semesters. Students completing Associate Degree requirements with a cumulative GPA of 3.5 or higher graduate with honors and their permanent records will note this status.

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.

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 to each student at the completion of each semester.

Permanent student records are maintained by the Office of Admissions and Records. Official transcripts are available upon request, providing the student owes the college no debts, is not in default on student loans, and does not owe refunds on federal or state grants.



ACADEMIC WARNING

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 this point, the student may choose to change curriculum or continue the current program. In either case, the student must improve his/her standing satisfactorily or be dropped from the 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.

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.

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.

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.

EXPLANATION 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; courses with a first digit of 2 are sophomore level. For example, the first digit of SOC 212, (Sociology 212) is 2 which indicates that Sociology 212 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. Consult 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. 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 an occupational certificate program or an Associate of Applied Science degree program. Credit is non-transferable but may be applicable to an Associate of Applied Science degree program.

If the second digit is **7**: Courses in this category are designed to bring non-high school graduates to a competency of eighth-grade equiva-

lency. Credit is non-transferable and does not apply toward any associate degrees.

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

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

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

X1X — Academic (transfer)

X2X — Occupational or Vocational

X3X — Occupational or Vocational

X4X — Remedial

X5X — Personal Improvement

X6X — Vocational Skills

X7X — Non-High School Graduates to Eighth Grade Equivalency

X8X — Non-High School Graduates to Twelfth Grade Equivalency

X9X — Practicums or Internships



WITHDRAWAL POLICY

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

- A. During the first **ten** instructional days of the fall or spring semester, a student may officially drop any class without financial penalty by informing the Director of Guidance.
- B. From the eleventh instructional day to the end of the tenth week of the fall or spring semester, the official drop procedure is as follows:
 1. If a student wishes to drop an **on-campus day class**, then he/she must:
 - a. obtain class withdrawal forms from the guidance office.
 - b. meet with the instructor (or appropriate dean) to get his/her initials on the form.
 - c. return the initialed forms to the Director of Guidance before the drop deadline for that semester at which time the class withdrawal becomes official.
 2. If a student wishes to drop an **off-campus** or an **on-campus night class**, then he/she must inform the Director of Guidance before the drop deadline for that semester at which time the class withdrawal becomes official.
- C. During the summer semester, the drop procedure is similar to the policy for the fall and spring semesters as is stated in parts A and B above. The drop deadlines, however, will be stated on the official college calendar for that semester.
- D. After the final drop deadline, students will not be permitted to drop classes.
- E. See page 22 for an explanation of the refund policy.



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.

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, nondiscriminatory purposes.

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

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

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

ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREE

The general requirements for graduation with an AA or AS Degree are as follows:

1. Successfully complete a minimum of 64 semester hours of college credit including 43 semester hours in general education (courses which have a 2nd digit of "1"). These 43 hours will include courses from each of the following areas — communication, humanities, foreign language, science and math and social science — as outlined on pages 40 and 41. A maximum of twelve (12) semester hours of credit from vocational-technical courses (those with a second digit of "2") may be applied to the AA or AS degrees.
2. Achieve a cumulative GPA of 2.0 ("C") or higher for all work taken at Shawnee College.
3. Earn a minimum of 20 semester hours of credit from Shawnee College.
4. Show evidence that the state and federal constitution tests have been met.
5. Make application for graduation prior to March of the year in which degree requirements will be met.
6. Pay all fees.

ASSOCIATE OF APPLIED SCIENCE DEGREE

1. Satisfy all requirements of their curriculum.
2. Achieve a cumulative GPA of 2.0 ("C") or higher on all work taken at Shawnee College.
3. Earn a minimum of 64 semester hours of credit with at least 20 semester hours of credit from Shawnee College.
4. Show evidence that the state and federal constitution tests have been met.
5. Make application for graduation prior to March of the year in which degree requirements will be met.
6. Pay all fees.

One-Year Certificate Program

1. Successfully meet all requirements of the declared curriculum and achieve an overall GPA of 2.0 ("C") or better.
2. Complete at least half of the required course work from Shawnee College.
3. Make application for graduation prior to March of the year in which degree requirements will be met.
4. Pay all fees.

ASSOCIATE OF ARTS DEGREE

Students must successfully complete a total of 64 hours to 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, 116,
Speech 117, 210, 213, 214, 215, 216, 217
Journalism 114, 115, 116, 211, 212, 213, 214, 215, 216
English Literature 214, 215

HUMANITIES**(9 semester hours)**

Art 111, 112, 113, 114, 115, 116, 211, 212, 213, 215, 216
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 11, 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, 216

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

SOCIAL SCIENCE

(9 semester hours)

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

OTHER REQUIRED COURSES

SEM 111

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 Communications, 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, 116, 117
Speech 210, 213, 214, 215, 216, 217
Journalism 114, 115, 116, 211, 212, 213, 214, 215, 216
English Literature 214, 215

HUMANITIES**(9 semester hours)**

Art 111, 112, 113, 114, 115, 116, 211, 212, 213, 215, 216
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, 216
Biology 111, 112, 211, 212, 213, 214
Physics 216, 217
Astronomy 111
Geology 213, 214
Mathematics 111, 112, 113, 114, 115, 117
Mathematics 210, 211, 212, 213, 214

SOCIAL SCIENCE
(9 semester hours)

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

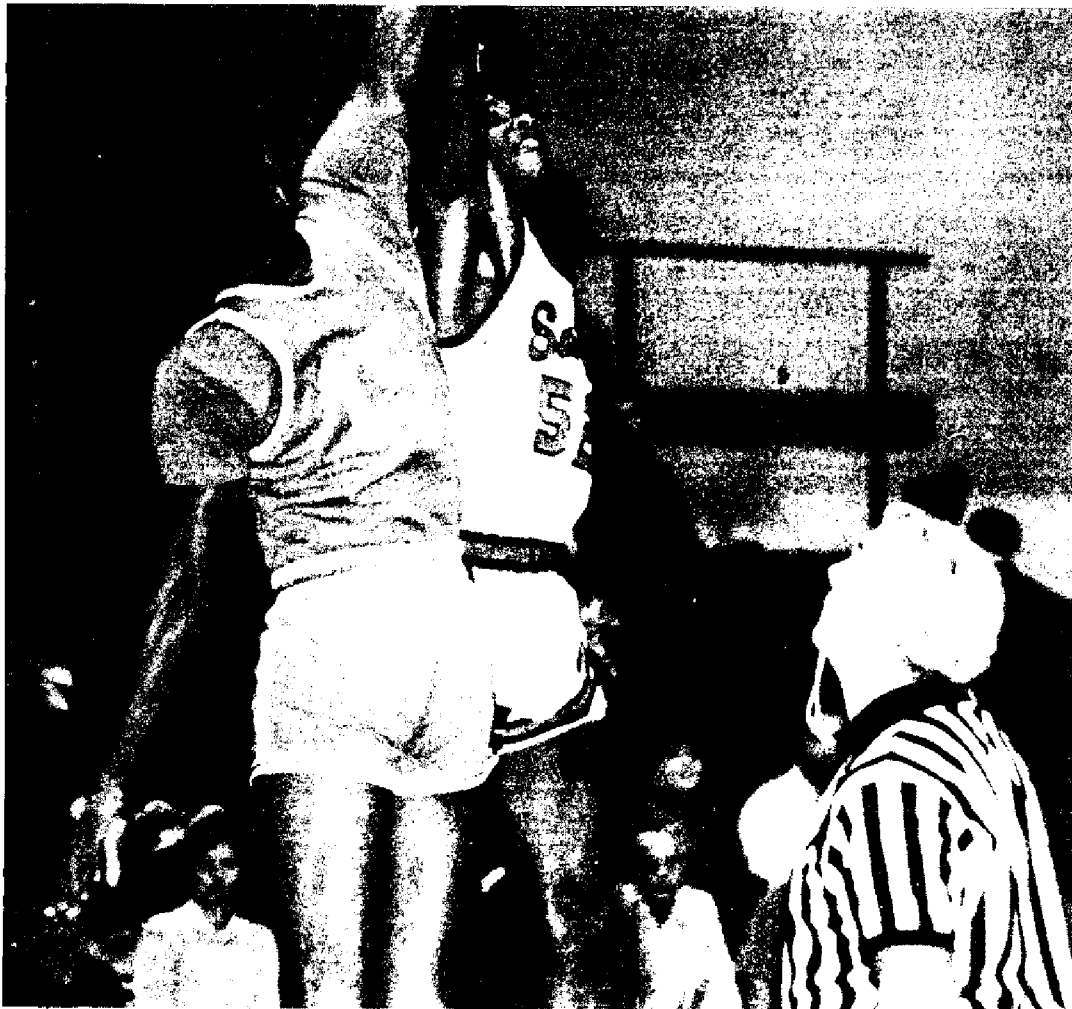
OTHER REQUIRED COURSES

SEM 111



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.



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.

ENTRANCE EXAMS

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)

The General Education Development test provides an opportunity for adults who did not complete the formal high school training to secure an evaluation of their educational maturity and competence and receive a high school equivalency certificate. These tests are administered 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 Education 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 for 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.

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.

A number of subject-associated clubs have been formed to help meet the interests of students. Active at the present time are:

Student Senate	Publications
Phi Beta Lambda	Athletic Program
DPMA	Math/Science Club
Phi Theta Kappa	Wildlife Club
Academic Bowl	Social Service Technology Club
Future Teachers' Club	

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. The 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 fewer than 30 credit hours will be considered freshmen; those 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 PUBLICATIONS

COLLEGE NEWSPAPER

The Shawnee College TEMPO is published periodically by the journalism classes.

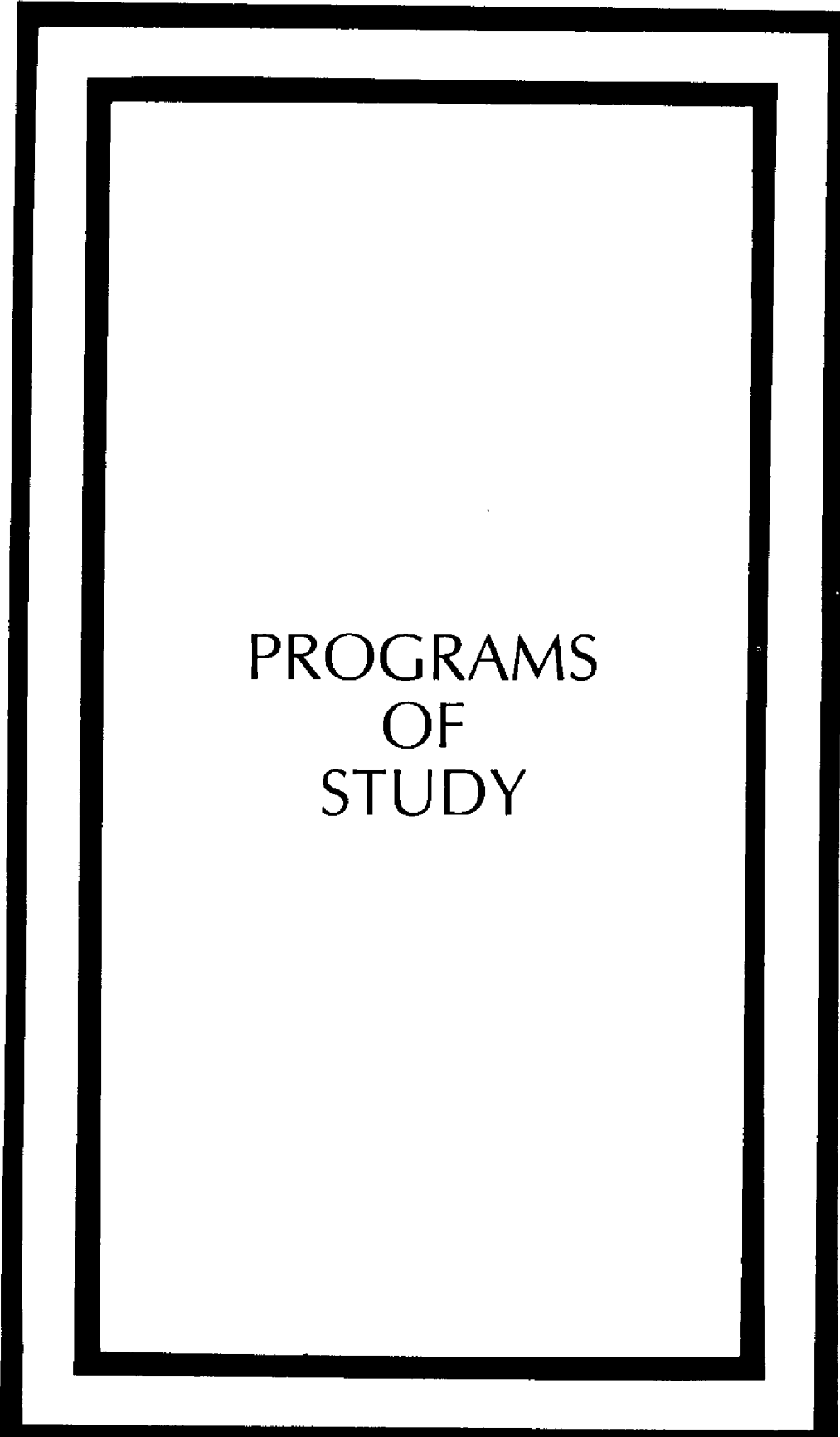
The TEMPO is tabloid size with a simple format for easy, fast reading. It is published by Shawnee College students for students. Emphasis is upon good news writing, quality headlines, and horizontal layout.

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.





PROGRAMS
OF
STUDY

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 295 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
Total Hours	17-19	Elective.....	2
		Total Hours	14

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 Psy.....	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 Chemicals.....	3
AGR 112 Crop Science	3
AGR 130. Ag. Management	3
AGR 239 Livestock Evaluation and Selection	3
Elective.....	3
Total Hours	15

SECOND SEMESTER	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	35

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 Resources.....	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, payroll, 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 Bus. Finance & Credit	3
Total Hours	15	Total Hours	16

COMPUTER SYSTEMS

The Computer System 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 219 Business Computer Systems	4	COM 222 Computer Logic	4
ENG 111 English	3	COM 220 Computer Programming	3
COM 228 RPG II	3	Math Elective	3
SEM 111 Pers. Career Dev	1	BUS 128 Intro. to Management	3
Total Hours	15	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.....	3
Total Hours	15

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 219 Business Computer Systems	4
COM 228 RPG-II.....	3
Total Hours	14

SUMMER SEMESTER	Sem. Hrs.
COM 224 PASCAL	4
COM 221 Business FORTRAN Prog.....	3
Total Hours	7

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
Total Hours	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 Intro. to Management.....	3
BUS 127 Business English	3
BUS 214 Business Law.....	3
BUS 219 Business Computer Systems	4
Total Hours	17

SECOND SEMESTER	Sem. Hrs.
ACC 112 Accounting	4
ACC 220 Business Finance.....	3
BUS 215 Business Law.....	3
BUS 229 Business Internship.....	4
Elective.....	2
Total Hours	16



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, is 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.
SUR 120 Surveying I.....	5
MAT 115 College Algebra and Trigonometry	5
SEM 111 Pers. Career Dev	1
DRA 131 Blueprint Reading.....	3
Total Hours	14

SECOND SEMESTER	Sem. Hrs.
SUR 121 Surveying II	5
SUR 122 Surveying Calculations	2
SPC 111 Speech.....	3
SUR 125 Legal Aspects of Surveying	2
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 Methods.....	3
CMT 101 Construction Materials and Methods.....	3	CMT 202 Fundamentals of Labor Relations.....	3
*PSY 214 Practical Psychology.....	3	CMT 105 Construction Surveying.....	3
CMT 121 Internship.....	3	CMT 122 Internship.....	4
	Total Hours 14		Total Hours 16

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

DRAFTING

ARCHITECTURAL DRAFTING

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

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	
BUS 121 Basic Keyboarding.....	1	of Construction	5
DRA 121 Architectural Drafting	3	MAT 122 Technical Math	4
Elective.....	3		
	Total Hours 17		Total Hours 16

RECOMMENDED ELECTIVES

- MAT 114 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	Total Hours	17
	18		

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	Total Hours	16
	18		

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

67 Hour Associate of Applied Science Degree

No single career field has had greater impact upon our way of life than electronics. Career opportunities penetrate all phases of industry and manufacturing from health to entertainment, government and a diversity of other fields of endeavor.

Our NEW Electronic Technology Program at Shawnee College has both a one-year certificate program for those who successfully complete one year of training, and a two-year Associate of Applied Science degree.

Our NEW Electronic Program provides instruction for the education of electronic technicians. The program teaches job skills which will enable them to assist engineers in new product design and development. Following the design engineer's concept, the technologists will be able to do a "bread-board mock-up", test and evaluate, then provide assembly, troubleshooting and calibration of the first prototype units as they are produced.

A.A.S. — DIGITAL ELECTRONICS TECHNOLOGY

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
MAT 124 Electronics Technical		MAT 125 Electronics Technical	
Math I.....	4	Math II.....	4
ELT 120 Fundamental Electrical		ELT 125 Digital Circuit	
Concepts.....	3	Fundamentals.....	4
ELT 122 Fundamental Electronic		ELT 124 Electronic Systems	
Concepts.....	3	Analysis.....	3
ELT 127 Solid State Circuits and		ELT 126 TV Servicing.....	5
Devices.....	3		
BUS 219 Business Computer System.....	4		
	<u>17</u>		<u>16</u>
Total Hours		Total Hours	

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEM 111 Pers. Career Dev.....	1	ELT 238 Micro Computer	
ELT 236 Microprocessor		Interfacing Techniques.....	5
Fundamentals.....	6	ELT 239 Micro Computer	
ELT 229 Industrial Electronics.....	6	Maintenance.....	5
*PHY 120 Conceptual Physics.....	3	*ENG 221 Technical Writing.....	3
		ELT 237 Communication Theory.....	3
		Elective.....	2
	<u>16</u>		<u>18</u>
Total Hours		Total Hours	

CERTIFICATE — ELECTRONIC 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.	SECOND SEMESTER		Sem. Hrs.
MAT 124 Elect. Tech. Math I		4	MAT 125 Elect. Tech. Math II		4
ELT 120 Fundamental Electrical Concepts		3	ELT 125 Digital Circuit Fund.....		4
ELT 122 Fundamental Electrical Concepts		3	ELT 124 Electronic Systems Analysis		3
ELT 127 Solid State Circuits and Devices		3	ELT 126 TV Servicing.....		5
BUS 219 Business Computer Systems		4			
	Total Hours	17		Total Hours	16



CERTIFICATE — ELECTRONIC 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.	SECOND SEMESTER	Sem. Hrs.
MAT 124 Elect. Tech. Math I.....	4	MAT 125 Elect. Tech. Math II.....	4
ELT 120 Fundamental Electrical Concepts.....	3	ELT 125 Digital Circuit Fund.....	4
ELT 122 Fundamental Electrical Concepts.....	3	ELT 124 Electronic Systems Analysis.....	3
ELT 127 Solid State Circuits and Devices.....	3	ELT 126 TV Servicing.....	5
BUS 219 Business Computer Systems.....	4		
Total Hours	17	Total Hours	16



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 associate 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	3
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
		ADN 230 Respiratory Nursing Interventions	2
Total Hours	17	Total Hours	18
SUMMER SESSION	Sem. Hrs.		
General Education.....	10		
Total Hours	10		

*Required General Education
 Physical Science (4 credit hours) or Chemistry
 Intro. to Anatomy and Physiology (4 credit hours)
 Elective (7 credit hours)
 (Suggested order of courses may vary from year to year)

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

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.

	Sem. Hrs.
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 the Department of Guidance and Counseling for additional information.

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 & Voc. 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		Total Hours
	17		19
SUMMER SESSION	Sem. Hrs.		
PN 134 Diet Therapy.....	1		
PN 135 Personal & Voc. Relation.....	1		
PN 136 Advanced Nursing Skills.....	2		
PN 137 Medical-Surgical Nursing.....	5		
PN 122 Phramacology.....	1		
	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.

	Sem. Hrs.
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
Total Hours	25
Electives:	
ERT 160 Emergency Rescue Technician	4
BUS 219 Business Computer Systems	4

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

RESPIRATORY THERAPY

(Cooperative Program)*

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

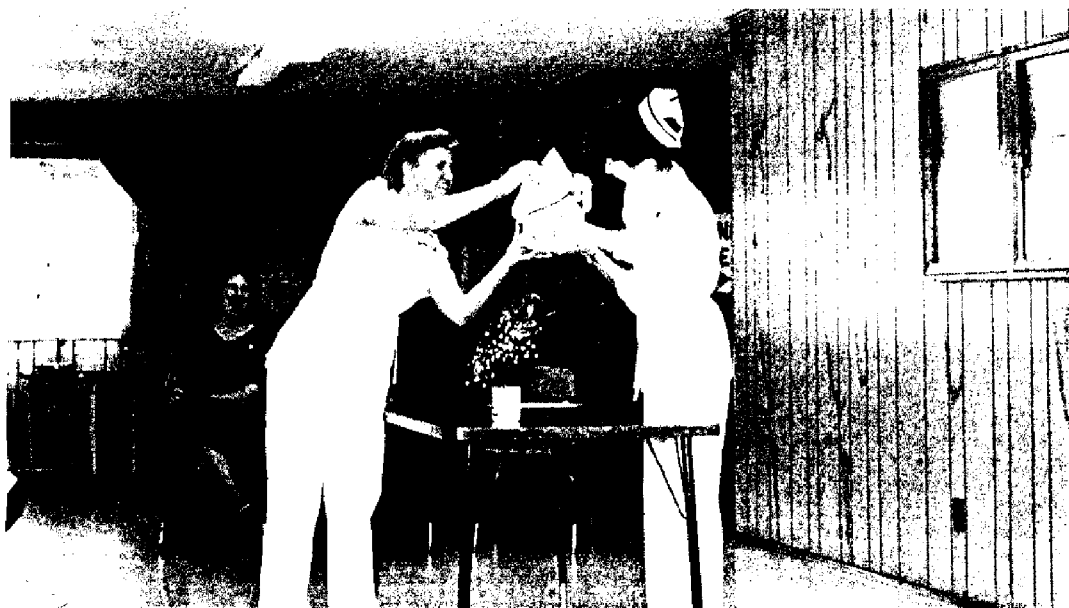
The following courses should be completed at Shawnee College before transferring to the Southern Illinois University - School of Technical Careers:

	Sem. Hrs.
MAT 114 Math.....	5
BIO 212 Biology.....	4
BIO 111 Biology.....	4
BIO 112 Biology.....	4
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	38

Electives:

ERT 160 Emergency Rescue Technician.....	4
BUS 219 Business Computer Systems.....	4

*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 Intro. 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 Intro. 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 Intro. 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 Intro. 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 Intro. 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 Intro. 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 Intro. 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 I	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 Natural Res.....	3	Elective.....	3
HLT 111 Health	2		
	Total Hours		Total Hours
	15		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 II	3
CLE 125 Criminal Behavior.....	3	SPC 111 Speech	3
Elective.....	3	Elective.....	3
	Total Hours		Total Hours
	15		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 exists to justify these courses as day offerings.

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SOC 212 Sociology.....	3	SPC 111 Speech.....	3
CLE 123 Intro. to Crime Control.....	3	ENG 112 English.....	3
ENG 111 English.....	3	CLE 115 Interpersonal Relations.....	3
CLE 125 Criminal Behavior.....	3	CLE 229 Criminal Law II.....	3
CLE 219 Criminal Law I.....	3	Elective.....	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	Sem. Hrs.
ENG 124 English.....	3
CLE 125 Criminal Behavior.....	3
CLE 219 Criminal Law I.....	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 I	3	MAT 121 Technical Mathematics.....	4
MAT 111 Foundations of Math	3	CLE 211 Criminal Law II	3
PSY 214 Practical Psychology	3	CLE 115 Interpersonal Relations.....	3
CLE 125 Criminal Behavior	3		
	Total Hours		Total Hours
	15		13
SUMMER SESSION		Sem. Hrs.	
MET 160 Emergency Medical Technology	8		

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 of 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		MAC 121 Drill Press Operator	3
Fundamentals.....	3	MAC 123 Metallurgy and Heat	
MAC 127 Lathe Operations.....	3	Treatment.....	3
MAC 129 Milling Machine		MAT 122 Technical Math	4
Operations.....	3		
DRA 131 Blueprint Reading.....	3		
MAT 121 Technical Math	4		
	Total Hours		Total Hours
	16		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		MAC 128 Lathe Operations.....	3
Fundamentals.....	3	MAC 123 Metallurgy and Heat	
MAC 127 Lathe Operations.....	3	Treatment.....	3
MAC 129 Milling Machines		MAC 120 Milling Machines	
Operations I.....	3	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		Total Hours
	16		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: Communication, Mathematics and Science, Social Studies, and Humanities. A total of 65 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.....	4
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 Suspension	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		
	Total Hours		Total Hours
	13		12
SUMMER SESSION			
	Sem. Hrs.		
AUT 136 Auto Blueprint Reading	3		
AUT 134 Auto Shop Management	2		
AUT 128 Emission Control Systems	2		
	Total Hours		
	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 Suspension	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		
	Total Hours		Total Hours
	13		10
SUMMER SESSION			
	Sem. Hrs.		
AUT 128 Emission Control Systems	2		
AUT 297 Internship	5		
	Total Hours		
	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.
AUT137 Multi-Cylinder Engine Servicing.....	3	AUT 135 Brakes, Wheel Alignment Balance and Suspension	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 and Suspension	3
AUT 122 Tune-up, Troubleshooting Diagnosis	3	AUT 138 Auto Power Trains	3
AUT 125 Shop Safety	1	AUT 133 Manual & Automatic Transmissions	3
AUT 132 AC & DC Electrical Systems	3	AUT 139 Air Conditioning and Heating	3
AUT 129 Fuel & Fuel Systems.....	3		
Total Hours	13	Total Hours	12
SUMMER SESSION			
	Sem. Hrs.		
AUT136 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.
AUT 221 Advanced Multi-Cylinder Engine.....	3
AUT 222 Ignition Systems Diagnosis.....	4
DIS 128 Diesel Engine Operation and Service.....	4
MAT 121 Technical Math.....	4
Total Hours	15

SECOND SEMESTER	Sem. Hrs.
AUT 227 Advanced Brakes and Suspension.....	3
AUT 226 Advanced Electrical Systems.....	3
AUT 223 Advanced Auto Power Trains.....	4
AUT 224 Advanced Auto Heating and Air Conditioning.....	3
Total Hours	13

DIESEL MECHANICS PROGRAM

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

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

FIRST SEMESTER	Sem. Hrs.
AUT 137 Multi-Cylinder Engines.....	3
AUT 125 Shop Safety.....	1
AUT 132 AC & DC Electrical Systems.....	3
Total Hours	7
THIRD SEMESTER	Sem. Hrs.
DIS 130 Diesel Engine Tune-up and Diagnosis.....	3
Total Hours	3

SECOND SEMESTER	Sem. Hrs.
DIS 128 Diesel Engine Operation and Service.....	4
DIS 129 Diesel Fuel & Fuel Systems.....	3
Total Hours	7



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 cosmetologists. 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 123 Cosmetology Lab	9		COS 124 Cosmetology Lab	9	
	<u>Total Hours</u>	12		<u>Total Hours</u>	12
THIRD SEMESTER		Sem. Hrs.			
COS 122 Cosmetology Theory	3				
COS 125 Cosmetology Lab	9				
	<u>Total Hours</u>	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 Ins.....	3		INS 123 Adv. Insurance Sales	3	
BUS 125 Business Math	3		BUS 214 Business Law.....	3	
BUS 219 Business Computer Systems	4				
	<u>Total Hours</u>	13		<u>Total Hours</u>	9



PUBLIC SERVICE

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 Service	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

EARLY CHILD CARE

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
HLT 111 Health	2	ECC 125 Art/Music Activities I	2
ENG 111 English	3	ENG 112 English	3
MAT 111 Foundations of Math	3	ECC 125 Lang. Arts. Yng. Cld	2
SEM 111 Pers. Career Dev	1	PSY 214 Practical Psychology	3
SST 121 Intro. to social work	3	SST 122 Intro. to Soc. Problems	3
TEA 115 Children's Literature	3	TEA 126 Cur. Preschool Pro	3
Total Hours	15	Total Hours	16

SOPHOMORE YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SST 223 Principles of Recreation	3	PSY 219 Abnormal Psychology	3
TEA 114 Young Child Develop	2	ECC 123 Child Care Ctr. Adm	3
ECC 121 Prgm/Teach. Tech	3	SST 299 Practicum	4
ECC 122 Child Guidance/Discipline	3	SST 218 Human Growth & Dev	3
ECC 124 Health, Nutrition & Safety	3	ECC 127 Science/Math Activities	2
Elective	1		
Total Hours	15	Total Hours	15

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 this 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	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

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: Communication, Mathematics and Science, Social Studies, and Humanities. A total of 65 semester hours is required.

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 English	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 Intro. to Social Problems	3
SST 121 Intro. 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 Intro. to Group Processes	3	SST 212 Adv. Group Processes	3
SST 223 Principles of Recreation	3	SST 299 Practicum	4
SST 218 Human Growth & Development	3	Elective	7
SST 224 Intro. 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 219 Business Computer Systems

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 aide program. A certificate will be awarded upon successful completion of this 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 Intro. to Teacher Aide Duties	3	TEA 123 School Procedures	3
TEA 112 Teaching Materials and Their Use	3	TEA 299 Practicum.....	5
Elective.....	3		
Total Hours	15	Total Hours	17

RECOMMENDED ELECTIVES

- MUS 115 Music Appreciation
- ART 114 Art Appreciation
- ART 119 Art in the Elementary School
- LIT 211 Introduction to Poetry
- LIT 212 Modern Fiction
- LIT 213 Introduction to Drama
- MAT 111 Foundations of Math
- ENG 125 English
- ENG 112 English Composition
- TEA 114 The Young Child's Development
- TEA 126 Curriculum For Preschool Programs
- TEA 127 Early Childhood Model Programs

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 & Trans	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 Inter. 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	16	Total Hours	17

EXECUTIVE SECRETARY

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

FRESHMAN YEAR

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEC 123 Shorthand.....	3	SEC 124 Shorthand & Trans	3
SEC 121 Typewriting.....	3	SEC 133 Inter. Typewriting.....	3
PSY 214 Practical Psychology	3	HLT 111 Health	2
ENG 111 or 124 English	3	ENG 112 or 125 English	3
SEC 125 Business Machines.....	3	BUS 125 Business Math	3
SEM 111 Pers. Career Dev	1	Elective.....	3
	<u>16</u>		<u>17</u>
Total Hours		Total Hours	

SOPHOMORE YEAR

SECOND SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
BUS 214 Business Law.....	3	SEC 226 Secretarial Procedures.....	4
SEC 223 Typewriting.....	3	BUS 127 Business English	3
SEC 224 Shorthand & Trans	3	SEC 225 Shorthand & Trans	3
SEC 120 Records Management.....	3	BUS 292 Executive Secretary	
ACC 111 Accounting	4	Internship.....	4
	<u>16</u>	SEC 227 Word Processing.....	3
Total Hours		Total Hours	<u>17</u>

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 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 & Trans	3
SEC 121 Beginning Typewriting	3	SEC 122 Inter. 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 & Trans	3
SEC 224 Shorthand & Trans	3	SEC 226 Secretarial Procedures	4
SEC 120 Records Management	3	BUS 293 Legal Secretary Intern	4
ACC 111 Accounting	4	SEC 227 Word Processing	3
SEC 223 Typewriting	3	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 & Trans	3
SEC 123 Shorthand	3	SEC 122 Inter. Typewriting	3
PSY 214 Practical Psychology	3	HLT 111 Health	2
SEC 121 Beginning Typewriting	3	BUS 125 Business Math	3
SEM 111 Pers. Career Dev	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 & Trans	3
SEC 224 Shorthand & Trans	3	SEC 226 Secretarial Procedures	4
SEC 120 Records Management	3	BUS 294 Medical Secretary	
ACC 111 Accounting	4	Internship	4
SEC 223 Typewriting	3	BUS 127 Business English	3
Total Hours	16	SEC 227 Word Processing	3
		Total Hours	17

WORD PROCESSING CERTIFICATE PROGRAM

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

FIRST SEMESTER	Sem. Hrs.	SECOND SEMESTER	Sem. Hrs.
SEC 122 Intermediate Typing	3	SEC 223 Advanced Typing	3
SEC 227 Word Processing	3	*COM 228 RPG II, OR	3
BUS 219 Business Computer Systems	4	COM 220 COBOL, OR	3
SEC 120 Records Management	3	COM 221 FORTRAN	3
BUS 127 Business English	3	SEC 226 Secretarial Procedures	4
SEM 111 Pers. Career Dev	1	SEC 236 Adv. Word Processing Equipment &	
Total Hours	17	Management	3
		BUS 297 Word Processor Intern	4
		Total Hours	17

*Must take one of the listed computer languages:

- COM 228 Computer Programming/RPG-I
- COM 220 Computer Programming II
- COM 221 Business Fortran Programming

WATER TECHNOLOGY

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 Adv. Wastewater Treatment.....	3
WWT 121 Basic Wastewater Treat.....	3	WWT 124 Adv. 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 Treat. Technology Internship.....	5
	Total Hours		Total Hours
	11		14

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.....	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 & Heat Treat	3	WEL 127 Low Hydrogen Arc Welding.....	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 & Heat Treat	3	WEL 125 MIG Welding.....	3
MAT 121 Technical Math	4	WEL 126 Adv. 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

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 Adv. Gas Welding	3
MAC 123 Metallurgy & Heat Treat	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 & Heat Treat	3	WEL 125 Mig Weldig	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 AND 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 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 students will be given an opportunity to apply their knowledge and nursing skills in practical experiences.

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 perspective 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 dis-

orders. 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 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 experiences.

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 the 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 113

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: Introduction to Small Mechanics 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 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

AGR 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 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 260 COMMODITY MARKETING

Study of the principles and practices of marketing agricultural products, including the nature of production, supply and demand, distribution and outlets, futures and cash market, hedging, discounts, government programs, and application of marketing principles to grain and livestock market.

Credit: 1 hour — One lecture hour 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: Instructor's Approval

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.

Prerequisite: Instructor's Approval

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.

Prerequisite: Instructor's Approval

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.

Prerequisite: Instructor's Approval

AGR 298 CONSERVATION LAW ENFORCEMENT INTERNSHIP

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

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

Prerequisite: Instructor's Approval

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 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 POTTERY & SCULPTURE

A studio course for the beginning student. Emphasis 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 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 116 STAINED GLASS

Techniques and fundamentals of stained glass construction, including design, patternmaking, cutting, fitting, etching, frosting, painting, silk-screening, chipping, glazing, and polishing.

Credit: 3 hours — One lecture and four 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 161 GRAPHIC DESIGN I

Theory, techniques, and professional procedures in advertising art and graphic design. Includes tools and materials, traditional and modern media, layout and preparation for reproduction, lettering and typography, the creative process from idea through finished product, and an introduction to advertising and printing fields.

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

ART 216 PHOTOGRAPHY I

Introduction to photography and principles of photographic design. Includes black and white and color photography; print developing; slide and photo essays; enlarging; camera and lens varieties; retouching,

finishing, and mounting; and study of problems in action, still, light, color, and portraiture photography.

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

Prerequisite: None

ART 217 PHOTOGRAPHY II

Photography II is an advanced course which will emphasize the use of a 35 mm SLR, and advanced darkroom techniques.

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

Prerequisite: ART 216

THE ART DEPARTMENT MAY RETAIN STUDENT'S 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 engines, use of test equipment, and proper repair procedures will be discussed in detail. Testing and repair will be done on live engines.

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

Prerequisite: None

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 layouts 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.

Prerequisite: None

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.

Prerequisite: None

AUT 129 FUEL AND FUEL SYSTEMS

This course is designed to provide knowledge in fuel system and carburetor repair. Component parts of the fuel systems 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.

Prerequisite: None

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 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 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.

Prerequisite: None

AUT 133 MANUAL & AUTOMATIC TRANSMISSION

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

AUT 137 MULTI-CYLINDER ENGINE SERVICING

This course covers service 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.

Prerequisite: None

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.

Prerequisite: None

AUT 139 AIR CONDITIONING & HEATING

This course is designed to train students on operation principles, 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.

Prerequisite: None

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 137

AUT 222 ENGINE SYSTEMS DIAGNOSIS

This course covers advanced servicing of ignition systems, emission 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 122; Emission Control Systems 128; Fuel and Fuel Systems 129

AUT 223 ADVANCED AUTO POWER TRAINS

This course covers advanced servicing of power trains, which include the clutch assembly, manual transmission, automatic transmission, drive lines and universal 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.

Prerequisite: Automotive Power Trains 133 and 138

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 139.

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 132

AUT 227 ADVANCED BRAKES AND SUSPENSION SYSTEM

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 135

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 his/her respective worksite.

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

Prerequisite: Instructor's Approval

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.

Prerequisite: None

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 appropriate dean.

BIO 214 FIELD BIOLOGY

Study of local plant and animal communities. Includes identification, collection, cataloging, preservations, habitats, and ecological relationships.

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

Prerequisite: None

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.

Prerequisite: None

BSD 170 BASIC SKILLS DEVELOPMENT I

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.

Prerequisite: None

BSD 171 BASIC SKILLS DEVELOPMENT II

The emphasis of this course is upon further acquisition of intermediate skills useful in work related situations. Students will develop the skills necessary to handle interpersonal relationships appropriately.

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

Prerequisite: Basic Skills Development I 170

BSD 172 BASIC SKILLS DEVELOPMENT III

The primary focus is on development of work related skills. The adult learner acquires academic skill 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.

Prerequisite: Basic Skill Development II 171

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.

Prerequisite: None

BSD 175 CAREER AWARENESS EDUCATION II

This course is designed to provide the same services as Career Awareness Education I.

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

Prerequisite: Career Awareness Education I 174

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.

Prerequisite: Career Awareness Education II 175

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 on speed and accuracy.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

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.

Prerequisite: None

BUS 128 INTRODUCTION TO MANAGEMENT

Principles and practices of establishing and operating a business are presented, including opportunities, hazards, and problems which might be encountered are presented in this course. Fundamental considerations, planning, organizing, actuating and controlling management application of principles and techniques to all activities.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

BUS 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 210 PRINCIPLES OF MANAGEMENT

Fundamental principles and concepts that apply to all management, including functions of planning, organizing, staffing and controlling, cost controls; and human relations for improvement of operating efficiency.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

BUS 211 INTRODUCTION TO FINANCE

Introduction to business finance principles and methods, including stocks, bonds, and securities markets; tools for financial analysis and management; and integration of economic theory and accounting.

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 219 BUSINESS COMPUTER SYSTEMS

Survey of the meaning and function of hardware, software, data, procedures, and personnel in the business computer system for students intending to major in business. Includes basic systems analysis and design techniques, file processing and database concepts, writing and executing programs in a single structured computer language, and the use of business software packages for data analysis.

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

Prerequisite: Intermediate Algebra

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 — One lecture and fifteen 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 — One lecture and fifteen 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 — One lecture and fifteen 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 — One lecture and fifteen 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 — One lecture and fifteen 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 — One lecture and fifteen 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 — One lecture and fifteen 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.

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

Prerequisite: Inorganic Chemistry 114

CHE 211 ORGANIC CHEMISTRY

Preparation and chemical properties of aliphatic and aromatic compounds. Emphasis on 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

CHE 216 QUANTITATIVE ANALYSIS

Methods of quantitative analysis of chemical compounds. Includes volumetric and gravimetric analysis and instrumental methods of analysis.

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

Prerequisite: CHE 114 or CHE 115

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 inter-relationships.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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.

Prerequisite: None

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 219

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.

Prerequisite: None

COM 220 COMPUTER PROGRAMMING/COBOL

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 two lab hours per week.

Prerequisite: Business Computer Systems 219 or Instructor Approval

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: Business Computer Systems 219 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: 3 hours — Three lecture hours per week.

Prerequisite: Business Computer Systems 219 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: Business Computer Systems 219 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: Business Computer Systems 219 or Instructor's 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 — Three lecture hours per week.
Prerequisite: Business Computer Systems 219 or Instructor's Approval

COM 226 ASSEMBLER

An introduction to 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: Business Computer Systems 219 or Instructor's Approval

COM 228 COMPUTER PROGRAMMING/RPG-II

Functions and applications of Report Program Generator II, using disk files. Includes problem definition, logic coding, program testing, and program documentation.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Business Computer Systems 219

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 — Twenty-seven lab hours per week.

Prerequisite: None

COS 124 COSMETOLOGY LABORATORY

This course will present a review of the skills taught in Cosmetology 123 with lectures and demonstrations by the instructors. Also covered will be balance and design for hair styling, trend hair styling, fashion trend make-up (daytime and evening). The student will perform these services on each other, mannequins and patrons of the school.

Credit: 9 hours — Twenty-seven lab hours per week.

Prerequisite: Cosmetology 123

COS 125 COSMETOLOGY LABORATORY

A complete review of Cosmetology 122 and 123 in preparation for the State Board Examination will be presented in this course. Also included will be demonstrations by instructors, public clinics conducted by students, and sanitation duties performed by students in accordance with the Department of Registration and Education, State of Illinois.

Credit: 9 hours — Twenty-seven lab hours per week.

Prerequisite: Cosmetology 124

COS 220 COSMETOLOGY INSTRUCTOR TRAINING

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

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

Prerequisite: None

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.

Prerequisite: None

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 in custom perm waving, variable techniques in use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

COU 150 COUPONS AND REFUNDS

This course is designed to assist the student in learning how to effectively obtain coupons, redeem coupons, and save on the costs of merchandise.

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

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: CPR I

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.

Prerequisite: None

DIS 128 DIESEL ENGINE OPERATION AND SERVICE

The 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 137 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 fingerspelling 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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

DRV 166 TRUCK DRIVING

This course is designed to familiarize the student with semi-truck tractor trailer driving and operation. The course includes instruction in starting, moving, road testing, diagnosing, and on-the-road operation of a truck tractor and trailer.

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

Prerequisite: None

DRV 167 CUSTODIAL SERVICES

Instruction in proper use of equipment and chemicals for custodial maintenance. Includes power equipment, cleaning chemicals, carpet and upholstery care, floor care, and rest room care.

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

Prerequisite: None

DRV 168 COMMERCIAL LENDING I

Practical study of the commercial lending function. Includes factors influencing loan policy; the commercial loan customer; types of commercial loans; techniques of lending to specific industries and enterprises; credit and cost analysis; and control and profitability.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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.

Prerequisite: None

ECC 121 PROGRAMMING/TEACHING TECHNIQUES

Stimulation techniques and teaching activities to foster the optimum growth and development of infants, toddlers, pre-schoolers, and/or **school-age children**. Includes development and practice in using various methods and materials.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ECC 122 CHILD GUIDANCE/DISCIPLINE

Theory and practice of effective methods for guiding children's behavior. Includes problems of aggression, passivity, and over-activity and methods for guiding emotional growth.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ECC 123 CHILD CARE CENTER ADMINISTRATION

Examination of current trends in organizing and administering a nursery school or child care/day care center. Includes policy formation, personnel selection and supervision, budgeting and record keeping, purchasing and facilities, state licensing standards, and program evaluation techniques.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ECC 124 HEALTH, NUTRITION AND SAFETY

Study of basic factors that affect the health of children. Includes nutritional needs for development, hygiene, childhood diseases, first aid, and safety. (May include standards for licensures).

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ECC 125 LANGUAGE ARTS FOR THE YOUNG CHILD

Study of how language develops and techniques for encouraging development of language skills in the young child. Includes methods of stimulating speech, discussion, and vocabulary growth and techniques for story telling and finger play.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

ECC 126 ART/MUSIC ACTIVITIES

Art materials and music activities appropriate for the young child. Includes importance in the curriculum, criteria for selection, and methods of encouraging self-expression and participation.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

ECC 127 SCIENCE/MATH ACTIVITIES

Science and math activities and experiences for helping children to gain an understanding of the natural world. Includes methods for encouraging exploration, curiosity, and interest.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

ECO 211 ECONOMICS

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ECO 212 ECONOMICS

Micro-economics, including a study of business cycles, fiscal policies, money-banking and monetary policies, economic growth, and international economics.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Economics 211

ECO 213 AMERICAN ECONOMIC HISTORY

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ELT 120 FUNDAMENTAL 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 — One lecture and four lab hours per week.

Prerequisite: Concurrent enrollment in Math 124

ELT 122 FUNDAMENTAL ELECTRONIC CONCEPTS

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: Concurrent enrollment in Math 124

ELT 124 ELECTRONIC SYSTEMS ANALYSIS

An introduction to IC fabrications and an in depth study of IC applications such as op amps, regulators, timers, PPLs, VCOs, discrete wave shaping circuits, clippers, clampers, differentiators, integrators, and multivibrators.

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

Prerequisite: ELT 127

ELT 125 DIGITAL CIRCUIT FUNDAMENTALS

An introduction to digital electronics to include the following topics: A study of logic gates and their application in Boolean Algebra, and/or logic gates, symbolic notation, binary numbers, encoders, decoders, multiplexers, exclusive — and/or gates, parity, circuits and memory circuits.

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

Prerequisite: None

ELT 126 TELEVISION SERVICING

A study of the basic principles of black and white/and color television systems are given in this course. Topics include: block diagram analysis, sound and picture channels, deflection circuits, HV circuits and alignment and convergence of color receivers. Lab consists of trouble shooting techniques and the use of related equipment.

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

Prerequisite: ELT 127

ELT 127 SOLID STATE CIRCUITS AND DEVICES

A study of the application and circuit requirements of special semiconductor devices such as JFETs, MOSFETs, UJT, SCRs, photo transistors, LEDs, CMOs, and LCSs transistor oscillators.

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

Prerequisite: ELT 122

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

ELT 229 INDUSTRIAL ELECTRONICS

A study of the application of solid state switches, timers, trigger circuits, thyristors, feedback and closed loop systems, motor controls, SCRs, triacs, diacs, and logic control applications.

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

Prerequisite: None

ELT 235 HOME ENTERTAINMENT SERVICE AND REPAIR

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.

Prerequisite: None

ELT 236 MICROPROCESSOR FUNDAMENTALS

A study of the microprocessor systems architecture, applications and controls. Topics of study include: machine language and mnemonics, debugging programs, registers, control, memories, rom control power up, ram memories, ALU, control works. Study will include a hardware and software analysis.

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

Prerequisite: None

ELT 237 COMMUNICATIONS THEORY

A study of solid state devices as they are used in power supplies, amplifiers and oscillators. The use of these devices in radio transmitters and receivers will be emphasized. Topics of study include: amplitude

modulation, AM and SSB receivers frequency modulation, feedlines, antennas and propagation, test equipment, frequency measurements, and interface.

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

Prerequisite: ELT 124

ELT 238 MICRO COMPUTER INTERFACING TECHNIQUES

An examination of interfacing techniques of microprocessors and micro computers. Topics of study will include: control signals, A/D and D/A conversions, data transmissions, I/O, PIAs, operations of peripherals such as floppy disk drives, keyboards, monitors and printers.

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

Prerequisite: ELT 236

ELT 239 MICRO COMPUTER MAINTENANCE

A study of the basic methods used to troubleshoot microprocessor systems and the proper test instruments used to service computer. Topics of study include: systematic troubleshooting procedures, operation and troubleshooting of internal computer blocks, preventative maintenance of computers, software diagnostics, and logic state analysis, peripherals maintenance.

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

Prerequisite: ELT 236

EMT 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER

This course is basically a refresher 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 1.

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

Prerequisite: MET 160

EMT 165 CIVIL DEFENSE PLANNING/OPERATION

Introduction to emergency preparedness. Includes responsibilities, organization, general structure, and functions of emergency services organizations; personal, family and community protective measures; and emergency operational functions.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

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 and designed to refine the basic skills in grammar and composition.

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, and is designed to maintain the acquired skills. Special emphasis is placed on speed, comprehension, vocabulary and fluency.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: Reading Improvement 141

ENG 143 DEVELOPMENTAL COMPOSITION I

Study of the form and content of effective writing. Includes review of the essentials of grammar and usage, and intensive practice in writing complete sentences, effective paragraphs, and short essays/compositions.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ENG 144 DEVELOPMENTAL COMPOSITION II

Study of the form and content of effective writing. Includes review of the essentials of grammar and usage, and intensive practice in writing complete sentences, effective paragraphs, short essays/compositions and reports.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Developmental Composition 143

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 writing poetry, short story, non-fiction articles, and juvenile literature.

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 — One lecture and four lab 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

ESL 181 ENGLISH/SECOND LANGUAGE I

This course provides reading and writing exercises in the English language for individuals who are attempting to utilize English as a second language.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

ESL 182 ENGLISH/SECOND LANGUAGE II

This course is a continuation of the skills obtained in English as a Second Language I with emphasis placed on speaking English.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: ESL 181

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, 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.

Prerequisite: FA 154

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 158 WEAVING I

This course will teach students basic principles of weaving with various fibers. Various compositions will be used to produce a marketable product.

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 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 250 ACRYLIC PAINTING II

This course is a continuation of acrylic painting.

Credit: 2 hours — 1 lecture and two lab hours per week.

Prerequisite: FA 150

FA 251 WEAVING II

This course is a continuation of Weaving I. The students will learn advanced techniques in the second course.

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

Prerequisite: FA 158

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 this 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 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

FA 259 FLORAL DESIGN II

This course will present the advanced principles of fashion design and arrangement.

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

Prerequisite: Floral Design 255

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 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 COURSE DESCRIPTIONS 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 diets 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 a 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 & SAFETY

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.

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, fish, and veal. Institutional bulk cuts 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. Included is baking problems — causes & corrections.

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 vertical cutters, food slicers, food mixers, deep fat fryers, grills, ovens, vegetable mills, scales, steam kettles, food grinders, automatic steamers, refrigerators (reach-in and walk-in), freezers, milk coolers, dispensers, and dishwashing machines.

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. Included are writing specifications for purchasing, market regulation laws, standards, labels, inventories, and stock control.

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. 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 are 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.

Prerequisite: None

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.

Prerequisite: None

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 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.

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 student's 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 BASIC COMMUNICATION I

Review of basic English and communication skills in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

GED 185 BASIC COMMUNICATION II

Review of basic English and communication skills in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GED 184

GED 186 BASIC COMMUNICATION III

Review of basic English and Communication skills in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GED 185

GED 187 BASIC COMMUNICATION IV

Review of basic English and Communication skills in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GED 186

GED 188 BASIC MATHEMATICS I

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.

Prerequisite: None

GED 189 BASIC MATHEMATICS II

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.

Prerequisite: GED 188

GED 280 BASIC MATHEMATICS III

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.

Prerequisite: GED 189

GED 281 BASIC MATHEMATICS IV

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.

Prerequisite: GED 280

GED 282 BASIC SOCIAL SCIENCE I

Review of basic social sciences including civics, economics, and history in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

GED 283 BASIC SOCIAL SCIENCE II

Review of basic social sciences including civics, economics, and history in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GED 282

GED 284 BASIC SOCIAL SCIENCE III

Review of basic social sciences including civics, economics, and history in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GED 283

GED 285 BASIC SOCIAL SCIENCE IV

Review of basic social sciences including civics, economics, and history in preparation for the GED test.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GED 284

GED 286 BASIC SCIENCE I

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.

Prerequisite: None

GED 287 BASIC SCIENCE II

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.

Prerequisite: GED 286

GED 288 BASIC SCIENCE III

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.

Prerequisite: GED 287

GED 289 BASIC SCIENCE IV

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.

Prerequisite: GED 288

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.

Prerequisite: None

GEN 161 GERONTOLOGY I

Introduction to the sociological, historical, physiological, and psychological aspects of aging and services for the elderly.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

GEN 162 GERONTOLOGY II

A continuation of Gerontology I with special emphasis on the physiological and psychological aspects of aging.

Credit: 1 hour — One lecture hour per week.

Prerequisite: GEN 161

GEN 251 GENEALOGY II

An advanced course which is designed to expand the student's knowledge of procedures and materials used in genealogy.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: GEN 151

GEO 213 GEOLOGY

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

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

Prerequisite: None

GEO 214 GEOLOGY

This course is a continuation of Geology 213.

Credit: 3 hours — Three lecture 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 96.

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

HEC 152 CONSUMER SELECTION OF GOODS 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 product and/or service for a particular situation.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

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.

Prerequisite: None

HEC 154 HOME ENERGY CONSERVATION

This course is designed to acquaint the homeowner with various energy conservation procedures and how they may affect his utility consumption.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

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 two lab hours per week.

Prerequisite: None

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 two 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.

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.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

HLT 111 HEALTH

An introduction to personal health and hygiene is presented in this course. Problems of smoking, alcohol, and drug usage are discussed.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

HLT 155 FIRST AID

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

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

HME 150 BEGINNING SEWING

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

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

Prerequisite: None

HME 151 ADVANCED SEWING

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

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

Prerequisite: HME 150

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.

Prerequisite: None

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

HME 156 COLOR AND DESIGN I

This course includes basic fashion selection as well as accessories with emphasis placed on style and color.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

HME 157 FASHION DESIGN

This course is designed to help the student develop an objective for fashions. It will teach students what materials to buy, what to make and what to wear.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

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.

Prerequisite: None

HOM 151 HOMEMAKING ARTS I

This course includes sewing, needle arts, and fashion selection, cooking, baking, preserving, menu planning and food buying, and home decorating.

Credit: 1 hour — One lecture and one lab hour per week.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

HOM 154 HOME DESIGN

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

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

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 course. 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 hour 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 257 MASONRY

Practices and methods of the masonry trade. Includes mixing and stringing mortar, laying brick, cutting masonry materials, corner and wall construction, strengths of various building materials, facing tile, flashing, loadbearing masonry, cavity walls, basement construction, expansion and control joints, and cleaning and patching.

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

Prerequisite: None

HOM 258 EXTERIOR CONSTRUCTION I

Skill development and study of exterior finishing materials and procedures, including cornices, roofing, siding, and brick veneering.

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

Prerequisite: None

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 per week.

Prerequisite: None

HOS 162 HOME CARE

Introduction to in-home services for physically and/or mentally impaired people. Includes overview of human development, depression, working with families, client survival skills, and community resources.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

HOS 163 HOME CARE OF THE ELDERLY

Introduction to the physical, mental, and emotional changes associated with aging and the necessary skills to give adequate personal care to an aging person in the home. Includes proper lifting and transfer techniques, bathing techniques, taking temperatures and blood pressure, exercises, nutrition, and available resources within the community to the home-bound person.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

INS 219 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 can be one to four semester hours of credit.

INV 151 INTRODUCTION TO INVESTMENTS I

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.

Prerequisite: None

INV 152 FINANCIAL INVESTMENTS II

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.

Prerequisite: Introduction to Investments 151

INV 165 INVESTING I

Fundamental principles of investments includes: investment procedures, funds management, commodity market, options market, stocks and bonds and other investments.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

JOU 114 INTRODUCTION TO MASS COMMUNICATIONS

Nature and impact of mass communications. Includes historical development, contemporary changes in established media, theories of communication, concept of freedom of the press, and social responsibilities of media.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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: Journalism 115

JOU 211 INTERPRETIVE 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.

JOU 213 PUBLICATIONS PRODUCTION I

Application of journalistic skills to publications productions. Includes news gathering, writing, editing, layout, photography, advertising, and business management.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

JOU 214 PUBLICATIONS PRODUCTION II

Application of journalistic skills to publications productions. Includes news gathering, writing, editing, layout, photography, advertising, and business management.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Publications Production I 213

JOU 215 PUBLICATIONS PRODUCTION III

Application of journalistic skills to publications productions. Includes news gathering, writing, editing, layout, photography, advertising, and business management.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Publications Production II 214

JOU 216 PUBLICATIONS PRODUCTION IV

Application of journalistic skills to publications productions. Includes news gathering, writing, editing, layout, photography, advertising, and business management.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Publications Production III 215

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.

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 is 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 Oliver Goldsmith.

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 from the Classical through the Renaissance periods 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 ramtype 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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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, engine lathe, milling machines, turret lathe, grinders, cutting fluids, and surface finish.

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

Prerequisite: None

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.

Prerequisite: None

MAC 128 LATHE OPERATIONS II

This course will prepare a person for employment as a lathe operator in a production or job shop. After completion of Lathe Operations I, the student will develop proficiency in the safe operation of the engine lathe, turret lathe and trach lathe. Such operations as drilling, reaming, threading and the use of the attachments, fixtures and special purpose tooling will be emphasized.

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

Prerequisite: Lathe Operations I 127

MAC 129 MILLING MACHINE OPERATIONS I

This is a lecture, laboratory course designed to acquaint the student with the major parts of the milling machine and its accessories. The student will be expected to develop skill proficiency in the safe 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.

Prerequisite: None

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 112 MATH FOR ELEMENTARY TEACHERS

Basic elements of mathematics for students majoring in elementary education. Includes origin of numerals, sets, relations, systems of numeration, natural numbers, integers, rational numbers, real numbers, algorithms, logical and mathematical reasoning, probability and statistics, and selected areas from geometry.

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 ADVANCED TECHNICAL MATH

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.

Prerequisite: Technical Mathematics 122

MAT 124 ELECTRONICS TECHNICAL MATH I

The purpose of this course is to coordinate the student's math skills with the concepts presented in D.C. Electronics. Linear and quadratic equations, surface area and volume, inequalities, proportion and variation, scientific notation, signed numbers, and the manipulation of formulas that will be applied to D.C. Circuits.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: None

MAT 125 ELECTRONICS TECHNICAL MATH II

The purpose of this course is to coordinate the student's math skills with the concepts presented in A.C. Electronics. Topics of study include: Trigonometry with emphasis on technical applications, radian measure, functions of any angle, laws of sines and cosines, vectors, and graphs of trigonometric functions, logarithms and complex numbers in both polar and rectangular form which will be applied to A.C. Circuits.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: Electronics Technical Math 124

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 142 ESSENTIALS OF ARITHMETIC I

Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; and metrics.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

MAT 143 ESSENTIALS OF ARITHMETIC II

Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; and metrics.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Essentials of Arithmetic I 142

MAT 144 ESSENTIALS OF ARITHMETIC III

Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; and metrics.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Essentials of Arithmetic II 143

MAT 145 ESSENTIALS OF ARITHMETIC IV

Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; and metrics.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Essentials of Arithmetic III 144

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.

Prerequisite: None

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 — Two lab hours per week.

Prerequisite: None

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 & 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 dimensional space and linear algebra.

Credit: 5 hours — Five lecture hours per week.

Prerequisite: Analytic Geometry & Calculus 211

MAT 213 DIFFERENTIAL EQUATIONS

Introductory course in differential equations. Includes linear equations of constant coefficients and of first order, undetermined coefficients; exact equations; separation of variables; solution by LaPlace transforms; and partial differential equations.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

MAT 214 STATICS

Study of force systems through the principles of static mechanics. Includes resultants of force systems; analysis of forces acting on members of trusses, frames, and machines; forces due to friction; centroids; and moments of inertia.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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 — Seven lecture and two lab hours per week.

Prerequisite: None

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

MPD 151 MASTER PASTRY DESIGNING II

This course is a continuation of the first Master Pastry Designing course.

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

Prerequisite: MPD 150

MUS 110 MUSIC IN THE ELEMENTARY SCHOOL

Study of basic skills and techniques for teaching music in the elementary grades. Includes instructional objectives, teaching philosophies and strategies, current trends, instructional materials, music fundamentals, and development of functional facility at piano.

Credit: 3 hours — Three lecture 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 — Three lecture and two lab 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: Mus 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: 3 hours — Three lecture 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.

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 of each historical period as analyzed through listening to examples from leading composers.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Music 112 or consent of instructor

MUS 119 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 114

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: Mus 213

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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 his/her respective worksite.

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

Prerequisite: Instructor's Approval

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 his/her respective worksite.

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

Prerequisite: Instructor's Approval

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 his/her respective worksite.

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

Prerequisite: Instructor's Approval

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.

Prerequisite: Instructor's Approval

PD 151 INTRODUCTION TO EMOTIONAL SELF-HELP

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

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.

Prerequisite: None

PE 112 PHYSICAL EDUCATION/BEGINNING TENNIS

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: 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/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/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 FOOTBALL:FLAG/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 BASKETBALL

A basic activity course designed to serve all students in the college. Significant considerations 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.

Prerequisite: None

PE 212 SOFTBALL/BASEBALL

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

PE 213 PHYSICAL EDUCATION-DANCE II

This basic activity 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.

Prerequisite: Physical Education-Dance I 211

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)

PE 216 PHYSICAL EDUCATION/GOLF II

A basic activity course designed to refine the techniques of golf and further expand the individual student's appreciation of this sport.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Golf (PE 114)

PE 217 SWIMMING AND AQUATICS I

Instruction in skills and techniques of swimming, including various strokes, turns, diving, water games, endurance development, racing techniques, synchronized swimming, and life saving.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

PE 218 WEIGHT TRAINING I

Fitness through exercise. Individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

PE 219 WEIGHT TRAINING II

Fitness through exercise. Individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Weight Training I (PE 218)

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.

Prerequisite: None

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.

Prerequisite: None

PHI 217 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.

Prerequisite: None

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 120 CONCEPTUAL PHYSICS

Non-mathematical approach to study of physical phenomena. Investigation of mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, and atomic and nuclear physics.

Credit: 3 hours — Two 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 mechanisms, 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/he 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 envi-

ronment and responsibilities will provide a basis for quality patient care and good employee morale.

Credit: 6 hours — Ten lecture and three lab hours per week.

Prerequisite: None

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 three 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, contraindications and dangers.

Credit: 1 hour — One lecture hour 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 nurs-

ing student an awareness of those mental health resources that are available to assist in meeting the physical and mental health needs of the individual. It also emphasizes the importance of communications and interpersonal relationships between the practical 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 contraindications, sources, usual dosages and usual methods of administration. It also emphasizes the importance of medications, their actions and an ability to observe and report these reactions intelligently.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: 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 — Two lecture 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 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 be included in the course.

Credit: 3 hours — Three lecture 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 — Three lecture 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 — Three lecture 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. The student learns to care for the sick child using safety precautions, meaningful observations, and suitable nursing techniques. This experience will be accomplished through classroom instruction and clinical experience in the pediatric division and through the observance of the well child.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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 two 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 & 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.

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

Prerequisite: Nursing Skills 121, 128

PN 137 MEDICAL-SURGICAL NURSING II

This course is a continuation of Medical Surgical Nursing I 130.

Credit: 5 hours — Five lecture 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

PN 165 PHYSICAL REHABILITATION AIDE

This one semester course is designed to prepare students to assist each patient within the concept of patient care, in attaining his maximum level of functioning and to live with his limitations with dignity. Learning opportunities include both theory content and selected clinical experiences. Admission criteria provides career mobility for the certified Nurse Assistant who has a GED or high school diploma.

Credit: 4 hours — Four lecture hours per week.

Prerequisite: None

PN 169 LPN REFRESHER

This course is a planned educational offering which provides a basic review and updating of skills for individuals desiring to re-enter nursing practice.

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

Prerequisite: None

PSD 150 LIFE SKILLS

This course will emphasize life-coping skills needed to pursue and successfully complete college level programs.

Credit: 1 hour — One lecture hour 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 212 CHILD PSYCHOLOGY

Study of the psychological development of the child. Includes physical, emotional, social, and intellectual factors from birth to adolescence.

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.

Prerequisite: None

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 salesperson.

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 salesperson 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 bro-

kerage. Such topics as qualifications of the real estate broker, principles of land utilization, appraisal principles and methods, basic policies, organizations and equipment of the broker's office, office personnel, selection of sales persons, compensation of sales persons, types and sources of listings, control of listings, 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 salesperson 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.

Prerequisite: None

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.

Prerequisite: None

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 methods 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 teach basic operating techniques of various office machines with an emphasis on business related problems. Exercises are performed to acquire knowledge in operating electronic calculators, word processing equipment, and micro-computer.

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: 3 hours — One lecture and two lab hours per week.

Prerequisite: Beginning Typewriting 121

SEC 129 MACHINE TRANSCRIPTION

Transcribing operative notes, consultations, and summaries. These are then transcribed by use of a transcription unit and typewriter.

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

Prerequisite: Machine Transcription 128

SEC 223 ADVANCED TYPEWRITING

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

SEC 224 SHORTHAND AND TRANSCRIPTION

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

SEC 225 SHORTHAND AND TRANSCRIPTION

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

SEC 226 SECRETARIAL PROCEDURES

A comprehensive study of the duties of the secretary. Topics examined include the secretarial profession, duplicating, communications personality, and human relations. Knowledge, attitudes, and values that are important for competent performance on the job are stressed. Credit: 4 hours — Three lecture and two lab hours per week. Prerequisite: Typing 121 or the equivalent through proficiency testing

SEC 227 INTRODUCTION TO WORD PROCESSING

A three-hour course which includes instruction in the following areas: word processing concepts and careers; machine transcription, 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 legal profession is presented. Credit: 3 hours — Two lecture and two lab hours per week. Prerequisite: Typing 121 or 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 presented. Emphasis will be placed on the relationship between the secretary or administrative assistant and the supervisor and people the secretary comes in contact within 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 also be 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-COMMUNICATIONS 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 functions packages. This course includes a simulation applying skills previously learned and the comparison of the equipment on the market.

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

Prerequisite: None

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.

Credit: 1 hour — One lecture hour per week.

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 hours per week.

Prerequisite: None

SPA 111 SPANISH

An introductory course designed to facilitate conversation from the beginning, with adequate emphasis on writing. The course is taught in Spanish with translation only where necessary.

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

Prerequisite: None

SPA 112 SPANISH

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

Credit: 4 hours — Three lecture 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 114 BEGINNING 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 II

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 readers theatre.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Beginning Forensic Activities 114

SPC 116 READERS THEATER I

This course is designed to teach students the principles of group interpretation through choral speaking activities and readers theatre productions. Students will gain experience in choosing literature, compiling a script, cutting literature, writing introduction and transitions, and effective oral interpretation of literature.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

SPC 117 READERS THEATER II

This course is designed to give the students experience in choral speaking techniques and readers theater performances. Participation in at least one readers theatre production is required.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Readers Theater I 116

SPC 210 INTERPERSONAL COMMUNICATIONS

Interpersonal Communication is a study of human communication on a one-to-one basis. The concepts discussed include self-awareness, perception, listening, non-verbal communication, relationship development, self-disclosure, and conflict resolution.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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 214 FORENSIC ACTIVITIES III

This course is a continuation of Speech 114.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Forensic Activities 114

SPC 215 FORENSIC ACTIVITIES IV

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 readers theatre.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Forensic Activities 214

SPC 216 READERS THEATER III

This course is designed to give the students experience in choral speaking techniques and readers theater performances. Participation in at least one readers theatre production is required.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Readers Theater II 117

SPC 217 READERS THEATER IV

This course is designed to give the students experience in choral speaking techniques and readers theater performances. Participation in at least one readers theatre production is required.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Readers Theater III 216

SQC 161 QUALITY CONTROL

An introductory course in organization and methods for establishing and maintaining industrial quality control. Includes statistical methods, cost analysis and control techniques, and final and in-process inspection principles and techniques.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

SQC 162 QUALITY CONTROL II

An intermediate course in organization and methods for establishing and maintaining industrial quality control. Includes statistical methods, cost analysis and control techniques, and final and in-process inspection principles and techniques.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Quality Control I 162

SQC 163 QUALITY CONTROL III

An advanced course in organization and methods for establishing and maintaining industrial quality control. Includes statistical methods, cost analysis and control techniques, and final and in-process inspection principles and techniques.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Quality Control II 162

SQC 164 NONDESTRUCTIVE TESTING

Overview of nondestructive testing concepts. Includes advantages and disadvantages, applications in industry, emerging techniques and concepts, and survey of codes and requirements for nondestructive testing.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

SQC 165 PROPERTIES OF MATERIALS

Physical and chemical properties of ferrous and non-ferrous metals, inorganic non-metallic materials, wood products, plastics, and/or rubber used in industry and engineering fields.

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

Prerequisite: None

SQC 166 PLASTICS TECHNOLOGY

Plastics terminology, chemistry and properties; testing procedures; major application; and molding and fabrication processes used in industry. Includes molding processes of injection (thermo-plastics and thermo-sets), compression, transfer, R.I.M., and BMC injection; extrusion processes used in extrusion sheet, profile, and pipe monofilament, wire

coating, and film; and blow molding and thermoforming of sheet coating.

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

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 and fifteen lab hours per week.

Prerequisite: Sophomore standing in Social Service Technology Program

SUR 120 INTRODUCTION TO SURVEYING

This course is designed to give students a basic knowledge of surveying and the use and care of equipment used in surveying.

Credit: 5 hours — Two lecture and six lab hours per week.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: Introduction to Surveying 120

SUR 199 SURVEYING INTERNSHIP

Students will be required to use the knowledge and skills obtained in Surveying 121 and 124 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.

Prerequisite: Instructor's Approval

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.

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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, recordkeeping and work organization will be included, along with utilization of community resources.

Credit: 3 hours — Three 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 260 INSTRUCTOR TRAINING I

Adult learning theory and teaching methods. Includes duties of the instructor, program planning and organizing, developing course outlines and preparing for class, evaluation and testing methods, and preparing and using audio-visual materials.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

TEA 299 PRACTICUM

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

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

Prerequisite: Instructor's Approval

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.

Prerequisite: None

VA 150 BEGINNING PORTRAITURE

Facial structure, proportion, and expression will be emphasized during this introduction to portrait painting class.

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

Prerequisite: None

VA 151 ADVANCED PORTRAITURE

This course is a continuation in portrait painting.

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

Prerequisite: VA 150

VA 152 TOLE PAINTING I

This course is an introduction to Toile, which is the art of painting on metal objects and general decorative painting.

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

Prerequisite: None

VA 153 TOLE PAINTING II

This course is a continuation of Toile Painting I.

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

Prerequisite: VA 152

VA 154 BASIC DRAWING

This course teaches an awareness of form and structure, as well as a knowledge of drawing tools and materials.

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

Prerequisite: None

VA 155 BASIC PAINTING

This course emphasizes composition and color principles in painting.

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

Prerequisite: None

VA 156 WATERCOLOR PAINTING

A basic course in transparent watercolor painting, with explorations in materials and techniques.

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

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

WEL 124 ARC WELDING II

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

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

Prerequisite: Arc Welding I 123

WEL 125 MIG WELDING

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

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

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

WEL 126 ADVANCED GAS WELDING

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

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

Prerequisite: Gas Welding and Cutting 120

WEL 127 LOW HYDROGEN ARC WELDING

A continuation of Arc Welding 124, using the low hydrogen electrode, designed for welding high sulphur and high carbon steels. Course concentrating on flat bend test, horizontal, vertical up-hill and down-hill welding.

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

Prerequisite: Arc Welding I 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.

Prerequisite: None

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 tools. The student shall be competent in machine shop and welding.

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

Prerequisite: None

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.

Prerequisite: None

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.

Prerequisite: None

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 aspect of wastewater effluents.

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

Prerequisite: None

WWT 122 BASIC WATER TREATMENT

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 121 or permission of instructor

WWT 124 ADVANCED WATER TREATMENT

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 122 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 124 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 students 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.

Prerequisite: Instructor's Approval

WWT 196 WASTEWATER TREATMENT INTERNSHIP

This course is designed to provide 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 his/her respective worksite.

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

Prerequisite: Instructor's Approval

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 his/her respective worksite.

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

Prerequisite: Instructor's Approval

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NOTE

Contents of this catalog are subject to change without notice.

As provided by Title VI, Title IX, and Section 504, it is the policy of Shawnee College not to discriminate in employment, admission, or activities in regard to race, color, sex, age, national origin, creed, marital status, veteran's status, or handicap not related to one's ability to perform the job.

Inquiries regarding compliance with Title VI, Title IX or Section 504 may be directed to:

Affirmative Action Coordinator
Shawnee College Road
Ullin, IL 62992
Telephone: (618) 634-2242

or to:

Director of the Office of Civil Rights
Department of Health and Human Services
Washington, DC 20001

NOTE: The catalog is not to be considered as a binding contract between Shawnee College and students. The College reserves the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedule; (c) change the academic calendar; (d) change admission and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the College and (f) change whenever the proper authorities so determine, and shall apply not only to prospective students but also to those who are matriculated at the time in the College. When economic and other conditions permit, the College tries to provide advance notice of such changes.

SC Shawnee College
Shawnee College Road
Ullin, Illinois 62992