

A stylized logo for Shawnee Community College. It features a cornucopia overflowing with produce on the left, and a ribbon or banner that curves across the center. The ribbon contains the college's name in a bold, sans-serif font.

SHAWNEE
COMMUNITY
COLLEGE

1989-91
CATALOG

SHAWNEE COMMUNITY COLLEGE 1989-1991 CATALOG

Volume XVI



Shawnee Community College
College Road
Ullin, Illinois 62992

(618) 634-2242

"Where the Community Really Counts"

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Special recognition to Beth Honey (word processing) and Madonna Slife (desk-top publishing) for the first "in-house" publication of a SCC Catalog.

BOARD OF TRUSTEES

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Marti Clarke
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Morton Wright
Director of Learning Resources and Research

CALENDAR

SUMMER SESSION 1989

Registration Begins	April 3
Last Day to Register Without Late Fee	June 2
Late Registration Begins	June 5
Instruction Begins	June 12
Registration Closes	June 17
Holiday - Independence Day	July 4
Mid-Semester	July 6
Last Day to Drop Without Academic Penalty	July 17
Final Exams	August 3-4
End of Semester	August 4

FALL SEMESTER 1989

Registration Begins	April 3
Last Day to Register Without Late Fee	August 15
Late Registration Begins	August 16
Instruction Begins	August 23
Holiday - Labor Day	September 4
Registration Closes	September 6
Regional Educators' Institute	October 6
Fall Break	October 6-10
Mid-Semester	October 19
Last Day to Drop Without Academic Penalty	November 9
Holiday - Thanksgiving	November 23-24
Final Exams	December 18-22
End of Semester	December 22

SPRING SEMESTER 1990

Registration Begins	November 1, 1989
Last Day to Register Without Late Fee	December 29, 1989
Late Registration Begins	January 2, 1990
Faculty Workshop	January 5
Instruction Begins	January 8
Holiday - Martin Luther King's Birthday	January 15
Registration Closes	January 22
Holiday - Lincoln's Birthday / Break	February 12-13
Mid-Semester	March 5
Last Day to Drop Without Academic Penalty	March 26
Spring Break	April 9-13
Classes Resume	April 16
Final Exams	May 7-11
Commencement	May 11

SUMMER SESSION 1990

Registration Begins	April 2
Last Day to Register Without Late Fee	June 1
Late Registration Begins	June 4
Instruction Begins	June 11
Registration Close	June 18
Mid-Semester	July 3
Holiday - Independence Day	July 4
Last Day to Drop Without Academic Penalty	July 16
Final Exams	August 2-3
End of Semester	August 3

FALL SEMESTER 1990

Registration Begins	April 2
Last Day to Register Without Late Fee	August 14
Late Registration Begins	August 15
Instruction Begins	August 22
Holiday - Labor Day	September 3
Registration Closes	September 5
Regional Educators' Institute	October 5
Fall Break	October 5-9
Mid-Semester	October 18
Last Day to Drop Without Academic Penalty	November 8
Holiday - Thanksgiving	November 22-23
Final Exams	December 17-22
End of Semester	December 22

SPRING SEMESTER 1991

Registration Begins	November 1, 1990
Last Day to Register Without Late Fee	December 28, 1990
Late Registration Begins	January 2, 1991
Faculty Workshop	January 7
Instruction Begins	January 8
Holiday - Martin Luther King's Birthday	January 21
Registration Closes	January 22
Holiday - Lincoln's Birthday	February 12
Mid Semester	March 4
Spring Break	March 25-29
Classes Resume	April 1
Last Day to Drop Without Academic Penalty	April 1
Final Exams	May 6-10
Commencement	May 10

PHILOSOPHY AND OBJECTIVES

Shawnee Community College is a comprehensive Public Community College, and its programs are intended to improve the quality of life for the district's citizens. To fulfill that mission, the institution offers programs beyond the regular academic offerings common to most institutions of higher education. The College's purpose and direction is to provide low cost traditional and non-traditional educational and community service opportunities as they are needed by the citizens to improve the quality of their lives. Among those activities are community development, community service programs, retraining programs for citizens currently employed or unemployed, placement services for college students, cooperative community activities to create and develop area industries, and cooperative programs with private and public agencies serving the needs of the people. In general, the college provides a catalytic community leadership role.

The institution maintains an "open-door" admissions policy to people who can benefit from its programs. The college is teaching oriented, student centered, and committed to a comprehensive curriculum. The educational philosophy of the College calls for the institution to accept students as they are, to test them, to counsel them into appropriate programs, and to assist them to attain the highest possible level of achievement.

The basic purpose of an educational institution is the preservation and advancement of civilization. Shawnee Community 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 application 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 Community College District 531:

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.

AFFIRMATIVE ACTION

As provided by Title VI, Title IX, and Section 504, it is the policy of Shawnee Community College not to discriminate in employment, admission, or activities in regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability/handicap, or any other legally protected status.

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

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

or to

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

HISTORY

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

The campus of Shawnee Community College is located on Shawnee Community 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.

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

ACCREDITATION

Shawnee Community 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 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.

SEMESTER PLAN

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

SHAWNEE COMMUNITY COLLEGE FOUNDATION

"Building friends for Shawnee Community College" is the theme of the Shawnee Community College Foundation. The SCC Foundation was established in 1987 as a non-profit, tax exempt corporation to benefit the educational endeavors of Shawnee Community College. The Foundation, in a fund-raising role, administers additional funds from the private sector to support activities and programs at the college which are not adequately supported through traditional funding.

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

The SCC Foundation Board of Directors consists of four persons from each county served by the Shawnee Community College district. The SCC Foundation supports the college in its concept to provide educational opportunities for students from Alexander, Johnson, Massac, Pulaski and Union Counties.

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

COLLEGE CAMPUS

The Learning Resource Center (LRC)

Shawnee Community College has developed a comprehensive Learning Resources Center. The LRC's collection of more than 40,000 books is increasing annually. The series collection includes 200 periodicals, 10 newspapers, and 4 indexing services. The collection of films, filmstrips, tapes, and phonograph records is being expanded monthly. In addition, thousands of volumes of other books and materials are available to students through the college's participation in joint agreements with other major library systems.

Students, faculty, and all citizens of the Shawnee Community College district are encouraged to visit the Learning Resource Center and utilize its fine resources and services. Assistance in the use of the library and its resources is provided by a service-oriented staff of librarians and support personnel.

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.

Metro Center

The Metro Center was opened in 1983 in the former Metropolis High School Building. This center provides service to citizens of the Massac County region and entices students who would otherwise not have an opportunity to take a full range of classes to do so. College staff are available to assist students in selection of courses and programs that can lead to an Associate Degree or to a Certificate.

County Centers

Extension courses are offered at various sites throughout the district counties 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. Schedules of off-campus offerings are printed and distributed each semester.

Transitional Center

The Shawnee Community College Transitional Center is a learning center designed to provide courses and laboratory experience in computation, communication, and reading to improve the competency of high school graduates or those persons achieving high school equivalency through standardized testing to the level necessary for placement into communication and mathematic courses required of first-year college students. These programs reiterate basic skills that students were expected to have mastered prior to entry into post-secondary education.

Bookstore

A bookstore is operated by the College and carries required textbooks, instructional materials, equipment and supplies. The bookstore is located in the Administration Building H, Room 250. The regular operating hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday excluding holidays. The hours during registration are extended for evening students to include 5:30 p.m. to 8:00 p.m. Monday through Thursday.



ECONOMIC DEVELOPMENT

Shawnee Community College provides Economic Development services to local communities for promoting business retention, business expansion, and business attraction. Special services provided through Economic Development include the Small Business Development Center, Job Training Partnership Program and the Dislocated Workers Center.

Small Business Development Center

The Small Business Development Center was established on the Shawnee Community College campus in April of 1983. This Center is designed to provide a variety of services to business and industry throughout the College District. The Center acts as a clearing-house for all in-plant training and business seminars conducted by the College.

Students may utilize the Center to obtain basic information about business and industry in the district. For example, if a student were seeking a position at a particular industry, such information as 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.

Job Training Partnership Program

The Job Training Partnership Act (JTPA), passed in 1983, contains a section designed to assist prospective students with vocational education goals. JTPA is an income-based program that provides financial assistance for eligible persons who want to pursue a vocational certificate or degree. The JTPA program will cover the cost of tuition, fees, books, childcare, and mileage to and from class for eligible persons. Interested persons may contact the nearest Shawnee Development Council Office or the Shawnee Community College JTPA Counselor.

Dislocated Workers Center

The goal of the Shawnee Community College Dislocated Workers Center is to assist individuals who have lost their jobs through no fault of ^{their own} ~~their own~~ to return to full-time employment. This service is offered through assessment, counseling, upgrading job search skills, vocational training (may pay books and tuition), or by on-the-job training (50% reimbursement of a Dislocated Worker's salary to an employer during training). The Center will also assist with job placement and adult education if needed.

A dislocated worker is an individual who has an established employment background, was employed for three years out of the past five, is eligible for or has exhausted entitlement to unemployment benefits, or received notice of termination from employment as a result of any permanent closure of plant or facility within the past five years.

SPECIAL PROGRAMS AND COMMUNITY SERVICES

Adult Secondary Education - General Education Development (GED) classes

Shawnee Community College offers free GED classes for adults who have not completed their formal high school education. Individualized instruction is provided in English, social studies, science, literature, mathematics, and U.S. and Illinois Constitutions to assist students in acquiring the knowledge and skills necessary to pass the GED examination for a high school equivalency diploma. Evening classes are offered throughout the College District each semester.

Adult Basic Education - Pre-GED Classes

Pre-GED classes are offered for students who have not completed high school and desire to improve their skills in mathematics, reading and writing. This program is designed to remedy basic skills deficiencies and prepare students to enter the GED program. Individualized instruction is provided in evening classes located throughout the College District each semester.

Five County Literacy Initiative Program

The Literacy Program is offered for adults desiring to improve their reading skills. Volunteers are recruited and trained to tutor low level readers enrolled in the program. Tutor training and tutoring is conducted throughout the College District on a regular basis. The program is a cooperative effort between Shawnee Community College and the Five-County Regional Adult Education Program.

Tutorial Program

Any student having difficulty with class work and who requires one to one assistance may get tutorial help. Students may request help or may be referred by their instructor or counselor. Faculty recommendations determine who can be considered eligible to act as a peer tutor. The service is free to the students, although the peer tutors are paid for their services through the college's work study programs. Weekly sessions are scheduled and held in the Transitional Center. Please contact the Transitional Center for additional information on becoming a tutor or receiving tutorial assistance.

Non-Traditional Student Program

The non-traditional student, a student who returns to college after a year or more of absence, has an opportunity to meet and share hospitality and/or concerns unique to his/her position during a gathering called the mid-day mid-week mixer that meets 11 a.m. to 2 p.m. Some non-traditional students enjoy their lunches with the group while others are comfortable just popping in for a quick, "Hello" to check the current conversation. Conversation is never boring and often productive in bringing about changes that benefit the needs and comfort of this group and other students at Shawnee.

Continuing Education

Continuing Education activities at Shawnee Community College offer educational experiences for adults who have personal interests and professional needs. To promote a student's ability to learn throughout his/her life, the college offers continuing education courses in many modes ranging from one-day seminars and workshops to longer courses and institutes.

Continuing Education courses are either credit-free or offer general studies credit. Credit-free courses, workshops, seminars, and conferences are held on a wide range of subjects. These activities are offered as a public service to the community. Their main purpose is to encourage and heighten life-long learning outside the constraints of credit offerings.

General studies credit courses are offered to individuals who have learning goals which fall outside those of career education certificates or associate degree programs. No General Studies course applies toward graduation in Certificate or Associate Degree Programs. These courses are generally related to concepts from the academic and technical disciplines and to practical problems of individuals in the community, such as consumer economics, health, environmental study of the local community and personal computer applications. Examples of such offerings are financial investment, genealogy, health promotion, insurance and taxes, job acquisition skills, and money management.





ADMISSIONS AND REGISTRATION



APPLICATION PROCEDURE AND SUPPORTING CREDENTIALS

1. Applications for admission are to be submitted to the Admissions Office at the earliest possible date prior to the beginning of the term of enrollment.
2. Students will be required to complete a district and/or state residency statement verifying residency status for fee assessment purposes as a part of the admissions process.
3. Official transcripts from the applicant's high school, college, university or other post-secondary educational institutions are to be mailed directly to the Admissions Office from these institutions. Each applicant must initiate the request(s) for the necessary official transcript(s).
4. High school equivalency diploma or certificate holders should provide the original document (which will be returned) or an exact copy of the document.

Transfer Student Information

A transfer student's transcript(s) becomes part of the official student permanent record. An evaluation of credit course transferability will be made after the student is admitted to the college. Transfer credits are accepted only from accredited colleges and universities.

ADMISSIONS

The following persons are eligible for admission to the credit programs of Shawnee Community College:

1. High School graduates (Diploma or GED) — All programs
2. Transfer students from colleges, universities and other post-secondary institutions — All programs
3. Escrow students meeting guidelines for the escrow program - Provisional admittance as per escrow guidelines.

All Associate of Arts and Associate of Science candidates must have ACT results on file to complete full admission.

Each applicant will be notified promptly concerning admission to the college and will receive advisement and registration information after the application and supporting credentials (transcripts) have been received by the Admissions Office.

Prior to enrolling in college credit programs, all first-time students are required to take examinations for evaluation of achievement in communication and computation competencies. Students scoring below established minimum levels are required to enroll in college preparatory instruction.

Students wishing to enroll for community education courses, should read "Admission to Community Education Courses" in this section.

ENTRANCE EXAMINATIONS

Eligibility for Admission into Selected College Programs

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

Students requesting placement into such programs will receive specific eligibility requirements from divisions or departments. Final selection for admission into these specific programs is determined by a selection committee.

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

English and Math Assessment

All students are required to take the ASSET test. Course placement is made on the basis of test performance.

If you need to take the ASSET test, be sure to schedule it in advance so that results are available at the time you plan to register. The earlier you take the ASSET test, the easier it is to register for the appropriate classes.

Some funding agencies (e.g. JTPA) require specific assessments for all of the clients funded by their programs. Students should check with the appropriate funding agency or the Admissions Office for this information.

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
4. Cosmetology.

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

American College Test (ACT)

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

Admission to Community Education Courses

The college offers community education courses on a college level. A student who plans to register only for community education courses does not apply for regular admission.

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

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

Escrow Admission

Shawnee Community College will accept students currently enrolled in high school. In no event shall their credits be counted toward high school graduation. Every high school student planning to enroll shall meet the guidelines outlined below.

1. Be ranked in the upper 40 percent of his/her graduating class, be at least 16 years of age and be enrolled in a college preparatory curriculum.
2. Shall have successfully completed 3 years of high school English prior to enrolling in an English course.
3. Shall have successfully complete 3 years of high school Math prior to enrolling in a Math course.
4. Shall have successfully completed the ASSET examination with the required score to enter ENG 111, MAT 114, or any other academic class and be performing on the required reading level.
5. Submit a copy of his/her high school transcript along with the provisional application for admission.
6. Eight semester hours of credit are the maximum number of hours a student can enroll in during any given semester.
7. No high school student will be allowed to enroll unless his/her application is signed by an official of said high school.
8. In no event shall coursework completed by high school students receive both State Board of Education and ICCB grants.

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

HEALTH CAREER PROGRAM ADMISSIONS

Practical Nursing

Persons seeking admission into the Shawnee Community College Practical Nursing Program are required to:

1. Meet all other admission policies and complete all required admission forms of the college. Submit a completed Practical Nurse Program Admission Application.
2. Submit a transcript of high school credits or a copy of GED test scores certifying the student is a high school graduate. (High school seniors must submit a high school transcript showing grades through the seventh semester and a recommendation from a high school guidance counselor).
3. Have two persons with knowledge of the applicant's character and work and/or school performance (suggested former employer and teacher) submit completed reference forms.
4. Complete two personal interviews with members of the nursing faculty.
5. Submit satisfactory health reports as determined by physical and dental examinations. (Required only after other admissions criteria are met.)
6. Submit documentation of age. (The student must attain the age of eighteen years to be eligible to take the State Board Licensed Practical Nursing Exam and be licensed by the Illinois Department of Registration and Education.)
7. Attain a satisfactory score on the pre-entrance examination. (Should the number of eligible candidates exceed the available class size, the student's rank on this exam will determine admission.) Explanation of this selection procedure is as follows:

Based upon pre-entrance examination scores obtained from the Psychological Services Bureau's PSB-APTITUDE for Practical Nursing Examination, a Shawnee Community College Practical Nursing student will be selected in the following manner:

- A. The applicant must score at or above the 50th percentile on both the Total General Mental Ability and the Natural Science Sections of the exam.
- B. The applicants who meet the criteria in "A" will be ranked. The scores on the natural science section will first be used for the purpose of ranking the applicants. In case of a tie, the General Mentality Ability section will be the second set of results to be used for ranking applicants. The third level of ranking applicants will be based on the results of the verbal section of the test. The fourth and final tie breaking component will be based on the results of the arithmetic section of the test.
- C. If an individual's arithmetic score within the general mental ability total is less than the 50th percentile, the potential candidate must remediate the deficiency prior to entry into the

program. This may be accomplished by completing Technical Mathematics (MAT 121). If the deficiency is not completed by the first day of class, the admission to the program becomes null and void. A grade of "C" or better for MAT 121 will remediate the deficiency.

- D. If an individual's ability score within the general mental ability total is less than the 50th percentile, the potential candidate must remediate the deficiency prior to entry into the program. This may be accomplished by completing Developmental English (ENG 143). A grade of "C" or better for ENG 143 will remediate the deficiency.
- E. Deficiencies must be corrected within one calendar year or the pre-entrance examination must be taken again.

Associate Degree Nursing

Persons seeking admission to the Shawnee Community College/Southern Illinois Collegiate Common Market Associate Degree Nursing Program are required to:

1. Meet all other admission policies and complete all required admission forms of the College. Submit a completed Associate Degree Nursing Program Admission Application.
2. Be graduated, be a candidate for graduation, or pass a standardized equivalency test in knowledge and skills equal to a graduate from an approved program of practical nursing.
3. Submit a transcript of high school credits or a copy of GED test scores certifying the student is a high school graduate.
4. Provide references from three former instructors and/or employers.
5. Attend an interview-orientation meeting as requested by the Director of the Associate Degree Nursing Program.
6. Complete his/her admission file on or before April 15 of the year prior to the Fall Semester for which he/she seeks admission.
7. Provide evidence of sound physical health as certified by a physical examination by a licensed physician.
8. Complete the Uniform Testing Program with a satisfactory score.
 - A. The applicant must score at or above the 45th percentile on the overall examination.
 - B. Candidates will be ranked according to their overall scores on the examination.
 - C. Each year's class will be formed with the highest ranked students being admitted until that class is full.
 - D. An applicant scoring below the 25th percentile on any area of the examination must satisfactorily complete remedial work in that area prior to being considered for admission.
 - E. Students selected as alternates for a current year will be qualified for admission into the next academic year's program.

Nurse Assistant Program

Persons seeking admission to the Shawnee Community College Nurse Assistant Program must meet the following requirements:

1. Be at least 16 years of age.
2. Successfully complete a reading comprehension test administered by college personnel. To enter the program the student must score a level four on the reading test or a level three with no errors. Anyone scoring lower than this will not be admitted into the program. The student may retake the test again at a later date for admission into the program.
3. The student must have a satisfactory physical examination. It is the responsibility of the student to carry out any recommendations made by his or her physician.

Cosmetology

Persons seeking admission into the Shawnee Community College Cosmetology Program are required to:

1. Meet all other admission policies and complete all required admission forms of the College. Submit a completed Cosmetology Admission/Interview Application.
2. Submit a copy of his/her high school diploma or a copy of GED test scores certifying the student is a high school graduate.
3. Complete a personal interview with members of the Cosmetology faculty. During the interview the student will be required to complete an aptitude test.

REGISTRATION

Students are given guidance in planning their program of study and class schedule. No student will be admitted to a curriculum before he/she has been tested and counseled. Students will be assigned a faculty advisor during their initial counseling session and should seek this individual to pre-register for the following semester. Advisement and pre-registration for the next semester will take place during the final weeks of the previous semester. New students planning to enroll during the fall semester should schedule counseling appointments during the summer months.

RESIDENCY

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

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

CLASSIFICATION — COURSE LOAD

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

A full-time student is one who carries 12 or more credit hours in a given semester. A part-time student is one who carries less than 12 credit hours in a given semester.

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

1. Students with 30 or more credit hours earned at Shawnee Community College and with a grade point average of 3.20 or more may carry up to 21 credit hours.
2. Students with 30 or more credit hours earned at Shawnee Community College and with a grade point average less than 3.20 or students with less than 30 credit hours earned at Shawnee and a grade point average of 3.20 or more must secure a counselor's signature to carry up to 21 credit hours.
3. Students with less than 30 credit hours earned at Shawnee Community College and with less than a 3.00 grade point average must secure the signature of the Dean of Student Services to carry up to 21 credit hours.

CATALOG REQUIREMENTS ----- STUDENT RESPONSIBILITY

Each student is responsible for knowing and meeting graduation requirements stated in the catalog current at the time of his/her initial enrollment as a freshman. Transfer students must complete degree requirements in effect in the catalog at the time of their initial enrollment at Shawnee Community College. Students may choose to be graduated under degree requirements, including majors and minors, do not apply unless students have interrupted their enrollment for at least one calendar year. In this event, the catalog in effect at the time of readmission is used to determine degree requirements.

The Catalog is the only **OFFICIAL** statement of requirements for each degree. Students are solely responsible for meeting these requirements.

No course may be substituted to meet degree requirements except with the approval of the Registrar and the Dean of Instructional Services. To avoid any possible delay in graduation, students should obtain written permission prior to scheduling a course which they believe may be substituted for a required course.

TUITION, FEES, AND FINANCIAL ASSISTANCE



TUITION AND FEES

Shawnee Community College is a public institution supported by both district and state tax funds. Because of this, resident students enrolled at the College can further their education without incurring large financial obligations. Courses will be available to all residents of District 531 at a tuition rate of \$23.00 per credit hour. (Tuition and fees indicated in this catalog are subject to change by the Board of Trustees.) Tuition and fees must be paid or deferment arrangement made at the time of registration. College policy prohibits the enrollment of students having outstanding debts to the college. Other student fees are:

Application Fee	None
Late Registration Fee	\$10.00
Student Activities Fee	\$ 2.00
Schedule Change Fee	\$ 1.00
Transcript Fee	\$ 1.00
Parking Sticker Fee	\$ 2.00
Laboratory Fee	varies
Graduation Fee	\$20.00

Students wishing to enroll in Audit, Independent Study, or Repeat Ineligible courses should contact a counselor for information about tuition and fee charges.

Late Registration Fee

Students will be allowed to enroll in coursework until the close of registration each semester. A late registration fee of \$10.00 will be assessed to each student submitting his/her enrollment form after pre-registration has ended for any given semester, except for those classes scheduled to begin after the first week of the semester. Please consult the calendar for the semester you plan to register for additional information.

Student Activities Fee

All registered students are assessed a \$2.00 student activities fee. Activities fees, once levied, are non-refundable. The activities fees should be paid at the time of registration in the Bursar's Office.

Schedule Change Fee

Drop/Add Forms may be obtained from a counselor. The form must be signed by the counselor and the instructor(s) of the dropped or added classes. The drop/add is processed when the student returns the form and required fee to the Bursar's Office.

Transcript Fee

The college will mail one copy of the student's transcript at no charge. Any additional copies will cost \$1.00 each. Transcript requests along with the applicable fee should be returned to the Bursar's Office. No transcript will be mailed unless a receipt verifying payment has been issued.

Parking Sticker Fee

Any student parking his/her vehicle on campus is required to purchase a parking sticker. The sticker costs \$2.00 and can be picked up at the Bursar's window in the administration building. Any vehicle parked on campus without a sticker will be issued a parking citation. Please review the parking and traffic regulations sections in the student handbook for additional information.

Laboratory Fees

Special laboratory fees may be assessed when enrolling for certain courses. Contact the Counseling Office or Bursar's Office for additional information.

Graduation Fee

A graduation fee of \$20.00, which covers the cost of processing one degree or certificate, is assessed each graduate. This fee is non-refundable. Students should petition by the Fall Mid-Term date to graduate in December; by the Spring Mid-Term date to graduate in May; by the Summer Mid-Term Date to graduate in August. Applications for graduation may be picked up through the faculty advisor or the Admissions Office.

Deferment Policy

The college has established procedures for personal charges in an effort to allow students having financial difficulty to attend classes. Certain guidelines must be followed to insure students are meeting their obligation of making payments on time. The procedures outlined below explain how the personal charge program is administered.

1. For a student to be eligible for a personal charge, he/she must not owe the college money for any previous semester.
2. Deferments are available to all students whose tuition and fees exceed \$100.00.
3. Application for the deferment must be made in person at the Business Office in Building H.
4. Deferments require a \$10.00 non-refundable charge, and 25% of the tuition and fees must be paid upon application.
5. Tuition and fee balance must be paid in full six weeks prior to the end of the semester (3 weeks for the summer) or earlier if the student receives financial aid award or a student loan.
6. All students applying for the tuition and fee deferment must sign a deferment application and installment payment arrangement.
7. The application for personal charge must be signed by the Dean of Business Services or his designee.

Refund Policy

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

1. Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the Bursar determines the official date of withdrawal.
2. A 100% refund of tuition and refundable fees will be made if official withdrawal from full-term courses occurs before the first calendar week of the semester.
3. A 75% refund of tuition and refundable fees will be made if official withdrawal from full-term courses occurs during the first calendar week of the semester.
4. A 50% refund of tuition and refundable fees will be made if official withdrawal from full-term courses occurs during the second calendar week of the semester.
5. A 25% refund of tuition and refundable fees will be made if official withdrawal from full-term courses occurs from the third through the fifth week of the semester calendar.
6. No refund of tuition and fees for official withdrawal from full-term courses will be made after the fifth week of the semester.
7. For the summer session, an 80% refund of tuition and refundable fees will be made if an official withdrawal occurs during the first three days of instruction. A 50% refund of tuition and refundable fees will be made if an official withdrawal occurs during days four and five of instruction. A 25% refund of tuition and refundable fees will be made if an official withdrawal occurs during days six through ten of instruction.
8. Refund of all tuition and fees will be made if the college cancels a course.
9. The late registration fee is nonrefundable except for a course cancelled by the College.
10. If a student has a monetary obligation to the college, the refund will be withheld.
11. Dropping a full-term course and concurrently adding a full-term course of equal credit during the first two weeks of classes is permitted without charge of additional tuition. Thereafter, tuition and fees will be assessed for adding a course.
12. No refund will be granted when a student is dismissed or suspended from the college for disciplinary reasons.
13. Refunds will be made, based upon these policies, within 30 days (as long as ample funds are available in the imprest fund) from the date refund process is initiated.
14. Appeals for exceptions to the published policy may be made in writing to the Dean of Business Services. His decision on the appeal will be final.

FINANCIAL ASSISTANCE

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

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

1. Be enrolled at Shawnee Community College in an eligible program of study.
2. Be a high school graduate, or possess a High School Equivalency Certificate (GED) or have been proven to have the ability-to-benefit from postsecondary education.
3. Be enrolled in a minimum of 6 semester credit hours of eligible coursework.
4. File an Application for Federal and State Student Aid (AFSSA) (or another acceptable form) and have the data forwarded to the Pell Grant processors and the Illinois State Scholarship Commission, as well as to Shawnee Community College.
5. Submit a completed and signed Shawnee Community College Financial Aid Application to the Financial Aid Services Office.
6. Request that a Financial Aid Transcript be sent to Shawnee Community College from any other postsecondary educational institution previously attended (colleges, universities, vocational and technical schools, etc.) — even if financial aid was not received by the student at the previous institution. Until all required Financial Aid Transcripts are received, a financial aid application is not complete and awards may not be granted.
7. Meet all eligibility requirements outlined in the Shawnee Community College Satisfactory Academic Progress Policy. For more information regarding Standards of Satisfactory Academic Progress for Financial Aid Recipients, Monitoring Procedures, and Appeals consult your Student Handbook.
8. Document financial need status on the Pell Grant Student Aid Report and through information presented on the Shawnee Community College Financial Aid Application.
9. Provide any documentation requested by the Financial Aid Services Office, including tax forms and other requested materials.

Financial need is generally considered to be the difference between one academic year's educational expenses (tuition, books, room, board, child care, commuting costs, etc.) as determined by an average student budget, and the student's resources for the same period. Student resources are expected to include assistance from parents, guardians, relatives, personal savings, other scholarships, grants, and personal earnings. Students are responsible for providing from their own, and their family's, resources as much of their educational expenses as possible.

More detailed consumer information pertaining to financial aid programs is available from the Financial Aid Services Office.

GRANTS AND SCHOLARSHIPS

Pell Grants

The Pell Grant provides gift money for college-related expenses to students demonstrating financial need. The program is open to students who are enrolled for 6 semester hours in eligible coursework in a certificate or degree program and who have not earned a bachelor's degree. To apply, an applicant must file an AFSSA form (preferred) or an ACT/FFS form, which may be obtained from a high school counselor or from the Financial Aid Services Office. Upon receipt of the Pell Grant award notification, called a Student Aid Report (SAR), recipients must present all copies of the SAR to the Financial Aid Services office for determination of the amount of the award and eligibility for the Illinois State Monetary Award. Shawnee Community College requires all students requesting any type of financial aid to submit a Pell Grant Student Aid Report.

Illinois State Scholarship Commission Grants

Monetary Award - Provides gift money for payment toward tuition and mandatory fees to eligible students who are Illinois residents. Those who apply for a Pell Grant with the AFSSA form also are applying for the Monetary Award.

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

The Scholarship Commission also sponsors other special scholarship programs, including scholarships for children of policemen and firemen killed in the line of duty, dependents of correctional workers killed in the line of duty or permanently disabled, and grants for bilingual students.

Information for the above programs may be obtained by calling the Springfield office of the commission, at (217)785-0734, or from the Financial Aid Services Office.

Supplemental Educational Opportunity Grants (SEOG)

Gift money, in the form of SEOG awards, is awarded through Shawnee Community College to students with exceptional financial need. The money is provided through federal funding to the College, and is awarded in \$500 awards to individual students for the academic year. All students who apply for a Pell Grant have applied for the SEOG grant, which is awarded based upon the student's designated Family Contribution and other indicators of exceptional need.

Scholarships

Shawnee Community College awards the following scholarships to District students:

TRUSTEE SCHOLARSHIP - Awarded to the two graduating high school seniors from each district high school with the highest grade point average. Tuition and mandatory fees are paid for two years.

HONOR SCHOLARSHIP - Awarded to graduating high school seniors from each district high school who are in the top 25% of their graduating class. Each school receives scholarships to equal 5% of the number in its graduating class. Tuition and mandatory fees are paid for one year.

ATHLETIC SCHOLARSHIP - Awarded to outstanding athletes in men's basketball and baseball, and women's basketball and softball. Tuition and mandatory fees are paid for one year, renewable for the second year.

Through the Shawnee Community College Foundation, other private scholarship funds are received and awarded. Among the scholarships awarded are:

ANONYMOUS SCHOLARSHIP - Awarded to incoming freshmen from Alexander and Pulaski Counties. \$250 award to be used for tuition, fees, books, and other educational expenses.

GOODALL SCHOLARSHIP - Awarded to a Massac County student who graduated in the top 25% of his/her graduating class. \$1,000 to be used for educational expenses.

SOUTHERN ILLINOIS ELECTRIC COOPERATIVE SCHOLARSHIP - Awarded to a district student who resides in a home served by the Cooperative. Award amount varies depending on the number of awardees. Award to be used for tuition, fees, and books.

ANNA-JONESBORO CHAMBER OF COMMERCE - Awarded to one female and one male business-oriented student from Union County. \$100 to be used for educational expenses.

SHAWNEE DEVELOPMENT COUNCIL/DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS SCHOLARSHIP - Awarded to two students from each of the five District counties who are low-income students interested in an entrepreneurial career. \$500 to be used for educational expenses.

UNITED ILLINOIS BANK OF COBDEN SCHOLARSHIP - Awarded to one Cobden student and one Union County student. Award to be used for educational expenses.

BARBARA SHELBY NEW HORIZONS PLANNING GROUP SCHOLARSHIP - Awarded to a female student who plans to open her own business after graduation. \$250 to be used for educational expenses.

ALLIED-SIGNAL CORPORATION NURSING SCHOLARSHIP - Awarded to one Associate Degree Nursing student, and one Licensed Practical Nursing Student from District 10. \$1,000 to be used for educational expenses.

JUDITH I. THOMAS MEMORIAL NURSING SCHOLARSHIP - Awarded to one Associate Degree Nursing student from Union County. Award to be used for educational expenses.

WORK-STUDY PROGRAMS

Part-time student employment for 8-15 hours per week is funded by the College Work-Study Program (partially federally funded) and the Institutional Work-Study Program (funded by Shawnee Community College). Students apply for Work-Study jobs by completing the Employment Application portion of the Financial Aid Application. A valid Student Aid Report (SAR) and Shawnee Community College Financial Aid application must also be on file before a student may qualify for Work-Study.

GUARANTEED STUDENT LOANS

Guaranteed student loan programs provide long-term educational loan money to students. Eligible students may borrow an amount equal to the difference between their Cost of Attendance and the student's family and financial aid resources.

Stafford Loans are available to eligible students up to a maximum of \$2,625 per academic year. Supplemental Loans for Students are available to independent students who have borrowed up to their Stafford Loan eligibility maximum, and have SLS eligibility remaining, up to a maximum of \$4,000 per academic year. PLUS loans for parents of dependent students are also available, up to a \$4,000 per year maximum.

Detailed information and applications are available in the Financial Aid Services Office. A Student Aid Report (SAR) and Shawnee Community College Financial Aid application must be submitted prior to applying for a loan.

VETERANS PROGRAMS

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

OTHER FINANCIAL AID PROGRAMS

Other Financial Aid resources are available for students who meet individual program requirements, including the JTPA programs, Dislocated Workers, Step-Up, Dislocated Farmers, New Opportunities for Displaced Homemakers, Project Chance and others. The Financial Aid Services office can refer students to the individual programs for eligibility determination.

STUDENT SERVICES



COUNSELING

Educational Counseling

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

Faculty Advisement

During the first semester at Shawnee Community College, each student is assigned a faculty advisor to assist the student in course selection for subsequent semesters. An attempt is made to select a faculty member who has specialized in the student's field of interest. Students wishing to change advisors should contact a counselor for assistance. Students should confer each semester with their faculty advisors to ensure that their course selections match their educational or vocational plans.

Personal Counseling

Counselors are available to help students with any personal problems or difficulties. Students who feel they have a difficult time relating to other people, who feel alone, or who just have a need to talk to someone are encouraged to see a counselor. One need not have a serious problem to see a counselor. One of the counselor's most important jobs is to help students to find and to realize their strengths.

Change of Curriculum

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

SPECIAL NEEDS STUDENTS SERVICES

On October 19, 1984, the Carl D. Perkins Vocational Education Act was signed. One of the major thrusts of the act was to set aside special funding for Handicapped, Disadvantaged, and Limited-English proficient persons. In order to assure that Special Need Students receive the services that they require, the Special Needs Office was created. This office is manned by a Coordinator whose responsibility is to ensure that all vocational special need students are assessed in such areas as: math, English, reading, and manual dexterity. The Special Needs Coordinator also has the responsibility to see that students who qualify receive assistance in such things as: (1) payment of lab fees; (2) free tutoring; (3) special instructional material; (4) note taking; (5) interpreters, (6) career interest inventory; (7) special or adaptive equipment.

To qualify for these services, students must be enrolled in vocational courses, and be either disadvantaged or handicapped. To qualify under the Disadvantaged Program, the student must be either academically or economically disadvantaged. To be classified as academically disadvantaged, a person must either be receiving a grade of "D" or below in a vocational class or score below the 25th percentile on a standardized aptitude test. To qualify under the Handicapped or L.E.P. programs, students must meet certain specific criteria.

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

JOB PLACEMENT

The Placement Office serves the College in many ways. It informs students and alumni of available positions, instructs them in making effective applications, helps them to recognize and observe good professional procedures and provides related information which will help them to secure good positions.

The Placement Coordinator works with the faculty and staff to assist students seeking employment through campus interviews, direct referrals and individual liaison activities with both local and national employers. Employers are invited to campus for the purpose of furnishing Shawnee Community College students with opportunities to interview for positions. Upon request, students are provided information on proper interview techniques and preparation of resumes.

Credentials are prepared for employing officials. Information concerning work experience, personal data, letters of recommendation, professional training, special aptitudes, activities and honors are included. Credentials may be sent to employing officials at the request of the candidate or the prospective employer.

The Placement Office also keeps students, faculty and departments informed about present supply and demand trends.

EDUCATIONAL INTERNSHIPS

An educational internship affords the student a unique opportunity to combine formal learning experiences with the work setting. Internships are planned experiences that are approved for credit prior to enrollment. Students assume responsibility for achieving the appropriate learning outcomes while working under the supervision of a faculty member and one or more recognized professionals in the work setting.

Shawnee Community College requires internship experiences for many of its "Occupational Certificate" and Associate of Applied Science Degree programs. Students may or may not receive remuneration for their work experience at the discretion of the entity providing the internship site. As semester hours of credit are awarded for successfully completing an internship, the College does not recommend compensation.

Shawnee Community College also serves as an internship site for the regional universities of the area. Shawnee Community College will not remunerate such interns.

STUDENT ORGANIZATIONS AND ACTIVITIES

The College offers a combination of both extra-curricular and co-curricular activities providing all students an opportunity to enhance their educational experience, make new friends, learn new skills, develop life-long interests, and to learn through practical experiences. Student development is enhanced by the following activities which comprise the student activity program.

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

Student Senate

The Student Senate is primarily responsible for the development and guidance of student social activities. It is a group of seven elected and two appointed students advised by the Dean of Student Services. 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 Student Services.

1. **Eligibility — To be eligible for the Student Senate a Shawnee Community 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 these 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 Community College Student Senate meets regularly and on occasion is called into special session upon approval of the Dean of Student Services.**
4. **The Dean of Student Services or his representative must be present for a meeting to be considered official.**

Clubs and Organizations

Students have the opportunity for membership in social, service, interest, professional and religious organizations. Clubs are considered an asset to college life, and their formation is encouraged. Student clubs must have a faculty sponsor present at all club activities. Application to organize a new club can be secured from the Student Services Office. Completed applications must be approved by the Board of Trustees. Organizations that stand recognized as chartered campus organizations are represented below:

Black Awareness Club
Data Processing Management Association
Math/Science Club
Phi Beta Lambda
Phi Theta Kappa
Social Service Technology Club
Wildlife Technology Club

Student Publications

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

Forensics

College debate, oral interpretive and readers' theatre groups participate in state, regional and national competition. The team has won wide recognition for its outstanding record in competition with both community and upper-division colleges and universities.

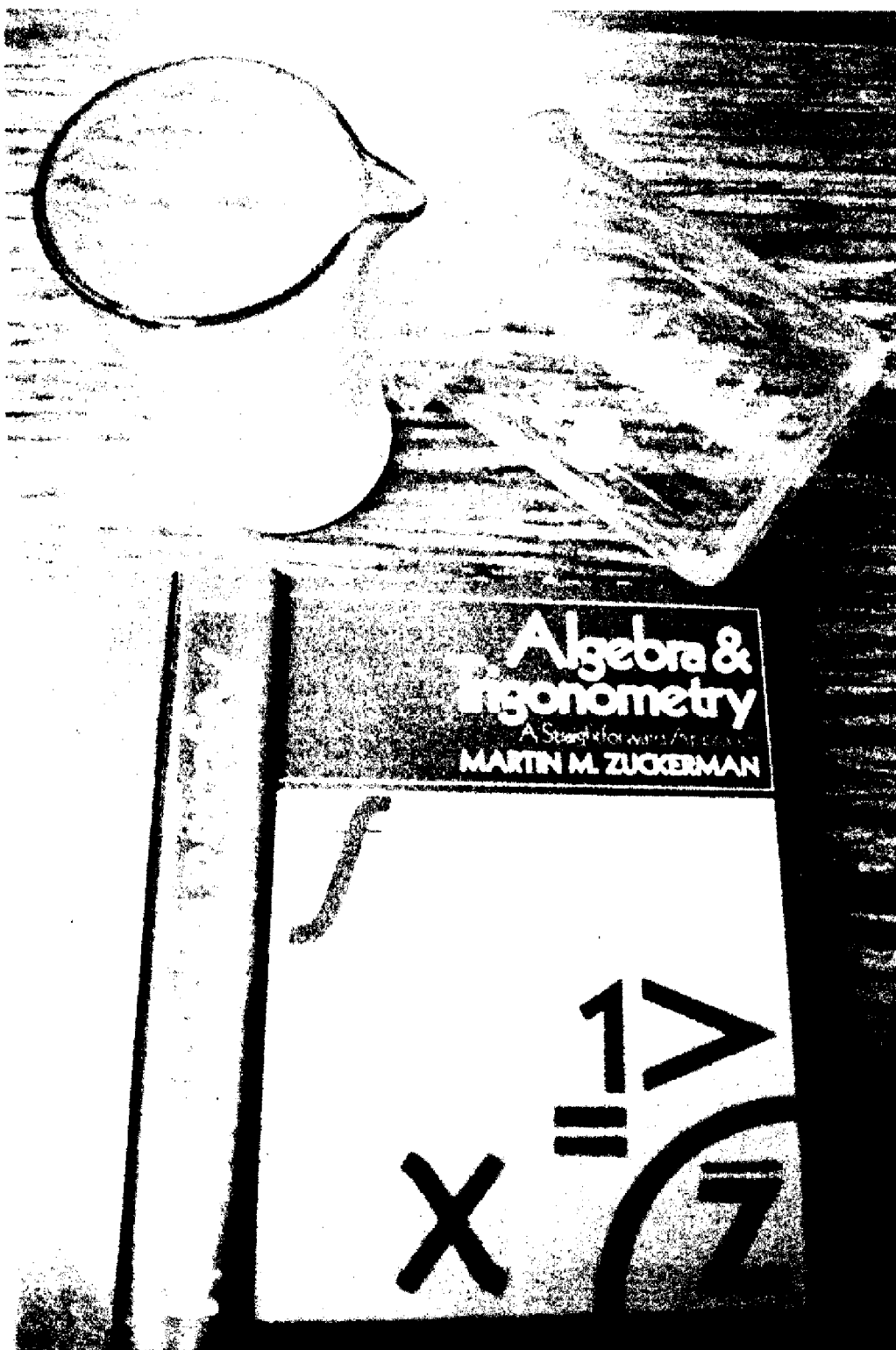
Intercollegiate and Intramural Athletics

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

The college is a member of the National Junior College Athletic Association. The men's basketball team finished fifth in the Division II National Tournament held in Saganaw, Michigan in March 1987.



ACADEMIC INFORMATION



GRADING

Final grades are distributed following the close of each term. Grades may be withheld by the college for such reasons as unpaid fees, overdue library books and incomplete admissions records.

Students are graded according to the following system:

GRADE		GRADE POINTS	
A	—	Excellent Performance	4
B	—	Good Performance	3
C	—	Average Performance	2
D	—	Inferior Performance	1
F	—	Failing Performance	0
*I	—	Incomplete Work	0
W	—	Withdrawal from class after mid-term but by the end of the 11th week	0
Au	—	Audit	0

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

$$\text{GPA} = \frac{\text{total quality points earned for A,B,C,D and F grades}}{\text{total quality hours attempted}}$$

***Incompletes**

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

Repeated Courses

A course in which a student enrolls more than once is considered a repeated course. A student may, 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 GPA and counted toward graduation. Special tuition and fees are required for repeat ineligible courses.

Audit Policy

A student who enrolls to audit a course is subject to compliance with all other college regulations. Students are not permitted to change to audit after the close of registration during each semester. The student must attend all regular class sessions. The student does not receive a grade or credit for the course, but the course is listed as Audit on his/her transcript.

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

Independent Study

With administrative approval, up to four hours credit may be earned in independent study in any curricular area in which it is available.

Independent Study courses have special fees.

Grade Reports — Official Transcripts

An official Shawnee Community College transcript is signed and dated by the Registrar and includes the official College seal placed over the signature. Each student is furnished one official transcript free of charge. A fee of \$1.00 is charged for each transcript requested thereafter.

Shawnee Community College cannot forward the original nor a copy of any document received by Shawnee Community College from another institution or agency to a third institution. Transcripts, test scores, etc., must be requested by the student from the originating institution or agency. Unofficial copies of documents may be requested. Normally, unofficial copies are not accepted by other institutions, and official copies should be requested.

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

Student Records

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

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

Students who prefer that the college not release public directory information about them should indicate this preference by securing a Public Directory Information form at the Office of Admissions and Records and returning the completed form prior to the third week of instruction.

Graduation

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

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

A full-time student whose GPA is 3.5 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 3.5 and 4.0 will be named to the Deans' 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.

Academic Warning

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

Attendance

Students are expected to attend all class sessions for which they are scheduled. The effect of absences on grades is determined by the instructor with the approval of the Dean of Instructional Services.

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

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

In case of prolonged absences, students should notify the office of the Dean of Student Services.

Class Schedules

Although the College tries to offer courses at times convenient for all students, the college cannot guarantee that every student will be able to get the class schedule desired. Students are encouraged to register for classes early in the registration period for the best selection of courses and class times. Students complete a class selection form during registration and are expected to keep the confirmed class schedule and fee statement form provided by the Bursar's Office for the entire term.

Student Conduct

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

Withdrawal

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

1. Contact a member of the counseling staff to initiate a drop from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the instructor's initials, and deliver this form to the Bursar's Office in order to be officially withdrawn from a class.
3. Students attending on- and off-campus evening classes must contact their instructor or the Dean of Instructional Services Office for initialling of the withdrawal form.
4. The date of withdrawal will be the date the form and fee are received by the Bursar.

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

TRANSFER OF CREDITS TO FOUR-YEAR INSTITUTIONS

Shawnee Community College is fully accredited by the North Central Association of Colleges and Secondary Schools. This accreditation facilitates the transfer of credit to other colleges and universities across the country. Faculty advisors and counselors are available to assist students with the transfer process.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Shawnee Community College will accept no more than six (6) semester hours of "D" from a regionally accredited institution. The college registrar will make the determination as to whether transfer hours will be accepted. The six (6) semester hours of "D" can be counted only as elective hours.

CREDIT BY EXAMINATION

College Level Examination Program (CLEP)

Shawnee Community 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. CLEP General Examinations are given during March, June and October. 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.

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 registrar. 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 Illinois Department of Public Health in Springfield.

General Education Development (GED)

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

INSTRUCTIONAL PROGRAMS

GENERAL INFORMATION

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



TRANSFER PROGRAMS

Associate of Arts Degrees

Associate of Science Degrees



TRANSFER PROGRAMS

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

The first two years of most four-year programs can be completed at Shawnee Community College through appropriate course selection. Students wishing to take the first two years of a transfer program not specifically listed should consult with a counselor or advisor to plan a program that will meet individual student needs.

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

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

Associate of Arts or Associate of Science Degree

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

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

5. SEMINAR
SEM 111 - Personal Career Development 1 Semester Hour

As several four-year colleges and universities continue to require health and physical education activity classes, transfer students should consider taking HLT 111 - Health and two to four physical education activity courses as electives.

Elective hours to complete an Associate Degree should be selected with the assistance of a Shawnee Community College counselor or faculty advisor to ensure transfer of credit to a four-year institution.

Students who have already selected a four-year institution to which they will be transferring should contact that school or consult that school's catalog for any special information or recommendations regarding a particular program's requirements.

Students who have not selected a four-year institution to which they wish to transfer can follow the programs in this section of the catalog with assurance that most lower-division general education requirements will be met for most schools. All programs listed are SUGGESTED guides only, as requirements vary at different colleges and universities.

The following course sequences were developed to be "generic" for transfer to MURRAY STATE UNIVERSITY, SOUTHEAST MISSOURI STATE UNIVERSITY, and SOUTHERN ILLINOIS UNIVERSITY - CARBONDALE. To insure articulation, the student should follow the actual catalog recommendation for each of these universities.



ASSOCIATE OF ARTS

Programs of Study

ART

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
ART 111	Drawing I	3
ART 114	Art Appreciation	3
Social Science Requirement		3
SEM 111	Personal Career Development	1
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
ART 112	Painting I	3
ART 211	Drawing II	3
HLT 111	Health	2
ART 117	Art History	3
Social Science Requirement		3
TOTAL HOURS		17

*MAT 116 required at Southeast Missouri State University

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
ART 113	Pottery and Sculpture	3
ART 212	Painting II	3
Life Science Requirement		4
Elective		3
TOTAL HOURS		16

SECOND SEMESTER

ART 115	Design and Crafts	3
Physical Science Requirement		4
Social Science Requirement		3
Humanities Requirement (non-art)		3
Elective		3
TOTAL HOURS		16

Art Electives:

- ART 213 Pottery and Sculpture II
- ART 215 Design and Crafts II
- ART 216 Photography I
- ART 217 Photography II

ENGLISH

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
Foreign Language		4
LIT 214	English Literature	3
HIS 116 or HIS 214	Western Civilization or History of the United States	3
SEM 111	Personal Career Development	1
TOTAL HOURS		17

SECOND SEMESTER

ENG 112	English Composition	3
Foreign Language		4
HIS 117 or HIS 215	Western Civilization or History of the United States	3
LIT 215	English Literature	3
Social Science Requirement		3
TOTAL HOURS		16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
LIT 211	Introduction to Poetry	3
Life Science Requirement		4
SPC 111	Speech	3
LIT 216	American Literature	3
PSY 211	Introduction to Psychology	3
TOTAL HOURS		16

SECOND SEMESTER

Physical Science Requirement		4
SPC 112	Speech	3
LIT 212 or LIT 218	Modern Fiction or World Literature	3
PHI 215	Philosophy	3
LIT 217	American Literature	3
TOTAL HOURS		16

*MAT 116 required at Southeast Missouri State University

ECONOMICS

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 English Composition	3
*MAT 114 Intermediate Algebra	3
Life Science Requirement	4
GOV 117 Introduction to American Government	3
**Humanities Elective	3
SEM 111 Personal Career Development	1
TOTAL HOURS	17

SECOND SEMESTER

ENG 112 English Composition	3
GOV 118 Comparative Government	3
Physical Science Requirement	4
***MAT 119 Finite Mathematics	3
**Elective	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
ECO 211 Economics	3
PHI 215 Philosophy	3
MAT 210 General Elementary Statistics	3
BUS 214 Business Law	3
TOTAL HOURS	15

SECOND SEMESTER

ECO 212 Economics	3
ECO 213 American Economic History	3
SOC 212 Sociology	3
Humanities Elective	3
BUS 219 Business Computer Systems	4
TOTAL HOURS	16

*MAT 116 or higher is recommended for students planning to attend SEMO.

**SEMO requires 12 hours of the same foreign language.

***MAT 118 is recommended for students planning to attend SEMO.

FOREIGN LANGUAGE

**(French, German, Spanish)

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 English	3
*MAT 114 Intermediate Algebra	3
FRN 111 or GER 111 or SPA 111 French or German or Spanish	4
HIS 116 Western Civilization	3
Elective	3
SEM 111 Personal Career Development	1
TOTAL HOURS	17

SECOND SEMESTER

ENG 112 English Composition	3
FRN 112 or GER 112 or SPA 112 French or German or Spanish	4
HIS 117 Western Civilization	3
LIT 218 World Literature	3
Elective	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
Life Science Requirement	4
FRN 211 or GER 211 or SPA 211 French or German or Spanish	4
PSY 211 Introduction to Psychology	3
Elective	3
TOTAL HOURS	17

SECOND SEMESTER

Physical Science Requirement	4
FRN 212 or GER 212 or SPA 212 French or German or Spanish	4
SOC 212 Sociology	3
PHI 215 Philosophy	3
Elective	3
TOTAL HOURS	17

*MAT 116 is recommended for students planning to attend SEMO.

**A minimum of 12 hours in one language.

HISTORY

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER		Semester Hours	FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3	SPC 111	Speech	3
*MAT 114	Intermediate Algebra	3	HIS 214	History of the United States	3
HIS 116	Western Civilization	3	ECO 211	Economics	3
GOV 117	Introduction to American Government	3	GRY 214	Introduction to Physical Geography	3
Humanities Requirement (Foreign Language suggested)		3/4	Life Science Requirement		4
SEM 111	Personal Career Development	1	TOTAL HOURS		16
	TOTAL HOURS	16/17	SECOND SEMESTER		
SECOND SEMESTER			HIS 215	History of the United States	3
ENG 112	English Composition	3	LIT 218	World Literature	3
HIS 117	Western Civilization	3	PHI 215	Philosophy	3
ANT 216	Anthropology	3	ECO 212	Economics	3
SOC 212	Sociology	3	Physical Science Requirements		4
Humanities Requirement (Foreign Language suggested)		3/4	TOTAL HOURS		16
	TOTAL HOURS	15/16	*MAT 116 required at SEMO.		

MUSIC

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER		Semester Hours	FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3	SPC 111	Speech	3
Life Science Requirement		4	*MAT 114	Intermediate Algebra	3
MUS 112	Fundamentals of Music	3	PSY 211	Introduction to Psychology	3
MUS 113	Harmony, Ear Training and Sight Singing I	4	Humanities Requirement (non-Music)		3
MUS 117	Private Study	1	MUS 213	Harmony, Ear Training and Sight Singing III	4
SEM 111	Personal Career Development	1	MUS 117	Private Study	1
	TOTAL HOURS	16	TOTAL HOURS		17
SECOND SEMESTER			SECOND SEMESTER		
ENG 112	English Composition	3	Physical Science Requirement		4
Social Studies Requirement		3	Social Science Requirement		3
Humanities Requirement (non-music)		3	MUS 214	Harmony, Ear Training and Sight Singing IV	4
MUS 114	Harmony, Ear Training and Sight Singing II	4	LIT 218	World Literature	3
MUS 118	Survey of Music Literature	3	MUS 117	Private Study	1
MUS 117	Private Study	1	TOTAL HOURS		15
	TOTAL HOURS	17	*MAT 116 required at SEMO.		

PHILOSOPHY

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER	Semester Hours		FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3	SPC 111	Speech	3
*MAT 114	Intermediate Algebra	3	PHI 216	Logic	3
HIS 116	Western Civilization	3	GOV 117	Introduction to American Government	3
	Humanities Requirement	3		Life Science Requirement	4
	Science Requirement	3/4	PSY 211	Introduction to Psychology	3
SEM 111	Personal Career Development	1		TOTAL HOURS	16
	TOTAL HOURS	16/17			
SECOND SEMESTER			SECOND SEMESTER		
ENG 112	English Composition	3	ANT 216	Anthropology	3
PHI 215	Philosophy	3	SOC 212	Sociology	3
HIS 217	Western Civilization	3		Physical Science Requirement	4
LIT 218	World Literature	3	HIS 217	History of Eastern Civilization	3
HLT 111	Health	2		Elective	1
Electives		1		TOTAL HOURS	16
	TOTAL HOURS	15			

*MAT 116 required at SEMO.

POLITICAL SCIENCE

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER	Semester Hours		FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3	SPC 111	Speech	3
*MAT 114	Intermediate Algebra	3	HIS 214	History of the United States	3
HIS 116	Western Civilization	3	PSY 211	Introduction to Psychology	3
GOV 117	Introduction to American Government	3		Life Science Requirement	4
	Humanities Requirement	3	ECO 211	Economics	3
SEM 111	Personal Career Development	1		TOTAL HOURS	16
	TOTAL HOURS	16			
SECOND SEMESTER			SECOND SEMESTER		
ENG 112	English Composition	3	HIS 215	History of the United States	3
HIS 117	Western Civilization	3	ECO 212	Economics	3
GOV 118	Comparative Government	3	LIT 218	World Literature	3
SOC 212	Sociology	3	ANT 216	Anthropology	3
	Humanities Requirement	3		Physical Science Requirement	4
Elective		1/3		TOTAL HOURS	16
	TOTAL HOURS	16/18			

*MAT 116 required at SEMO.

PSYCHOLOGY

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
BIO 111	Introduction to Biology	4
PSY 211	Introduction to Psychology	3
HIS 216	Western Civilization	3
SEM 111	Personal Career Development	1
TOTAL HOURS		17

SECOND SEMESTER

ENG 112	English Composition	3
BIO 112	Biology	4
PHI 215	Philosophy	3
HIS 117	Western Civilization	3
SOC 122	Introduction to Social Problems	3
TOTAL HOURS		16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
	Elective	3
PHI 216	Logic	3
	Physical Science Requirement	4
**Humanities Requirement		<u>3/4</u>
TOTAL HOURS		16/17

SECOND SEMESTER

GOV 117	Introduction to American Government	3
PSY 218	Human Growth and Development	3
**Humanities Requirement		3/4
Electives		<u>6</u>
TOTAL HOURS		15/16

*MAT 116 required at SEMO.

**Foreign language is recommended for SIU-C students.

SPEECH

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
SPC 111	Speech	3
*MAT 114	Intermediate Algebra	3
	Social Science Requirement	3
	Elective	3
SEM 111	Personal Career Development	1
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
SPC 112	Oral Interpretation	3
SPC 210	Interpersonal Communications	3
MUS 113	Harmony, Ear Training and Sight Singing I	4
	Social Science Requirement	3
TOTAL HOURS		16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 113	Creative Drama	3
SPC 212	Argumentation and Debate	3
PHI 215	Philosophy	3
	Life Science Requirement	4
	Elective	<u>3</u>
TOTAL HOURS		16

SECOND SEMESTER

LIT 218	World Literature	3
	Social Science Requirement	3
	Physical Science Requirement	4
	Electives	<u>6</u>
TOTAL HOURS		16

*MAT 116 is required at SEMO.

SOCIOLOGY

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
PSY 211	Introduction to Psychology	3
SOC 212	Sociology	3
	Foreign Language	4
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
BIO 111	Introduction to Biology	4
SOC 122	Introduction to Social Problems	3
	Foreign Language	4
	Elective	3
	TOTAL HOURS	17

SECOND SEMESTER

ENG 112	English Composition	3
GOV 117	Introduction to American Government	3
	Foreign Language	4
	Electives	6
	TOTAL HOURS	16

SECOND SEMESTER

ANT 216	Anthropology	3
SOC 217	Marriage and Family	3
PSY 218	Human Growth and Development	3
HIS 117 or	Western Civilization or	
HIS 215	History of the United States	3
	Physical Science Requirement	4
	TOTAL HOURS	16

*MAT 116 required at SEMO.



ASSOCIATE OF SCIENCE

Programs of Study

AGRICULTURE

FRESHMEN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
MAT 116	College Algebra	3
MAT 118	Trigonometry	2
BIO 111	Introduction to Biology	4
AGR 112	Crop Science	3
SEM 111	Personal Career Development	1
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
BIO 112	Biology	4
AGR 113	Soil Science	3
Humanities Requirement		3
Social Science Requirement		2
TOTAL HOURS		16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
CHE 114	Inorganic Chemistry	5
PSY 211	Introduction to Psychology	3
AGR 115	Animal Science	3
AGR 225	Introduction to Forestry	2
TOTAL HOURS		17

SECOND SEMESTER

BIO 213	Botany	4
*Elective		3
Humanities Requirement		3
Humanities Requirement		3
Social Science Requirement		2
TOTAL HOURS		16

*Chemistry 115 is recommended for students planning to attend SIU-C.

BIOLOGY

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
BIO 111	Introduction to Biology	4
CHE 114	Inorganic Chemistry	5
MAT 116	College Algebra	3
SEM 111	Personal Career Development	1
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
BIO 112	Biology	4
Humanities Requirement		3
Social Science Requirement		3
CHE 115	Inorganic Chemistry and Qualitative Analysis	5
TOTAL HOURS		18

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
BIO 215	Introduction to Physiology	4
PSY 211	Introduction to Psychology	3
*Humanities Requirement		3
PHY 216	Physics	4
TOTAL HOURS		17

SECOND SEMESTER

BIO 213	Botany	4
*Humanities Requirement		3
Social Science Requirement		3
Electives		4
TOTAL HOURS		14

*Foreign language is recommended for students planning to attend SIU-C (2 semesters).

BUSINESS

The following courses are suggested for transfer to four year baccalaureate programs in (1) Business Administration; (2) Accounting; (3) Management; (4) Marketing; or (5) Finance.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
MAT 116 College Algebra	3	
SPC 111 Speech	3	
Humanities Requirement	3	
Life Science Requirement	4	
SEM 111 Personal Career Development	1	
TOTAL HOURS	17	

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
PSY 211 Introduction to Psychology (Social Science Requirement)	3	
ACC 111 Accounting	4	
ECO 211 Economics (Social Science Requirement)	3	
BUS 214 Business Law	3	
Humanities Requirement	3	
TOTAL HOURS	16	

SECOND SEMESTER

ENG 112 English Composition	3	
*MAT 119 Finite Mathematics	3	
Physical Science Requirement	4	
Humanities Requirement	3	
Social Studies Requirement	3	
TOTAL HOURS	16	

SECOND SEMESTER

ECO 212 Economics	3	
ACC 112 Accounting	4	
BUS 219 Business Computer Systems	4	
**MAT 210 General Elementary Statistics	3	
Elective	3	
TOTAL HOURS	17	

*MAT 118 is recommended for students planning to attend SEMO.

**MAT 117 is recommended for students planning to attend SEMO.

CHEMISTRY

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
MAT 117 Analytic Geometry and Calculus	5	
CHE 114 Inorganic Chemistry	5	
Humanities Requirement	3	
SEM 111 Personal Career Development	1	
TOTAL HOURS	17	

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
MAT 211 Analytic Geometry and Calculus	5	
SPC 111 Speech	3	
**CHE 211 Organic Chemistry	4	
*Humanities Requirement	3	
Social Science Requirement (Suggested PSY 211 Introduction to Psychology)	3	
TOTAL HOURS	18	

SECOND SEMESTER

BIO 111 Biology	4	
ENG 112 English Composition	3	
CHE 115 Inorganic Chemistry and Qualitative Analysis	5	
Social Science Requirement	3	
TOTAL HOURS	15	

SECOND SEMESTER

**CHE 212 Organic Chemistry	4	
*Humanities Requirement	3	
Social Science Requirement	3	
MAT 212 Analytic Geometry and Calculus	4	
TOTAL HOURS	14	

*Foreign language recommended for students planning to attend SIU-C.

**Physics 216 and 217 are recommended for students planning to attend SEMO.

COMPUTER SCIENCE/MATHEMATICS FUNCTIONAL

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
MAT 117	Analytic Geometry and Calculus	5
BUS 219	Business Computer Systems	4
BIO 111	Introduction to Biology	4
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SECOND SEMESTER

ENG 111	English Composition	4
	Physical Science Requirement	3
COM 222	Computer Logic	3
	Humanities Requirement	3
	Social Science Requirement	3
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
MAT 211	Analytic Geometry and Calculus	5
COM 220	Computer Programming/ COBOL	3
COM 224	PASCAL	4
	Humanities Requirement (Suggested PHI 216 Logic)	3
	TOTAL HOURS	18

SECOND SEMESTER

MAT 212	Analytic Geometry and Calculus	5
COM 226	Assembler	4
	Humanities Requirement	3
	Social Science Requirement (Suggested PSY 211 Intro. to Psychology)	3
	Social Science Requirement	3
	TOTAL HOURS	18

CRIMINAL JUSTICE

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
	Life Science Requirement	4
CLE 123	Introduction to Crime Control	3
GOV 117	Introduction to American Government	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SECOND SEMESTER

ENG 112	English Composition	3
	Physical Science Requirement	4
CLE 115	Interpersonal Relations	3
	Humanities Requirement	3
	Social Studies Requirement	3
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
PSY 211	Introduction to Psychology	3
CLE 125	Criminal Behavior	3
CLE 219	Criminal Law	3
PHI 216	Logic	3
	TOTAL HOURS	15

SECOND SEMESTER

CLE 211	Criminal Law II	3
PSY 219	Abnormal Psychology	3
SOC 212	Sociology	3
	Humanities Requirement	3
	Elective	4
	TOTAL HOURS	16

*MAT 114 required for students planning to attend SEMO.

EDUCATION, ELEMENTARY

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
MAT 111	Foundations of Math	3
GOV 117	Introduction to American Government	3
	Life Science Requirement	4
MUS 115	Music Appreciation	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
PSY 211	Introduction to Psychology	3
HIS 214	History of the United States	3
	Physical Science Requirement	4
	Elective	2
	PE Elective	1
	TOTAL HOURS	16

SECOND SEMESTER

ENG 112	English Composition	3
MAT 112	Math for Elementary Teachers	3
	Life or Physical Science Requirement	4
ART 114	Art Appreciation	3
	Elective	3
	PE Elective	1
	TOTAL HOURS	17

SECOND SEMESTER

	Literature Requirement	3
HIS 215	History of the United States	3
HLT 111	Health	2
	Social Science Requirement	3
HIS 217	History of Eastern Civilizations	3
SOC 212	Sociology	2
	TOTAL HOURS	17

EDUCATION, HIGH SCHOOL

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
GOV 117	Introduction to American Government	3
	Life Science Requirement	4
	Humanities Requirement	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
PSY 211	Introduction to Psychology	3
HIS 214	History of the United States	3
	Social Science Requirement	3
	Elective	3
	PE Elective	1
	TOTAL HOURS	16

SECOND SEMESTER

ENG 112	English Composition	3
	Physical Science Requirement	4
	Humanities Requirement	3
	Social Science Requirement	3
	Elective	3
	PE Elective	1
	TOTAL HOURS	17

SECOND SEMESTER

	Literature Requirement	3
HIS 215	History of the United States	3
HIS 217	History of Eastern Civilization	3
HLT 111	Health	2
	Electives	6
	TOTAL HOURS	17

*MAT 116 required for students planning to attend SEMO.

MATHEMATICS

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
MAT 116	College Algebra	3
MAT 118	Trigonometry	2
	Life Science Requirement	4
	Humanities Requirement	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	16

SECOND SEMESTER

ENG 112	English Composition	3
MAT 117	Analytic Geometry and Calculus	5
PHY 216	Physics	4
	Social Science Requirement	3
	TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
MAT 211	Analytic Geometry and Calculus	5
MAT 210	General Elementary Statistics	3
	*Humanities Requirement (Suggested PHI 216 Logic)	3
	Social Science Requirement (Suggested PSY 211 Intro to Psychology)	3
	TOTAL HOURS	17

SECOND SEMESTER

MAT 212	Analytic Geometry and Calculus	5
**MAT 213	Differential Equations	3
	*Humanities Requirement	3
	Social Science Requirement	3
	Elective	3
	TOTAL HOURS	17

*Foreign language is suggested for students planning to attend SIU-C.

**Course will transfer as general education requirement at SEMO.

PHYSICS

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
MAT 116	College Algebra	3
MAT 118	Trigonometry	2
CHE 114	Inorganic Chemistry	5
	Humanities Requirement	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SECOND SEMESTER

ENG 112	English Composition	3
MAT 117	Analytic Geometry and Calculus	5
	Social Science Requirement	3
CHE 115	Inorganic Chemistry and Qualitative Analysis	5
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
MAT 211	Analytic Geometry and Calculus	5
PHY 216	Physics	4
	Humanities Requirement (Suggested PHI 216 Logic)	3
	Social Science Requirement (Suggested PSY 211 Intro. to Psychology)	3
	TOTAL HOURS	18

SECOND SEMESTER

MAT 212	Analytic Geometry and Calculus	5
BIO 111	Biology	4
PHY 217	Physics	4
	Social Science Requirement	3
	Humanities Requirement	3
	TOTAL HOURS	19

PRE-ENGINEERING

FRESHMAN YEAR

FIRST SEMESTER Semester Hours

MAT 117	Analytic Geometry and Calculus	5
CHE 114	Inorganic Chemistry	5
ENG 111	English Composition	3
	Humanities Requirement	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SECOND SEMESTER

CHE 115	Inorganic Chemistry and Qualitative Analysis	5
MAT 123	Differential Equations	3
ENG 112	English Composition	3
	Humanities Requirement	3
	Social Science Requirement	3
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER Semester Hours

MAT 211	Analytic Geometry and Calculus	5
PHY 216	Physics	4
SPC 111	Speech	3
	Life Science Requirement	4
	TOTAL HOURS	16

SECOND SEMESTER

MAT 212	Analytic Geometry and Calculus	5
PHY 217	Physics	4
	Humanities Requirement	3
ECO 211	Economics	3
	Social Science Requirement	3
	TOTAL HOURS	18

PRE-PROFESSIONAL SCIENCES

(Dentistry, Medicine, Pharmacy, Veterinary Science)

FRESHMAN YEAR

FIRST SEMESTER Semester Hours

ENG 111	English Composition	3
BIO 111	Introduction to Biology	4
CHE 114	Inorganic Chemistry	5
SEM 111	Personal Career Development	1
MAT 117	Analytic Geometry and Calculus	5
	TOTAL HOURS	18

SECOND SEMESTER

ENG 112	English Composition	3
BIO 112	Biology	4
CHE 115	Inorganic Chemistry & Qualitative Analysis	5
	Humanities Requirement (suggested PHI 215 Philosophy)	3
	TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER Semester Hours

PHY 216	Physics	4
SPC 111	Speech	3
CHE 211	Organic Chemistry	4
	Social Science Requirement (suggested PSY 211 Intro to Psychology)	3
	*Humanities Requirement	3
	TOTAL HOURS	17

SECOND SEMESTER

PHY 217	Physics	4
CHE 212	Organic Chemistry	4
	*Humanities Requirement	3
	Social Science Requirements	6
	TOTAL HOURS	17

*Foreign language suggested for students planning to attend SIU-C.

SOCIAL WORK

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	3
	Life Science Requirement	4
	Humanities Requirement	3
	Elective	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SECOND SEMESTER

ENG 112	English Composition	3
SW 121	Introduction to Social Work	3
	Physical Science Requirement	4
	Humanities Requirement	3
	Elective	3
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
PSY 211	Introduction to Psychology	3
ECO 211	Economics	3
	Humanities Requirement	3
	Elective	4
	TOTAL HOURS	16

SECOND SEMESTER

SOC 212	Sociology	3
ANT 216	Anthropology	3
PSY 217	Marriage and Family	3
PSY 218	Human Growth and Development	3
	Elective	3
	TOTAL HOURS	15

*MAT 116 or higher is required for students planning to attend SEMO.



GENERAL STUDIES PROGRAM

Associate in General Studies Degree

The General Studies Associate Degree program is designed to:

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

NOTE: Selected courses within the program may be transferable.

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

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

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

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

CAREER PROGRAMS

ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES

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

Career programs grew from the need for technicians and skilled employees in all areas of business, medicine, and industry. Thousands of jobs in vocational-technical areas are open to qualified men and women.

Practical, job-preparatory knowledge is emphasized in the Community College's career programs. Students can pursue most of these programs either full or part-time.



ASSOCIATE OF APPLIED SCIENCE DEGREE AND RELATED CERTIFICATE PROGRAMS

Associate of Applied Science

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

1. Successful completion of the requirements of the curriculum (minimum of 64 hours of credit);
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College;
4. (a) Passing an examination or (b) completing, with a passing grade, a specified course pertaining to Patriotism, Principles of Representative Government, Proper Use and Display of the American Flag, and Method of Voting. If such examination is clearly evidenced on an Illinois high school transcript or an Illinois high school equivalent certificate, it may be noted on the college transcript in lieu of (a) or (b) above;
5. Making application for graduation prior to graduation:
Mid-term date of Spring Semester for May graduation;
Mid-term date of Fall Semester for December graduation;
Mid-term date of Summer Session for August graduation.
6. Payment of all tuition and fees.

One-Year Certificate Programs

General Requirements for graduation with a One-Year Certificate include:

1. Successful completion of the requirements of the curriculum (minimum of 30 hours of credit);
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher;
3. Earning a minimum of one-half the required credit hours of the curriculum at Shawnee Community College;
4. Making application for graduation prior to graduation:
Mid-term date of Spring Semester for May graduation;
Mid-term date of Fall Semester for December graduation;
Mid-term date of Summer Session for August graduation.
5. Payment of all tuition and fees.

Certificate of Completion

A certificate of completion is awarded to individuals who successfully complete a prescribed number of credit hours in a specific area designed for career or personal development. Requirements for awarding a Certificate of Completion include:

1. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher in the area of concentration;
2. Earning all hours required for the certificate at Shawnee Community College;
3. Payment of all tuition and fees.



**ASSOCIATE OF APPLIED SCIENCE
AND CERTIFICATE**

PROGRAMS OF STUDY

AGRICULTURE AND HORTICULTURE PROGRAMS OF STUDY

Agriculture Programs

AGRICULTURE BUSINESS AND MANAGEMENT(AAS Degree)

An Associate of Applied Science Degree program designed to prepare the student as a manager, salesman, or self-employed dealer in the field of agriculture or agriculture related business.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
AGR 112	Crop Science	3
AGR 0115	Animal Science	3
ENG 124 or ENG 111	Career English or English Composition	3
MAT 121 or MAT 114	Technical Math or Intermediate Algebra	3
SEM 111	Personal Career Development	1
	Elective	3
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
AGR 225	Introduction to Forestry	3
AGR 230	Application and Use of Agriculture Chemicals	3
BUS 124 or ACC 111*	Bookkeeping or Accounting	3/4
BUS 214	Business Law	3
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
	TOTAL HOURS	15/16

SECOND SEMESTER

AGR 113	Soil Science	3
AGR 116	Agriculture Economics	3
AGR 117	Conservation of Natural Resources	3
ENG 125 or ENG 112	Career English or English Composition	3
HLT 111	Health	2
	Elective	2
	TOTAL HOURS	16

SECOND SEMESTER

AGR 295	Agri-Business Internship	4
BUS 211	Introduction to Finance	3
BUS 219	Business Computer Systems	4
BUS 238	Principles of Sales	3
	Elective	3
	TOTAL HOURS	17

PREREQUISITE:

*1 year high school bookkeeping prior to taking ACC 111 or by permission of the instructor and Dean of Instructional Services.

AGRICULTURE SCIENCES (AAS Degree)

A two-year Associate of Applied Science Degree curriculum designed to improve the student's ability and knowledge pertaining to management and production techniques in basic agriculture.

FRESHMAN YEAR

FIRST SEMESTER Semester Hours

AGR 112	Crop Science	3
AGR 115	Animal Science	3
ENG 124 or ENG 111		
	Career English or English Composition	3
HLT 111	Health	2
MAT 121 or MAT 114		
	Technical Math or Intermediate Algebra	3
SEM 111	Personal Career Development	1
	Elective	1
	TOTAL HOURS	16

SECOND SEMESTER

AGR 113	Soil Science	3
AGR 116	Agriculture Economics	3
AGR 117	Conservation of Natural Resources	3
BIO 111	Biology	4
ENG 125 or ENG 112		
	Career English or English Composition	2
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER Semester Hours

AGR 225	Introduction to Forestry	3
AGR 230	Application and Use of Agriculture Chemicals	3
PSY 224 or PSY 211	Practical Psychology or Introduction to Psychology	3
SPC 111	Speech	3
	Elective	2
	TOTAL HOURS	15

SECOND SEMESTER

BUS 219	Business Computer Systems	4
BIO 112	Biology	4
AGR 297	Agriculture Internship	4
AGR 227	Introduction to Wildlife	3
	Elective	2
	TOTAL HOURS	17

PREREQUISITE:

*1 year high school bookkeeping prior to taking ACC 111 or by permission of the instructor and Dean of Instructional Services.

WILDLIFE TECHNOLOGY (AAS Degree)

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	Semester Hours
AGR 112 Crop Science	3
AGR 115 Animal Science	3
ENG 124 or ENG 111 Career English or English Composition	3
HLT 111 Health	2
MAT 121 or MAT 114 Technical Math or Intermediate Algebra	3
SEM 111 Personal Career Development	1
Elective	1
TOTAL HOURS	16

SECOND SEMESTER

AGR 116 Agriculture Economics	3
AGR 117 Conservation of Natural Resources	3
AGR 227 Introduction to Wildlife	3
AGR 234 Outdoor Recreation and Park Management	3
ENG 125 or ENG 112 Career English or English Composition	2
TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
AGR 225 Introduction to Forestry	3
AGR 228 Wildlife Management I	3
AGR 230 Application & Use of Agriculture Chemicals	3
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
BIO 111 Biology	4
TOTAL HOURS	16

SECOND SEMESTER

AGR 229 Wildlife Management II	3
AGR 113 Soil Science	3
BIO 112 Biology	4
AGR 296 Internship	4
Elective	2
TOTAL HOURS	17

Horticulture Programs

HORTICULTURE TECHNOLOGY (AAS Degree)

An Associate of Applied Science program designed to prepare the student to manage and/or operate horticulture related businesses. Floriculture , nursery operations, landscape planning, greenskeeping and other related areas are covered.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Career English or English Composition	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
BIO 213 Botany	4
OHT 121 Introduction to Horticulture	5
SEM 111 Personal Career Development	1
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
BUS 124 Bookkeeping	3
OHT 122 Introduction to Greenhouse Operation	3
OHT 127 Nursery Operations	4
TOTAL HOURS	16

SECOND SEMESTER

AGR 113 Soil Science	3
AGR 117 Conservation of Natural Resources	3
OHT 123 Landscape Design	3
OHT 125 Turfgrass Culture	4
OHT 128 Insect Pest and Plant Control	3
TOTAL HOURS	16

SECOND SEMESTER

AGR 230 Application and Use of Agriculture Chemicals	3
BUS 219 Business Computer Systems	4
OHT 130 Greenhouse Management	3
OHT 131 Horticulture Business Management	3
OHT 199 Internship	4
TOTAL HOURS	17

HORTICULTURE TECHNICIAN (One-Year Certificate)

A program designed to provide the student with entry level skills for employment in horticulture related businesses. A certificate will be awarded upon successful completion of the program.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 124 or ENG 111 Career English or English Composition	3	AGR 113 Soil Science	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3	AGR 117 Conservation of Natural Resources	3
BIO 213 Botany	4	OHT 125 Turfgrass Culture	4
OHT 121 Introduction to Horticulture	5	OHT 128 Insect Pest and Plant Control	3
SEM 111 Personal/Career Development	1	OHT 199 Internship	4
TOTAL HOURS	16	TOTAL HOURS	17

ALLIED HEALTH PROGRAMS OF STUDY

Nursing Programs

BASIC NURSE ASSISTANT (Certificate)

An eight week program designed to teach and train the student to function as an intergal part of a health care team, under direction of a registered or licensed nurse, in nursing home or home health care settings.

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

Semester Hours

PN 120	Basic Nurse Assistant	6
CPR 120	Cardiopulmonary Resuscitation I	1
	Care of Alzheimer's Patients	1
	TOTAL HOURS	8

PRACTICAL NURSING (One-Year Certificate)

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

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
BIO 210	Introduction to Anatomy 4	ENG 111	English Composition 3
CPR 120	Cardiopulmonary Resuscitation I 1	PN 116	Clinical Nursing - Part II 4
FOS 116	Nutrition 3	PN 117	Obstetric Clinical 2
SEM 111	Personal/Career Development 1	PN 129	Medical-Surgical Nursing I 3
PN 114	Growth and Development for PN's 2	PN 131	Nursing Care of Mother and Newborn 2
PN 115	Clinical Nursing - Part I 3	PN 132	Nursing Care of the Child 2
PN 121	Fundamentals of Nursing 2	PN 133	Pharmacology 2
PN 125	Introduction to Mental Health 1		TOTAL HOURS 18
PN 126	Introduction to Pharmacology 2		
PN 128	Nursing Procedures 2		
	TOTAL HOURS 21		
		SUMMER TERM	
		PSY 211	Introduction to Psychology 3
		PN 119	Clinical Nursing - Part III 3
		PN 137	Medical-Surgical Nursing II 2
			TOTAL HOURS 8

ASSOCIATE DEGREE NURSING (AAS Degree)

The Associate Degree in Nursing program, offered through the Southern Illinois Collegiate Common Market, is accredited by the National League of 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 NCLEX-RN Examination.

FIRST SEMESTER		Semester Hours	SECOND SEMESTER		Semester Hours
ENG 112	English Composition	3	ADN 229	Community Health Nursing	2
ADN 221	Neurological-Sensory Nursing Interventions	2	ADN 230	Respiratory Nursing Interventions	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2	ADN 232	Nursing Today and Tomorrow	2
ADN 235	Gastrointestinal/Genital-Urinary Nursing Interventions	3	ADN 233	Maternal-Neonate Nursing Interventions	2
ADN 236	Orthopedic-Dermatological Nursing Interventions	3	ADN 234	Pediatric Nursing Interventions	3
ADN 239	Introduction to Conceptual Framework	2	ADN 237	Psychiatric Nursing Interventions	3
	TOTAL HOURS	16	ADN 238	Cardiovascular Nursing Interventions	2
				TOTAL HOURS	17

SUMMER SESSION

MAT 121 or *MAT 114	Technical Mathematics or Intermediate Algebra	3
PHS 111 or *CHE 114	Physical Science or Inorganic Chemistry	4
BIO 215	Introduction to Physiology	4
	TOTAL HOURS	11

*Students who might wish to pursue a Bachelors Degree in Nursing should select these transfer level courses.

Medical Records Programs

MEDICAL RECORDS TECHNOLOGY (AAS Degree)

An Associate of Applied Science Degree program designed to provide the student with those skills necessary to maintain components of health record system consistent with the medical, administrative, ethical, legal, accredited, and regulatory requirements of the health care delivery system. The program is offered through the Southern Illinois collegiate Common Market.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
*MRS 101	Intro to Medical Records	3
ENG 111	English Composition	3
SEC 120	Records Management	3
SEC 121 or SEC 122	Beginning Typewriting or Intermediate Typewriting	3
SEC 228	Medical Terminology	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	16

SECOND SEMESTER

*MRS 102	Health Record System	3
*MRS 103	Health Record System Lab	2
SEC 122 or SEC 223	Intermediate Typewriting or Advanced Typewriting	3
BIO 212	Human Anatomy and Physiology	3
*MRS 104	Advanced Medical Terminology	3
*MRS 105	Medical Transcription	3
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
*MRS 201	Health Data and Statistics	3
*MRS 202	Clinical Practicum	2
*MRS 203	Management in Health Care	2
*MRS 204	Coding	4
ENG 112	English Composition	3
MAT 114	Intermediate Algebra	3
	TOTAL HOURS	17

SECOND SEMESTER

*MRS 210	Clinical applications of Health Data	2
*MRS 211	Medical Legal Aspects	2
*MRS 212	UR/QA/Risk Management	2
*MRS 213	Clinical Practicum II	2
*MRS 214	Medical Records in Non-Traditional Setting	2
*MRS 215	Fundamentals of Medical Science	3
BUS 219	Business Computer Systems	4
	TOTAL HOURS	17

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

MEDICAL OFFICE ASSISTANT (One-Year Certificate)

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

FIRST SEMESTER			SECOND SEMESTER		
		Semester Hours			Semster Hours
SEC 121	Beginning Typewriting	3	BIO 212	Anatomy and Physiology	3
SEC 228	Medical Terminology	3	MRS 106	Principles of Insurance	3
SEC 120	Records Management	3	MRS 107	Medical Assistant	3
ENG 111 or ENG 124			MAT 121, 114, or 116	Technical Mathematics, Intermediate Algebra or College Algebra	3
	English Composition or Career English	3	SEC 227	Word Processing	3
MRS 101	Intro to Medical Records	3	MRS 105	Medical Transcription	2
SEM 111	Personal Career Development	1		TOTAL HOURS	18
	TOTAL HOURS	16			

SUMMER SESSION

MRS 192	Internship	2
	TOTAL HOURS	2

Cooperative Allied Health Programs

DENTAL ASSISTING (One-Year Certificate)

A one-year curriculum designed to provide the necessary skills and experience to be a successful certified dental assistant. This program is accredited by the commission on Dental Accreditation of the American Dental Association and is offered through the Southern Illinois Collegiate Common Market.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours		
DNA 100	Dental Science I	4	DNA 101	Dental Science II	3
DNA 102	Dental Assisting Procedures I	4	DNA 103	Dental Assisting Procedures II	2
DNA 104	Radiography I	3	DNA 105	Radiography II	2
DNA 107	Dental Materials I	3	DNA 106	Preventive Dental Health	
*ENG 111	English Composition	3		Education	2
*CPR 120	Cardiopulmonary Resuscitation	1	DNA 108	Dental Materials II	3
	TOTAL HOURS	18	DNA 111	Dental Assisting Internship I	3
			*SPC 111	Speech	3
				TOTAL HOURS	18

SUMMER SESSION

DNA 109	Dental Office Procedures	2	
DNA 112	Dental Assisting Internship II	3	
*PSY 211	General Psychology	3	*Courses offered on the Shawnee Community College Campus.
DNA 110	Dental Ethics, Legal Considerations, and Professionalism	1	
	TOTAL HOURS	9	

*DENTAL HYGIENE (AAS Degree)

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

	Semester Hours	
ENG 111	English	3
SPC 111	Speech	3
ENG 112	English	3
BIO 212	Human Anatomy and Physiology	3
PSY 211	Psychology	3
SOC 212	Sociology	3
	TOTAL HOURS	18

*An additional 67 semester hours of coursework must be completed at SIU College 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.

***RADIOLOGIC TECHNOLOGY (AAS Degree)**

A program 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 Technologies. The following courses should be taken at Shawnee Community College before transferring to Southern Illinois University College of Technical Careers.

Semester Hours		
MAT 114	Intermediate Algebra	3
BIO 212	Human Anatomy and Physiology	3
PHS 112 or PHY 215 or CHE 114	Physical Science, Physics, Inorganic Chemistry	4/5
ENG 111	English Composition	3
ENG 112	English Composition	3
PSY 211	Psychology	3
SPC 111	Speech	3
Suggested Electives:		
ERT 160	Emergency Rescue Technician	4
BUS 219	Business Computer Systems	4
TOTAL HOURS		30/31

*An additional 36 semester hours of coursework must be completed at SIU- College 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 (AAS Degree)**

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 Community College before transferring to the Southern Illinois University College of Technical Careers:

Semester Hours		
MAT 114	Intermediate Algebra	3
BIO 212	Human Anatomy and Physiology	3
BIO 111	Biology	4
BIO 112	Biology	4
PHS 112 or PHY 216	Physical Science or Physics	4
CHE 114	Chemistry	5
ENG 111	English	3
ENG 112	English	3
PSY 211	Psychology	3
SPC 111	Speech	3
Suggested Electives:		
ERT 0160	Emergency Rescue Technician	4
BUS 0219	Business Computer Systems	4
TOTAL HOURS		43

*An additional 23 semester hours of coursework must be completed at SIU College 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.

BUSINESS AND SECRETARIAL PROGRAMS OF STUDY

ACCOUNTING (AAS Degree)

A two-year curriculum leading to an Associate of Applied Science degree in accounting 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	Semester Hours
ACC 111* Accounting	4
BUS 128 Introduction to Management	3
ENG 111 or ENG 124 English Composition or Career English	3
HLT 111 Health	2
MAT 114 or MAT 116 Intermediate Algebra or College Algebra	3
SEM 111 Personal Career Development	1
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
ACC 221 Financial Institutional Accounting	3
BUS 214 Business Law	3
BUS 219 Business Computer Systems	4
ECO 211 Economics	3
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
TOTAL HOURS	16

SECOND SEMESTER

ACC 121 Payroll Accounting	2
ACC 112 Accounting	4
BUS 210 Principles of Management	3
ENG 112 or ENG 125 English Composition or Career English	3
SEC 125 Business Machines	3
Elective	1
TOTAL HOURS	16

SECOND SEMESTER

ACC 223 Tax Accounting	3
ACC 224 Computer Application Accounting	3
BUS 211 Introduction to Finance	3
BUS 215 Business Law	3
BUS 299 Internship	4
TOTAL HOURS	16

PREREQUISITE:

*1 year of high school bookkeeping, or BUS 124 or by the consent of the instructor and Dean of Instructional Services.

CERTIFIED PROFESSIONAL SECRETARY PROGRAM (Certificate)

A curriculum 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	Semester Hours	SECOND SEMESTER	Semester Hours
SEC 230 Office Procedures & 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	1
SEC 122 or SEC 223 Intermediate Typewriting or Advanced Typewriting	2	SEC 124, SEC 224, or SEC 225 Shorthand and Transcription	3
TOTAL HOURS	6	TOTAL HOURS	6

CLERK TYPIST (One-Year Certificate)

A program designed 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	Semester Hours	SECOND SEMESTER	Semester Hours
*ACC 111 Accounting	4	BUS 291 Internship	4
ENG 111 or ENG 124		MAT 121 Technical Mathematics	3
English Composition or Career English	3	PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
SEC 120 Records Management	3	SEC 125 Business Machines	3
**SEC 223 Advanced Typewriting	3	SEC 128 Machine Transcription	2
SEC 227 Intro to Word Processing	3	Elective	1
SEM 111 Personal Career Development	1	TOTAL HOURS	16
TOTAL HOURS	17		

PREREQUISITE:

* 1 year of high school bookkeeping, or BUS 124 Bookkeeping, or with consent of the instructor and Dean of Instructional Services.

** 1 year of high school typing or SEC 121 and SEC 122.

COMPUTER SYSTEMS (AAS Degree)

The Computer Systems course of study includes 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	Semester Hours
ACC 111 or BUS 124*	
Accounting or Bookkeeping	4/3
BUS 219 Business Computer Systems	4
ENG 111 or ENG 124	
English Composition or Career English	3
MAT 114 Intermediate Algebra	3
SEM 111 Personal Career Development	1
Elective	2
TOTAL HOURS	17/16

SECOND SEMESTER

BUS 129 Business Organization	3
COM 220 Computer Programming COBOL I	3
COM 222 Computer Logic	4
COM 228 RPG II	3
ENG 112 or ENG 125	
English Composition or Career English	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
COM 223 COBOL II	3
COM 224 PASCAL	4
COM 225 Systems Analysis	3
ECO 211** Economics	3
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
TOTAL HOURS	16

SECOND SEMESTER

BUS 296 Internship	4
COM 221 FORTRAN	3
COM 226 ASSEMBLER	4
HLT 111** Health	2
SPC 111 Speech	3
TOTAL HOURS	16

****NOTE:** Suggested courses; however, others may be selected with the assistance of the advisor.

PREREQUISITE:

*1 year of high school bookkeeping prior to taking ACC 111 or with consent of the instructor and Dean of Instructional Services.

COMPUTER/DATA PROCESSING (One-Year Certificate)

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.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
BUS 219 Business Computer Systems	4	BUS 129 Business Organization	3
COM 224 PASCAL	4	COM 220 COBOL I	3
ENG 111 or ENG 124		COM 221 FORTRAN	3
English Composition or Career English	3	COM 222 Computer Logic	3
MAT 121 or MAT 114 Technical		COM 228 RPG II	3
Math or Intermediate Algebra	3	Elective	1
SEM 111 Personal Career Development	1	TOTAL HOURS	16
Elective	1		
TOTAL HOURS	16		

MID-MANAGEMENT (AAS Degree)

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

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ACC 111* Accounting	4
BUS 128 Introduction to Management	3
ENG 111 or ENG 0124 English Composition or Career English	3
HLT 111 Health	2
SEM 111 Personal Career Development	1
SPC 111 Speech	3
TOTAL HOURS	16

SECOND SEMESTER

ACC 112 Accounting	4
BUS 116 Principles of Marketing	3
BUS 129 Business Organization	3
ENG 112 or ENG 125 English Composition or Career English	3
MAT 114 or MAT 121 Intermediate Algebra or Technical Math	3
TOTAL HOURS	16

SOPHMORE YEAR

FIRST SEMESTER	Semester Hours
BUS 214 Business Law	3
BUS 219 Business Computer Systems	4
BUS 238 Principles of Sales	3
ECO 211 Economics	3
SEC 227 Intro to Word Processing	3
TOTAL HOURS	16

SECOND SEMESTER

BUS 210 Principles of Management	3
BUS 211 Introduction to Finance	3
BUS 215 Business Law	3
BUS 295 INTERNSHIP	4
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
TOTAL HOURS	16

PREREQUISITE:

*1 year high school bookkeeping or BUS 124 or by consent of the instructor and Dean of Instructional Services.

EXECUTIVE SECRETARY (AAS Degree)

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		Semester Hours
BUS 128	Introduction to Management	3
ENG 111 or ENG 124		
	English Composition or Career English	3
SEC 120	Records Management	3
*SEC 223	Advanced Typewriting	3
**SEC 224	Shorthand and Transcription	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	16

SECOND SEMESTER

ENG 112 or ENG 125		
	English Composition or Career English	3
MAT 121 or MAT 114	Technical	
	Mathematics or Advanced Technical Math	3
SEC 125	Business Machines	3
SEC 225	Shorthand and Transcription	3
SPC 111	Speech	3
	Elective	1
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
***ACC 111 or BUS 124		
	Accounting or Bookkeeping	4/3
BUS214	Business Law	3
BUS 219	Business Computer Systems	4
SEC 128	Machine Transcription	3
SEC 227	Intro to Word Processing	3
	TOTAL HOURS	16/17

SECOND SEMESTER

BUS 292	Internship	4
HLT 111	Health	2
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SEC 129	Machine Transcription	3
SEC 226	Secretarial Procedures	4
	TOTAL HOURS	16

PREREQUISITE:

- *a. 1 year high school typing or SEC 121 and SEC 122.
- **b. 1 year high school shorthand or SEC 123 and SEC 124.
- ***c. 1 year high school bookkeeping prior to taking ACC 111 or with consent of the instructor and the Dean of Instructional Services.

LEGAL SECRETARY (AAS Degree)

A two-year curriculum 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

	Semester Hours
ENG 111 or ENG 124	
English Composition or Career English	3
SEC 120 Records Management	3
*SEC 223 Advanced Typewriting	3
**SEC 224 Shorthand and Transcription	3
SEM 111 Personal Career Development	1
SPC 111 Speech	3
TOTAL HOURS	16

SECOND SEMESTER

ENG 112 or ENG 125	
English Composition or Career English	3
MAT 121 Technical Mathematics	3
SEC 125 Business Machines	3
SEC 225 Shorthand and Transcription	3
SEC 229 Legal Terminology	3
TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER

	Semester Hours
***ACC 111 or BUS 124	
Accounting or Bookkeeping	4/3
BUS 214 Business Law	3
BUS 219 Business Computer Systems	4
HLT 111 Health	2
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
SEC 128 Machine Transcription	2
TOTAL HOURS	18/17

SECOND SEMESTER

BUS 215 Business Law	3
BUS 293 Internship	4
SEC 129 Machine Transcription	3
SEC 226 Secretarial Procedures	4
SEC 227 Intro. to Word Processing	3
TOTAL HOURS	17

PREREQUISITE:

- *a. 1 year high school typing or SEC 121 and SEC 122.
- **b. 1 year high school shorthand or SEC 123 and SEC 124.
- ***c. 1 year high school bookkeeping prior to ACC 111 or by the consent of the instructor and the Dean of Instructional Services.

MEDICAL SECRETARY (AAS Degree)

A two-year curriculum designed to prepare the student for employment as a medical secretary capable of taking and transcribing medical transcription, 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	Semester Hours
ENG 111 or ENG 124	
English Composition or Career English	3
SEC 120 Records Management	3
*SEC 223 Advanced Typewriting	3
**SEC 224 Shorthand and Transcription	3
SEM 111 Personal Career Development	1
SPC 111 Speech	2
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
***ACC111 or BUS 124	
Accounting or Bookkeeping	4/3
BIO 212 Anatomy and Physiology	3
BUS 219 Business Computer Systems	4
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
SEC 128 Machine Transcription	2
TOTAL HOURS	16/15

SECOND SEMESTER

ENG 112 or ENG 125	
English Composition or Career English	3
MAT 121 Technical Mathematics	3
SEC 125 Business Machines	3
SEC 225 Shorthand and Transcription	3
SEC 228 Medical Terminology	3
Elective	2
TOTAL HOURS	17

SECOND SEMESTER

BUS 294 Internship	4
HLT 111 Health	2
SEC 129 Machine Transcription	3
SEC 226 Secretarial Procedures	4
SEC 227 Intro to Word Processing	2
TOTAL HOURS	16

PREREQUISITE:

- *a. 1 year high school typing or SEC 121 and SEC 122.
- **b. 1 year high school shorthand or SEC 123 and SEC 124.
- ***c. 1 year high school bookkeeping prior to ACC 111 or with consent of the instructor and the Dean of Instructional Services.

WORD PROCESSING (One-Year Certificate)

A program, through a combination of data processing and word processing courses, for preparing 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	Semester Hours	SECOND SEMESTER	Semester Hours
BUS 219 Business Computer Systems	4	BUS 297 Internship	4
ENG 111 or ENG 124		ENG 112 or ENG 125	
English Composition or Career English	3	English Composition or Career English	3
SEC 120 Records Management	3	MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
*SEC 223 Advanced Typewriting	3	SEC 128 Machine Transcription	2
SEC 227 Intro. to Word Processing	3	SEC 236 Advanced Word Processing	2
SEM 111 Personal Career Development	1	TOTAL HOURS	15
TOTAL HOURS	17		

PREQUISITE: *1 year high school typing or SEC 121 and SEC 122

INDUSTRIAL/TECHNICAL PROGRAMS OF STUDY

Construction Programs - Cooperative

CONSTRUCTION MANAGEMENT TECHNOLOGY(One-Year Certificate)

A program to provide the academic background, technical specialization and actual field experience to begin a career in construction management. Current practices and principles necessary to compete successfully in today's constructional industry are emphasized.

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
CMT 201 Construction Estimating	3	*SPC 111 Speech	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 224 Practical Psychology	3	CMT 105 Construction Surveying	3
CMT 121 Internship	3	CMT 122 Internship	4
TOTAL HOURS	15	TOTAL HOURS	16

This program is offered as a cooperative program with Belleville Area College, Illinois Eastern Community College, Kaskaskia Community College and State Community College. The program is offered at Belleville Area College only.

*Courses offered at Shawnee Community College.

Drafting Programs

DRAFTING TECHNOLOGY (AAS Degree)

A curriculum designed to provide the student with skills and knowledge in the various areas of drafting as well as a basic knowledge of construction practices, materials, and methods.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Career English	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
DRA 120 Fundamentals of Drafting	3
DRA 131 Blueprint Reading	3
BUS 219 Business Computer Systems	4
SEM 111 Personal Career Development	1
TOTAL HOURS	17

SECOND SEMESTER

MAT 122 or MAT 116 Advanced Technical Math or College Algebra	3
DRA 117 Engineering Graphics	4
ENG 112 or ENG 125 English Composition or Career English	3
DRA 121 Architectural Drafting	3
DRA 128 Introduction to Computer Assisted Drafting	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
DRA 135 Mechanical Drafting	3
DRA 122 Architectural Drafting	3
DRA 138 Advanced Computer Assisted Drafting	3
DRA 124 Materials and Methods of Construction	3
TOTAL HOURS	15

SECOND SEMESTER

PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
DRA 136 Electric, Hydraulic, and Pneumatic Controls	3
DRA 134 Mechanisms and Machine Design	4
DRA 137 Jig, Fixture, and Die Design	3
PHS 112 Physical Science	4
TOTAL HOURS	17

DRAFTING TECHNICIAN (One-Year Certificate)

A program designed to provide students entry level skills for employment as a draftsman.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Career English	3	MAT 122 or MAT 116 Advanced Technical Math or College Algebra	3
DRA 120 Fundamentals of Drafting	3	DRA 117 Engineering Graphics	4
DRA 131 Blueprint Reading	3	DRA 128 Introduction to Computer Assisted Drafting	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3	DRA 121 Architectural Drafting	3
BUS 219 Business Computer Systems	4	ENG 112 or ENG 125	
SEM 111 Personal Career Development	4	English Composition or Career English	3
TOTAL HOURS	17	TOTAL HOURS	16

Electronics Program

ELECTRONICS TECHNOLOGY (AAS Degree)

A two-year curriculum designed to provide the student the skills and knowledge necessary for assisting in design and development of new products as well as the abilities to test and evaluate, assemble, "trouble-shoot", and calibrate electronic equipment.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ELT 120 Fundamental Electrical Concepts	3
ELT 122 Fundamental Electronic Concepts	3
ELT 124 Electronic Systems Analysis	3
ENG 111 or ENG 124	
English Composition or Career English	3
MAT 116 or MAT 114 College Algebra or Intermediate Algebra	3
SEM 111 Personal Career Development	1
TOTAL HOURS	16

SECOND SEMESTER

COM 224 PASCAL	4
ELT 125 Digital Circuit Fundamentals	4
ELT 127 Solid State Circuits and Devices	3
MAT 117 or MAT 116 Analysis	
Geometry and Calculus or College Algebra	5/3
Elective	1
TOTAL HOURS	17/15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
ELT 229 Industrial Electronics II	6
ELT 236 Microprocessor Fundamentals	6
PHY 216 or PHS 111 Physics or Physical Science	4
TOTAL HOURS	16

SECOND SEMESTER

ELT 237 Communication Theory	3
ELT 238 Micro-Computer Interfacing Technique	5
ELT 239 Micro-Computer Maintenance	5
PHY 217 or PHS 112 Physics or Physical Science	4
TOTAL HOURS	17

ELECTRONIC TECHNICIAN (One-Year Certificate)

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ELT 120 Fundamental Electrical Concepts	3	ELT 129 Industrial Electronics I	3
ELT 122 Fundamental Electronic Concepts	3	ELT 125 Digital Circuit Fundamentals	4
ELT 124 Electronic Systems Analysis	3	ELT 127 Solid State Circuits and Devices	3
ENG 124 or ENG 111		MAT 116 College Algebra	3
Career English or English Composition	3	Elective	3
MAT 114 Intermediate Algebra	3	TOTAL HOURS	16
SEM 111 Personal Career Development	1		
TOTAL HOURS	16		

Machinist Programs

MACHINIST TECHNOLOGY (AAS Degree)

A two-year curriculum designed to provide the student the knowledge and skills required for employment as a machinist.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Career English	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
DRA 131 Blueprint Reading	3
MAC 126 Machine Tool Fundamentals	3
MAC 122 Machine Shop	3
HLT 125 First Aid	1
SEM 111 Personal Career Development	1
TOTAL HOURS	17

SECOND SEMESTER

MAT 122 OR MAT 116 Advanced Technical Math or College Algebra	3
MAC 127 Lathe Operations I	3
MAC 121 Drill Press Operator	3
WEL 128 Pipe Welding	4
DRA 137 Jig, Fixture and Die Design	3
Elective	2
TOTAL HOURS	18

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
MAC 128 Lathe Operations II	3
MAC 129 Milling Machine Operations I	3
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
WEL 125 Mig Welding	3
TOTAL HOURS	15

SECOND SEMESTER

ENG 125 or ENG 112 Career English or English Composition	3
MAC 120 Milling Machine Operations II	3
WEL 128 Pipe Welding	3
PHS 112 Physical Science	4
Elective	2
TOTAL HOURS	15

MACHINIST TECHNICIAN (One-Year Certificate)

A one-year program designed to provide the student with the knowledge and skills for entry level employment as a machinist's assistant.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 124 or ENG 111 Career English or English Composition	3	MAT 122 or MAT 116 Advanced Technical Math or College Algebra	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3	DRA 137 Jig, Fixture, and Die Design	3
DRA 131 Blueprint Reading	3	MAC 121 Drill Press Operator	3
MAC 122 Machine Shop	3	MAC 127 Lathe Operations I	3
MAC 126 Machine Tool Fundamentals	3	WEL 123 Arc Welding I	4
HLT 125 First Aid	1	Elective	2
SEM 111 Personal Career Development	1	TOTAL HOURS	18
TOTAL HOURS	17		

Mechanics Program

AUTOMOTIVE TECHNOLOGY (AAS Degree)

A program 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		Semester Hours
SEM 111	Personal Career Development	1
AUT 129	Engines and Fuel Systems	2
AUT 135	Brakes and Suspension	2
AUT 126	Automotive Lab	6
ENG 111 or ENG 124		
	English Composition or Career English	3
HLT 125	First Aid	1
	TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
AUT 137	Multi-Cylinder Engines	2
AUT 225	Computerized Fuel and Emission Systems	3
AUT 228	Automotive Lab	6
AUT 132	Engine Electrical Systems	3
	TOTAL HOURS	17

SECOND SEMESTER

AUT 122	Tune-up and Diagnosis	2
AUT 138	Automotive Power Trains	2
AUT 127	Automotive Lab	6
MAT 121 or MAT 114	Technical Mathematics or Intermediate Algebra	3
ENG 112 or ENG 125		
	English Composition or Career English or SPC 111 Speech	3
	TOTAL HOURS	16

SECOND SEMESTER

PHS 112	Physical Science	4
AUT 139	Automotive Heating and Air Conditioning	2
AUT 133	Automotive Transmission	3
AUT 229	Automotive Lab	6
	TOTAL HOURS	15

THIRD SEMESTER

AUT 297	Internship	4
	TOTAL HOURS	4

MECHANIC ASSISTANT (One-Year Certificate)

A one-year program designed to provide the student with the necessary knowledge and skills required for employment as a mechanic's assistant.

FIRST SEMESTER		Semester Hours	SECOND SEMESTER		Semester Hours
SEM 111	Personal Career Development	1	AUT 122	Tune-Up and Diagnosis	2
AUT 129	Engines and Fuel Systems	2	AUT 138	Automotive Power Trains	2
AUT 135	Brakes and Suspension	2	AUT 127	Automotive Lab	6
AUT 126	Automotive Lab	6	MAT 121 or MAT 114	Technical Mathematics or Intermediate Algebra	3
ENG 111 or ENG 124			HLT 125	First Aid Elective	1
English Composition or Career English		3			1
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3		TOTAL HOURS	15
	TOTAL HOURS	17			

DIESEL MECHANICS PROGRAM (One-Year Certificate)

A one-year program designed to provide the student with the necessary knowledge and skills required for entry level employment in the field of diesel mechanics.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Career English	3	MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
AUT 137 Multi-Cylinder Engine Servicing	2	DIS 129 Diesel Fuel & Fuel Systems	3
AUT 132 Engine Electrical Systems	3	DIS 130 Diesel Engine Tune-Up and Diagnosis	3
DIS 128 Diesel Engine Operation and Service	2	AUT 127 Automotive Laboratory II	6
AUT 126 Automotive Laboratory I	6	PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
SEM 111 Personal Career Development	1	TOTAL HOURS	16
TOTAL HOURS	17		

Welding Program

COMBINATION WELDING (One-Year Certificate)

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
DRA 131 Blueprint Reading	3	ENG 111 or ENG 124	3
MAT 121 Technical Mathematics	3	English Composition or Career English	1
WEL 126 Gas Welding and Gas Tungsten Welding	5	HLT 125 First Aid	1
SEM 111 Personal Career Development	1	WEL 124 Arc Welding II and Low Hydrogen	5
WEL 123 Arc Welding I	4	WEL 125 Gas Metal Arc Welding (MIG)	3
TOTAL HOURS	16	WEL Welding Elective	3
		Elective	1
		TOTAL HOURS	16

Electives:

WEL 128 Pipe Welding	3
WEL 122 Maintenance Welding	3

PERSONAL AND PUBLIC SERVICE PROGRAMS OF STUDY

Cosmetology Programs

COSMETOLOGY (One-Year Certificate)

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

FIRST SEMESTER	Semester Hours	THIRD SEMESTER	Semester Hours			
COS 120	Cosmetology Theory	3	COS 122	Cosmetology Theory	3	
COS 123	Cosmetology Lab	9	COS 125	Cosmetology Lab	9	
TOTAL HOURS			12	TOTAL HOURS		12

SECOND SEMESTER

	Semester Hours	
COS 121	Cosmetology Theory II	3
COS 124	Cosmetology Lab	9
TOTAL HOURS		12

COSMETOLOGY (AAS Degree)

A two-year curriculum designed to prepare the student for the Illinois State Licensing Examination, and to provide knowledge and skills needed by the graduate who plans to own and operate or manage a beauty shop.

FIRST SEMESTER	Semester Hours	FOURTH SEMESTER	Semester Hours				
COS 120	Cosmetology Theory	3	ENG 111 or ENG 124				
COS 123	Cosmetology Lab	9	English Composition or Career English	3			
TOTAL HOURS			12	MAT 121 or MAT 114	Technical		
				Mathematics or Intermediate Algebra	3		
SECOND SEMESTER				COS 230	Advanced Cosmetology	3	
COS 121	Cosmetology Theory II	3	BIO 212	Anatomy and Physiology	3		
COS 124	Cosmetology Lab	9	TOTAL HOURS			12	
TOTAL HOURS			12	FIFTH SEMESTER			
THIRD SEMESTER				SPC 111	Speech	3	
COS 122	Cosmetology Theory III	3	PSY 211 or PSY 224	Introduction to			
COS 125	Cosmetology Lab	9	Psychology or Practical Psychology	3			
TOTAL HOURS			12	BUS 128	Introduction to Management	3	
				BUS 124	Bookkeeping	3	
				TOTAL HOURS			12

Education Programs

EARLY CHILDHOOD CARE (AAS Degree)

A two-year curriculum designed to prepare the student for employment as staff positions at daycare or childcare centers.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 English Composition	3
MAT 111 Foundations of Math	3
TEA 114 The Young Child's Development	2
ECC 122 Child Guidance/Discipline	3
ECC 124 Health, Nutrition and Safety	3
SEM 111 Personal Career Development	1
TOTAL HOURS	15

SECOND SEMESTER

ENG 112 English Composition	3
BIO 111 or PHS 111 or PHS 112 Introduction to Biology or Physical Science	4
TEA 115 Children's Literature	3
TEA 126 Curriculum for Preschool Programs	3
ECC 121 Programming/Teaching Techniques	2
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
PSY 211 Introduction to Psychology	3
ECC 125 Language Arts for the Young Child	2
ECC 126 Art/Music Activities	2
ECC 127 Science/Math Activities	2
HLT 111 Health	2
TOTAL HOURS	14

SECOND SEMESTER

PSY 218 Human Growth and Development	3
PE 223 Principles of Recreation	3
ECC 123 Child Care Center Administration	3
SOC 217 Marriage and Family	3
SW 299 Practicum	4
TOTAL HOURS	16

TEACHER AIDE (One-Year Certificate)

A program designed to prepare the student for employment as a teacher aide in the Illinois public or private school system. 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	Semester Hours
ENG 111 English Composition	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
PSY 218 Human Growth and Development	3
TEA 114 The Young Child's Development	2
TEA 121 Intro to Teacher Aide Duties	3
HLT 125 First Aid	1
SEM 111 Personal Career Development	1
TOTAL HOURS	16

SECOND SEMESTER	Semester Hours
SPC 111 Speech	3
PSY 224 Practical Psychology	3
TEA 112 Teaching Materials and Their Use	3
TEA 123 School Procedures	3
TEA 299 Internship	4
TOTAL HOURS	16

Food Service Programs

DIETETIC ASSISTANT (One-Year Certificate) 0

A program designed to provide vocational preparation for the development of competencies needed to practice effectively as a dietetic assistant in the nutritional care of individuals and groups. 7

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Career English	3	MAT 121 or MAT 114 Technical Mathematics or Inter Algebra	3
FOS 124 Introduction to Quantity Food Preparation	3	FOS 122 Cooking Technology	3
FOS 121 Food Service Sanitation and Safety	2	HLT 111 Health	1
FOS 129 Introduction to Baking	3	FOS 134 Dietetic Assistant Principles	3
SPC 111 Speech	3	FOS 199 Food Service Internship	4
CPR 120 Cardiovascular Resuscitation I	1	TOTAL HOURS	15
HLT 125 First Aid	1		
SEM 111 Personal Career Development	1		
TOTAL HOURS	15		

FOODSERVICE TECHNOLOGY (AAS Degree)

A two-year curriculum designed to provide the student with the necessary skills for employment in a variety of positions in the food service industry including those of management. **SOPHOMORE YEAR**

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	FIRST SEMESTER	Semester Hours
CPR 120 Cardiovascular Resuscitation I	1	ACC 111 or BUS 124 Accounting or Bookkeeping	4/3
FOS 124 Introduction to Quantity Food Preparation	3	BUS 219 Business Computer Systems	4
FOS 121 Food Service Sanitation	2	ENG 112 or ENG 125 English Composition or Career English	3
FOS 129 Introduction to Baking	3	FOS 116 Nutrition	3
HLT 111 Health	2	FOS 222 Catering, Banquet, and Speciality Services	3
HLT 125 First Aid	1	TOTAL HOURS	17/16
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3	SECOND SEMESTER	
SEM 111 Personal Career Development	1	BUS 210 Principles of Management	3
TOTAL HOURS	16	FOS 229 Baking	3
SECOND SEMESTER		FOS 220 Food Service Management	3
ENG 111 or ENG 124 English Composition or Career English	3	FOS 199 Internship	4
FOS 126 Quantity Food Preparation	3	PSY 224 or PSY 211 - Practical Psychology or Introduction to Psychology	3
FOS 125 Short-Order Food Preparation	4	TOTAL HOURS	16
FOS 123 Cooking Technology	3		
BUS 116 Principles of Marketing	3		
TOTAL HOURS	16		

FOOD SERVICE (One-Year Certificate)

A program to 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	Semester Hours	SECOND SEMESTER	Semester Hours
CPR 120 Cardiovascular Resuscitation I	1	ENG 111 or ENG 124	
FOS 124 Introduction to Quantity Food Preparation	3	English Composition or Career English	3
FOS 121 Food Service Sanitation	2	FOS 126 Quantity Food Preparation	3
FOS 129 Introduction to Baking	3	FOS 125 Short-Order Food Preparation	4
HLT 111 Health	2	FOS 123 Cooking Technology	3
HLT 125 First Aide	1	FOS 199 Internship	4
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3	TOTAL HOURS	17
SEM 111 Personal Career Development	1		
TOTAL HOURS	16		

Insurance Program

INSURANCE SPECIALIST(Certificate)

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
INS 120 Personal Insurance	3	INS 122 Business Insurance	3
INS 121 Disability Income Insurance	3	INS 123 Advanced Insurance Sales	3
BUS 125 Business Math	3	BUS 214 Business Law	3
BUS 219 Business Computer Systems	4	TOTAL HOURS	9
TOTAL HOURS	13		

Law Enforcement Programs

CONSERVATION LAW ENFORCEMENT TECHNOLOGY (AAS Degree)

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

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Career English	3
CLE 123 Introduction to Crime Control	3
CLE 125 Criminal Behavior	3
HLT 111 Health	2
SEM 111 Personal Career Development	1
SPC 111 Speech	2
TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
AGR 225 Introduction to Forestry	3
AGR 228 Wildlife Management	3
PN 118 First Responder	3
CLE 219 Criminal Law I	3
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3
Elective	2
TOTAL HOURS	18

SECOND SEMESTER

AGR 117 Conservation of Natural Resources	3
AGR 227 Introduction to Wildlife	3
CLE 115 Interpersonal Relations	3
ENG 112 or ENG 125 English Composition or Career English	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
TOTAL HOURS	15

SECOND SEMESTER

AGR 226 Forestry	3
AGR 298 Conservation Law Enforcement Internship	4
CLE 211 Criminal Law II	3
AGR 234 Outdoor Recreation and Park Management	3
SOC 212 Sociology	2
TOTAL HOURS	16

LAW ENFORCEMENT (One-Year Certificate)

A certificate program designed to provide the student with sufficient background for employment in the law enforcement profession.

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 College of Technical Careers at S.I.U.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
SOC 212 Sociology	3	SPC 111 Speech	3
CLE 123 Intro. to Crime Control	3	ENG 112 English Composition	3
ENG 111 English Composition	3	CLE 115 Interpersonal Relations	3
CLE 125 Criminal Behavior	3	CLE 229 Criminal Law	3
CLE 219 Criminal Law I	3	Elective	2
TOTAL HOURS	15	TOTAL HOURS	15

Law Enforcement Cooperative Programs

***LAW ENFORCEMENT/CORRECTIONAL OFFICER TRAINING (Certificate)**

A one-year certificate program designed to provide the student with the necessary skills and knowledge appropriate for employment as a correctional officer in a correctional facility.

FIRST SEMESTER	Semester Hours
ENG 124 Career English	3
CLE 125 Criminal Behavior	3
CLE 219 Criminal Law I	3
CLE 115 Interpersonal Relations	3
SPC 111 or SPC 210 Speech or Interpersonal Communications	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 (AAS Degree)**

A program 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 student with the necessary background and competencies required to assume a meaningful role in the various correctional officer positions available.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 124 Career English	3	SPC 111 or SPC 210	
CLE 219 Criminal Law I	3	Speech or Interpersonal Communications	3
MAT 121 Technical Mathematics	3	MAT122 Advanced Technical Math	3
PSY 211 or PSY 224 Introduction to Psychology or Practical Psychology	3	CLE 211 Criminal Law II	3
CLE 125 Criminal Behavior	3	CLE 115 Interpersonal Relations	3
TOTAL HOURS	15	TOTAL HOURS	12

SUMMER SESSION

MET 160 Emergency Medical Technology 8

*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.

Social Service Program

SOCIAL SERVICE TECHNOLOGY (AAS Degree)

A curriculum designed to prepare students for employment in agencies which provide social services to the community. The program provides skills and knowledge to prepare students for employment in welfare agencies, municipal/recreation programs, social development projects, church-sponsored youth programs, and other private or public enterprises of human welfare.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111	
Career English or English Composition	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3
SW 121 Introduction to Social Work	3
SOC 122 Introduction to Social Programs	3
Elective	3
SEM 111 Personal Career Development	1
TOTAL HOURS	16

SECOND SEMESTER

ENG 125 or ENG 112	
Career English or English Composition	3
BUS 219 Business Computer Systems	4
SW 211 Introduction to Group Processes	3
PSY 211 Introduction to Psychology	3
SOC 217 Marriage and Family	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
SOC 212 Sociology	3
BIO 111 Introduction to Biology	4
SW 212 Advanced Group Processes	3
PE 223 Principles of Recreation	3
TOTAL HOURS	16

SECOND SEMESTER

SW 224 Introduction to Service Agencies	3
PSY 218 Human Growth and Development	3
PSY 219 Abnormal Psychology	3
Elective	3
SW 299 Practicum	4
TOTAL HOURS	16



Water Technology

WATER/WASTEWATER TECHNOLOGY(One-Year Certificate)

A program designed to provide the student with the required knowledge and skills appropriate for employment in the area of water/wastewater technology.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ENG 124 or ENG 111		WWT 123	Advanced Wastewater Treatment
Career English or English Composition	3		3
MAT 121 or MAT 114		WWT 124	Advanced Water Treatment
Technical Mathematics or Intermediate Algebra	3	WWT 125	Laboratory Analysis of Water
HLT 125		WWT 126	Laboratory Analysis of Wastewater
First Aid	1		3
WWT 120		WWT 195	Internship
Introduction to Water/Wastewater Technology	2		4
WWT 121			TOTAL HOURS
Basic Wastewater Treatment	3		16
WWT 122			
Basic Water Treatment	3		
SEM 111			
Personal Career Development	1		
	TOTAL HOURS		
	16		



COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

A "T" located to the right margin of the following course descriptions indicates transfer to Murray, Southeast Missouri State University, and Southern Illinois University-Carbondale as per articulation agreements.

These courses will also transfer to most public four-year institutions in the State of Illinois.

ACC 111 **ACCOUNTING** **T**
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** **T**
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 121 **PAYROLL ACCOUNTING**
A study of payroll accounting procedures from time of hiring through issuance of paychecks. Includes federal and state laws and tax structures and their application to payroll accounting systems.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: High School Bookkeeping or BUS 124.

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, receivable, 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 221 FINANCIAL INSTITUTION ACCOUNTING

Accounting procedures, techniques, and systems used in banks, savings and loans, credit unions, and other financial institutions. Includes preparation and analysis of the Statement of Condition; components of the Income Statement, depository accounting; commercial mortgage, and installment loans; cash records and control; and principles of recording business transactions.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Accounting 112

ACC 222 AUDITING

Introduction to the principles involved in preparing audits of various accounts of a business enterprise, verifications and investigations, working papers, audit procedures, report writing, and ethics of the profession.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Cost Accounting 221

ACC 223 TAX ACCOUNTING

Study of principles in Internal Revenue Code and Illinois Income Tax Acts and practical application of tax laws to tax accounting methods. Includes tax responsibilities of individuals, partnerships, and corporations; income inclusions and exclusions; capital gains and losses; business and personal deductions; dividends, inventories, and depreciation; special filings; death, gift, trust, and estate taxes; and planning for tax minimization.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Accounting 112

ACC 224 COMPUTER APPLICATIONS

Use of computers in the accounting process, including general ledger accounting, payroll accounting, and accounts receivable/payable. Emphasis on commercially available software packages.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Accounting 112

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 239

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 239

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 239

ADN 231 METABOLIC-ENDOCRINE NURSING INTERVENTIONS

This course is designed to further the student's knowledge in metabolic- endocrine function and those associate disorders commonly encountered in nursing practice. Emphasis will be placed upon application of the nursing process in caring for patients experiencing metabolic-dysfunction. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite: Introduction to Conceptual Framework - ADN 239

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 239

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 239

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 239

ADN 235 GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS

This course is designed to provide the student with further study and depth into gastrointestinal and genital-urinary function and into their associated pathophysiological processes. Emphasis will be placed upon assessing, analyzing, planning, implementing and evaluating nursing care for patients with common gastrointestinal and genital-urinary disorders. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite: Introduction to Conceptual Framework - ADN 239

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 239

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 239

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 this 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

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 T

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 T

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 T

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 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 trouble-shooting 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 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 operations, 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 225 INTRODUCTION TO FORESTRY T

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

A 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 T

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 T

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 229 WILDLIFE MANAGEMENT II

Principles of wildlife ecology and management of wildlife resources. Includes species identification, habitat requirements, predator control, and field experiences.

Credit: 3 hours — three lecture hours per week.

Prerequisite: Wildlife Management - AGR 228

- 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 234** **OUTDOOR RECREATION AND PARK MANAGEMENT** **T**
 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 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 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 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 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 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 Approval.
- ANT 216** **ANTHROPOLOGY** **T**
 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 DRAWING I T**
 A studio course for the beginning student. Drawing skills will be developed. Emphasis is on the basic techniques of drawing using graphite, charcoal, and pen and ink.
 Credit: 3 hours — Two lecture and two lab hours per week.
 Prerequisite: None
- ART 112 PAINTING I T**
 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 AND SCULPTURE T**
 A studio course for the beginning student. Emphasis on the use of materials, design and construction of three-dimensional forms. Handbuilt 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 T**
 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 DESIGN & CRAFTS T**
 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 117 ART HISTORY T**
 Historical survey of significant art works and forms. Includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from prehistoric times through present day; and cultural backgrounds and influences.
 Credit: 3 hours — Three lecture 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 DRAWING II T

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 PAINTING II T

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 POTTERY AND SCULPTURE II T

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 DESIGN AND CRAFTS II T

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 T

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 T

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 T

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 119 AUTO LAB

A laboratory for students enrolled in only one automotive service course. Competency in automotive service will be displayed by the student's applying information and skills learned in a technical course.

Credit: 2 hours — Four lab hours per week.

Prerequisite: Concurrent enrollment in Automotive lecture classes.

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.

Credit: 2 hours — Two lecture 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 hour per week.

Prerequisite: None

AUT 126 AUTO LAB I

Laboratory for students to display competency in automotive service by applying information and skills learned in previous technical courses.

Credit: 6 hours — Twelve lab hours per week.

Prerequisite: Concurrent enrollment in automotive lecture classes.

AUT 127 AUTO LAB II

Laboratory for students to display competency in automotive service by applying information and skills learned in previous technical courses.

Credit: 6 hours — Twelve lab hours per week.

Prerequisite: Concurrent enrollment in automotive lecture classes.

AUT 129 ENGINE 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.

Credit: 2 hours — Two lecture 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 ENGINE 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 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 135 BRAKES 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: 2 hours — Two lecture hours per week.

Prerequisite: None

AUT 137 MULTI-CYLINDER ENGINES

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: 2 hours — Two lecture 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: 2 hours — Two lecture 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: 2 hours — Two lecture hours per week.

Prerequisite: None

AUT 225 COMPUTERIZED FUEL AND EMISSION SYSTEMS

Design, structure, operation, servicing, and adjustment of carburetors, manifolds and exhaust systems, including emission control devices.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

AUT 228 AUTOMOTIVE LAB III

Laboratory for students to display competency in automotive service by applying information and skills learned in previous technical courses.

Credit: 6 hours — Twelve lab hours per week.

Prerequisite: Concurrent enrollment in automotive lecture classes.

AUT 229 AUTOMOTIVE LAB IV

Laboratory for students to display competency in automotive service by applying information and skills learned in previous technical courses.

Credit: 6 hours — Twelve lab hours per week.

Prerequisite: Concurrent enrollment in automotive lecture classes.

AUT 297 AUTOMOTIVE 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 225 contact hours at a worksite during the semester. This equates to each student spending 15 hours per week at his/her respective worksite.

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

Prerequisite: Instructor 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

BGM 160 BUILDING MAINTENANCE

Concepts, procedures, and skills necessary to keep a building functioning. Includes safety, carpentry, painting and decorating, electrical maintenance, plumbing, sheet metal techniques, masonry, general housekeeping and sanitation, HVAC operation and maintenance, and groundskeeping.

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

Prerequisite: None

BIO 111 INTRODUCTION TO BIOLOGY T

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 T

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 210 INTRODUCTION TO ANATOMY T

Basic structure and functions of the human body, including cells and cellular processes, tissues, and systems.

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

Prerequisite: None

BIO 211 ENVIRONMENTAL BIOLOGY T

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 T

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 medical secretary and medical clerk training program.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

BIO 213 BOTANY T

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

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

Prerequisite: Biology 112 or approval of the Dean of Instructional Services.

BIO 214 FIELD BIOLOGY T

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

BIO 215 INTRODUCTION TO PHYSIOLOGY T

Basic patterns of structural development in vertebrates. Includes morphogenesis based on phylogenetic relationships. Dissections to show functional systems in living animals.

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

Prerequisite: None

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 122 TOURISM AND TOURIST SERVICES

Study of tourism and tourist services. Includes sources of tourist business; tourism development; modes of travel and accommodations; promotion and marketing services; popular itineraries; functions of hotels and economic, social, and cultural benefits of tourism.

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

Prerequisite: None

BUS 124 BOOKKEEPING

Basic course in bookkeeping for non-accounting majors.

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 T

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 the Dean of Instructional Services.

BUS 219 BUSINESS COMPUTER SYSTEMS T

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: None

BUS 238 PRINCIPLES OF SALES

Basic principles underlying the sales process are covered. The course is designed to promote an understanding of the salesman's obligation to himself, the company, and the customer.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

BUS 291 CLERK TYPIST INTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Clerk Typist program. Each student is required to receive approximately 225 contact hours at a worksite during the semester. Job seeking skills will be discussed during seminar meetings.

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

Prerequisite: Instructor 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 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 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 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 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 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 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 approval.

CHE 114 **INORGANIC CHEMISTRY** **T**

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 AND QUALITATIVE ANALYSIS** **T**

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 or consent of instructor.

CHE 211 **ORGANIC CHEMISTRY** **T**

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 114

CHE 212 **ORGANIC CHEMISTRY** **T**

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** **T**

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

CLE 115 **INTERPERSONAL RELATIONS** **T**

Delineation of the major patterns characteristic of relationships between pre-delinquent 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 policemen.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

CLE 123 **INTRODUCTION TO CRIME CONTROL** **T**

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 T

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 T

This course is a continuation of Criminal Law 219 and deals with the consideration of legal aspect of law enforcement.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Criminal Law 219

CLE 219 CRIMINAL LAW T

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 160 INTRODUCTION TO MICROCOMPUTERS

An introduction to the use of microcomputers which includes hardware design and interfacing; programming methods; file manipulation and interactive processing; and equipment and software selection.

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

Prerequisite: None

COM 210 SCIENTIFIC FORTRAN PROGRAMMING T

Introduction to computer programming for computer science, engineering, and science majors. includes mathematical problem-solving techniques and computational techniques, random processes, algorithms, convergence of series, error analysis, numerical and statistical analysis, and simulation.

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

Prerequisite: Mathematics 118 or consent of instructor.

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 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 records 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 approval

COM 225 SYSTEMS ANALYSIS

An introduction to systems analysis and design. Included in this course will be the system life cycle, analytical tools and methods, file and record layouts, and the three stages of data processing system design (analysis of present information flow, system specification and equipment, and implementation of the system).

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

Prerequisite: Business Computer Systems 219

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

COM 228 COMPUTER PROGRAMMING/RPG-II

Functions and applications of Report Program Generator II, using diskfiles. 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, hairstyling, permanent waving, hair straightening, hair coloring (all types), manicuring, facial massage, facial make-up, eyebrow arching,superfluous hair removal, hair pressing, thermal waving, wig care and styling. Students will perform these duties on each other until 160 clock hours have been obtained, then they will be allowed to work with patrons.

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

Prerequisite: 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

CPR 120 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 120

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. Difference in construction between gasoline and diesel engines will be discussed in detail.

Credit: 2 hours — Two lecture 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: 2 hours — Two lecture hours per week.

Prerequisite: None

DIS 130 DIESEL ENGINE TUNE UP & 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 Operation and Service and DIS 129 — Diesel Fuel and Fuel Systems prior to entering this course.

Credit: 2 hours — Two lecture hours per week

Prerequisite: Diesel Engine Operation and Service - DIS 128 and Diesel Fuel and Fuel Systems - DIS 129

DRA 117 ENGINEERING GRAPHICS T

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: 3 hours — Three lecture hours per week.

Prerequisite: None

DRA 128 INTRODUCTION TO COMPUTER ASSISTED DRAFTING

Introduction in programs and programming techniques used to develop design via computer-aided design (CAD) systems.

Credit: 3 hours — Two 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, workmanship, 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

DRA 138 ADVANCED COMPUTER ASSISTED DRAFTING

A continuation of DRA 128 providing advanced instruction and laboratory experiences in programs and programming techniques used to develop designs via computer aided design (CAD) systems; including concepts, practical application, and CAD software systems.

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

Prerequisite: Introduction to Computer Assisted Drafting 128

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 truck tractor and trailer.

Credit: 6 hours — Eight lecture and eight lab hours per week for eight weeks

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

DRV 199 **TRUCK DRIVING INTERNSHIP**
A course designed to give the student practical on-the-road driving experience under the supervision of an experienced truck-tractor driver.
Credit: 3 hours — Fifteen lab hours per week.
Prerequisite: Truck Driving - DRV 166

ECC 121 **PROGRAMMING/TEACHING TECHNIQUES** **T**
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** **T**
Theory and practice of effective methods of guiding children's behavior. Includes problems of aggression, passivity, and over activity and methods of guiding emotional growth.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

ECC 123 **CHILD CARE CENTER ADMINISTRATION** **T**
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 recordkeeping, 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** **T**
 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** **T**
 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: None
- ECO 213** **AMERICAN ECONOMIC HISTORY** **T**
 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 114 or MAT 121
- 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 114 or MAT 121
- ELT 124** **ELECTRONIC SYSTEMS ANALYSIS**
 Methods and techniques of analyzing complex circuits with single or multiple sources and resistances in various configurations. Includes responses of networks to constant and time-varying signals; step and sinusoidal sources; and forcing functions.
 Credit: 3 hours -- Two lecture and two lab hours per week.
 Prerequisite: None

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, exclusives — 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's, SCR's, photo transistors, LEDs, CMOs, and LCS's transistor oscillators.

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

Prerequisite: ELT 122

ELT 129 INDUSTRIAL ELECTRONICS

Study of electronics applied to industrial control mechanisms and advanced circuitry. Includes control and switching devices, transducers, relays, and solid state gates.

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

Prerequisite: Fundamental Electrical Concepts - ELT 120

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, SCR's, triacs, diacs, and logic control applications.

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

Prerequisite: Fundamental Electrical Concepts - ELT 120

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 powerup, 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 microcomputers. Topics of study will include: control signals, A/D and D/A conversions, data transmissions, I/O, PIAs, operations of peripherals such as floppy disk drives, keyboards, monitors and printers.

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

Prerequisite: 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, preventive maintenance of computers, software diagnostics, and logic state analysis, peripherals maintenance.

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

Prerequisite: None

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 T

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 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 materials.

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

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.

FM 160 FINANCIAL MANAGEMENT FOR SMALL MUNICIPALITIES

This course is designed to acquaint the student with the basic functions and requirements of efficient and effective financial management for small municipalities. Such topics as budget, auditing, reporting, purchasing, bookkeeping techniques, fund accounting, grant writing and grant sources will be covered.

Credit: 2 hours — Two lecture hours per week

Prerequisite: None

FOS 116 NUTRITION T

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 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 123 COOKING TECHNOLOGY

Principles, procedures, and skills in quantity food preparation. Includes training in quantity food kitchens; sanitation and safety procedures; weights and measures; tools, materials, and equipment; nutrition and food chemistry; convenience foods and specialty items; standardized recipes; meat cutting; philosophy and standards of quantity food service; and kitchen organization.

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

Prerequisite: None

FOS 124 INTRODUCTION TO QUANTITY FOOD PREPARATION

Principles, procedures, and skills in quantity food preparation. Includes training in quantity food kitchens; sanitation and safety procedures; weights and measures; tools, materials, and equipment; nutrition and food chemistry; convenience foods and specialty items; standardized recipes; meat cutting; philosophy and standards of quantity food service; and kitchen organization.

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

Prerequisite: None

FOS 125 SHORT-ORDER FOOD PREPARATION

Training in techniques and preparation of a variety of entrees. Includes, fish, egg, poultry, and meat dishes.

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

Prerequisite: None

FOS 126 QUANTITY FOOD PREPARATION

Principles, procedures, and skills in quantity food preparation. Includes training in quantity food kitchens; sanitation and safety procedures; weights and measures; tools, convenience foods and specialty items; standardized recipes, meat cutting; philosophy and standards of quantity food service; and kitchen organization.

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 quickbreads, cookies, roll doughs and sweet doughs. Included is baking problems — causes and corrections.

Credit: 3 hours — Two lecture and two lab 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 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: 4 hours — One lecture and fifteen lab hours per week.

Prerequisite: Instructor approval.

FOS 220 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: 3 hours — Three lecture hours per week.

Prerequisite: None

FOS 222 CATERING BANQUET & SPECIALTY SERVICE

Study of planning, purchasing, preparation, and service required for catering, banquets, and other specialty services.

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

Prerequisite: None

FOS 229 BAKING

This course is designed to include baking principles in preparing pie doughs and fillings, cakes and icings, puddings, ice cream, and speciality desserts.

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

Prerequisite: Introduction to Baking - FOS 129

- FRN 111** **FRENCH** **T**
 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** **T**
 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** **T**
 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** **T**
 This is a continuation of French 211.
 Credit: 4 hours — Three lecture and two lab hours per week.
 Prerequisite: French 211
- GAR 161** **COMMERCIAL GARMENT PRODUCTION**
 The Commercial Garment Production training program will consist of one hour lecture with three hours lab. The lecture will explain the fundamentals of apparel construction techniques and procedures used to inspect and evaluate the quality level of the finished apparel product. The lab will consist of "hands-on" experience in assembling textile fabrics.
 Credit: 4 hours — One lecture and six lab hours per week.
 Prerequisite:
- 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
- GEO 213** **GEOLOGY** **T**
 Fundamentals of physical geology with emphasis on geologic principles and processes.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite: None
- GEO 214** **GEOLOGY** **T**
 This course is a continuation of Geology 213.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite: Geology 213

- GER 111** **GERMAN** **T**
 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** **T**
 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** **T**
 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** **T**
 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** **T**
 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
- GRY 214** **INTRODUCTION TO PHYSICAL GEOGRAPHY** **T**
 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
- HIS 116** **WESTERN CIVILIZATION** **T**
 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 T**
 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 T**
 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 T**
 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 present.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite: None
- HIS 214 HISTORY OF THE UNITED STATES T**
 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 T**
 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
- HIS 216 AFRO-AMERICAN HISTORY T**
 A survey of Afro-American history from African backgrounds and slavery through the civil rights movement and the role of blacks today with emphasis on contributions of blacks to America's development and culture.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite:
- HIS 217 HISTORY OF EASTERN CIVILIZATIONS T**
 Political, social, economic, and cultural history of Asian world from the Mongols to present. Includes response and adaptation to Western influence, modernization, and revolution.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite:
- HLT 111 HEALTH T**
 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 125 FIRST AID T**
 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

HOM 160 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 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

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 with the community to the home-bound person.

Credit: 1 hour — One lecture hour 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 Dean of Instructional Services and shall be monitored closely by a faculty member.

Credit: 1-4 hour(s) — One to four lecture hour per week.

This can be one to four semester hours of credit.

Prerequisite: None

INV 161 INTRODUCTION TO INVESTMENTS I

This course is designed to provide this 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: 2 hours — Two lecture hours per week.

Prerequisite: None

INV 162 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 161

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 T

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 T

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: Journalism 115

LIT 213 INTRODUCTION TO DRAMA T

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 T

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 T

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 T

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 T

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 T

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 skills 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

MAT 116 COLLEGE ALGEBRA

College-level algebra course. Includes first and second degree equations and inequalities, complex numbers, systems, matrices, row reduction, determinants, functions and graphing, theory of equations, mathematical induction, sequences, series, binomial expansion, permutations, and combinations.

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

Prerequisite: Mat 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: MAT 116 or satisfactory math background in highschool and consent of instructor.

MAT 118 TRIGONOMETRY

Study and applications of fundamental concepts in trigonometry. Includes trigonometric functions, identities, equations, and inverse functions; graphing and radian measure; solution of triangles; and powers and roots of complex numbers.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: MAT 116 or satisfactory math background in high school and consent of instructor.

MAT 119 FINITE MATHEMATICS T

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 year 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: 3 hours — Three 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 equation, inequalities, ratio and proportion is presented.

Credit: 3 hours — Three 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 trigonometry 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.

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.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

MAT 144 ESSENTIALS OF ARITHMETIC III

Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers.

Credit: 1 hours — Two lab hours per week.

Prerequisite: None

MAT 145 ESSENTIALS OF ARITHMETIC IV

Review of basic algebraic concepts and operations.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

MAT 146 DEVELOPMENTAL MATH

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

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

Prerequisite: None

MAT 149 **BASIC MATHEMATICS**

A review of fractions, simple equations, measurements and formulas for solving practical problems.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

MAT 210 **GENERAL ELEMENTARY STATISTICS** **T**

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: Intermediate Algebra — MAT 114

MAT 211 **ANALYTIC GEOMETRY & CALCULUS** **T**

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** **T**

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** **T**

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** **T**

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 eightyone (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

MRS 101 **INTRODUCTION TO MEDICAL RECORDS**

Introduction to Medical Records is a course that will initiate the student to the field of Medical Record Technology. It will be an overview of the functions and responsibilities of the technologist and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record system consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

MRS 102 HEALTH RECORDS SYSTEMS

Study of the content, format, evaluation and completeness of the medical record; licensing, accrediting, and regulatory agencies; numbering systems; patient index; filing systems; and record retention, storage, and retrieval.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Introduction to Medical Records - MRS 101

MRS 103 HEALTH RECORDS SYSTEMS LAB

This course allows the student the laboratory hands-on experience in evaluating content, format, and completeness of actual medical records. Also indicated in this lab is experience with numbering systems, patients indexes, filing systems, and records retention, storage and retrieval. Computer experience will be utilized as a teaching methods.

Credit: 2 hours — Four lab hours per week.

Prerequisite: MRS 101 In conjunction with MRS 102

MRS 104 ADVANCED MEDICAL TERMINOLOGY

A continuation of the development of medical vocabulary in order to understand the language used in the medical profession. Includes pronunciation, spelling, and definition of medical terms.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Medical Terminology SEC 228

MUS 110 MUSIC IN THE ELEMENTARY SCHOOL T

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 T

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.

Prerequisite: None

MUS 112 FUNDAMENTALS OF MUSIC T

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 T

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 T

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** **T**
 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** **T**
 Class instruction in applied study of voice, piano, or guitar.
 Credit: 1 hour — Two lab hours per week.
 Prerequisite: Enrollment in music major program and consent of instructor
- MUS 117** **PRIVATE STUDY** **T**
 Private applied instruction in voice, piano, or guitar.
 Credit: 1 hour — Two lab hours per week.
 Prerequisite: Enrollment in music major program and consent of instructor
- MUS 118** **SURVEY OF MUSIC LITERATURE** **T**
 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** **T**
 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.
 Prerequisite: Membership concurrently in College Choir.
- MUS 213** **HARMONY, EAR TRAINING AND SIGHT SINGING III** **T**
 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** **T**
 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

- PE 113 PHYSICAL EDUCATION/INTERMEDIATE TENNIS T**
 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 T**
 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 T**
 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 T**
 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 T**
 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 T**
 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 T**
 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 T**
 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 T**
 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 T

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 T

This basic activity is designed to serve all students in the 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 - PE 211

PE 214 PHYSICAL EDUCATION/BOWLING T

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 T

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 T

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 T

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 T

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 T

Fitness through exercise. Individual fitness tests, participation and instructor 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

PE 223 PRINCIPLES OF RECREATION T
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

PHI 215 PHILOSOPHY T
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 T
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 T
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 T
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 T
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 T
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.
Credits: 4 hours — Three lecture and two lab hours per week.
Prerequisite: Mathematics 116 and Inorganic Chemistry 114 or approval of the Dean of Instructional Services.

PHY 217 PHYSICS T

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 113 LPN REFRESHER/REVIEW

Review of principles and procedures in preparation for career re-entry and/or an updating in the field through study of current trends and issues.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Must have completed LPN program.

PN 114 GROWTH AND DEVELOPMENT FOR PN'S

This course is designed to present the theory material necessary to introduce the students to development in terms of maturation, instinct, and cognition. Age grouping will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. The individual will be discussed in view of his/her response to him/herself and the health care system.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 115 CLINICAL NURSING - PART I

The purpose of PN 115 is to allow the student the appropriate supervised time to practice in a clinical facility the content theory material presented in PN 121, 114, and 128.

Credit: 3 hours — Nine lab hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 116 CLINICAL NURSING - PART II

The PN 116 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

Credit: 4 hours — Twelve lab hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 117 OBSTETRIC CLINICAL

Designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student the appropriate supervised experience.

Credit: 2 hours — Six lab hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 118 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 119 CLINICAL NURSING PART III

The PN 119 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

Credit: 3 hours — Nine lab hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 120 BASIC NURSE ASSISTANT

This course is designed to acquaint the student with the basic nursing skills and theory necessary for becoming a Nurse assistant. Learning experiences will focus on direct patient care and are so organized to lead the student in understanding basic health concepts. Adequate time utilized in orientating the nurse assistant student to his/her work environment and responsibilities will provide a basis for quality patient care and good employee morale.

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

Prerequisite: None

PN 121 FUNDAMENTALS OF NURSING

This course will provide the concurrent instruction and supervised clinical laboratory experience necessary to meet the nursing needs of patients at an introductory level.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: Admission to the Practical Nursing Program

PN 125 INTRODUCTION TO MENTAL HEALTH

Learning to cope with personal fears and anxieties and the development, of self-understanding is of utmost importance to the practical nursing student. This course is also designed to create within the practical nursing student an awareness of those mental health resources that are available to assist in meeting the physical and mental health needs of the individual. It also 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: Fundamentals of Nursing - PN 121

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 hour — One lecture and two lab hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 128 NURSING PROCEDURES

A continuation of Fundamental of Nursing 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: 2 hours — Four lab hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

PN 129 MEDICAL-SURGICAL NURSING - I

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: Fundamentals of Nursing - PN 121

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: 2 hours — Two lecture hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

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: 2 hours — Two lecture hours per week.

Prerequisite: Fundamentals of Nursing - PN 121

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 — Two lecture hours per week.

Prerequisite: Introduction to Pharmacology 126

PN 137 MEDICAL-SURGICAL NURSING II

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

Credit: 2 hours — Two lecture hours per week.

Prerequisite: Medical-Surgical Nursing I - 129

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

PSY 211 INTRODUCTION TO PSYCHOLOGY T

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

T

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 215 PERSONALITY DYNAMICS

T

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 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

PSY 219 ABNORMAL PSYCHOLOGY

T

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

PSY 224 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

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 brokerage. Such topics as qualifications of the real estate broker, principles of land utilizations, 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.

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 minutes 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 calculator, 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 pre-recorded data from transcription machine into mailable letter. Includes punctuation, spelling, word usage, corrections and other transcription skills.

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

Prerequisite: Beginning Typewriting 121

SEC 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

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

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

Prerequisite: Shorthand and Transcription 224

SEC 226 SECRETARIAL PROCEDURES

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

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

Prerequisite: Typing 121 or the equivalent through proficiency testing

SEC 227 INTRODUCTION TO WORD PROCESSING

A three-hour course which includes instruction in the following areas: word processing concepts and careers; machine transcription, electronic keyboarding/text editing skills; word processing simulation; and word processing management supervision.

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

Prerequisite: Beginning Typing 121

SEC 228 MEDICAL TERMINOLOGY

Development of a medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession 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 a 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 221 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 T

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 122** **INTRODUCTION TO SOCIAL PROBLEMS** **T**
 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
- SOC 212** **SOCIOLOGY** **T**
 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
- SOC 217** **MARRIAGE AND FAMILY** **T**
 The historical development of the American family if 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
- SPA 111** **SPANISH** **T**
 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** **T**
 A continuation of Spanish 111. Increased stress on reading in order to inculcate idiomatic use of the language. Constant oral practice is encouraged.
 Credit: 4 hours — Three lecture and two lab hours per week.
 Prerequisite: Spanish 111
- SPA 211** **SPANISH** **T**
 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** **T**
 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** **T**
 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** **T**
 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 CREATIVE DRAMA

T

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

T

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

T

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

T

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 — Two lecture and two lab hours per week.

Prerequisite: None

SPC 117 READERS THEATER II

T

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

Credit: 1 hour — Two lab hour per week.

Prerequisite: Readers Theater I — 116

SPC 120 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

SPC 121 COMMUNICATION FOR HEARING IMPAIRED II

Review of sign language and fingerspelling learned in SPC 120. 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: SPC 120

SPC 122 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: SPC 121

SPC 210 INTERPERSONAL COMMUNICATIONS T

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 T

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 T

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 THEATER T

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 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 theater.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Forensic Activities 114

SPC 215 FORENSIC ACTIVITIES IV

This course is a continuation of Speech 114.

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 theater 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 theater 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

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: 4 hours — One lecture and 15 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

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 122 MAINTENANCE WELDING

Instruction in all position welds using arc welding processes and equipment, i.e., shielded metal arc welding, T.I.G., M.I.G., submerged arc welding, and fluxcored arc welding. Includes welding safety.

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

Prerequisite: None

WEL 124**ARC WELDING II AND LOW HYDROGEN**

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

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

Prerequisite: Arc Welding I - 123

WEL 125**GAS METAL ARC 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**GAS WELDING AND GAS TUNGSTEN WELDING**

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

Credit: 5 hours — One lecture and eight 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 - 123

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 or 124

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 160**INTRODUCTION TO WELDING**

Instruction in all position welds using arc and gas welding and cutting processes and equipment. Includes welding safety.

Credit: 3 hours — One lecture and four 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 descaling. This course is designed to give the student a working knowledge in heavy equipment repair.

Credit: 1 hours — 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 waste-water 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: 4 hours — One lecture and 15 lab hours per week.

Prerequisite: Instructor Approval

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