



1991-93
College Catalog

SHAWNEE COMMUNITY COLLEGE 1991-1993 CATALOG

Volume XVII



Shawnee Community College
College Road
Ullin, Illinois 62992

(618) 634-2242

"Where the Student is Our Top Priority"

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Director of Academic Opportunity Program

CALENDAR

SUMMER SESSION 1991

Registration Begins	April 15
Last Day to Register Without Late Fee	May 31
Late Registration Begins	June 3
Instruction Begins	June 10
Registration Closes/Last Day to Add Classes	June 12
Mid-Semester	July 3
Holiday - Independence Day	July 4-5
Last Day to Drop Without Academic Penalty	July 8
Final Exams	August 1-2
End of Semester	August 2

FALL SEMESTER 1991

Registration Begins	April 15
Last Day to Register Without Late Fee	August 8
Late Registration Begins	August 9
Faculty Workshop	August 15
Instruction Begins	August 19
Registration Closes/Last Day to Add Classes	August 22
Holiday - Labor Day	September 2
Mid-Semester	October 9
SCC Day (no classes)	October 10
Regional Educators' Institute (no classes)	October 11
Holiday - Columbus	October 14
Last Day to Drop Without Academic Penalty	October 16
Holiday - Veterans' Day	November 11
Holiday - Thanksgiving	November 28-29
Final Exams	December 12,13,16
End of Semester	December 16

SPRING SEMESTER 1992

Registration Begins	November 15, 1991
Last Day to Register Without Late Fee	January 3
Late Registration Begins	January 6
Faculty Workshop	January 9
Instruction Begins	January 10
Registration Closes/Last Day to Add Classes	January 16
Holiday - Martin Luther King's Birthday	January 20
Holiday - Lincoln's Birthday	February 12
Mid-Semester	March 6
Spring Break	March 9-13
Last Day to Drop Without Academic Penalty	March 16
Holiday - Good Friday	April 17
Classes Resume	April 20
Final Exams	May 11-14
Commencement	May 15

SUMMER SESSION 1992

Registration Begins	April 15
Last Day to Register Without Late Fee	May 29
Late Registration Begins	June 1
Instruction Begins	June 8
Registration Closes/Last Day to Add Classes	June 10
Mid-Semester	July 1
Last Day to Drop Without Academic Penalty	July 8
Final Exams	July 30-31
End of Semester	July 31

FALL SEMESTER 1992

Registration Begins	April 15
Last Day to Register Without Late Fee	August 6
Late Registration Begins	August 7
Faculty Workshop	August 18
Instruction Begins	August 19
Registration Closes/Last Day to Add Classes	August 25
Holiday - Labor Day	September 7
Mid-Semester	October 7
SCC Day -(no classes)	October 8
Regional Educator's Institute (no classes)	October 9
Holiday - Columbus Day	October 12
Last Day to Drop Without Academic Penalty	October 16
Holiday - Veterans' Day	November 11
Holiday - Thanksgiving	November 26-27
Final Exams	December 10,11,14
End of Semester	December 14

SPRING SEMESTER 1993

Registration Begins	November 16
Last Day to Register Without Late Fee	December 29
Late Registration Begins	January 4
Faculty Workshop	January 7
Instruction Begins	January 11
Registration Closes/Last Day to Add Classes	January 15
Holiday - Martin Luther King's Birthday	January 18
Holiday - Lincoln's Birthday	February 12
Mid Semester	March 5
Spring Break	March 8-12
Last Day to Drop Without Academic Penalty	March 13
Holiday - Good Friday	April 9
Final Exams	May 10-13
Commencement	May 14

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.

In January of 1991, Dr. Jack D. Hill was appointed as the third president of Shawnee Community College. Dr. Hill has 22 years of community college experience. He shares a common goal with the other employees, and that is to make Shawnee Community College the best it can be for the citizens of the college district.

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.

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 Resource Center. The LRC's collection of more than 40,000 books is increasing annually. The series collection includes 200 periodicals, 10 newspapers, and four 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. 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, Student Lounge. 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 until 7:30 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 clearinghouse for all in-plant training and business seminars conducted by the college.

Students may utilize the center to obtain information on starting and managing a business and financial programs available through federal, state, and local resources.

The center has a resource library to assist businesses and individuals with obtaining information on specific business practices.

The center works closely with various economic development agencies to promote business/industry development and expansion in the college district.

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 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. Day and evening classes are offered on campus and evening classes are offered at several locations throughout the College District each semester. Tuition and fees for these classes are waived and books are provided.

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. Day and evening classes are offered on campus and evening classes are offered at several locations throughout the college district each semester. Tuition and fees for these classes are waived and books are provided.

Literacy Initiative Program

The Literacy Program provides tutors to 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 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.

Community Education

The Shawnee Community College Community Education program is dedicated to the philosophy of promoting lifelong learning. Classes are offered to assist individuals to take advantage of leisure time, improve mental and/or physical fitness and learn a new skill. Classes are also available to assist various businesses and organizations meet mandatory requirements and upgrade the skills of their employees.



HAWNEE
COMMUNITY
COLLEGE



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 student's official 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.

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

Students with a composite score of 18 on the ACT Examination or 21 on the enhanced ACT Examination may be exempt from taking the ASSET exam. All first-time students not qualifying for exemption are required to take the ASSET exam for evaluation of achievement in communication and computation competencies prior to enrolling in college credit programs. Students scoring below established minimum levels on the ASSET Exam are required to enroll in college preparatory instruction.

If you need to take the ASSET exam, 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 more 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 Admission 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 Admission 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 Director of Evening and Special Programs.

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 three years of high school English prior to enrolling in an English course.
3. Shall have successfully completed three 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. Submit satisfactory health reports as determined by physical examinations. (Required only after other admissions criteria are met.)
4. 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 Mental 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. Attend an orientation meeting as requested by the Director of the Associate Degree Nursing Program.
5. Complete his/her admission file on or before April 15 of the year prior to the Fall Semester for which he/she seeks admission.
6. Provide evidence of sound physical health as certified by a physical examination by a licensed physician. (Required only after admission criteria are met)
7. 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 three on the reading test. 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 in more than 18 credit hours, the following guidelines are to be followed:

1. Students with 30 or more credit hours earned at Shawnee Community College and with a grade point average of 3.20 or more may carry up to 21 credit hours.
2. Students with 30 or more credit hours earned at Shawnee Community College 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. Re-admitted students are required to meet degree requirements of the catalog in effect at the time of their initial enrollment unless he/she has interrupted his/her 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 without prior notice 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	Varies
Schedule Change Fee	\$ 1.00
Transcript Fee	\$ 2.00
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 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 class(es). 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 \$2.00 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 adviser 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. No tuition and refundable fees are due the college if an official withdrawal from full-term courses occurs before the first calendar week of the semester. Any payments made by students will be 100% refundable.
3. If an official withdrawal from full-term courses occurs during the first calendar week of the semester, the college is due 25% of related tuition and refundable fees. Any amounts paid by students in excess of that 25% will be refunded.
4. If an official withdrawal from full-term courses occurs during the second calendar week of the semester, the college is due 50% of related tuition and refundable fees. Any amounts paid by students in excess of that 50% will be refunded.
5. If an official withdrawal from full-term courses occurs during the third through the fifth week of the semester calendar, the college is due 75% of related tuition and refundable fees. Any amounts paid by students in excess of that 75% will be refunded.
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 week of classes is permitted without charge of additional tuition.
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 the 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) .
3. Be enrolled in a minimum of 6 semester credit hours of eligible coursework (3 hours during the summer semester.) Community education courses, GED courses, audited courses, certain repeated courses, and courses that cannot be used as credit towards any SCC certificate or degree are not eligible.

NOTE: Courses repeated after a student has received a grade of A, B, C, or D will **NOT** be counted in determining the amount of federally-funded financial aid, including the Pell grant, unless the student is allowed to earn credit for the course more than once. However, the ISAC MAP grant may pay tuition for these courses.

4. Complete and mail any one of the application forms for federal and state Student Financial Aid, and have the data forwarded to the U.S. Department of Education, the Illinois Student Assistance Commission, and Shawnee Community College. The form preferred by SCC is the USAF Singlefile form, which is free for the student.
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.
10. Complete the verification process, if the student has been chosen for verification.

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. Annual student budgets used by Shawnee Community College to assist in determining financial aid are printed in the SCC Student Handbook each year.

Students withdrawing from SCC classes who have received financial aid will be required to be cleared by the Financial Aid Services Office before the withdrawal will be completed. Students who have received loans will be required to complete an Exit Interview. Refunds due to students must be utilized in part to repay student loans and government funds disbursed as financial aid.

More detailed consumer information pertaining to financial aid programs is available in other Shawnee Community College publications, and from the SCC 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 of eligible coursework in a one-year certificate program, or two-year degree program, who have not yet earned a bachelor's degree. To apply, an applicant must file a Student Financial Aid Application 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 the need for any additional information. At the student's request, Pell grants for the summer semester may be awarded to eligible students who have met all requirements; however, this will reduce the amount of the Pell grant for the following spring semester. **Shawnee Community College requires all students requesting ANY type of financial aid, including scholarships, to submit a Pell Grant Student Aid Report.**

Illinois Student Assistance Commission Grants (ISAC)

Monetary Award - Provides gift money for payment toward tuition and activity fees to eligible students who are Illinois residents. Students must indicate on the Pell grant application that they want the information forwarded to their state of residence in order to also apply for the state grant.

MRS Scholarships - Graduating high school students ranking in the top 5% of their graduating class may be awarded scholarships of up to \$1,000 for attendance at a public Illinois college or university (including Shawnee Community College).

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 to individual students during each academic year. All students who apply for a Pell Grant and submit a valid Student Aid Report have applied for the SEOG grant, which must be 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:

VALEDICTORIAN/SALUTATORIAN SCHOLARSHIPS. Awarded to graduating high school seniors from each district high school who have been named as "Valedictorian" and "Salutatorian"

SCC SCHOLARSHIP - Awarded to high-ranking graduating senior from district high schools.

AWARD OF EXCELLENCE. Awarded to a designated number of students each year who have submitted the highest ACT scores. A composite ACT score of 21 or better is required to apply.

DEAN'S SCHOLARSHIP. Competitive scholarships awarded to: 1) Non-Traditional students (age 20 or over) who have completed a minimum of 12 semester hours at SCC with a 3.25 or higher cumulative grade point average, and, 2) Students who have completed a GED at SCC in the year preceding the award, and achieved a minimum GED test score of 250.

FACULTY SCHOLARSHIP. Awarded to one student in each of four Divisions (Math/Science, Allied Health, Business/Technology/Occupational and Social Science/Humanities/Communication), as selected by the faculty within the respective Division. Based upon cumulative grade point average (3.25 minimum), leadership capabilities, and involvement in extracurricular activities.

INTERCOLLEGIATE SCHOLARSHIP. Awarded to outstanding participants in intercollegiate competition, including athletics (men's and women's basketball, men's baseball, women's softball), Forensics, College Bowl, Art, and Music.

ROTC TRANSFER SCHOLARSHIPS - Each year SCC may award three ROTC scholarships to SCC students graduating with an Associate Degree and planning to attend a public Illinois university as a member of the Reserve Officer Training Corps. Award covers tuition and fees during the junior and senior years at a four-year university.

NEW FOUNDATION SCHOLARSHIPS

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. 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.

BALD CYPRESS CHAPTER OF WATERFOWL, U.S.A. SCHOLARSHIP - Awarded to a Wildlife Technology student who is a district resident. Award to be used for educational expenses.

ALLIED-SIGNAL NURSING SCHOLARSHIPS - Awarded to two Massac County nursing students, one from the LPN program and one from the ADN program. \$1,000 to be used for educational expenses.

AWARD OF EXCELLENCE AND DEAN'S SCHOLARSHIPS - are also sponsored by the SCC Foundation. See guidelines for these scholarships on page 27.

Various other scholarships that are not awarded through the college or the foundation may be available from civic and fraternal organizations (e.g. Elk's clubs, Rotary International, etc). Students should seek out reference materials on scholarships in the SCC Career Resource Center and in the Learning Resource Center, as well as contact organizations directly for information on their scholarships.

WORK-STUDY PROGRAMS

Part-time student employment for 6-15 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.

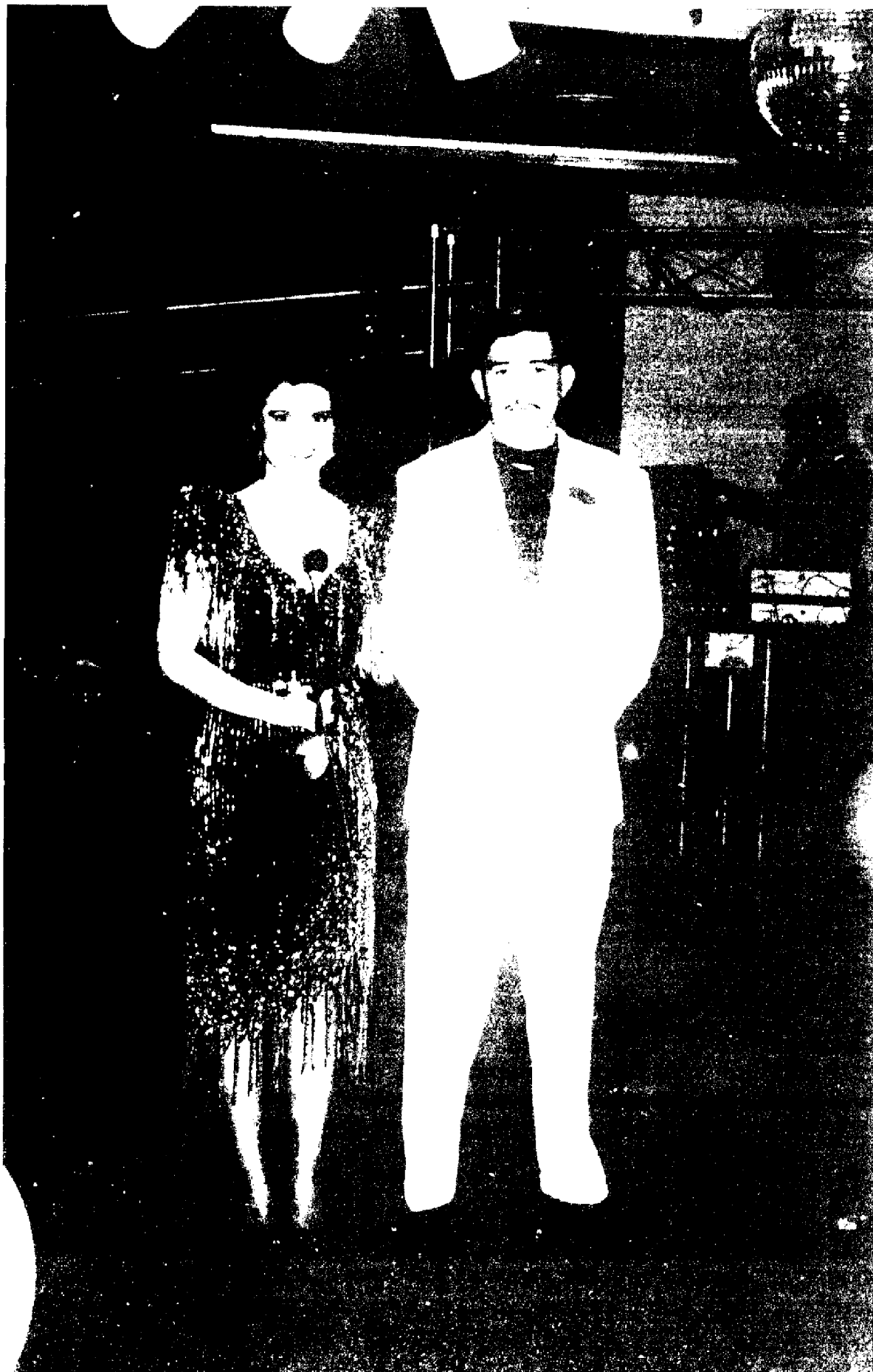
Detailed information and applications are available in the Financial Aid Services Office. A Student Aid Report (SAR) and Shawnee Community College Financial Aid application must be submitted prior to applying for a loan.

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, Project Chance, Upward Mobility, 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 adviser 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 advisers should contact a counselor for assistance. Students should confer each semester with their faculty advisers 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 find and 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

The Special Needs Office provides assistance to qualifying students in the areas of: (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.

CAREER RESOURCE CENTER

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

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

Shawnee Community College is committed to nurturing self-direction and personal responsibility in assisting those registered with the center in their career planning and placement goals. Our purpose is not to guarantee employment for you, but rather to provide a variety of programs and services which will assist you in determining and implementing your career and educational choices such as:

- help in devising an efficient job-search strategy
- exploration of current job opportunities through area job bulletins
- resume critiquing and resume software made available
- providing linkage between business and students
- on-campus recruitment
- reference materials
- university transfer assistance
- assistance in career planning
- career/job fairs
- university recruitment days
- one-on-one consultation

The Career Resource Center also keeps students, faculty and departments informed about present supply and demand trends.

EDUCATIONAL INTERNSHIPS

An educational internship offers the student a unique opportunity to combine formal learning experiences by an on the job training work setting. Students assume responsibility for achieving the appropriate learning outcomes while working under the supervision of an SCC staff person and one or more recognized professionals in the work setting.

This experience takes place during a student's last semester prior to graduation. Students are required to complete 225 hours in a work setting related to the student's degree or certificate program. In addition, one hour of lecture per week on basic job search skills is required.

Shawnee Community College requires internship experiences for many of its "Occupational Certificates" and Associate of Applied Science Degree programs. Students may or may not receive payment for their work experience. This will be at the discretion of the employer providing the internship training. Four semester hours of credit are awarded for successfully completing an internship.

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
Social Service Technology Club
Wildlife Technology Club

Student Publications

The college newspaper, "The Tempo", is under the guidance of a faculty adviser 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 Saginaw Michigan, in March 1987 and sixth in March 1990.

ACADEMIC OPPORTUNITY PROGRAM

(Student Support Services)

The Academic Opportunity Program is a new service being offered at Shawnee Community College. Students who meet the admission requirements will be accepted into the program. Requirements for admission to the program include:

1. Economically disadvantaged
2. The son/daughter of parents who did not receive a bachelor's degree
3. Student who has a physical disability

(Student must meet only one of the above requirements to participate.)

The Academic Opportunity Program provides a wide range of services including:

1. Assistance in obtaining financial aid
2. Assistance in developing study plans
3. Academic progress evaluations
4. Career, academic and personal counseling
5. Tutoring in all academic areas
6. Cultural enrichment
7. Personal growth and study skills workshops





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
**S	--	Satisfactory	0
**U	--	Unsatisfactory	0
W	—	Withdrawal from class after mid-term but by the academic penalty date	0
Au	—	Audit	0

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

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

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. Special tuition and fees may be requested for audited courses.

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 \$2.00 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 Admissions and Records. Federal legislation (Family Education Rights and Privacy Act, Public Law 93-380) has been enacted which intends to protect the privacy of students and includes requirements governing access to information concerning individual students. The intent of this legislation is in accord with the college's policy which states that "every endeavor will be made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes".

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

Students 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 follows:

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

In 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 to receive his/her initials on 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 advisers and counselors are available to assist students with the transfer process.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

The college accepts credit only from accredited institutions. The college accepts 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

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 adviser 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 adviser or a college counselor as soon as possible after admission to the college.

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

Associate of Arts or Associate of Science Degree

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

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.

The AA degree, emphasizing the social sciences and humanities, provides the first two years of a Bachelor of Arts degree. A minimum of forty-two (42) general education credit hours from six (6) areas are required for the AA degree. Those areas and hours are as follows:

1. COMMUNICATION Minimum 9 Semester Hours
 - a. English: ENG 111, ENG 112
 - b. Speech: SPC 111

- *2. HUMANITIES Minimum 9 Semester Hours

Options must be selected from at least two (2) different disciplines. Foreign language is strongly recommended.

 - a. Art: ART 114, ART 117
 - b. Literature: LIT 211, LIT 212, LIT 213, LIT 214, LIT 215, LIT 216, LIT 217, LIT 218
 - c. Philosophy: PHI 215, PHI 216
 - d. Music: MUS 112, MUS 113, MUS 115, MUS 118
 - e. Foreign Language: German, French, Spanish - two consecutive courses of a foreign language for which prerequisites have been met
 - **f. History: HIS 116, HIS 117, HIS 214, His 215

- *3. SOCIAL SCIENCE Minimum 9 Semester Hours

Options must be selected from at least two (2) different disciplines.

 - a. Psychology: PSY 211
 - b. Government: GOV 117
 - c. Economics: ECO 211, ECO 212
 - d. Sociology: SOC 212
 - e. Anthropology: ANT 216
 - f. Geography: GRY 214
 - **g. History: HIS 116, HIS 117, HIS 214, HIS 215, HIS 216, HIS 217

- * A total of 21 semester hours is required within the humanities and social science areas.**
**** History courses may be counted as humanities or social sciences, but only one or the other.**

4. MATHEMATICS Minimum 3 Semester Hours
 - ***a. Intermediate Algebra: MAT 114
 - b. Mathematics: MAT 116, MAT 117, MAT 118, MAT 119, MAT 210, MAT 211, MAT 212, MAT 213
 - **** MAT 111, MAT 112

*** May not meet the minimum requirements of some senior institutions.
****These courses should be taken only by those students pursuing a degree in education at SIU-C.

5. SCIENCES Minimum 8 Semester Hours
 - a. Life Sciences: BIO 111, BIO 112, BIO 210, BIO 211, BIO 212, BIO 213, BIO 214, BIO 215, BIO 216
 - b. Physical Sciences: PHS 111, PHS 112, CHE 114, CHE 115, PHY 216, PHY 217, PHY 218, PHY 219, GEO 213, AST 111

6. SEMINAR 1 Semester Hour

Personal Career Development: SEM 111

The AS degree, emphasizing mathematics and the sciences, provides the first two years of a Bachelor of Science degree. A minimum of forty - two (42) general education credit hours from six (6) areas are required for the AS degree. Those areas and hours are as follows:

1. COMMUNICATIONS Minimum 9 Semester Hours
 - a. English: ENG 111, ENG 112
 - b. Speech: SPC 111
- *2. HUMANITIES Minimum 6 Semester Hours

Options must be selected from at least two (2) different disciplines.

 - a. Art: ART 114 or ART 117
 - b. Literature: LIT 211, LIT 212, LIT 213, LIT 214, LIT 215
LIT 216, LIT 217, LIT 218
 - c. Philosophy: PHI 215 , PHI 216
 - d. Music: MUS 112, MUS 113, MUS 115, MUS 118
 - e. Foreign Language: German, French, Spanish - Two consecutive courses of a foreign language for which prerequisites have been met
 - *f. History: HIS 116, HIS 117, HIS 214, HIS 215
3. SOCIAL SCIENCE Minimum 6 Semester Hours

Options must be selected from at least two (2) different disciplines.

 - a. Psychology: PSY 211
 - b. Government: GOV 117
 - c. Economics: ECO 211, ECO 212
 - d. Sociology: SOC 212
 - e. Anthropology: ANT 216
 - f. Geography: GRY 214
 - *g. History: HIS 116, HIS 117, HIS 214, HIS 215, HIS 216, HIS 217

* History courses may be counted as humanities or social science, but only one or the other.
4. MATHEMATICS Minimum 8 Semester Hours
 - a. Math: MAT 116, MAT 117, MAT 118, MAT 119, MAT 210,
MAT 211, MAT 212, MAT 213,
5. SCIENCE Minimum of 12 Semester Hours
 - a. Life Science: BIO 111, BIO 112, BIO 211, BIO 212, BIO 213, BIO 214,
BIO 215, BIO 216
 - b. Physical Science: PHS 111, PHS 112, CHE 114, CHE 115, PHY 216,
PHY 217, PHY 218, PHY 219, GEO 213, AST 111
6. SEMINAR 1 Semester Hour

Personal Career Development: SEM 111

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 adviser 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 ensure 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	4
ART 111	Drawing I	3
**ART 114	Art Appreciation	3
	Social Science Requirement	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
ART 113	Pottery and Sculpture	3
ART 212	Painting II	3
	Life or Physical Science Requirement	4
	Elective	2
	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 Elective	3
	Social Science Requirement	2
	TOTAL HOURS	17

SECOND SEMESTER

ART 115	Design and Crafts	3
	Physical Science Requirement	4
	Social Science Requirement	3
	Humanities Requirement (non-art)	3
	Elective	2
	TOTAL HOURS	16

**ART 117 is recommended for ART majors

* MAT 116 is required at Southeast Missouri State University

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
SPC 111	Speech	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

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
LIT 211	Introduction to Poetry	3
	Life Science Requirement	4
*MAT 114	Intermediate Algebra	4
LIT 216	American Literature	3
PSY 211	Introduction to Psychology	2
	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
ART/MUSIC	Appreciation	2
	TOTAL HOURS	16

SECOND SEMESTER

	Physical Science Requirement	4
SPC 112	Speech	3
LIT 212 or	Modern Fiction or	
LIT 218	World Literature	3
PHI 215	Philosophy	3
LIT 217	American Literature	2
	TOTAL HOURS	16

* MAT 116 is required at Southeast Missouri State University.

ECONOMICS

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
*MAT 114 Intermediate Algebra	4	
Life Science Requirement	4	
GOV 117 Introduction to American Government	3	
**Humanities Elective	3	
SEM 111 Personal Career Development	1	
TOTAL HOURS	18	

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 is required for students planning to attend Southeast Missouri State University.

**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 Composition	3	
*MAT 114 Intermediate Algebra	4	
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	18	

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 required for students planning to attend Southeast Missouri State University

**A minimum of 12 hours in one language.

HISTORY

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	4
HIS 116	Western Civilization	3
GOV 117	Introduction to American Government	3
Humanities Requirement (Foreign Language suggested)		3/4
SEM 111	Personal Career Development	1
TOTAL HOURS		17/18

SECOND SEMESTER

ENG 112	English Composition	3
HIS 117	Western Civilization	3
ANT 216	Anthropology	3
SOC 212	Sociology	3
Humanities Requirement (Foreign Language suggested)		3/4
TOTAL HOURS		15/16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
HIS 214	History of the United States	3
ECO 211	Economics	3
GRY 214	Introduction to Physical Geography	3
Life Science Requirement		4
TOTAL HOURS		16

SECOND SEMESTER

HIS 215	History of the United States	3
LIT 218	World Literature	3
PHI 215	Philosophy	3
ECO 212	Economics	3
Physical Science Requirements		4
TOTAL HOURS		16

*MAT 116 is required for students planning to attend Southeast Missouri State University

MUSIC

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	4
Humanities Requirement (non-Music)		3
MUS 113	Harmony, Ear Training and Sight Singing I	4
MUS 117	Private Study	1
SEM 111	Personal Career Development	1
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
Social Studies Requirement		3
Humanities Requirement (non-music)		3
MUS 114	Harmony, Ear Training and Sight Singing II	4
MUS 118	Survey of Music Literature	3
MUS 117	Private Study	1
TOTAL HOURS		17

Recommend: 4 semesters - Ensemble and
4 semesters - Applied Class

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
Life Science Requirement		4
PSY 211	Introduction to Psychology	3
MUS 213	Harmony, Ear Training and Sight Singing III	4
MUS 117	Private Study	1
TOTAL HOURS		15

SECOND SEMESTER

Physical Science Requirement		4
Social Science Requirement		3
MUS 214	Harmony, Ear Training and Sight Singing IV	4
LIT 218	World Literature	3
MUS 117	Private Study	1
TOTAL HOURS		15

*MAT 116 is required for students planning to attend Southeast Missouri State University.

PHILOSOPHY

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	4
HIS 116	Western Civilization	3
Humanities Requirement		3
Science Requirement		4
SEM 111	Personal Career Development	1
TOTAL HOURS		18

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
PHI 216	Logic	3
GOV 117	Introduction to American Government	3
Life Science Requirement		4
PSY 211	Introduction to Psychology	2
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
PHI 215	Philosophy	3
HIS 117	Western Civilization	3
LIT 218	World Literature	3
HLT 111	Health	2
Electives		1
TOTAL HOURS		15

SECOND SEMESTER

ANT 216	Anthropology	3
SOC 212	Sociology	3
Physical Science Requirement		4
HIS 217	History of Eastern Civilization	3
Elective		2
TOTAL HOURS		16

*MAT 116 is required for students planning to attend Southeast Missouri State University

POLITICAL SCIENCE

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	4
HIS 116	Western Civilization	3
GOV 117	Introduction to American Government	3
Humanities Requirement		3
SEM 111	Personal Career Development	1
TOTAL HOURS		17

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
Humanities Requirement		3
HIS 214	History of the United States	3
PSY 211	Introduction to Psychology	3
Life Science Requirement		4
ECO 211	Economics	2
TOTAL HOURS		16

SECOND SEMESTER

ENG 112	English Composition	3
HIS 117	Western Civilization	3
GOV 118	Comparative Government	3
SOC 212	Sociology	3
SPC 111	Speech	3
Elective		1/2
TOTAL HOURS		16/18

SECOND SEMESTER

HIS 215	History of the United States	3
ECO 212	Economics	3
LIT 218	World Literature	3
ANT 216	Anthropology	3
Physical Science Requirement		4
TOTAL HOURS		16

*MAT 116 is required for students planning to attend Southeast Missouri State University

PSYCHOLOGY

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
*MAT 114 Intermediate Algebra	4	
Life Science Requirement	4	
PSY 211 Introduction to Psychology	3	
HIS 216 Western Civilization	3	
SEM 111 Personal Career Development	1	
TOTAL HOURS	18	

SECOND SEMESTER

ENG 112 English Composition	3	
Physical Science Requirement	4	
Elective	3	
HIS 117 Western Civilization	3	
SOC 212 Sociology	2	
TOTAL HOURS	16	

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111 Speech	3	
Elective	3	
MAT 210 General Elem. Statistics	3	
ANT 216 Anthropology	3	
**Humanities Requirement	3/4	
TOTAL HOURS	15/16	

SECOND SEMESTER

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

*MAT 116 is required for students planning to attend Southeast Missouri State University.

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

SPEECH

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
SPC 111 Speech	3	
SPC 114 Forensics I	1	
*MAT 114 Intermediate Algebra	4	
Social Science Requirement	3	
Elective	3	
SEM 111 Personal Career Development	1	
TOTAL HOURS	18	

SECOND SEMESTER

ENG 112 English Composition	3	
SPC 112 Oral Interpretation	3	
SPC 115 Forensics II	1	
Humanities Requirement	3	
Social Science Requirement	3	
Elective	2	
TOTAL HOURS	15	

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 113 Creative Drama	3	
SPC 210 Interpersonal Communication	3	
SPC 214 Forensics III	1	
PHI 215 Philosophy	3	
Life Science Requirement	4	
Elective	2	
TOTAL HOURS	17	

SECOND SEMESTER

LIT 218 World Literature	3	
SPC 215 Forensics IV	1	
Social Science Requirement	3	
Physical Science Requirement	4	
Electives	6	
TOTAL HOURS	17	

*MAT 116 is required for students planning to attend Southeast Missouri State University.

SOCIOLOGY

FRESHMAN YEAR

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

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111	Speech	3
	Life Science Requirement	4
SOC 122	Introduction to Social Problems	3
	Humanities Requirement	3
	Elective	2
	TOTAL HOURS	16

SECOND SEMESTER

ENG 112	English Composition	3
GOV 117	Introduction to American Government	3
MAT 210	General Elem. Statistics	3
	Electives	6
	TOTAL HOURS	15

SECOND SEMESTER

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

*MAT 116 is required for students planning to attend Southeast Missouri State University.

CRIMINAL JUSTICE

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
*MAT 114	Intermediate Algebra	4
	Life Science Requirement	4
CLE 123	Introduction to Crime Control	3
**Humanities Requirement		3
SEM 111	Personal Career Development	1
	TOTAL HOURS	18

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
	Elective	2
	TOTAL HOURS	15

SECOND SEMESTER

ENG 112	English Composition	3
	Physical Science Requirement	4
CLE 115	Interpersonal Relations	3
** Humanities Requirement		3
MAT 210	General Elem. Statistics	3
	TOTAL HOURS	16

SECOND SEMESTER

CLE 211	Criminal Law II	3
PSY 219	Abnormal Psychology	3
SOC 212	Sociology	3
GOV 117	Introduction to American Government	3
	Soc. Sci./Humanities Elective	2
	TOTAL HOURS	15

*MAT 116 is required for students planning to attend Southeast Missouri State University.

**Foreign Language is required for students planning to attend SIU-C.

EDUCATION, ELEMENTARY

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER	Semester Hours		FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3	SPC 111	Speech	3
*MAT 111	Math for Elem. Teachers I	3	PSY 211	Introduction to Psychology	3
GOV 117	Introduction to American Government	3	HIS 214	History of the United States	3
	Life Science Requirement	4		Physical Science Requirement	4
MUS 115	Music Appreciation	3		Elective	2
SEM 111	Personal Career Development	1		PE Elective	1
	TOTAL HOURS	17		TOTAL HOURS	16
SECOND SEMESTER			SECOND SEMESTER		
ENG 112	English Composition	3		Literature Requirement	3
MAT 112	Math for Elem. Teachers II	3	HIS 215	History of the United States	3
	Life or Physical Science Requirement	4	HLT 111	Health	2
ART 114	Art Appreciation	3		Elective	3
	Elective	3	HIS 217	History of Eastern Civilizations	3
PE Elective		1	SOC 212	Sociology	2
	TOTAL HOURS	17		TOTAL HOURS	17

*MAT 116 is required for students planning to attend Southeast Missouri State University.

EDUCATION, HIGH SCHOOL

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	4	PSY 211	Introduction to Psychology	3
	Elective	2	HIS 214	History of the United States	3
GOV 117	Introduction to American Government	3		Social Science Requirement	3
	Life Science Requirement	4		Science Requirement	4
SEM 111	Personal Career Development	1		PE Elective	1
	TOTAL HOURS	17		TOTAL HOURS	17
SECOND SEMESTER			SECOND SEMESTER		
ENG 112	English Composition	3		Literature Requirement	3
	Physical Science Requirement	4	HIS 215	History of the United States	3
	Humanities Requirement	3	HIS 217	History of Eastern Civilization	3
	Math Requirement	3/5	HLT 111	Health	2
	PE Elective	1		Electives	6
	TOTAL HOURS	14\16		TOTAL HOURS	17

*MAT 116 is required for students planning to attend Southeast Missouri State University.

SOCIAL WORK

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 English Composition	3
*MAT 114 Intermediate Algebra	4
HLT 111 Health	2
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
ECO 211 Economics	3
Humanities Requirement	3
Elective	4
TOTAL HOURS	16

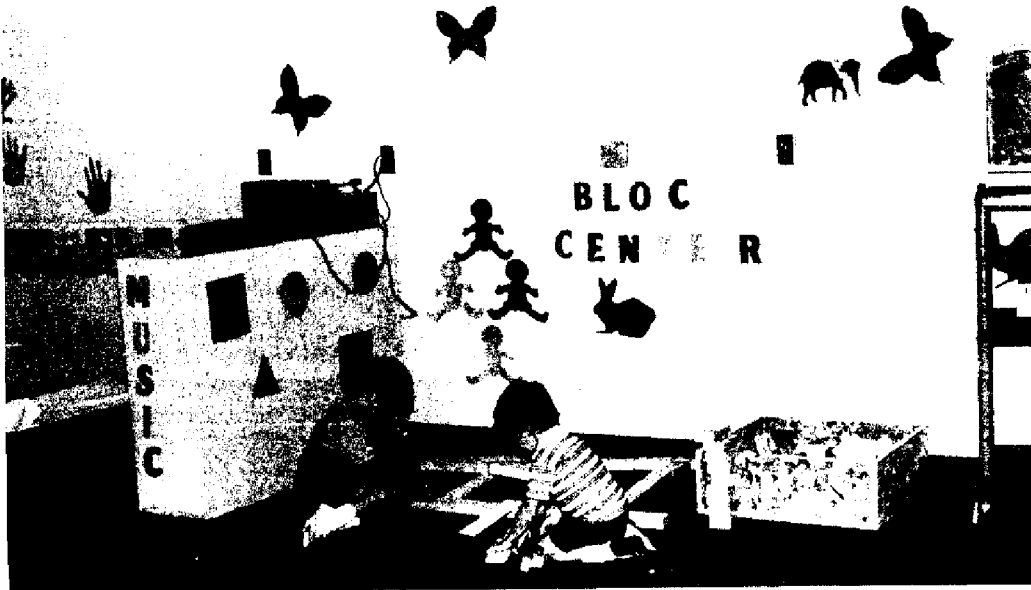
SECOND SEMESTER

ENG 112 English Composition	3
SW 121 Introduction to Social Work	3
Physical Science Requirement	4
Humanities Requirement	3
MAT 210 General Elem. Statistics	3
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 is required for students planning to attend Southeast Missouri State University.



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

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	3
TOTAL HOURS		17

SECOND SEMESTER

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

SECOND SEMESTER

BIO 213	Botany	4
MAT 119 or MAT 210		
Finite Math or General Elem. Statistics		3
Electives		5
Humanities Requirement		3
TOTAL HOURS		15

*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
MAT 118	Trigonometry	2
SEM 111	Personal Career Development	1
TOTAL HOURS		18

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
SPC 111	Speech	3
BIO 210	Introduction to Anatomy	4
CHE 211	Organic Chemistry I	4
**Humanities Requirement		3
PHY 216	University Physics I	4
TOTAL HOURS		18

SECOND SEMESTER

ENG 112	English Composition	3
BIO 112	Biology	4
PSY 211	Introduction to Psychology	3
Social Science Requirement		3
CHE 115	Inorganic Chemistry and Qualitative Analysis	5
TOTAL HOURS		18

SECOND SEMESTER

*BIO 211 or BIO 216 Environmental Biology or Introduction to Zoology		4
MAT 117	Analytic Geometry and Calculus I	5
** Humanities Requirement		3
*BIO 215	Introduction to Physiology	4
TOTAL HOURS		16

* A student in environmental science areas may substitute BIO 214 and/or BIO 217 for these courses.

**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

SECOND SEMESTER

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

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
	Science Requirement	<u>3/4</u>
	TOTAL HOURS	16/17

SECOND SEMESTER

ECO 212	Economics	3
ACC 112	Accounting	4
BUS 219	Business Computer Systems	4
**MAT 210	General Elementary Statistics	3
	Elective	2
	TOTAL HOURS	17

*MAT 118 is recommended for students planning to attend Southeast Missouri State University.
**MAT 117 is recommended for students planning to attend Southeast Missouri State University.

CHEMISTRY

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
BIO 111	Introduction to Biology	4
SEM 111	Personal Career Development	1
	TOTAL HOURS	18

SECOND SEMESTER

MAT 117	Analytic Geometry and Calculus I	5
ENG 112	English Composition	3
CHE 115	Inorganic Chemistry and Qualitative Analysis	5
	Social Science Requirement(Suggested PSY 211 Introduction to Psychology)	3
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
MAT 211	Analytic Geometry and Calculus II	5
SPC 111	Speech	3
CHE 211	Organic Chemistry	4
	*Humanities Requirement	3
	Social Science Requirement	3
	TOTAL HOURS	18

SECOND SEMESTER

**CHE 212	Organic Chemistry	4
	*Humanities Requirement	3
Mat 213	Differential Equations	3
MAT 212	Analytic Geometry and Calculus III	<u>5</u>
	TOTAL HOURS	15

*Foreign language recommended for students planning to attend SIU-C.
**Other courses that would strengthen this degree: COM 210, Scientific Fortran Programming;
PHY 216, University Physics I and PHY 217, University Physics II.

MATHEMATICS

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
MAT 116 College Algebra	3	
MAT 118 Trigonometry	2	
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 I	5	
Science Requirement	4	
**Humanities Requirement	3	
TOTAL HOURS	15	

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
Social Science Requirement	3
MAT 211 Analytic Geometry and Calculus II	5
MAT 210 General Elem. Statistics	3
Science Requirement	4/5
TOTAL HOURS	15/16

SECOND SEMESTER

MAT 212 Analytic Geometry and Calculus III	5
MAT 213 Differential Equations	3
SPC 111 Speech	3
COM 210 Scientific Fortran Programming	3
Social Science Requirement	3
TOTAL HOURS	17

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

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 I	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 II	5
PHY 216 University Physics I	4
Humanities Requirement	3
Elective	1
TOTAL HOURS	16

SECOND SEMESTER

MAT 212 Analytic Geometry and Calculus III	5
PHY 217 University Physics II	4
PHY 219 Statics	3
Social Science Requirement	3
TOTAL HOURS	15

* Other courses that would strengthen this degree are: COM 210 - Scientific Fortran Programming, DRA 117 - Engineering Graphics, MAT 213 - Differential Equations, and PHY 218 - Thermodynamics.

ENGINEERING

FRESHMAN YEAR

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

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
MAT 211	Analytic Geometry and Calculus II	5
PHY 216	University Physics I	4
SPC 111	Speech	3
DRA 117	Engineering Graphics	4
Humanities Requirement		3
TOTAL HOURS		19

SECOND SEMESTER

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

SECOND SEMESTER

MAT 212	Analytic Geometry and Calculus III	5
MAT 213	Differential Equations	3
PHY 217	University Physics II	4
PHY 219	Statics	3
Social Science Requirement		3
TOTAL HOURS		18

*Other courses that would strengthen this degree are: COM 210 - Scientific Fortran Programming and PHY 218 - Thermodynamics.

PRE-PROFESSIONAL SCIENCES

(Dentistry, Medicine, Pharmacy, Veterinary Science)

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111	English Composition	3
BIO 111 or BIO 210	Introduction to Biology or Introduction to Anatomy	4
CHE 114	Inorganic Chemistry	5
MAT 116	College Algebra	3
MAT 118	Trigonometry	2
SEM 111	Personal Career Development	1
TOTAL HOURS		18

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
PHY 216	University Physics I	4
SPC 111	Speech	3
CHE 211	Organic Chemistry I	5
Social Science Requirement (suggested PSY 211 Introduction to Psychology)		3
**Humanities Requirement		2
TOTAL HOURS		18

SECOND SEMESTER

ENG 112	English Composition	3
*BIO 215	Introduction to Physiology	4
CHE 115	Inorganic Chemistry & Qualitative Analysis	5
MAT 117	Analytical Geometry and Calculus I	5
TOTAL HOURS		17

SECOND SEMESTER

PHY 217	University Physics II	4
CHE 212	Organic Chemistry II	5
**Humanities Requirement		3
Social Science Requirement		3
TOTAL HOURS		15

* Pharmacy students may need to replace this course depending on its acceptability at the transfer institution.

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

*** Other courses that would strengthen this degree are: COM 210 - Scientific Fortran Programming, MAT 211 - Analytic Geometry and Calculus II, MAT 212 - Analytic Geometry and Calculus III, HLT 111 - Health.

COMPUTER SCIENCE/MATHEMATICS FUNCTIONAL

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 111 English Composition	3	
MAT 116 College Algebra	3	
MAT 118 Trigonometry	2	
BUS 219 Business Computer Systems	4	
BIO 111 Introduction to Biology	4	
SEM 111 Personal Career Development	1	
TOTAL HOURS	17	

SECOND SEMESTER

ENG 112 English Composition	3	
Physical Science Requirement	4	
MAT 117 Analytic Geometry and Calculus I	5	
Humanities Requirement	3	
Social Science Requirement (Suggested PSY 211 Introduction to Psychology)	3	
TOTAL HOURS	18	

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111 Speech	3	
MAT 211 Analytic Geometry and Calculus II	5	
COM 210 Scientific FORTRAN Programming	3	
COM 224 PASCAL	3	
Humanities Requirement	3	
TOTAL HOURS	17	

SECOND SEMESTER

MAT 212 Analytic Geometry and Calculus III	5	
COM 229 PASCAL II	3	
Science Requirement	4	
Social Science Requirement	3	
TOTAL HOURS	15	

Recommend: COM 222 Computer Logic as elective credit
(Not recommended for Computer Information Systems major)

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 occupational or a baccalaureate-oriented program.
2. Provide students with opportunities to explore their potential abilities and interests through a program of liberal studies.

NOTE: Selected courses within the program may be transferable.

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

1. Successful completion of sixty-four (64) hours of college credit.
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College.
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College.
4. (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

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 employces 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.

LESS THAN ONE YEAR CERTIFICATES

Stand Alones:

COS 230	Advanced Cosmetology
CPR 120	Cardiopulmonary Resuscitation
DRV 166	Truck Driving
EMT 161	Emergency Medical Technician Refresher
ERT 160	Emergency Rescue Technician
FOS 121	Food Service Sanitation
HLT 125	First Aid
MET 160	Medical Emergency Technology
PN 118	First Responder
PN 120	Basic Nurse Assistant
PN 165	Physical Therapy Rehabilitation

Group Certificates:

BEL	161	Basic Electricity
ELT	162	Air Conditioning & Refrigeration I
ELT	163	Air Conditioning & Refrigeration II
HEA	160	Heating

(REFRIGERATION & HEATING CERTIFICATE)

ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE 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 115	Animal Science	3
ENG 124	Career English	3
MAT 121 or MAT 114		
	Technical Math or Intermediate Algebra	3/4
SEM 111	Personal Career Development	1
	Elective	3
	TOTAL HOURS	16/17

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
BUS 238	Principles of Sales	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	Career English	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
PSY 224	Practical Psychology	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.

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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	Career English	3
HLT 111	Health	2
MAT 121 or MAT 114		
Technical Math	or Intermediate Algebra	3/4
SEM 111	Personal Career Development	1
	Elective	1
	TOTAL HOURS	16/17

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
AGR 225	Introduction to Forestry	3
AGR 230	Application and Use of Agriculture Chemicals	3
AGR 227	Introduction to Wildlife	3
SPC 111	Speech	3
	Elective	2
	TOTAL HOURS	15

SECOND SEMESTER

SECOND SEMESTER		
AGR 113	Soil Science	3
AGR 116	Agriculture Economics	3
AGR 117	Conservation of Natural Resources	3
BIO 111	Introduction to Biology	4
ENG 125	Career English	3
	TOTAL HOURS	16

BUS 219	Business Computer Systems	4
BIO 112	Biology	4
AGR 297	Agriculture Internship	4
PSY 224	Practical Psychology	3
	Elective	2
	TOTAL HOURS	17

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 224	Ag. Power Operation and Maintenance	1
BIO 111	Introduction to Biology	4
ENG 124	Career English	3
MAT 121 or MAT 114	Technical Math or Intermediate Algebra	3/4
AGR 227	Introduction to Wildlife	3
SEM 111	Personal Career Development	1
TOTAL HOURS		15/16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
AGR 225	Introduction to Forestry	3
AGR 112	Crop Science	3
AGR 230	Application & Use of Agriculture Chemicals	3
BUS 219	Business Computer Systems	4
BIO 217	Fisheries Management	3
TOTAL HOURS		16

SECOND SEMESTER

AGR 117	Conservation of Natural Resources	3
AGR 228	Wildlife Management	3
SUR 120	Introduction to Surveying	3
ENG 125	Career English	3
AGR 234	Outdoor Recreation and Park Management	3
Elective		1
TOTAL HOURS		16

SECOND SEMESTER

AGR 229	Wildlife Management II	3
AGR 113	Soil Science	3
BIO 112	Biology	4
CLE 219	Criminal Law	3
AGR 296	Internship	4
TOTAL HOURS		17

(ENG 111 in lieu of ENG 124 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 intergral 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
	TOTAL HOURS	7

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 NCLEX-PN 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 is offered through the Southern Illinois Collegiate Common Market. 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			SECOND SEMESTER		
		Semester Hours			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	3	ADN 237	Psychiatric Nursing Interventions	3
	TOTAL HOURS	16	ADN 238	Cardiovascular Nursing Interventions	3
				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
BIO 111	Introduction to Biology	4
BUS 219	Business Computer Systems	4
SEC 121 or SEC 122	Beginning Typewriting or Intermediate Typewriting	3
SEC 228	Medical Terminology	3
SEM 111	Personal Career Development	1
	TOTAL HOURS	18

SECOND SEMESTER

*MRS 102	Health Record System	3
*MRS 103	Health Record System Lab	1
BIO 212	Anatomy and Physiology	3
*MRS 104	Advanced Medical Terminology	3
*MRS 105	Medical Transcription	3
*MRS 215	Fund. of Medical Science	4
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
*MRS 201	Health Data and Statistics	2
*MRS 202	Clinical Practicum	2
*MRS 203	Management in Health Care	2
*MRS 204	Coding	4
ENG 111	English Composition	3
*MRS 211	Medical Legal Aspects	3
	TOTAL HOURS	16

SECOND SEMESTER

*MRS 210	Clinical applications of Health Data	2
*MRS 212	UR/QA/Risk Management	3
*MRS 213	Clinical Practicum II	2
*MRS 214	Medical Records in Non-Traditional Setting	2
ENG 112	English Composition	3
MAT 114	Intermediate Algebra	4
	TOTAL HOURS	16

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

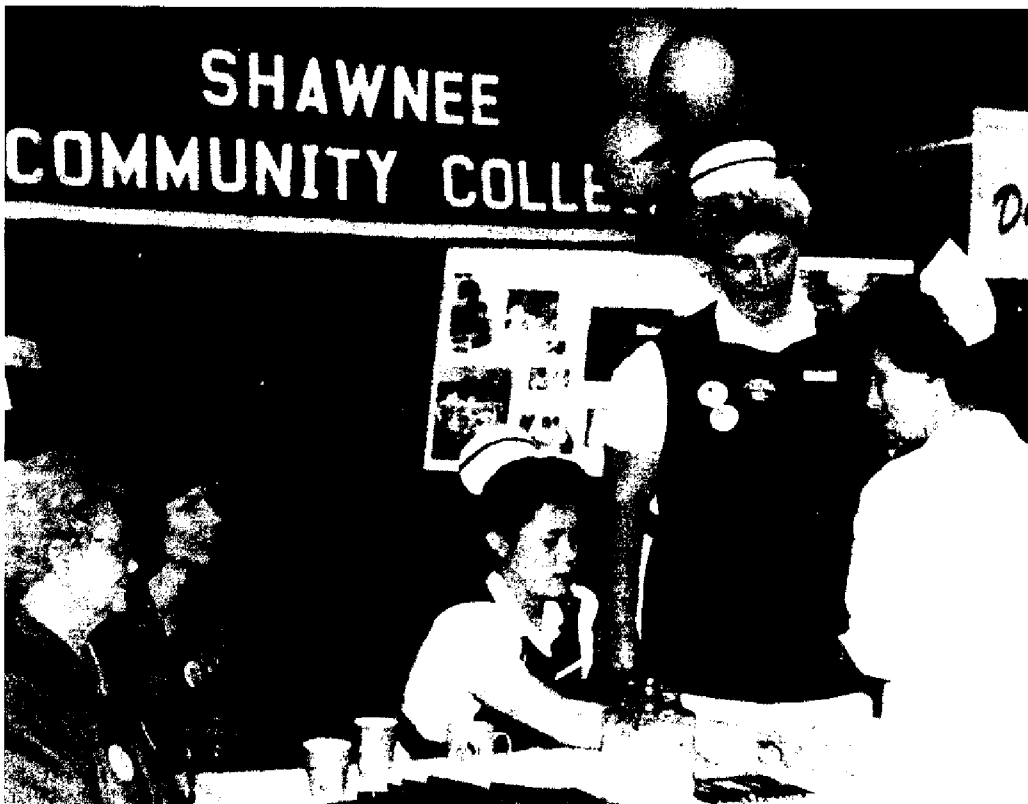
MEDICAL OFFICE ASSISTANT (One-Year Certificate)

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	English Composition or Career English	3	MAT 121, MAT 114, MAT 116, or		
MRS 101	Intro. to Medical Records	3	MAT 210	Technical Mathematics,	
SEM 111	Personal Career Development	1	Intermediate Algebra, College Algebra,		
	TOTAL HOURS	16	or General Elementary Statistics		3/4
			SEC 227	Word Processing	3
			MRS 105	Medical Transcription	2
				TOTAL HOURS	18/19

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 102	Dental Assisting Procedures I	4	DNA 101	Dental Science II	3
DNA 104	Radiography I	3	DNA 103	Dental Assisting Procedures II	2
DNA 107	Dental Materials I	3	DNA 105	Radiography II	2
*ENG 111	English Composition	3	DNA 106	Preventive Dental Health 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	2
				TOTAL HOURS	18
SUMMER SESSION					
DNA 109	Dental Office Procedures	2			
DNA 112	Dental Assisting Internship II	3	*Courses offered on the Shawnee Community College Campus.		
*PSY 211	General Psychology	3			
DNA 110	Dental Ethics, Legal Considerations, and Professionalism	1			
	TOTAL HOURS	9			

Linkages Program

*Allied Health Educational Linkage Program is a cooperative between Southern Illinois University College of Technical Careers and Shawnee Community College. Below are courses that should be taken at SCC transferring to SIU. Space in programs is limited, therefore applications should be made in advance. Contact the Department of Admissions and Counseling for more information.

*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 Composition	3
SPC 111 or SPC 210	Speech or Interperson Communication	3
BIO 210	Human Anatomy	3
PSY 211	Introduction to Psychology	3
**CHE 114	Inorganic Chemistry	2
Suggested elective:		
CPR 120	Cardiopulmonary Resuscitation	1
	TOTAL HOURS	21

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

Semester Hours

MAT 114 or MAT 116	
Intermediate Algebra or College Algebra	4/3
BIO 215 Introduction to Physiology	4
BIO 210 Human Anatomy	3
CHE 114, PHY 216 or PHS 112 Inorganic Chemistry, Physics, or Physical Science	5/4
ENG 111 English Composition	3
BUS 219 Business Computer Systems	4
BUS 210 Principles of Management	3
SEC 228 Medical Terminology	3
PSY 211 Introduction to Psychology	3
SPC 111 or SPC 210 Speech or Interpersonal Communication	3

* An additional 62 semester hours of course-work 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.

Suggested Electives:

PHI 217 Medical Ethics	3
CPR 120 Cardiopulmonary Resuscitation I	1
TOTAL HOURS	39/37

*RESPIRATORY THERAPY (AAS Degree)

Respiratory Therapy is an Allied Health specialty concerned with the diagnosis, treatment, management and care of patients with breathing problems. The program is fully accredited by the American Medical Association which allows graduates to take the National Board of Exams for certification in Respiratory Therapy and Pulmonary Function Technology, and the Advanced Practitioners Exams in the same areas

Semester Hours

MAT 114 or MAT 116	
Intermediate Algebra or College Algebra	4/3
BIO 215 Introduction to Physiology	4
BIO 210 Human Anatomy	3
BIO 111 Introduction to Biology	4
PHS 112 or PHY 216 Physical Science or Physics	4
CHE 114 Inorganic Chemistry	4
ENG 111 English Composition	3
PSY 211 Introduction to Psychology	3
SPC 111 or SPC 210 Speech or Interpersonal Communication	3
BUS 210 Principles of Management	3
BUS 219 Business Computer Systems	4

* An additional 52 semester hours of course-work 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.

Suggested Electives:

PHI 217 Medical Ethics	3
SEC 228 Medical Terminology	3
CPR 120 Cardiopulmonary Resuscitation I	1
TOTAL HOURS	46/45

*DENTAL TECHNOLOGY (AAS)

Dental Technology is concerned with the construction of replacements for natural teeth which have been lost by disease or accident.

Semester Hours

CHE 114	Inorganic Chemistry	5	* An additional 59.5 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.
ENG 111	English Composition	3	
SPC 111 or SPC 210	Speech or Interpersonal Communication	3	
PHS112 or PHY 216	Physical Science or Physics	4	
ACC 111	Accounting	4	
ACC 224 or BUS 219	Computer Applications or Business Computer Systems	3/4	
BUS 116 or BUS 128	Principles of Marketing or Introduction to Management	3	

Suggested Electives:

CPR 120	Cardiopulmonary Resuscitation	1
	TOTAL HOURS	26/27

*PHYSICAL THERAPY ASSISTANT (AAS)

Prepares a student to work under the direction of a licensed physical therapist in treating disabilities resulting from birth defects, disease or injury. This program is accredited by the American Physical Therapy Association.

Semester Hours

BIO 111	Introduction to Biology	4	* An additional 43 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.
BIO 215	Introduction to Physiology	4	
PSY 211	Introduction to Psychology	3	
ENG 111	English Composition	3	
SPC 111 or SPC 210	Speech or Interpersonal Communication	3	
SEC 228	Medical Terminology	3	
BIO 210	Human Anatomy	3	
CHE 114, PHY 216, or PHS 112	Inorganic Chemistry, Physics, or Physical Science	5/4	
PN 118 and CPR 120	First Responder and Cardiopulmonary Resuscitation	4	
PSY 212	Child Psychology	3	
BUS 219	Business Computer Systems	4	
PHI 217	Medical Ethics	3	
	TOTAL HOURS	42/41	

***MORTUARY SCIENCE AND FUNERAL SERVICE(AAS)**

This program has two areas of concentration including funeral service education (funeral directing) and mortuary arts and sciences (embalming). This is the only Mortuary Science and Funeral Service program in a public university in Illinois and is fully accredited by the American Board of Funeral Service Education, Illinois Department of Professional Regulation and by many state boards.

Semester Hours

CHE 114	Inorganic Chemistry	5	
ENG 111, 112	English Composition	3/3	* An additional 48 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.
BIO 111	Introduction to Biology	4	
PSY 211	Introduction to Psychology	3	
SPC 111 or SPC 210	Speech or		
	Interpersonal Communication	3	
ACC 111	Accounting	4	
BUS 214	Business Law	3	
BUS 219	Business Computer Systems	4	

Suggested elective:

CPR 120	Cardiopulmonary Resuscitation	1
	TOTAL HOURS	33

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	4/3	
SEM 111 Personal Career Development	1	
TOTAL HOURS	17/16	

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 (Macro)	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	SEC 233	Economics and Management
	1	SEC 234	Financial Analysis and Math
SEC 231	Business and Public Policy	SEC 235	Communications and Decision Making
SEC 232	Environmental Relationships in Business		1
	1	SEC 124, SEC 224, or SEC 225	Shorthand and Transcription
SEC 122 or SEC 223	Intermediate Typewriting or Advanced Typewriting		3
	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	BUS 291	Internship
ENG 124	Career English		4
SEC 120	Records Management	MAT 121, MAT 114 or MAT 210	
SEC 128	Machine Transcription	Technical Mathematics, Intermediate Algebra, or General Elem. Statistics	3/4
SEC 227	Intro. to Word Processing	PSY 224	Practical Psychology
SEM 111	Personal Career Development	SEC 125	Business Machines
	Elective	**SEC 223	Advanced Typewriting
	1		3
	TOTAL HOURS		TOTAL HOURS
	17		16/17

(ENG 111 in lieu of ENG 124 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 specialist degree includes study in the major areas of programming, logic, analysis and design, computer operations, operating systems, database, data communications and advanced computer application packages. Students will learn to apply computers to a variety of situations using both IBM microcomputers and minicomputers. The curriculum will give the student a thorough background in computers, business education, and general education which is required to compete in today's business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications.

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
BUS 219	Business Computer Systems	4
BUS 121	Keyboarding	1
ENG 111	English Composition	3
MAT 114	Intermediate Algebra	4
SEM 111	Personal Career Development	1
ACC 111 or BUS 124	Accounting or Bookkeeping	4/3
COM 161	Introduction to DOS	1
	TOTAL HOURS	18/17

SECOND SEMESTER

COM 222	Computer Logic	3
ENG 112	English Composition	3
SPC 111	Speech	3
	*Programming Requirement	3
	*Programming Requirement	3
COM 261	Advanced DOS	1
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
COM 225	Systems Analysis	3
COM 227	Database	3
BUS 128	Management	3
	*Programming Requirement	3
	*Programming Requirement	3
	*Programming Requirement	3
	TOTAL HOURS	18

SECOND SEMESTER

BUS 296	Internship	4
COM 230	Data Communications	3
PSY 211	Intro. to Psychology	3
ELT 130	Hardware Maintenance	2
ECO 211	Economics	3
	**Application Requirement	1
	**Application Requirement	1
	TOTAL HOURS	17

*Programming requirements would be chosen from COM 220 - COBOL I, COM 223 - COBOL II, COM 224 - PASCAL I, COM 229 - PASCAL II, COM 228 - RPG II, COM 232 - Advanced RPG II, COM 210 - FORTRAN, and COM 231 - C. Programming.

**Application requirements would be chosen from COM 163, COM 168, COM 262, COM 264, COM 266 and COM 268.

COMPUTER SYSTEM GENERALIST(One-Year Certificate)

The computer system generalist certificate program prepares the student for entry level positions in computer office management, data entry, and computer operations. Students will learn to apply computers to a variety of situations using both IBM microcomputers and minicomputers. The curriculum will give the student thorough background in operations, operating systems, databases, spreadsheets and other application packages. The coursework will give the student a thorough, broad background in computers necessary for business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications.

FIRST SEMESTER			SECOND SEMESTER		
		Semester Hours			Semester Hours
BUS 219	Business Computer Systems	4	BUS 128	Management	3
BUS 121	Keyboarding	1	COM 222	Computer Logic	3
COM 161	Introduction to DOS	1	COM 168	Intro. to Desktop Publishing	1
ENG 111 or ENG 124	English Composition or Career English	3	COM 268	Advanced Desktop Publishing	1
MAT 114	Intermediate Algebra	4	COM 266	Advanced LOTUS 1-2-3	1
BUS 124	Bookkeeping	3	COM 262	Advanced WordPerfect	1
SEM 111	Personal Career Development	1	COM 264	Advanced dBASE IV	1
	TOTAL HOURS	17	COM 261	Advanced Operating Systems	1
			*Programming Requirement		3
			*Programming Requirement		<u>3</u>
			TOTAL HOURS		18

*Programming requirements would be chosen from COM 220 - COBOL I, COM 223 - COBOL II, COM 224 - PASCAL I, COM 229 - PASCAL II, COM 228 - RPG II, COM 232 - Advanced RPG II, COM 210 - FORTRAN, and COM 231 - C. Programming.



BUILDING AND INSTITUTIONAL MAINTENANCE (AAS DEGREE)

The Building and Institutional Maintenance program is designed to train students in the field of institutional facility maintenance and service. The program allows the student to acquire the basic knowledge to provide or direct maintenance services for both large and small, private and public facilities. All of the mechanization and/or computerization in today's ever changing world makes vital the need for maintenance and repair personnel. The Building and Institutional Maintenance program is designed to qualify students for entry level positions in the field of facility and related equipment maintenance.

FRESHMAN YEAR	Semester Hours	SOPHOMORE YEAR	Semester Hours
FIRST SEMESTER		FIRST SEMESTER	
ENG 124 Career English	3	SPC 111 Speech	3
DRA 131 Blueprint Reading	3	ELT 122 Fundamental Electronic Concepts	3
BEL 161 Basic Electricity I	3	ELT 162 Air Conditioning and Refrigeration I	3
WEL 160 Introduction to Welding	3	HEA 160 Heating	3
MAT 121 or MAT 114		BGM 160 Building Maintenance	4
Technical Math. or Intermediate Algebra	3/4	TOTAL HOURS	16
HLT 125 First Aid	1		
SEM 111 Personal Career Development	1		
TOTAL HOURS	17/18		
SECOND SEMESTER		SECOND SEMESTER	
PSY 224 Practical Psychology	3	BUS 210 Principles of Management	3
DRA 124 Materials and Methods of Construction	3	DRA 136 Electric, Hydraulic, and Pneumatic Controls	3
DRV 167 Custodial Services	4	ELT 163 Air Conditioning and Refrigeration II	3
MAC 122 Machine Shop	3	BUS 290 Internship	4
OHT 128 Insect Pest and Plant Disease	3	Humanities Requirement	3
TOTAL HOURS	16	TOTAL HOURS	16

(ENG 111 in lieu of ENG 124 recommended for Capstone students)
 (PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124	Career English	3
HLT 111	Health	2
SEM 111	Personal Career Development	1
SPC 111	Speech	<u>3</u>
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	<u>3</u>
TOTAL HOURS		16

SECOND SEMESTER

ACC 112	Accounting	4
BUS 116	Principles of Marketing	3
BUS 129	Business Organization	3
ENG 125	Career English	3
MAT 114, MAT 121, or MAT 210 Intermediate Algebra, Technical Math, or General Elementary Statistics		<u>4/3</u>
TOTAL HOURS		17/16

SECOND SEMESTER

BUS 210	Principles of Management	3
BUS 211	Introduction to Finance	3
BUS 215	Business Law	3
BUS 295	Internship	4
PSY 224	Practical Psychology	<u>3</u>
TOTAL HOURS		16

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124	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

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
SEC 128	Machine Transcription	2
SEC 227	Intro. to Word Processing	3
	TOTAL HOURS	16/15

SECOND SEMESTER

ENG 125	Career English	3
MAT 121 or MAT 114, MAT 210	Technical Mathematics, Intermediate Algebra or General Elem. Statistics	3/4
SEC 125	Business Machines	3
SEC 225	Shorthand and Transcription	3
SPC 111	Speech	3
	Elective	1
	TOTAL HOURS	16/17

SECOND SEMESTER

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

(ENG 111 and 112 in lieu of ENG 124 and 125 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124	Career English	3
SEC 120	Records Management	3
SEC 229	Legal Terminology	3
**SEC 224	Shorthand and Transcription	3
SEM 111	Personal Career Development	1
SPC 111	Speech	2
	TOTAL HOURS	16

SECOND SEMESTER

ENG 125	Career English	3
MAT 121, MAT 114, or Mat 210	Technical Mathematics, Intermediate Algebra, or General Elem. Statistics	3/4
SEC 125	Business Machines	3
*SEC 225	Shorthand and Transcription	3
SEC 223	Advanced Typewriting	2
	TOTAL HOURS	15/16

SOPHOMORE YEAR

FIRST SEMESTER

		Semester Hours
***ACC 111 or BUS 124	Accounting or Bookkeeping	4/3
BUS 214	Business Law	3
SEC 227	Intro. to Word Processing	3
HLT 111	Health	2
PSY 224	Practical Psychology	3
SEC 128	Machine Transcription	2
	TOTAL HOURS	17/16

SECOND SEMESTER

BUS 215	Business Law	3
BUS 293	Internship	4
SEC 129	Machine Transcription	3
SEC 226	Secretarial Procedures	4
BUS 219	Business Computer Systems	4
	TOTAL HOURS	18

(ENG 111 and 112 in lieu of ENG 124 and 125 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124	Career English	3
SEC 120	Records Management	3
SEC 228	Medical Terminology	3
**SEC 224	Shorthand and Transcription	3
SEM 111	Personal Career Development	1
SPC 111	Speech	3
TOTAL HOURS		16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
***ACC111 or BUS 124		
	Accounting or Bookkeeping	4/3
BIO 212	Anatomy and Physiology	3
SEC 227	Intro. to Word Processing	3
PSY 224	Practical Psychology	3
SEC 128	Machine Transcription	2
TOTAL HOURS		15/14

SECOND SEMESTER

ENG 125	Career English	3
MAT 121, MAT 114, or MAT 210	Technical Mathematics, Intermediate Algebra, or General Elem. Statistics	3/4
SEC 125	Business Machines	3
SEC 225	Shorthand and Transcription	3
*SEC 223	Advanced Typewriting	3
	Elective	2
TOTAL HOURS		17/18

SECOND SEMESTER

BUS 294	Internship	4
HLT 111	Health	2
SEC 129	Machine Transcription	3
SEC 226	Secretarial Procedures	4
BUS 219	Business Computer Systems	4
TOTAL HOURS		17

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
 (PSY 211 in lieu of PSY 224 recommended for Capstone students)

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.

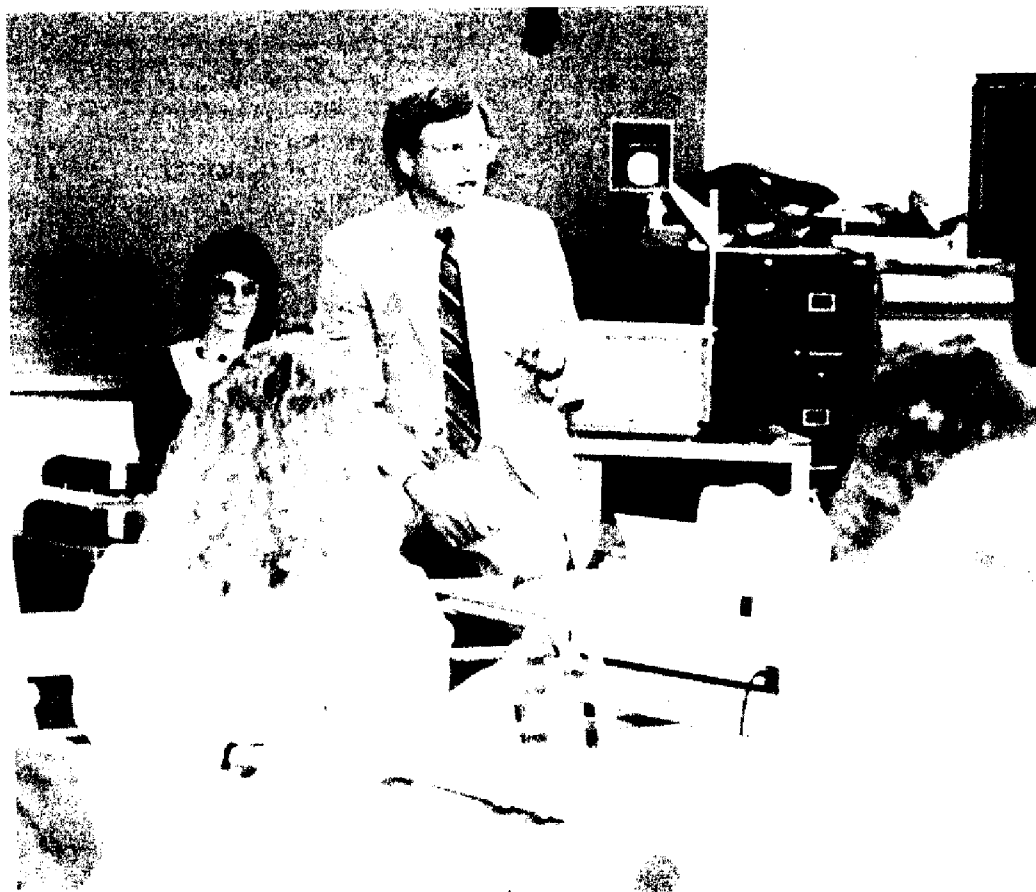
WORD PROCESSING (One-Year Certificate)

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			SECOND SEMESTER		
		Semester Hours			Semester Hours
BUS 219	Business Computer Systems	4	BUS 297	Internship	4
ENG 124	Career English	3	ENG 125	Career English	3
SEC 120	Records Management	3	MAT 121, MAT 114. or MAT 210		
SEC 128	Machine Transcription	2	Technical Mathematics, Intermediate		
SEC 227	Intro. to Word Processing	3	Algebra, or General Elem. Statistics		3/4
SEM 111	Personal Career Development	1	*SEC 223	Advanced Typewriting	3
	TOTAL HOURS	16	SEC 236	Advanced Word Processing	3
				TOTAL HOURS	16/17

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)

PREREQUISITE: * 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.

Electronics Program

ELECTRONICS TECHNOLOGY (AAS Degree)

A two-year curriculum designed to provide the student with 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 Fund. DC Electrical Concepts	3
ELT 122 Fund. AC Electronic Concepts	3
ELT 124 Electronic Systems Analysis	3
ENG 111 or ENG 124	
English Composition or Career English	3
MAT 114 Intermediate Algebra	4
SEM 111 Personal Career Development	1
TOTAL HOURS	17

SECOND SEMESTER

COM 231 C - Programming	3
ELT 125 Digital Circuit Fundamentals	4
ELT 127 Solid State Circuits and Devices	3
MAT 116 College Algebra	3
MAT 118 Trigonometry	2
Elective	1
TOTAL HOURS	16

SOPHOMORE YEAR

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

SECOND SEMESTER

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

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
 (PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 Fund. DC Electrical Concepts	3	ELT 129 Industrial Electronics I	3
ELT 122 Fund. AC 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 Career English	3	MAT 116 College Algebra	3
MAT 114 Intermediate Algebra	4	MAT 118 Trigonometry	2
SEM 111 Personal Career Development	1	TOTAL HOURS	15
TOTAL HOURS	17		

(ENG 111 in lieu of ENG 124 recommended for Capstone students)

Automotive Technology 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 124 Career English	3
HLT 125 First Aid	1
TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
PSY 224 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	2
TOTAL HOURS	16

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	3/4
ENG 125 or SPC 111 Career English or Speech	3
TOTAL HOURS	16/17

SECOND SEMESTER

PHS 112 Physical Science	4
AUT 139 Automotive Heating and Air Conditioning	2
AUT 133 Automotive Transmission	2
AUT 230 Computerized Fuel and Emission Systems II	3
AUT 229 Automotive Lab	6
TOTAL HOURS	17

THIRD SEMESTER

AUT 297 Internship	4
TOTAL HOURS	4

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
 (PSY 211 in lieu of PSY 224 recommended for Capstone students)

AUTOMOTIVE TECHNICIAN 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, MAT 210, MAT 114		
ENG 124	Career English	3	Technical Mathematics, General Elem.		
PSY 224	Practical Psychology	3	Statistics, or Intermediate Algebra		3/4
	TOTAL HOURS	17	HLT 125	First Aid	1
				Elective	1
				TOTAL HOUR	15/16

(ENG 111 in lieu of ENG 124 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

DIESEL TECHNOLOGY 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 124	Career English	3	MAT 121, MAT 210, or MAT114		
AUT 137	Multi-Cylinder Engine Servicing	2	Technical Mathematics, General Elem.		
AUT 132	Engine Electrical Systems	2	Satistics, or Intermediate Algebra		3/4
DIS 128	Diesel Engine Operation		DIS 129 Diesel Fuel & Fuel Systems		2
	and Service	2	DIS 130 Diesel Engine Tune-Up		
AUT 126	Automotive Laboratory I	6	and Diagnosis		2
SEM 111	Personal Career Development	1	AUT 127 Automotive Laboratory II		6
	TOTAL HOURS	16	PSY 224 Practical Psychology		3
			TOTAL HOURS		17

(ENG 111 in lieu of ENG 124 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124 Career English	3
MAT 121 Technical Mathematics	3	HLT 125 First Aid	1
WEL 126 Gas Welding and Gas Tungsten Welding	5	WEL 124 Arc Welding II and Low Hydrogen	5
SEM 111 Personal Career Development	1	WEL 125 Gas Metal Arc Welding (MIG)	3
WEL 123 Arc Welding I	4	Welding Elective	3
TOTAL HOURS	16	Elective	1
		TOTAL HOURS	16

Electives:

WEL 128 Pipe Welding	3
WEL 122 Maintenance Welding	3

(ENG 111 in lieu of ENG 124 recommended for Capstone students)

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			THIRD SEMESTER		
		Semester Hours			Semester Hours
COS 120	Cosmetology Theory I	3	COS 122	Cosmetology Theory III	3
COS 123	Cosmetology Lab	9	COS 125	Cosmetology Lab	9
		TOTAL HOURS			TOTAL HOURS
		12			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 salon.

FIRST SEMESTER			FOURTH SEMESTER		
		Semester Hours			Semester Hours
COS 120	Cosmetology Theory I	3	ENG 124	Career English	3
COS 123	Cosmetology Lab	9	MAT 121, MAT 114, or MAT 210		
		TOTAL HOURS	Technical Mathematics, Intermediate Algebra, or General Elem. Statistics		3/4
		12	COS 230	Advanced Cosmetology	3
			BIO 212	Anatomy and Physiology	3
			TOTAL HOURS		12/13
SECOND SEMESTER			FIFTH SEMESTER		
COS 121	Cosmetology Theory II	3	SPC 111	Speech	3
COS 124	Cosmetology Lab	9	PSY 224	Practical Psychology	3
		TOTAL HOURS	BUS 128	Introduction to Management	3
		12	BUS 124	Bookkeeping	3
			TOTAL HOURS		12
THIRD SEMESTER					
COS 122	Cosmetology Theory III	3			
COS 125	Cosmetology Lab	9			
		TOTAL HOURS			
		12			

(ENG 111 in lieu of ENG 124 recommended for Capstone students)
(PSY 211 in lieu of PSY 224 recommended for Capstone students)

Education Programs

EARLY CHILDHOOD CARE (AAS Degree)

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

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 English Composition	3
MAT 111 Math for Elementary Teachers I	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	2
ECC 121 Programming/Teaching Techniques	3
TOTAL HOURS	15

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
ECC 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	SECOND SEMESTER	Semester Hours
ENG 111 English Composition	3	SPC 111 Speech	3
MAT 111, MAT 121 or MAT 114 Math for Elem. Teachers I, Technical Mathematics or Intermediate Algebra	3/4	PSY 218 Human Growth and Development	3
PSY 224 Practical Psychology	3	TEA 112 Teaching Materials and Their Use	3
TEA 114 The Young Child's Development	2	TEA 123 School Procedures	3
TEA 121 Intro. to Teacher Aide Duties	3	TEA 299 Internship	4
HLT 125 First Aid	1	TOTAL HOURS	16
SEM 111 Personal Career Development	1		
TOTAL HOURS	16/17		

Food Service Programs

DIETETIC ASSISTANT (One-Year Certificate)

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.

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	3/4
FOS 124 Introduction to Quantity Food Preparation	3	FOS 123 Cooking Technology	3
FOS 121 Food Service Sanitation and Safety	2	HLT 111 Health	2
FOS 129 Introduction to Baking	3	FOS 136 Dietetic Assistant Principles	6
SPC 111 Speech	3	FOS 199 Internship	4
CPR 120 Cardiovascular Resuscitation I	1	TOTAL HOURS	18/19
HLT 125 First Aid	1		
SEM 111 Personal Career Development	1	(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)	
TOTAL HOURS	17		

FOOD SERVICE 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.

FRESHMAN YEAR

SOPHOMORE 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 125 Career English	3
FOS 129 Introduction to Baking	3	FOS 116 Nutrition	3
HLT 111 Health	2	FOS 222 Catering, Banquet, and Specialty Services	3
HLT 125 First Aid	1	TOTAL HOURS	17/16
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3/4		
SEM 111 Personal Career Development	1	SECOND SEMESTER	
TOTAL HOURS	16/17	BUS 210 Principles of Management	3
SECOND SEMESTER		FOS 229 Baking	3
ENG 124 Career English	3	FOS 220 Food Service Management	3
FOS 126 Quantity Food Preparation	3	FOS 199 Internship	4
FOS 125 Short-Order Food Preparation	4	PSY 224 Practical Psychology	3
FOS 123 Cooking Technology	3	TOTAL HOURS	16
BUS 116 Principles of Marketing	3		
TOTAL HOURS	16		

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124 Career English	3
FOS 124 Introduction to Quantity Food Preparation	3	FOS 126 Quantity Food Preparation	3
FOS 121 Food Service Sanitation	2	FOS 125 Short-Order Food Preparation	4
FOS 129 Introduction to Baking	3	FOS 123 Cooking Technology	3
HLT 111 Health	2	FOS 199 Internship	4
HLT 125 First Aide	1	TOTAL HOURS	17
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3/4	(ENG 111 in lieu of ENG 124 recommended for Capstone students)	
SEM 111 Personal Career Development	1		
TOTAL HOURS	16/17		

HOTEL/MOTEL MANAGEMENT (AAS)

The Hotel/Motel Management program of study is designed to provide specialized occupational instruction in all phases of hotel/motel and institutional hospitality operations.

The program meets the needs of (1) entering students who want to develop the skills required for entry jobs at the mid-management level in the hospitality industry; and (2) students already employed in the industry who need additional competence for possible advancement. It covers all phases of food preparation and handling all aspects of the common practices and management principles of the hospitality industry.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 124 Career English	3
MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra	3/4
BUS 122 Tourism and Tourist Services	2
FOS 121 Food Service Sanitation	2
FOS 124 Intro. to Quantity Food Prep.	3
CLE 110 Security and Safety	3
SEM 111 Personal Career Development	1
TOTAL HOURS	17/18

SECOND SEMESTER

ENG 125 Career English	3
BUS 116 Principles of Marketing	3
BUS 219 Business Computer Systems	4
FOS 126 Quantity Food Preparation	3
FOS 138 Beverage Management	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
*ACC 111 or BUS 124 Accounting or Bookkeeping	4/3
BUS 214 Business Law	3
FOS 222 Catering, Banquet, and Speciality Services	3
BUS 120 Front Office Operations	3
TOTAL HOURS	16/15

SECOND SEMESTER

PSY 224 Practical Psychology	3
BUS 210 Principles of Management	3
FOS 220 Food Service Management	3
BUS 213 Facility Housekeeping Management	3
BUS 290 Internship	4
TOTAL HOURS	16

* 1 year high school bookkeeping prior to taking ACC 111 or by consent of instructor.

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 124 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
AGR 227 Introduction to Wildlife	3
TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
AGR 225 Introduction to Forestry	3
SPC 111 Speech	3
PN 118 First Responder	3
CLE 219 Criminal Law I	3
PSY 224 Practical Psychology	3
Elective	3
TOTAL HOURS	18

SECOND SEMESTER

AGR 117 Conservation of Natural Resources	3
AGR 228 Wildlife Management	3
CLE 115 Interpersonal Relations	3
ENG 125 Career English	3
MAT 121, MAT 114, or MAT 210 Technical Mathematics, Intermediate Algebra, or General Elem. Statistics	3/4
TOTAL HOURS	15/16

SECOND SEMESTER

AGR 229 Wildlife Management II	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	3
TOTAL HOURS	16

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)
(PSY 211 in lieu of PSY 224 for Capstone students)

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	3
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	MAT 122 Advanced Technical Math	3
PSY 111 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 Career English	3
MAT 121, MAT 114, or MAT 210 Technical Mathematics, Intermediate Algebra, or General Elem. Statistics	3/4
SW 121 Introduction to Social Work	3
SOC 122 Introduction to Social Problems	3
Elective	3
SEM 111 Personal Career Development	1
TOTAL HOURS	16/17

SECOND SEMESTER

ENG 125 Career English	3
BUS 219 Business Computer Systems	4
SW 224 Intro. to Service Agencies	3
PSY 224 Practical 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
Life Science Requirement	4
SW 211 Intro. to Group Processes	3
SW 223 Principles of Recreation	3
TOTAL HOURS	16

SECOND SEMESTER

SW 212 Advanced Group Processes	3
PSY 218 Human Growth and Development	3
PSY 219 Abnormal Psychology	3
Elective	3
SW 299 Practicum	4
TOTAL HOURS	16

(ENG 111 and ENG 112 in lieu of ENG 124 and ENG 125 recommended for Capstone students)

(PSY 211 in lieu of PSY 224 recommended for Capstone students)

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 Career English	3	WWT 123 Advanced Wastewater Treatment	3
MAT 121, MAT 114, or MAT 210 Technical Mathematics, Intermediate Algebra, or General Elem. Statistics	3/4	WWT 124 Advanced Water Treatment	3
HLT 125 First Aid	1	WWT 125 Laboratory Analysis of Water	3
WWT 120 Introduction to Water/ Wastewater Technology	2	WWT 126 Laboratory Analysis of Wastewater	3
WWT 121 Basic Wastewater Treatment	3	WWT 195 Internship	4
WWT 122 Basic Water Treatment	3	TOTAL HOURS	16
SEM 111 Personal Career Development	1		
TOTAL HOURS	16/17		

(ENG 111 in lieu of ENG 124 recommended for Capstone students)



Course Offerings

COURSE DESCRIPTIONS

A "T" located to the right margin of the following course descriptions indicates transfer to Murray State University, 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: High school bookkeeping or Bookkeeping 124

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 Bookkeeping 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, deposition 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 — Two lecture and two lab 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 224 AGRICULTURE POWER OPERATION AND MAINTENANCE

This course is designed to give students a basic knowledge of how to safely operate and maintain agriculture power equipment, such as tractors, small 2 and 4 cycle engines, and electric powered tools.

Credit: 1 hour - Four lab hours per week for eight weeks.

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. Methods and techniques will be stressed.
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.
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.
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.
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.
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, and oils). Emphasis is placed on special problems in color theory, composition, surfaces, subject matter and personal expression.

Credit: 3 hours — Six lab hours per week.

Prerequisite: 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, 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 STUDENTS' 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: 3 hours — Three lecture 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: 2 hours — Two lecture hours per week.

Prerequisite: None

AUT 133 AUTOMOTIVE TRANSMISSION

Study of various types of manual and automatic transmissions for the understanding of disassembly, assembly, function, construction, operation service and troubleshooting procedures.

Credit: 2 hours — Two lecture 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 AUTOMOTIVE HEATING AND AIR CONDITIONING

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 & EMISSION SYSTEMS I

A study of design, structure, operation, servicing, and adjustment of carburetors and fuel injection systems, including emission control devices.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Automotive 122, 129, 132, 137

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 230 COMPUTERIZED FUEL & EMISSION SYSTEMS II

A continuation of AUT 225. The emphasis is placed on design, structure, operation, servicing, and adjustment of carburetors and fuel injection systems.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Automotive 225

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 HUMAN ANATOMY T

The structure of the cells, tissues, and organs that make up the systems of the human body are systematically studied. Study of the systems is augmented through the dissection and study of the homologous systems in the cat.

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

Prerequisite: Biology 111 or equivalent. (Physical Science 111 or equivalent suggested)

- 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 recommended
- 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 recommended
- 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 HUMAN PHYSIOLOGY T**
 The course of study relates the structure of the organs and systems of the human body to their function. Homeostatic mechanisms are integrated into the study of each system. The course is designed to be beneficial to students of biology, dentistry, medicine, nursing, physical education, and psychology.
 Credit: 4 hours — Three lecture and two lab hours per week.
 Prerequisite: Biology 210 or equivalent, (Physical Science 111 or Chemistry 114 strongly suggested).
- BIO 216 INTRODUCTION TO ZOOLOGY T**
 Basic principles of the structure, physiology, life cycle, taxonomy, ecology, and evolution of invertebrate and vertebrate animals.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite: Biology 111 or a strong background in high school biology.
- BIO 217 INTRODUCTORY FISHERIES SCIENCE**
 This course is designed to give the student a broad general overview of fisheries management. The biology, classification, behavior and economic importance of fish and selected aquatic invertebrates will be studied. Emphasis will be placed on current principles and techniques of inland fisheries management and aquaculture.
 Credit: 3 hours
 Prerequisite: Biology 111 recommended
- 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 120 FRONT OFFICE OPERATIONS

Study of hotel/motel front office functions, procedures and management. Includes patron accounts receivable, posting machines, guest registers, guest services, credit information systems, rules and regulations, business ethics, and interpersonal dynamics from reservations through night audit.

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.

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 213 FACILITY HOUSEKEEPING MANAGEMENT

Study of housekeeping management and the responsibilities of executive housekeeper. Includes development of the profession; structure and responsibilities of the housekeeping department in various types of mass housing establishments; and interrelationships between housekeeping and security, engineering, and "front office" departments.

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 planning 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: Proficiency in typing or concurrent enrollment in Basic Keyboarding 121 or Typing 121.

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 260 HUMAN RELATIONS IN BUSINESS AND INDUSTRY

Study of individual and group behavior, relationships, and communications in business and industry. Includes motivation systems; managing change; professional ethics; concepts of status, authority, discipline, and efficiency; and conflict reduction, leadership, and teamwork.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

BUS 290 INSTITUTIONAL SERVICES INTERNSHIP

Supervised work experience in an approved training station.

Credit: 4 hours - One lecture hour per week.

Prerequisite: Instructor approval

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 & QUALITATIVE ANALYSIS T

Topics of the course include kinetics, equilibrium, solubilities, thermodynamics, organic and biochemistry. Laboratory is qualitative analysis of the analytical groups.

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

Prerequisite: Inorganic Chemistry 114 or consent of instructor.

CHE 211 ORGANIC CHEMISTRY I T

Preparation and chemical properties of aliphatic and aromatic compounds. Emphasis on the nature of the covalent bond and reaction of functional groups. Topics of the course include kinetics, equilibrium, solubilities, thermodynamics, organic and biochemistry.

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

Prerequisite: Inorganic Chemistry 114

CHE 212 ORGANIC CHEMISTRY II T

The study of the functional groups that characterize the various families of organic compounds. Emphasis is placed on the mechanisms of chemical reactions and on the development of synthetic pathways for the formation of organic compounds commonly found in industry and medicine today.

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

Prerequisite: Organic Chemistry 211 or equivalent

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. (offered only when there is sufficient demand)

Prerequisite: Inorganic Chemistry 114 and Mathematics 116 or equivalent courses

CLE 110 SECURITY AND SAFETY

Study of modern security techniques for innkeeping. Includes loss prevention, administrative organization, general service, personnel and physical security, and planning for emergencies.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

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 161 INTRODUCTION TO DOS

This course is designed to acquaint the student with the DOS operating system.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: None

COM 162 WORD PERFECT

This course is designed to acquaint the student with word processing knowledge and skills using WordPerfect software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: None

COM 163 MICROSOFT WORD

This course is designed to acquaint the student with word processing knowledge and skills using MicroSoft Word software.

Credit: 1 hour - 1/2 lecture and one lab hour per week..

Prerequisite: None

COM 164 INTRODUCTION TO DBASE IV

This course provides an introduction to the utilization of dBASE IV database software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: None

COM 166 **INTRODUCTION TO LOTUS 1-2-3**
This course provides an introduction to the concepts of utilizing Lotus 1-2-3 spreadsheet software.
Credit: 1 hour - 1/2 lecture and one lab hour per week.
Prerequisite: None

COM 168 **INTRODUCTION TO DESKTOP PUBLISHING**
This course is designed to acquaint the student with desktop publishing concepts using Aldus Pagemaker.
Credit: 1 hour - 1/2 lecture and one lab hour 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 **COBOL** **I**
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 consent of instructor.

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, psuedocode, and flowcharting techniques used in typical applications programs. Includes current structured design techniques.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Business Computer Systems 219, Mathematics 114 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, Computer 222, and 223

COM 224 **PASCAL** **I**
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. Includes top-down and modular design, structured programming techniques, documentation, debugging, and algorithm development.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Business Computer Systems 219 or consent of the instructor.

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 including CASE tools, file and record layouts, software and hardware selection, and three stages of data processing system design (analysis of present information flow, system specification and equipment, and implementation of the system.) "Hands-on" use of computer tools for developing and analyzing systems will be stressed.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Business Computer Systems 219, advanced operating systems, programming elective.

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 227 DATABASE MANAGEMENT SYSTEMS

This course concentrates on database theory and usage as well as using the programming capabilities of dBASE IV. Data Structures needed for advanced programming courses would also be covered.

Topics include database structure, management techniques, query language access, programming techniques for typical business applications, and data access for reporting.

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

Prerequisite: Business Computer Systems 219, advanced operating systems, programming elective.

COM 228 RPG-II

Functions and applications of Report Program Generator II, using diskfiles. Includes problem definition, logic coding, program testing, and program documentation. Topics include report generation, file and output formatting, data editing, array processing techniques, and exception reporting.

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

Prerequisite: Business Computer Systems 219 or consent of instructor

COM 229 PASCAL II

Pascal programming course which enhances the skills learned in Pascal I with advanced programming techniques and concepts. Topics include multiple-level array processing, random processing, screen design, data structures, recursive functions, table functions, sorting and updating algorithms, and string operations.

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

Prerequisite: Business Computer Systems 219, COM 222, COM 224

COM 230 DATA COMMUNICATIONS

This is an introductory course dealing with the different areas in data communications. Topics include different topology design, protocols, networking hardware and software setup, and debugging network problems. Lab work to include running sample network software.

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

Prerequisite: Business Computer Systems 219, advanced operating systems, programming elective

COM 231 C PROGRAMMING

An introduction to the C programming language. Topics include sequential and random file processing, array processing, looping structures, subroutines, functions, computational techniques, algorithm design, documentation, error analysis, and program structure.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Business Computer Systems 219 or the consent of instructor

COM 232 ADVANCED RPG - II

Advanced RPG II is a course covering advanced concepts in RPG II programming. This course is a continuation of RPG II stressing skills learned in the first course. Topics include random processing, multiple-level array processing, screen layout design, interactive programming techniques, file creation, and updating, sorting, merging, and other advanced application techniques.

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

Prerequisite: Business Computer Systems 219, COM 222, COM 228

COM 261 ADVANCED DOS

This course is a continuation of the concepts of the DOS operating system.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: Computers 161

COM 262 ADVANCED WORDPERFECT

This course is a continuation of the concepts of word processing using WordPerfect software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: Computers 162

COM 263 ADVANCED MICROSOFT WORD

This course is a continuation of the concepts of word processing utilizing Microsoft Word software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: Computers 163

COM 264 ADVANCED DBASE IV

This course is a continuation of the concepts of utilizing dBASE IV data base software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: Computers 164

COM 266 ADVANCED LOTUS 1-2-3

This course is a continuation of the study of Lotus 1-2-3 spreadsheet software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: Computers 166

COM 268 ADVANCED DESKTOP PUBLISHING

This course is a continuation of the concepts of utilizing desktop publishing software.

Credit: 1 hour - 1/2 lecture and one lab hour per week.

Prerequisite: Computers 168

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: Licensed Cosmetologist

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: Licensed Cosmetologist

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: Licensed Cosmetologist or consent of instructor

COS 231 **CONTINUED COSMETOLOGY EDUCATION**

This course is a continuation of education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, custom perm waving, use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Licensed Cosmetologist or consent of instructor

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 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 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 Computed 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 intensive. 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
- ECC 299** **EARLY CHILDHOOD CARE INTERNSHIP**
An early childhood care - based experience providing practice under the supervision of a trained practitioner. The student participates in instructional and staff activities, planning, recording, evaluating, group leading and other childhood care tasks. Included in this practicum will be one seminar session per week for the purpose of discussing problems encountered during the work experience portion.
Credit: 4 hours - One lecture and fifteen lab hours per week.
Prerequisite: Sophomore standing in the Early Childhood Care Program
- ECO 211** **ECONOMICS (MACRO)** **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 (MICRO) 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 DC ELECTRICAL CONCEPTS**
 A study of the relationship between current, voltage, resistance, and power for direct current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.
 Credit: 3 hours — One lecture and four lab hours per week.
 Prerequisite: Concurrent enrollment in Mathematics 114 or 121
- EI/T 122 FUNDAMENTAL AC ELECTRONIC CONCEPTS**
 Methods and techniques of analyzing complex circuits with single or multiple sources and impedances in various configurations. Includes responses of networks to constant and time-varying signals; step and sinusoidal sources; and other forcing functions.
 Credit: 3 hours — Two lecture and two lab hours per week.
 Prerequisite: None
- ELT 124 ELECTRONIC SYSTEMS ANALYSIS**
 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 Mathematics 114 or 121
- 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: Electronics 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, SCR, photo transistors, LEDs. Also studied are oscillators and multi-stage amplifiers.
 Credit: 3 hours — Two lecture and two lab hours per week.
 Prerequisite: Electronics 124

ELT 129 INDUSTRIAL ELECTRONICS I

A study of the various types of motors and generators and their application in an industrial situation.

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

Prerequisite: Fundamental Electrical Concepts - ELT 120

ELT 130 HARDWARE MAINTENANCE

This course is a basic introduction to computer hardware maintenance and repair. Topics include jumper and switch setting for system configuration, maintenance of keyboards, monitors, and disk drives, installation of new hardware components to a system, running software diagnostics to locate system failures and problems, major system components discussion, and how to fix simple problems on a microcomputer.

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

Prerequisite: Business Computer Systems 219 and sophomore status.

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 II

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

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

Prerequisite: 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 system's 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: 5 hours — Three lecture and four lab hours per week.

Prerequisite: Electronics 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: Electronics 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: 3 hours — Two lecture and two 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: Medical Emergency Technician 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 041 READING IMPROVEMENT

This is a basic or fundamental course and will be used as a remedial course for some students. This course is designed to assist the student in developing his reading and study skills to the functional level of achievement necessary for college work. The course provides specific practice required to maintain these skills at a high level. Improvement will be sought in the four areas of reading: vocabulary, comprehension, study skills and fluency.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ENG 042 READING IMPROVEMENT

This course is a continuation of Reading Improvement 141, and is designed to maintain the acquired skills. Special emphasis is placed on speed, comprehension, vocabulary and fluency.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Reading Improvement 041 with a minimum grade of C or diagnostic test placement.

ENG 043 DEVELOPMENTAL COMPOSITION I

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ENG 044 DEVELOPMENTAL COMPOSITION II

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Developmental Composition 043 with a minimum grade of C or placement as per diagnostic test results.

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: Satisfactory evidence of entry level writing skills based upon high school transcript, ASSET scores, and/or completion of the developmental English program with a minimum grade of C.

ENG 112 ENGLISH COMPOSITION T

This is a composition course which stresses further development of writing skills and which explores a variety of compositional forms. Various themes, which are to serve as models for student themes, are examined and analyzed. A research paper is required.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: English Composition 111 with a minimum grade of C.

ENG 124 CAREER ENGLISH

This English course is designed as a basic or fundamental course and will be used as an option to ENG 111, for vocational students. This beginning course in English grammar and composition includes the fundamental principles of writing.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Satisfactory ASSET score

ENG 125 CAREER ENGLISH

This course is a continuation of Career English 124 and is designed to refine basic skills in grammar and composition.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: English 124 with a minimum grade of C

ENG 126 CREATIVE WRITING

This course is designed to provide a study of creative writing. Emphasis will be placed on the production of student writing, with critical evaluation being an integral part of the process. Areas of concentration will be writing poetry, short story, non-fiction articles, and juvenile literature.

Credit: 3 hour — 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

This course is an introduction to the various nutrients as related to a lifetime of health. It is designed to meet the needs of students in the health and food service professions. Basic nutrition, dietary guidelines, disease prevention, nutritional assessment, dietary counseling, and menu writing are included.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: 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 food borne illness in food service establishments. One main objective is to enable the student to pass the Illinois Department of Public Health Sanitation Exam.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

FOS 123 COOKING TECHNOLOGY

Principles and skills of food preparation are presented and practiced with emphasis on soups, stocks, sauces, gravies, beef, veal, pork, lamb, chicken, fish and shellfish. The laboratory provides opportunities for the student to prepare both quantity and small portions.

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

The principles of food preparation are discussed and practiced with emphasis on herbs, spices and seasonings; salad and dressings, cheese; fruit; vegetables; potatoes; and pasta. Additional practice in preparing, portioning, and serving yeast breads and desserts will be included.

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

Prerequisite: None

FOS 129 INTRODUCTION TO BAKING

This course is designed to include baking principles in preparing quick breads, cookies, roll doughs and sweet doughs. Included are baking problems — causes and corrections.

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

Prerequisite: None

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 consists of one hour lecture with three hours lab. The lecture explains the fundamentals of apparel construction techniques and procedures used to inspect and evaluate the quality level of the finished apparel product. The lab consists 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: Gerontology 161

GEO 213 **GEOLOGY** **T**
This course is a general overview of the science of geology, including both physical and historical concepts. The materials, structures, and surface features of the earth's surface will be studied along with the processes involved in their development. The geological history of the earth and principles used in reconstructing the earth's history will be examined, including the evolution of life through fossil study.
Credit: 4 hours - Three lecture and two lab hours per week.
Prerequisite: None

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: None

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: None

HLT 111 **HEALTH** **T**
This course is designed to assist the individual in his/her responsibility for establishing good health practice and thereby avoiding illness.
Credit: 2 hours — Two lecture hours per week.
Prerequisite: 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 comices, 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 within the community for the home-bound person.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

INV 161 INTRODUCTION TO INVESTMENTS I

This course is designed to provide the student with a basic understanding of the New York Stock Exchange, bond market, securities, and CD's. The student will be assisted in learning how to wisely make financial investments, and how to read financial articles and news.

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

JOU 116 JOURNALISM T

This class is a continuation of Journalism 115. More emphasis is placed upon interviewing techniques and writing stories after conducting interviews. Public relations and publicity writing is also taught in this course. The class writes for the student newspaper. Typing is required for all work.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Journalism 115

JOU 211 INTERPRETIVE NEWS WRITING

In this course emphasis is placed upon writing and reporting for the print media. Students are given specific assignments in which they will conduct interviews and write news stories from the assigned area. Typing is required for all work.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Journalism 115 and/or 116.

JOU 212 INTRODUCTION TO FEATURE WRITING

This class will focus on the study and written practice of writing feature stories for any print media. The course allows the flexibility to write about topics of interest.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Journalism 211.

JOU 213 PUBLICATIONS PRODUCTION I

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

JOU 214 PUBLICATIONS PRODUCTION II

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: Publications Production I - 213

JOU 215 PUBLICATIONS PRODUCTION III

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: Publications Production II - 214

JOU 216 PUBLICATIONS PRODUCTION IV

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: Publications Production III - 215

LIT 211 INTRODUCTION TO POETRY T

In this course, poetic forms, themes and styles are studied to enhance the student's understanding and appreciation of poetry.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

LIT 212 MODERN FICTION T

Representative novels and short stories are examined and studied in terms of style, structure, and contribution to modern civilization.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

- LIT 213** **INTRODUCTION TO DRAMA** **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 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 041** **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 046** **DEVELOPMENTAL MATH**
 Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and metrics.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite: None

MAT 049 **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 111 **MATH FOR ELEMENTARY TEACHERS I** **T**

This course covers problem solving strategies, sets, relations, other numeration systems, algorithms, whole numbers, integers, rational numbers and real numbers. It is designed for elementary education majors.

Credit: 3 hours — Three lecture hours per week.
Prerequisite: Intro. to Algebra 041 or 1 year of high school algebra

MAT 112 **MATH FOR ELEMENTARY TEACHERS II** **T**

This course is a continuation of MAT 111. It includes mathematical reasoning, logic, probability, statistics, and geometry. It is designed for elementary education majors who will transfer to SIU-C.

Credit: 3 hours — Three lecture hours per week.
Prerequisite: Math for Elementary Teachers 111 or its equivalent.

MAT 114 **INTERMEDIATE ALGEBRA** **T**

Intermediate-level course in Algebra. Includes properties and operations of the real number systems, equations and inequalities, polynomials, rational expressions, powers, roots, radicals, functions and graphing.

Credit: 4 hours — Four lecture hours per week.
Prerequisite: Intro. to Algebra 041 with grade of C or better, 1 year of high school algebra with grade of C or better, or equivalent.

MAT 116 **COLLEGE ALGEBRA** **T**

College-level algebra course. Includes first and second degree equations and inequalities, exponential and logarithmic functions, complex numbers, systems, functions and graphing, theory of equations, binomial expansion.

Credit: 3 hours -- Three lecture hours per week.
Prerequisite: Intermediate Algebra 114 or 2 years of high school algebra with grades of C or better or equivalent.

MAT 117 **ANALYTIC GEOMETRY AND CALCULUS I** **T**

College level course in analytic geometry and calculus. It includes coordinate geometry, limits, continuity, derivatives and indefinite integrals and integration, with applications.

Credit: 5 hours — Five lecture hours per week.
Prerequisite: College Algebra and Trigonometry 116 and 118, or satisfactory math background in high school and consent of instructor.

MAT 118 **TRIGONOMETRY** **T**

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: College Algebra 116 or satisfactory math background in high school and consent of instructor.

MAT 119 **FINITE MATHEMATICS** **T**

This course includes set concepts and operations, combinations, permutations, elementary probability theory, systems of linear equations, finite Markov chains, introduction to linear programming.

Credit: 3 hours — Three lecture hours per week.
Prerequisite: Intermediate Algebra 114 or two years of high school algebra.

MAT 121 TECHNICAL MATHEMATICS

This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts, and basic algebra with applications to vocational situations.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: 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 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 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 114 or two years of high school algebra or equivalent

MAT 211 ANALYTIC GEOMETRY & CALCULUS II 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 III T

This course provides an introduction to conics and application of conics, polar, parametric equations and vectors, multiple integrals, partial differentiation, vector calculus, three dimensional coordinate geometry, and an introduction to differential equations.

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: Analytic Geometry & Calculus 211

MET 160 MEDICAL EMERGENCY TECHNOLOGY

The material covered in this course is designed to comply with the requirements of the Illinois Department of Transportation's eighty-one (81) hour Emergency Medical Technician I course. The completion of this course will allow the student to take the examination administered by the State of Illinois Department of Public Health.

Credit: 8 hours — Seven lecture and two lab hours per week.

Prerequisite: None

MRS 101 INTRODUCTION TO MEDICAL RECORDS

A course that will initiate the student to the field of Medical Record Technology. An overview of the functions and responsibilities of the technologist, and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record system consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

MRS 102 HEALTH RECORDS SYSTEMS

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Introduction to Medical Records 101

MRS 103 HEALTH RECORDS SYSTEMS

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 method.

Credit: 1 hours — Two 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 228

MRS 105 MEDICAL TRANSCRIPTION

This course involves transcribing operative notes, consultations, and summaries. These are transcribed by use of a transcription unit and typewriter. The development of English skills and the decision-making process in the medical setting is also stressed.

Credit: 1 hour - One lecture and four lab hours per week.

Prerequisite: Typewriting SEC 121 & Medical Terminology SEC 128

MRS 192 MEDICAL OFFICE ASSISTANT INTERNSHIP

Supervised work experience in an approved training station for students pursuing a one year certificate in (1) Medical Office Assistant, (2) Ward Clerk, or (3) Medical Records Clerk.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Sophomore standing in the Medical Office Assistant Program

MRS 201 HEALTH DATA & STATISTICS

Data collection methods, computation, and presentation of commonly reported health care statistics, definitions of terms used in reporting health statistics, vital statistics.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

MRS 202**CLINICAL PRACTICUM I**

Clinical experience in the areas of patient registration, registration procedures in the medical record department; storage and retrieval of medical records, technical analysis of the medical record, coding and indexing, and medical transcription, with related experience.

Credit: 2 hours - Ten clinical hours per week.

Prerequisite: None

MRS 203**MANAGEMENT IN HEALTH CARE**

Study of management principles as applied to the medical record department, includes an introduction to management, the functions of planning, organizing, controlling; actuating/supervising, problem solving, and quality assurance in the medical record department.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

MRS 204**CODING**

The study of classifications and nomenclatures, with in-depth coverage of ICD-9-CM and CPT-4 indexing.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

MRS 210**CLINICAL APPLICATION OF HEALTH DATA**

This course provides the student with in-depth clinical application knowledge regarding the medical record process, includes hands-on auditing of lab medical records and automated and electronic data processing, including computer systems, data collection, storage, retrieval and general application for health care facilities.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

MRS 211**MEDICO - LEGAL ASPECTS**

Study of the basic concepts and principles of law and their application to the health care field, and specifically to the medical record department. Laws dealing with confidentiality and release of information, liability of health care providers, and other topics are covered.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

MRS 212**UR/QA RISK MANAGEMENT**

Study of quality assurance systems, includes the purpose and philosophy quality assessment and risk management in the acute care facility, coordination of quality assurance activities with physician, credentialing/reappointment and employee performance evaluation, quality assurance requirements for acute care facilities in specific program areas, quality assurance in the non-acute facility, confidentiality of quality assurance information and the expanding quality assurance function.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

MRS 213**CLINICAL PRACTICUM II**

Clinical experience in the areas of the medical staff, JACH, quality assurance, utilization review, PRO, medicare DRG's coding reinforcement and health informaton systems.

Credit: 2 hours - Ten clinical hours per week.

Prerequisite: None

MRS 214**MEDICAL RECORDS IN NON-TRADITIONAL SETTING**

Study of medical services in health care institutions other than acute care hospital, includes regulation agencies, reporting systems, controls, the health record system and other related topics.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

- MRS 215 FUNDAMENTALS OF MEDICAL SCIENCE**
 Introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings and treatment.
 Credit: 4 hours - Four lecture hours per week.
 Prerequisite: None
- MUS 110 MUSIC IN THE ELEMENTARY SCHOOL T**
 Study of basic skills and techniques for teaching music in the elementary grades. The course includes instructional objectives, teaching philosophies and strategies, current trends, instructional materials, music fundamentals, and development of functional facility of 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, and seventh chords. Harmonic analysis of simple scores, continuation of common diatonic materials in keyboard, ear training, sight singing skills, and standard chord progressions at the keyboard.
 Credit: 4 hours — Three lecture and two lab hours per week.
 Prerequisite: Music 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 or consent of instructor
- MUS 117 PRIVATE STUDY T**
 Private applied instruction in instrumental, keyboard or vocal music. In addition to private instruction, students must attend the weekly studio class or be concurrently performing with one of the ensemble groups (choirs or jazz band). May be repeated for credit as long as a passing grade is maintained.
 Credit: 1 hour — Two lab hours per week.
 Prerequisite: Enrollment in music major program or consent of instructor

MUS 118 **SURVEY OF MUSIC LITERATURE** **T**
Study of characteristic forms and styles, including analysis and listening. Examples from the leading composers of each era are studied.
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 210 **JAZZ BAND**
This course is designed to give students experience with instrumental music. Members are required to participate in public band performances.
Credit: 1 hour - Two lab hours per week.
Prerequisite: Consent of instructor

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: Music 114

MUS 214 **HARMONY, EAR TRAINING AND SIGHT SINGING IV** **T**
Original composition utilizing skills and knowledge of MUS 213 with emphasis on contrapuntal techniques.
Credit: 4 hours — Four lecture hours per week.
Prerequisite: Music 213

OHT 128 **INSECT PEST AND PLANT DISEASE**
Study of the insect pests and plant diseases of ornamental plants, introduction to the safe and regulated utilization of insecticides and fungicides.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: None

PE 110 **PHYSICAL EDUCATION** **T**
A basic co-educational program in physical education which emphasizes essentially carry-over activities. Recreational aspects of activities including badminton, golf, bowling, tennis, and other related sports.
Credit: 1 hours — Two lab hours per week.
Prerequisite: None

PE 112 **PHYSICAL EDUCATION/BEGINNING TENNIS** **T**
A basic activity course designed to serve all students in the college. Significant consideration is given to the basic fundamentals and techniques of tennis.
Credit: 1 hour — Two lab hours per week.
Prerequisite: None

PE 113 **PHYSICAL EDUCATION/INTERMEDIATE TENNIS** **T**
A basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of tennis. Students enrolled in this course will be expected to have the ability to execute basic fundamentals and techniques, and greater emphasis is 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. Significant consideration is given to 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. Significant consideration is given to 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. Significant consideration is given to 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. Significant consideration is given to 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. Significant consideration is given to 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. Significant consideration is given to 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. Significant considerations given to 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. Significant consideration is given to 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. Significant consideration is given the basic fundamentals and techniques of dance. Students enrolled in this course will be expected to execute basic fundamentals and techniques. Greater emphasis shall be placed upon strategy.

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

PE 214 PHYSICAL EDUCATION/BOWLING T

A basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals 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. Significant consideration is given to the basic fundamentals and techniques of bowling. Students enrolled in this course will be expected 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 is given, 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, includes 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, includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Weight Training I - PE 218

PHI 215 PHILOSOPHY T

A study of patterns of philosophic thought, and discussion of persistent problems of philosophy illustrated in the writings of major thinkers from Greece through the 20th Century.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: 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 by 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. Emphasis is placed on mechanics, energy and the physical properties of matter. Intended for non-science majors, or science majors with limited science background.

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

Prerequisite: None

PHY 120 CONCEPTUAL PHYSICS

A non-mathematical approach to the study of physical phenomena, investigation of mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, and atomic and nuclear physics.

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

Prerequisite: None

PHY 216 UNIVERSITY PHYSICS I T

A calculus-based course in physics. A study of the Newtonian laws of mechanisms, heat, and sound, with considerable emphasis on the solution of problems. Topics covered include rectilinear and planer 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: Inorganic Chemistry 114 and at least concurrent enrollment in Calculus 117 or approval of the Divisional Chairperson.

PHY 217 UNIVERSITY PHYSICS II T

A calculus-based course in university-level physics. A study of electricity, magnetism, electromagnetic wave theory with an emphasis on light theory and an introduction to atomic and nuclear physics. Topics include charge, electric fields, emf, resistance, capacitance, magnetism, inductance, ac and dc circuits, resonance, waves, optics, and interference.

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

Prerequisite: Physics 216, Inorganic Chemistry 114 and at least concurrent enrollment in Calculus 211.

PHY 218 THERMODYNAMICS T

A study of concepts and principles of thermodynamics, includes energy transformation, kinetic theory analysis, open and closed systems, reversibility, entropy and the second law, and thermodynamic temperature scales.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Physics 216, Calculus 211, and Inorganic Chemistry & Qualitative Analysis 115

PHY 219 STATICS T

A 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: Physics 216 and Calculus 211

PN 113 LPN REFRESHER/REVIEW

This course will be offered to provide a review of the basic nursing skills such as: sterile techniques, vital signs, medical asepsis, etc. The course will consist of demonstrations, explanations, and return demonstration performances by students.

Credit: 1 hour — Two lab hours per week.

Prerequisite: Successful completion of the Practical Nursing Program and admission to the Associate Degree Nursing 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: Admission to the Practical Nursing Program

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: Admission to the Practical Nursing Program.

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: Successful completion of the first semester of the Practical Nursing Program.

PN 117 OBSTETRIC CLINICAL

This course is designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student the appropriate supervised experience.

Credit: 2 hours — Six lab hours per week.

Prerequisite: Successful completion of the first semester of the Practical Nursing Program.

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: Successful completion of the second semester of the Practical Nursing Program.

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 six lab hours per week for eight weeks.

Prerequisite: Admission to the Nurse Assistant Program

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: Admission to the Practical Nursing Program

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: Admission to the Practical Nursing Program

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: Admission to the Practical Nursing Program

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: Successful completion of the first semester of the Practical Nursing Program

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: Successful completion of the first semester of the Practical Nursing Program

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: Successful completion of the first semester of the Practical Nursing Program

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: Successful completion of the first semester of the Practical Nursing Program

PN 137 MEDICAL-SURGICAL NURSING II

This course is a continuation of Medical Surgical Nursing I-129.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: Successful completion of the second semester of the Practical Nursing Program.

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 168 NURSING LEADERSHIP AND MANAGEMENT

An introduction to management skills with emphasis on leadership styles, effective communications, time management, budget preparation, decision making and staff evaluation are emphasized.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Graduates of a state approved Practical or Registered Nursing Program.

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: 2 - 5 hours — Two to Five hours - variable credit based upon student need.

Prerequisite: Must have successfully completed a Practical Nursing Program.

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

A 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 T

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 — Two lecture and two 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 — Three lecture 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

Transcribe 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 70 wpm at end of course. Strong emphasis on mailable letter transcription.

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

Prerequisite: Shorthand and Transcription 124 or placement test.

SEC 225 SHORTHAND AND TRANSCRIPTION

Increased emphasis on mailable letter transcription. Minimum 3 minute dictation and transcription 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 — Three lecture hours per week.

Prerequisite: None

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: None

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

Presents 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 — One lecture and four 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 to systematically 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 is briefly studied including comparisons with other cultures. The primary emphasis is upon changes which have occurred in the family during the 20th century, factors causing the change, effects of change, 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 introductions 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. 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 214.

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

SQC 162**QUALITY CONTROL II**

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

Credit: 1 hour — One lecture hour per week.

Prerequisite: Quality Control I - 161

SQC 163**QUALITY CONTROL III**

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

Credit: 1 hour — One lecture hour per week.

Prerequisite: Quality Control II - 162

SQC 164**NONDESTRUCTIVE TESTING**

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

Credit: 1 hour — Two lab hours per week.

Prerequisite: None

SQC 165**PROPERTIES OF MATERIALS**

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

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

Prerequisite: None

SQC 166**PLASTICS TECHNOLOGY**

A study of plastics terminology, chemistry and properties, testing procedures, major application and molding, and fabrication processes used in industry. This course includes molding processes of injection (thermo-plastics and thermosets), compression, transfer, R.I.M., and B.M.C. injection; extrusion processes used in extrusion sheet, profile, and pipe monofilament, wire coating and film, and blow molding and thermoforming of sheet coating.

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

Prerequisite: None

SUR 120**INTRODUCTION TO SURVEYING**

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

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

Prerequisite: None

SW 121**INTRODUCTION TO SOCIAL WORK T**

A survey of the field of social work describing the historical development of social work from the early English Poor Laws through contemporary American practices. Beginning ideas and concepts about direct and indirect service delivery are described.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

SW 123**SUBSTANCE ABUSE**

A Social-Psychological study of the characteristics of substance abuse and its ramifications for society.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

TEA 114 THE YOUNG CHILD'S DEVELOPMENT

This course is planned to provide the child care provider with an understanding of the total development of the young child. It focuses on the physical, intellectual, emotional and social aspects of the preschool child's development. Such an approach will benefit the day care worker, nursery school personnel, and licensed sitters, as well as parents.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

TEA 115 CHILDREN'S LITERATURE

This course is designed to explore children's books, provide the student with practical strategies for bringing books and children together and to inspire the reading of them. The course has been developed to present a balanced selection of books with enough explanation to interest students in literature which will motivate them to read new books. The course should reflect the vitality of the literature and the joy that is generated when children first meet books they will never forget.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

TEA 121 INTRODUCTION TO TEACHER AIDE DUTIES

This course examines the role of the trained teacher aide at all levels of work in various areas of the curriculum. An in-depth study will be made of the duties, responsibilities and ethical principles of the teacher aide. A consideration of the future of the role of personnel in such positions will be made.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

TEA 123 SCHOOL PROCEDURES

This course will deal with the school as a complex public owned institution, stressing the role of staff in helping to transmit a positive impression in a truthful and tactful manner. The importance of school forms, recordkeeping and work organization will be included, along with utilization of community resources.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

TEA 126 CURRICULUM FOR PRESCHOOL PROGRAMS

This course will provide the child care provider with a wide range of curriculum possibilities that can add quality and enrichment to early childhood programs. It will encourage play and discovery techniques and will include theoretical and practical approaches toward developing language, cognitive, physical and creative skills in the young child.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

TEA 127 EARLY CHILDHOOD MODEL PROGRAMS

This course will survey contemporary models of early childhood programs focusing on the theory supporting each program, and the goals and methods involved in each. It is designed to offer the student a broad understanding of alternate approaches to early childhood education and to equip the student with the ability to analyze approaches critically.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

TEA 260 INSTRUCTOR TRAINING I

Adult learning theory and teaching methods, include 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, including 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, are made.

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 is on a flat bend test horizontal, vertical up-hill and down-hill welding.

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

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

WEL 126 GAS WELDING AND GAS TUNGSTEN WELDING

A continuation of Oxyacetylene Welding 120. A study of horizontal, vertical, and overhead welding, and 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's 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 is given 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 of oxyacetylene and arc air cutting, gouging and deseaming is required. This course is designed to give the student a working knowledge in heavy equipment repair.

Credit: 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. Protection emphasizing the scientific rationale for the development and application of standards protecting public health and the environment are included.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

WWT 121 BASIC WASTEWATER TREATMENT

A course of study 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, deals 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 the 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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