



SHAWNEE COMMUNITY COLLEGE
1993-1995
COLLEGE CATALOG

SHAWNEE COMMUNITY COLLEGE 1993-1995 CATALOG

Volume XVIII



Shawnee Community College

R.R. 1, Box 53

Ullin, Illinois 62992

(618) 634-2242

"Start Reaching for Your Dreams"

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CALENDAR

SUMMER SESSION 1993

| | |
|---|------------|
| Registration Begins | April 19 |
| Last Day to Register Without Late Fee | June 4 |
| Instruction/Late Registration Begins | June 7 |
| Registration Closes/Last Day to Add Classes | June 9 |
| Mid-Semester | July 1 |
| Last Day to Drop Without Academic Penalty | July 8 |
| Final Exams | July 29-30 |
| End of Semester | July 30 |

FALL SEMESTER 1993

| | |
|---|-------------------|
| Registration Begins | April 19 |
| Faculty Workshop | August 17 |
| Last Day to Register Without Late Fee | August 18 |
| Instruction/Late Registration Begins | August 19 |
| Registration Closes/Last Day to Add Full-Term Classes | August 25 |
| Holiday - Labor Day | September 6 |
| SCC Day (no day classes) | October 7 |
| Regional Educators' Institute (no classes) | October 8 |
| Holiday - Columbus | October 11 |
| Mid-Semester | October 15 |
| Last Day to Drop Without Academic Penalty | October 22 |
| Holiday - Veterans' Day | November 11 |
| Holiday - Thanksgiving | November 24,25,26 |
| Final Exams | December 14,15,16 |
| End of Semester | December 16 |

SPRING SEMESTER 1994

| | |
|---|-------------|
| Registration Begins | November 15 |
| Faculty Workshop | January 6 |
| Last Day to Register Without Late Fee | January 7 |
| Instruction/Late Registration Begins | January 10 |
| Registration Closes/Last Day to Add Full-Term Classes | January 14 |
| Holiday - Martin Luther King's Birthday | January 17 |
| Holiday - Lincoln's Birthday | February 14 |
| Mid-Semester | March 4 |
| Spring Break | March 7-11 |
| Last Day to Drop Without Academic Penalty | March 14 |
| Holiday - Good Friday | April 1 |
| Final Exams | May 9-12 |
| Commencement | May 13 |

SUMMER SESSION 1994

| | |
|---|------------|
| Registration Begins | April 18 |
| Last Day to Register Without Late Fee | June 3 |
| Instruction/Late Registration Begins | June 6 |
| Registration Closes/Last Day to Add Classes | June 8 |
| Mid-Semester | June 30 |
| Holiday - Independence Day | July 4 |
| Last Day to Drop Without Academic Penalty | July 7 |
| Final Exams | August 1-2 |
| End of Semester | August 2 |

FALL SEMESTER 1994

| | |
|---|-------------------|
| Registration Begins | April 18 |
| Faculty Workshop | August 16 |
| Last Day to Register Without Late Fee | August 16 |
| Instruction/Late Registration Begins | August 17 |
| Registration Closes/Last Day to Add Full-Term Classes | August 24 |
| Holiday - Labor Day | September 5 |
| SCC Day -(no classes) | October 6 |
| Regional Educator's Institute (no classes) | October 7 |
| Holiday - Columbus Day | October 10 |
| Mid-Semester | October 14 |
| Last Day to Drop Without Academic Penalty | October 21 |
| Holiday - Veterans' Day | November 11 |
| Holiday - Thanksgiving | November 23,24,25 |
| Final Exams | December 14,15,16 |
| End of Semester | December 16 |

SPRING SEMESTER 1995

| | |
|---|-------------|
| Registration Begins | November 14 |
| Faculty Workshop | January 5 |
| Last Day to Register Without Late Fee | January 6 |
| Instruction/Late Registration Begins | January 9 |
| Registration Closes/Last Day to Add Full-Term Classes | January 13 |
| Holiday - Martin Luther King's Birthday | January 16 |
| Holiday - Lincoln's Birthday | February 13 |
| Mid Semester | March 3 |
| Spring Break | March 6-10 |
| Last Day to Drop Without Academic Penalty | March 13 |
| Holiday - Good Friday | April 14 |
| Final Exams | May 8-11 |
| Commencement | May 12 |

PHILOSOPHY AND MISSION

Shawnee Community College is committed to the values of the community college concept, recognizing the uniqueness of the individual and the diversity of his/her needs, and dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual. The college community faces many challenges, problems, and opportunities as it approaches the year 2000. Education is the key to preparing individuals to confront the economic, social, and multicultural issues of the next century.

Shawnee Community College is dedicated to providing quality, cost-effective comprehensive programs to all individuals within the district who can benefit from such activities. The college maintains an "open-door" admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is committed to a catalytic role in the district's future.

The following values concerning the overall sphere of college activities reflect assumptions which shape the institution in the development of its mission, goals, and operational procedures.

1. The College values life-long learning.

As a consequence, the college has a mission to provide a comprehensive curriculum, including programs in liberal arts and sciences, as well as, general, adult, career, developmental, and community education.

2. The College values its role as a change agent for the public good.

As a consequence, the College has a mission to facilitate area economic development, promote cohesiveness within the community, and improve the quality of life for all citizens.

3. The College values equal access to educational opportunities for all citizens.

As a consequence, the College has a mission to provide equal educational opportunities for all citizens to the extent permitted by available resources.

4. The College values multi-cultural diversity.

As a consequence, the College has a mission to provide programs and activities which encourage and preserve multi-cultural diversity at the college.

5. The College values the dignity and worth of each individual.

As a consequence, the College has a mission to develop programs and services which address the needs of all segments of the college community.

6. The College values a systematic and participatory management approach to decision making.

As a consequence, the College has a mission to solicit input from all constituencies, reach decisions based upon all available information, and communicate such decisions to the public in an orderly manner.

7. The College values its reciprocal relationship with the community, including business, civic, social, and religious aspects.

As a consequence, the College has a mission to foster a community partnership in which each organization benefits from its mutual affiliation with the others.

8. The College values the prudent utilization of resources.

As a consequence, the College has a mission to develop and administer programs, services, and facilities which are consistent with the district's financial base and which benefit the greatest number of individuals.

9. The College values the pursuit of excellence.

As a consequence, the College has a mission to organize and administer high quality programs and to recruit and retain highly qualified personnel in all positions.

10. The College values a variety of educational opportunities for all citizens.

As a consequence, the College has a mission to develop and promote programs, courses, and activities which enhance life opportunities for all constituencies of the district.

AFFIRMATIVE ACTION

Shawnee Community College is an equal opportunity affirmative action institution.

Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to race, color, religion, sex, age, national origin, or disability.

All grievances shall be filed according to the board-approved grievance systems established for the College.

Requests for further information or complaints of affirmative action or Title IX violations should be directed to James Dumas, Dean of Student Services, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

CULTURAL DIVERSITY

America draws its strength and vitality from the diversity of its people. Shawnee Community College is committed to multi-cultural diversity and building a pluralistic campus that celebrates and draws upon the talents of all its students and staff.

The college seeks to promote this concept within the curriculum through including information related to multi-culturism in numerous identified courses.

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, and one large-group classroom. 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 23 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 Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

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. In addition, there are 200 periodicals, 12 newspapers, five indexing services and two computer databases. The LRC has available videocassettes, films, filmstrips, and phonograph records. Telecourse tapes may also be rented or viewed in the LRC. Shawnee's LRC participates with the Shawnee Library Loan System to make materials in libraries throughout the state of Illinois available to its patrons.

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 materials is provided by a service-oriented staff of librarians and support personnel.

Extension Centers

The College maintains extension centers throughout the district to accommodate those students who desire educational opportunities but are unable to attend courses on campus. Extension courses are offered at the Anna Center, Cairo Center, Johnson County Center and the Metro Center.

Academic, vocational and personal development courses are offered. Students taking extension center courses are enrolled at designated times at the various locations. Schedules of course offerings are printed and distributed each semester.

Day Care

The College maintains a Day Care facility for pre-school children between the ages of 2 and 8. Admission to the center is restricted to children of Shawnee Community College students and employees. The regular operating hours are from 7:45 a.m. to 4:15 p.m. Monday through Friday when classes are in session.

This facility meets or exceeds all state and federal laws regarding the administration and operation of a Day Care Center. The center provides supervision, meals, safety and program activities.

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. 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) 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 one year out of the past two, 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 two years.

SPECIAL PROGRAMS AND COMMUNITY SERVICES

Academic Opportunity Program (Student Support Services)

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

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.

Tutorial Program

Students experiencing difficulty with class work or basic study skills may get free tutorial assistance through the Tutorial Program located on campus and accessible at the Anna Center, Cairo Center, Metro Center and the Johnson County Extension Center. Tutoring is available in several forms:

- Individual (appointment required)
- Drop-In
- Group (groups of 2 to 6 students under tutelage of Peer Tutor)
- In-Class (Tutor assists students during class)

Peer Tutors earn minimum wages. Qualifications require all applicants to have completed the class or classes they tutor with a minimum of a "B" average. All tutors must receive a recommendation from their instructor(s) and participation in a tutorial training session. Tutoring takes place in the Learning Assistance Center, Room J408. Hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.

Telecourses

The college offers an alternative form of instruction through telecourses. A telecourse is a college-level course for the individual who may enjoy earning college credit at home. Telecourses may be offered over Channel 8 (WSIU, Carbondale) or on video cassette. Course offerings vary from semester to semester, but each course is the equivalent of its traditional campus counterpart.

A packet of information is prepared for each telecourse student. This packet contains instructions as to which lessons to view, assignments required, and testing material. Students have contact with campus instructors via mail, phone or personal visits to the campus. The midterm and final exams require the students' attendance on campus.

Telecourses are ideal for those who have a busy schedule, babysitting problems or transportation problems. It is also helpful for those who have illnesses or disabilities that prevent attendance on campus. Students who are self-disciplined and eager to learn do well in telecourses.

Community Education

The College's 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 to upgrade the skills of their employees and meet mandatory requirements.

Learning Assistance Center

The Learning Assistance Center at Shawnee Community College is available to both students and faculty as a supplement to the classroom learning experience. The Center has 18 computer-assisted instruction terminals at which students may work on a variety of educational activities ranging from an individualized review of basic English, math, and reading skills to word processing of term papers.

The Learning Assistance Center also houses the Student Support Services (AOP) tutorial program offering professional tutoring assistance to students in all academic areas.

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.

Transfer Center

The Transfer Center provides a variety of services and resources for students, who need or desire assistance with preparation to transfer to another school, college or university. These services are provided on an individual or group basis. The center serves all Shawnee Community College students, but focuses on minority students and those students who qualify for the Academic Opportunity Program.

These services include:

- assistance with career or college major selection
- SIGI Plus (a computer-based career decision-making system)
- selection of courses that transfer
- academic advisement
- college application and information resource library
- resources for and assistance with college selection and application
- campus visits/tours and transfer workshop
- college/university recruitment representative visits
- scholarship/financial aid information and workshops
- CASHE (College Aid Sources for Higher Education, a copyrighted database collection of 15,000 private sources of scholarships)
- mentoring and other student support programming

The Transfer Center continues to assist Shawnee Community College graduates in a variety of ways, as well. A short intake application is required.

ADMISSIONS

Shawnee Community College maintains an open-door admission policy for all potential students who have obtained a high school diploma or GED certificate. In the event of space limitations, preference for admission will be given to district residents.

Shawnee Community College will admit the following persons to credit programs as specified below:

1. High School graduates meeting the 1993 admission requirements — All programs
2. High School graduates not meeting the 1993 admission requirements -- All vocational programs and provisional admittance to the Associate of Arts and Science programs
3. Transfer students from colleges, universities and other post-secondary institutions — All programs if 1993 admission requirements are met
4. Escrow students - Provisional admittance as per escrow guidelines.

The 1993 high school course specific admission requirements for acceptance to the Associate of Arts and Science programs are outlined below.

| | | |
|----------------|----|---|
| English | 4 | Emphasizing written and oral communications and literature |
| Social Studies | 3 | Emphasizing history and government |
| Mathematics | 3 | Introductory and advanced algebra, geometry, trigonometry, and computer programming |
| Science | 3 | Laboratory sciences |
| Electives | 2 | Foreign language, music, vocational education, and art. If a foreign language is taken, it must include two semesters of the same language. |
| Total | 15 | |

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.

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. High school students 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. Have successfully completed three years of high school English prior to enrolling in an English course.
3. Have successfully completed three years of high school math prior to enrolling in a math course.

4. 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.

Escrow Honors Program Admission

For a student to be admitted into the Shawnee Community College Honors Program, he/she must meet all of the guideline requirements for the regular escrow program except:

1. The 16 year old requirement may be waived if circumstances warrant and the student gets approval from both the high school and community college chief executive officer.
2. The maximum course load of 8 credit hours per semester may be waived during the summer semester following the student's junior year in high school.

In addition to the regular escrow requirements, the student must also meet the following requirements:

1. Fill out an application for the Honors Program.
2. Be ranked in the upper 20% of his/her class (using all high school grades assigned up to the time of application).
3. Have a cumulative high school GPA (grade point average) of 3.25 or more based on the 4.0 scale.
4. Maintain a cumulative Shawnee Community College GPA of 3.0 or more based on the 4.0 scale.
5. The student's schedule of Shawnee Community College courses is officially approved each semester by:
 - a. The high school official.
 - b. The math/science divisional chairperson if the student is pursuing an A.S. degree, or the humanities/communication divisional chairperson if the student is pursuing an A.A. degree.

Early Admission

Shawnee Community College may admit students below sixteen years of age with prior joint approval of the chief executive officer of the college district and the secondary school. A student below sixteen years of age must be enrolled in a college preparatory curriculum and be identified as a gifted student by the high school district. All credits will remain in escrow until the student graduates from high school. Illinois Community College Board grants may be claimed for gifted students when they are not being funded under the State Board of Education formula.

Transfer Student Admission

Students transferring to Shawnee Community College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at Shawnee Community College.

Guidelines for Accepting Transfer Credit

1. Shawnee Community College will only accept credit hours from accredited institutions. Credit hours will also be granted for military service according to standards established by the federal government.
2. The College will accept a maximum of six (6) credit hours of "D" grades. The College registrar will make the determination as to whether transfer hours will be accepted as it relates to the student's degree.
3. If a transfer course from another accredited institution earned more credit hours than the equivalent course at Shawnee Community College, the student is given full credit for the hours earned at the former institution.
4. If a transfer course has fewer credit hours than the equivalent at Shawnee Community College, the student will be granted only the number of credit hours earned at the other institution.
5. If a transfer course has no Shawnee Community College equivalent, the hours earned will be granted as elective hours.
6. American Government from out-of-state schools will transfer as GOV 117 at Shawnee, but the student will be required to pass the Illinois Constitution Examination to fulfill degree or certificate requirements.
7. Quarter hours will be converted to semester hours on the Shawnee Community College transcript.

Community Education Admission

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 procedure.

ENTRANCE EXAMINATIONS

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.

English and Math Assessment

All first-time students are required to take examinations for evaluation of achievements in communication and computation competencies prior to enrolling for credit courses. Students with a composite score of 18 on the ACT Examination or 21 on the enhanced ACT Examination may be exempt from taking the entrance examination. Students scoring below established minimum levels on the entrance examination are required to enroll in college preparatory instruction.

If you need to take the entrance examination, be sure to schedule it in advance so that results are available at the time you plan to register. The earlier you take the entrance examination, 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.

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.

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.

Nurse Assistant Program

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

1. Be at least 16 years of age.
2. Successfully complete a reading comprehension test by scoring a level 3. 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.

Practical Nursing

The Practical Nursing Program has specific eligibility requirements due to enrollment limitations imposed by physical facilities, state licensure requirements and related criteria. All applicants for the Practical Nursing Program will be selected based upon the criteria outlined below:

1. All applicants must complete all required admission forms and meet the regular admission criteria for credit programs.
2. Submit satisfactory health reports as determined by physical examinations. (Required only after other admissions criteria are met.)
3. All applicants must successfully complete the ASSET examination with the minimum scaled score in each of the three areas outlined below:

Reading - 40
Writing - 40
Math - 38
4. All applicants who meet the minimum criteria outlined in section #3 above will be ranked according to their scaled score in reading. In the event of a tie, the math score 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 writing section of the examination. The fourth and final tie breaking component will be based on the grade received in Introduction to Human Anatomy (BIO 210).

5. Applicants with a math score of 38 through 41 will be required to successfully complete either Applied Basic Math (MAT 122) or Technical Math (MAT 121) with a grade of "C" or better before entering the program. If an applicant fails to satisfy this requirement prior to the first day of class, the admission to the program is null and void.
6. All applicants must complete Introduction to Human Anatomy (BIO 210) with a grade of "C" or better prior to beginning the program.
7. Applicants may complete the ASSET examination for entry into the Practical Nursing Program twice. The first time scheduling is at the discretion of the applicant. If the applicant elects to retake the ASSET examination, an appointment must be made with the Assessment Coordinator on one of three scheduled days that the test will be administered. Please contact the nursing department for the three scheduled days the ASSET will be administered.

Associate Degree Nursing

Persons seeking admission to the Shawnee Community College/Southern Illinois College 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.

Cosmetology

Persons seeking admission into the 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.

Note: For additional admission requirements, see pages 98-100.



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 during the fall and spring semesters or 6 or more credit hours during the summer 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 during the fall and spring semesters. 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 Instructional Services to carry up to 21 credit hours.

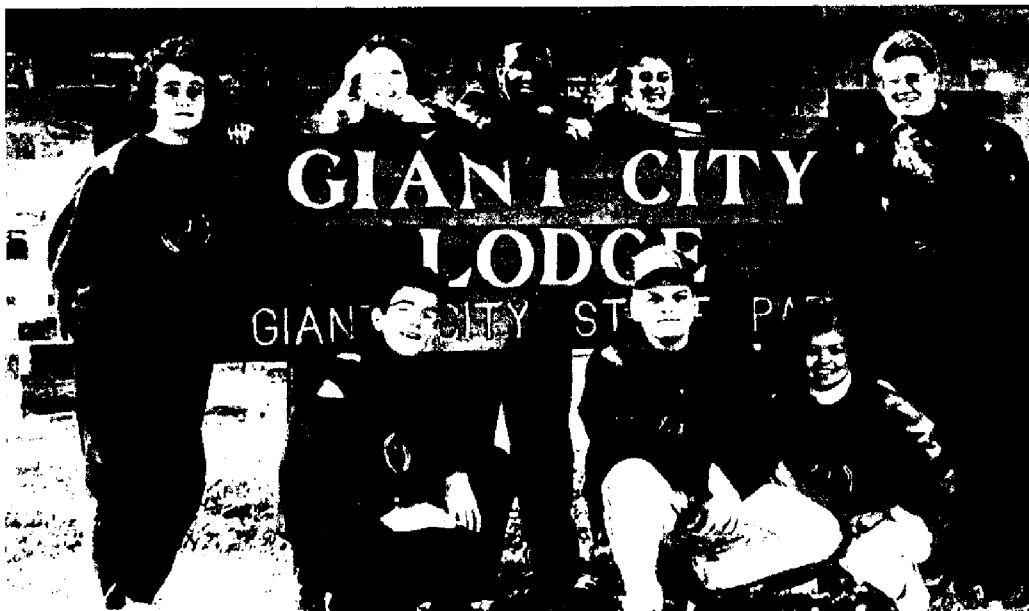
A full-time student during the summer semester must meet the requirements outlined above to enroll for more than 9 semester hours of credit.

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 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 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 |
| Deferment Fee | \$10.00 |
| Graduation Fee | \$20.00 |
| Laboratory Fee | Varies |
| Late Registration Fee | \$10.00 |
| Parking Sticker Fee | None |
| Student Activities Fee | \$ 2.00 |
| Schedule Change Fee | \$ 1.00 (per class) |
| Transcript Fee | \$ 2.00 |

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

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 for graduation no later than three weeks prior to the end of their last semester of attendance. Applications for graduation may be picked up through the faculty adviser or the Admissions Office.

Laboratory Fees

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

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. For additional information please consult the calendar for the semester you plan to register.

Parking Sticker Fee

Any student parking his or her vehicle on campus is required to display a parking sticker. The sticker is available at the Bursar's window in the administration building at no charge to the student. Any vehicle parked on campus without a sticker will be issued a parking citation.

Please refer to the parking and traffic sections in the current SCC Student Handbook for additional information.

Schedule Change Fee

Drop/Add Forms may be obtained from a counselor. The form must be signed by the counselor and/or 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.

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.

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.

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 Bursar's 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. The 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 a financial aid award.
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 a representative of the Business Office.

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 except in cases of tenth day drops initiated by the college. For refund purposes, tenth day drops become effective on the tenth day of instruction.
2. A 100% refund of tuition and refundable fees will be made if official withdrawal from all full-term courses occurs before or during the first calendar week of the regular semester.
3. An 80% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the second and third calendar weeks of a regular semester.
4. A 70% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the fourth and fifth calendar weeks of a regular semester.
5. A 60% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the sixth week of a regular semester.
6. A 50% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the seventh and eighth weeks of a regular semester.
7. A 40% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the ninth and tenth weeks of a regular semester, up until the official, final withdrawal date.
8. For fall and spring semesters that are condensed into a twelve week time period, the following refunds will apply: 100% before or during the first calendar week of the semester; 80% second week; 70% third week; 60% fourth week; 50% fifth and sixth weeks; 40% seventh week to the official withdrawal date.
9. For summer semester, the following refunds will apply: 100% before or during the first calendar week of the semester; 70% second week; 60% third week; 50% fourth week; 40% fifth week to the official withdrawal date.
10. No refund of tuition and fees for official withdrawal from full-term courses will be made after the final withdrawal date in any semester.

11. Refund of all tuition and fees will be made if the college cancels a course.
12. The late registration fee is non-refundable except for a course cancelled by the college. A total administrative fee of no more than 5% of the refund may be assessed by the college.
13. If a student has a monetary obligation to the college, the refund will be withheld.
14. Dropping a full-term course and concurrently adding a full-term course of equal credit during the first two weeks of classes is permitted without charge of additional tuition. Thereafter, tuition and fees will be assessed for adding a course.
15. No refund will be granted when a student is dismissed or suspended from the college for disciplinary reasons.
16. Refunds will be made, based upon these policies, within 30 days from the date of complete withdrawal.
17. Appeals for exceptions to the published policy may be made in writing to the Business Office. The decision on the appeal will be final.

Note: The refund policy is subject to change without notice by the Board of Trustees.

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 number of semester credit hours of eligible coursework, as specified by the individual financial aid program. Community education courses, ABE/GED courses, audited courses, certain repeated courses, the first level of developmental courses, and courses that cannot be used as credit towards any eligible SCC certificate or degree are not eligible for federal financial aid programs.

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 Federal Pell grant, unless the student is allowed to earn credit for the course more than once. First level developmental courses can not be counted for federal financial aid purposes. 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.
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. A financial aid application is not complete and awards may not be granted until all required financial aid transcripts are received.
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 for the individual financial aid programs through the Federal 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 to complete the verification process.

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 and students applying for graduation who have received financial aid will be required to be cleared by the Financial Aid Services Office before the withdrawal will be completed or the graduation application processed. Students who have received loans will be required to complete an Exit Interview. Refunds due to students at the time of withdrawal 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 the Financial Aid Services Office on the main campus.

GRANTS AND SCHOLARSHIPS

Federal Pell Grants

The Federal Pell Grant provides gift money for college-related expenses to students demonstrating financial need. The program is open to students who are enrolled in a 16-credit-hour or one-year certificate program, or a two-year degree program, who have not yet earned a bachelor's degree. To apply, an applicant must file a Free Application for Federal Student Aid (FAFSA), which may be obtained from a high school counselor or from the SCC Financial Aid Services Office. Upon receipt of the federal financial aid award notification, called a Federal Student Aid Report (FSAR), recipients must present all copies of the FSAR 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, Federal 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 Federal Pell Grant for the following spring semester. **Shawnee Community College requires all students requesting ANY type of financial aid, including scholarships, to submit a Federal Student Aid Report, or data resulting in the determination that the student would not be eligible for federal financial aid.**

Illinois Student Assistance Commission Grants (ISAC)

Monetary Award - Provides gift money for payment toward tuition and activity fees to eligible students who are and have been Illinois residents for a year prior to the start of the academic year. Students must indicate on the federal student financial aid 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 a top percentage (2.5% to 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).

Minority Teachers of Illinois Scholarship - Sophomore minority students who are Illinois residents enrolled in an approved "Teacher Education Program" are eligible to apply. Scholarship pays tuition, fees, room and board (or a commuter allowance.)

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 Illinois Student Assistance 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.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Gift money, in the form of FSEOG 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 Federal Pell Grant and submit a valid Federal Student Aid Report have applied for the FSEOG grant, which must be awarded based upon the student's estimated Family Contribution and other indicators of exceptional need. Initial awards are made each year to students who meet an announced deadline date prior to the start of fall semester. Subsequent awards are made at the beginning of the spring semester.

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 each district high school.

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. The criteria for the scholarship is 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 and volleyball), 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.

HONORS ESCROW SCHOLARSHIP - Awarded to outstanding high school students who wish to complete their first year of college on an escrow basis prior to high school graduation. Costs are covered for escrow classes; a \$500 scholarship is provided for the first year after high school graduation.

SHAWNEE COMMUNITY COLLEGE 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. Award 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.

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.

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.

ALUMNI SCIENCE ACHIEVEMENT AWARD - Awarded to a student enrolled in specified math and science classes, if they receive at least a "B" in the classes. \$500 to be used for educational expenses.

UNION COUNTY HOSPITAL NURSING SCHOLARSHIP - Awarded to an LPN or ADN nursing student, with preference given to Union County Hospital employees and Union County residents. \$1,000 to be used for educational expenses.

ELECTRIC ENERGY INCORPORATED SCHOLARSHIP - Awarded to a district resident enrolled in a technically-oriented transfer or vocational program. \$500 to be used for educational expenses.

SCOTT HARNER CHRISTIAN FELLOWSHIP EMERGENCY FUND - Limited short-term grants awarded to student's with a fiscal emergency that threatens to keep the student from completing a semester. Students are requested to reimburse the fund when other resources are available.

AWARD OF EXCELLENCE AND DEAN'S SCHOLARSHIPS - are also sponsored by the SCC Foundation. See guidelines for these scholarships on page 31.

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, Shawnee College Education Association, etc). Students should seek out reference materials on scholarships in the SCC Transfer Center (which has available a computerized scholarship search program) and in the Learning Resource Center. Students are also encouraged to contact organizations and parent's employers directly for information on possible scholarships.

WORK-STUDY PROGRAMS

Part-time student employment for 6-15 hours per week is funded by the Federal College Work-Study Program 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 SCC Financial Aid Application. A valid Federal Student Aid Report (FSAR) and Shawnee Community College Financial Aid application must be on file before a student may qualify for Work-Study. Additional part-time work programs are available through the Placement Center and the AOP Tutorial Program on campus.

FEDERAL FAMILY EDUCATION LOANS

Student loan programs provide long-term educational loan money to students and/or their parents. Eligible borrowers who have not had a prior student loan default may borrow an amount equal to the difference between their Cost of Attendance and the student's or family's identified financial resources.

Subsidized and unsubsidized Federal Stafford Loans are available to eligible students up to a maximum of \$2,625 per academic year (or \$1,750 for a student enrolled in an eligible less-than-one-year program). Federal Supplemental Loans for Students are available to independent students who have borrowed up to their Federal Stafford Loan eligibility maximum, and have SLS eligibility remaining, up to a maximum of \$4,000 per full academic year. Federal PLUS loans for parents of dependent students are also available.

Detailed information and applications are available in the Financial Aid Services Office. A Federal Student Aid Report (FSAR) 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.



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 POPULATION PROGRAM

The Special Populations 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 targeted vocational programs, and be either disadvantaged, handicapped or a non-traditional student. 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. A non-traditional student is a student enrolled in a program with 25% or less of the same gender.

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.

PLACEMENT CENTER

The Shawnee Community College Placement Center offers a variety of services designed to meet the educational and employment needs of our students, alumni, community, and employers in the 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
- employee recruitment for employment
- reference materials
- career/job fairs
- one-on-one consultation

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

EDUCATIONAL INTERNSHIPS/EXTERNSHIPS

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

Shawnee Community College requires internship experiences for many of its occupational certificate and degree programs. Students may or may not receive remuneration for their work experience at the discretion of the entity providing the internship site.

STUDENT ORGANIZATIONS AND ACTIVITIES

Shawnee Community College considers clubs and other student organizations an important asset to college life and encourages their formation. Extra-curricular activities provide students with opportunities to enhance their educational experiences, make new friends, learn new skills, develop life long interests, and learn through practical experiences. For this reason, the College is committed to the provision of a comprehensive program of student activities of which student clubs and organizations are an important part.

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 promoting the welfare of the student body and the development and guidance of student social and cultural activities. This organization is made up of twelve students elected by campus-wide referendum.

Four sophomores will be elected annually during the spring semester and four freshmen will be elected at the beginning of the fall semester. Each of the extension centers will have one representative on the Student Senate. Students with fewer than 30 credit hours will be considered freshmen; those with 30 or more credit hours will be considered sophomores.

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. **The Shawnee Community College Student Senate meets regularly and on occasion is called into special session upon approval of the Dean of Student Services.**
3. **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 and professional 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:

- American Association of Medical Assistants Professional Club
- Automotive Technology Club
- Black Awareness Club
- Data Processing Management Association
- Hair Designers Club
- Math/Science Club
- Phi Beta Lambda
- Phi Theta Kappa
- Social Service Technology Club
- Student Booster Club
- Wildlife Technology Club

Student Publications

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

The student literary and arts magazine, "Compositions", is published each spring semester under the guidance of college faculty who work with the student production staff. The magazine is a showcase of student talent in the areas of literary and artistic expression.

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.

Scholastic Bowl

The College participates in a Scholastic Bowl which competes with other community colleges in the region. This academic trivia competition is open to both full- and part-time students. The team has won recognition for its outstanding record in competition.

Students interested in competing on the Scholastic Bowl team should contact a member of the counseling staff.

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 and the Great Rivers Athletic Conference. 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.



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.

Audit Policy

Students must receive approval from the Dean of Instructional Services prior to enrolling to audit a course. Audited courses are 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. Contact the counseling department for additional information.

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.

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 counselors/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 counselor/instructor 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.

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

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.

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 the 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 records are 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 accordance 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 may withhold directory information by notifying the Dean of Student Services in writing two weeks after the first day of class for the fall term.

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 three weeks prior to the end of the term. Associate degrees and certificates are awarded at the end of each semester.

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

A full-time student whose GPA is a 3.5 or better enrolled in an Associate degree or certificate 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 3.9 will be named to the Dean's List. Academic honors for these students are announced shortly after the end of the fall and spring.

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 semester to raise the GPA to a satisfactory level.

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. All students should receive a fee statement listing the courses he/she is officially enrolled for once registration is completed.

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.

TRANSFER OF CREDITS TO FOUR-YEAR INSTITUTIONS

Shawnee Community College has articulation agreements with the following four-year institutions: Southern Illinois University-Carbondale, Southeast Missouri State University and Murray State University. This means that any transfer course listed in the catalog will be accepted by these institutions. Students planning to transfer to other institutions should consult Shawnee Community College counselors and/or the institution to which they will transfer.



CREDIT BY EXAMINATION

Advanced Placement

The College participates in the Advanced Placement Program. This program allows high school students to earn college credit by successfully completing the Advanced Placement Examination during their senior year.

Students seeking Advanced Placement credit must request for an original score report to be sent to the Registrar. Credit granted for Advanced Placement will appear on the student's transcript.

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 exam. CLEP General Examinations are given by appointment in the testing center.

Tech Prep

Tech Prep is a program designed to give college credit to high school students who are enrolled in articulated technical programs. At present, students enrolled in a Tech Prep Information Processing program in high school can enter Shawnee Community College and, providing they maintain acceptable grades, will get credit for Business Computer Systems and Word Processing. Other Shawnee Community College technical programs will be articulated with the area high schools, and will eventually lead to articulation into baccalaureate programs.

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 at Shawnee Community College once each month. Applications may be secured from the local Superintendent of the Education Service Region.

INSTRUCTIONAL PROGRAMS

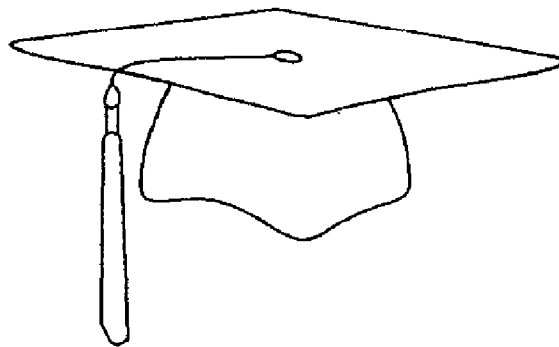
GENERAL INFORMATION

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 OF STUDY



Associate of Arts

Associate of Science

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 3 weeks prior to the end of the graduating semester.
6. Payment of all tuition and fees.

ASSOCIATE OF ARTS DEGREE

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, ART 118
 - 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
 - *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 116 & 117 may be counted as humanities or social sciences, but only one or the other.
4. **MATHEMATICS** Minimum 3 Semester Hours
 - a. Mathematics: MAT 110, MAT 116, MAT 117, MAT 118, MAT 119, MAT 210, MAT 211, MAT 212, MAT 213
 - *b. MAT 111, MAT 112

*Check with counselor for transferability.
 5. **SCIENCE** Minimum 8 Semester Hours

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

 - a. Life Science: BIO 111, BIO 112, BIO 210, BIO 211, BIO 212, BIO 213, BIO 214, BIO 215, BIO 216
 - b. Physical Science: AST 111, DRA 117, GEO 213, PHS 111, PHS 112, CHE 114, CHE 115, PHY 115, PHY 215, PHY 216, PHY 217, PHY 218, PHY 219
 6. **SEMINAR** 1 Semester Hour

College Orientation: SEM 111

ASSOCIATE OF SCIENCE DEGREE

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 foreign language for which prerequisites have been met
 - *f. History: HIS 116, HIS 117

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
 - c. Anthropology: ANT 216
 - f. Geography: GRY 214
 - *g. History: HIS 116, HIS 117, HIS 214, HIS 215, HIS 216, HIS 217

* History 116 & 117 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**

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

 - a. Life Science: BIO 111, BIO 112, BIO 211, BIO 212, BIO 213, BIO 214,
 BIO 215, BIO 216
 - b. Physical Science: AST 111, CHE 114, CHE 115, DRA 117, GEO 213,
 PHS 111, PHS 112,PHY 115, PHY 215, PHY 216,
 PHY 217, PHY 218, PHY 219

6. **SEMINAR** **1 Semester Hour**

College Orientation: 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 110 | Mathematics for Liberal Arts | 4 |
| ART 111 | Drawing I | 3 |
| *ART 114 | Art Appreciation | 3 |
| | Social Science Requirement | 3 |
| SEM 111 | College Orientation | <u>1</u> |
| | 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 | <u>3</u> |
| | 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 | <u>3</u> |
| | 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 | <u>3</u> |
| | TOTAL HOURS | 16 |

*ART 117 is recommended for ART majors.

Art Electives:

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

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 | College Orientation | <u>1</u> |
| | 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 111 | Criminal Law I | 3 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 15 |

SECOND SEMESTER

| | | |
|---------|------------------------------|-----------|
| ENG 112 | English Composition | 3 |
| MAT 210 | Elementary Statistics | 3 |
| CLE 115 | Interpersonal Relations | 3 |
| | Physical Science Requirement | 4 |
| | Humanities Requirement | <u>3</u> |
| | 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 |
| | Social Science/ Humanities Elective | <u>3</u> |
| | TOTAL HOURS | 15 |

*MAT 110 is required for students planning to attend Southeast Missouri State University.

ECONOMICS

| 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 | ECO 211 | Economics | 3 |
| GOV 117 | Introduction to American Government | 3 | PHI 215 | Philosophy | 3 |
| | Life Science Requirement | 4 | MAT 210 | Elementary Statistics | 3 |
| | Humanities Elective | 3 | BUS 214 | Business Law | 3 |
| SEM 111 | College Orientation | 1 | | TOTAL HOURS | 15 |
| | TOTAL HOURS | 18 | | | |
| | | | SECOND SEMESTER | | |
| | | | ECO 212 | Economics | 3 |
| | | | PSY 211 | Introduction to Psychology | 3 |
| ENG 112 | English Composition | 3 | SOC 212 | Sociology | 3 |
| GOV 118 | Comparative Government | 3 | COM 111 | Business Computer Systems | 4 |
| ***MAT 119 | Finite Mathematics | 3 | | Humanities Elective | 3 |
| | Physical Science Requirement | 4 | | TOTAL HOURS | 16 |
| | **Elective | 3 | | | |
| | 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.

EDUCATION, ELEMENTARY

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

EDUCATION, HIGH SCHOOL

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|-------------------------------------|-----------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| GOV 117 | Introduction to American Government | 3 |
| | Life Science Requirement | 4 |
| | Elective | 3 |
| SEM 111 | College Orientation | 1 |
| | TOTAL HOURS | 18 |

SECOND SEMESTER

| | | |
|---------|------------------------------|--------------|
| ENG 112 | English Composition | 3 |
| | Physical Science Requirement | 4 |
| | Humanities Requirement | 3 |
| | Math Requirement | <u>3/5</u> |
| | TOTAL HOURS | 13/15 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|------------------------------|-----------|
| SPC 111 | Speech | 3 |
| PSY 211 | Introduction to Psychology | 3 |
| HIS 214 | History of the United States | 3 |
| | Social Science Requirement | 3 |
| | Science Requirement | <u>4</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|---------|---------------------------------|-----------|
| HIS 215 | History of the United States | 3 |
| HIS 217 | History of Eastern Civilization | 3 |
| HLT 111 | Health | 2 |
| | Literature Requirement | 3 |
| | Elective | <u>7</u> |
| | TOTAL HOURS | 18 |

ENGLISH

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|--------------------|--|-----------|
| ENG 111 | English Composition | 3 |
| SPC 111 | Speech | 3 |
| LIT 214 | English Literature | 3 |
| HIS 116 or HIS 214 | Western Civilization or History of the United States | 3 |
| | Foreign Language | 4 |
| SEM 111 | College Orientation | <u>1</u> |
| | 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 | <u>3</u> |
| | TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|------------------------------|-----------|
| LIT 211 | Introduction to Poetry | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| LIT 216 | American Literature | 3 |
| PSY 211 | Introduction to Psychology | 3 |
| | Life Science Requirement | <u>4</u> |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

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

FOREIGN LANGUAGE

*(French, German, Spanish)

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|-----------------------------|------------------------------|-----------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| FRN 111, GER 111 or SPA 111 | French, German or Spanish | 4 |
| HIS 116 | Western Civilization | 3 |
| | Elective | 3 |
| SEM 111 | College Orientation | 1 |
| | TOTAL HOURS | 18 |

SECOND SEMESTER

| | | |
|-----------------------------|---------------------------|-----------|
| ENG 112 | English Composition | 3 |
| FRN 112, GER 112 or SPA 112 | French, 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 |
| FRN 211, GER 211 or SPA 211 | French, German or Spanish | 4 |
| PSY 211 | Introduction to Psychology | 3 |
| | Life Science Requirement | 4 |
| | Elective | 3 |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

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

*A minimum of 12 hours in one language.

HISTORY

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|---|--------------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| HIS 116 | Western Civilization | 3 |
| GOV 117 | Introduction to American Government | 3 |
| | Humanities Requirement (Foreign Language suggested) 3/4 | |
| SEM 111 | College Orientation | 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 Requirement | 4 |
| | TOTAL HOURS | 16 |

MUSIC

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|--|-----------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| MUS 113 | Harmony, Ear Training and Sight Singing I | 4 |
| MUS 117 | Private Study | 1 |
| | Humanities Requirement (non-Music) | 3 |
| SEM 111 | College Orientation | 1 |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

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

SOPHOMORE YEAR

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

SECOND SEMESTER

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

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

PHILOSOPHY

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|------------------------------|-----------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| HIS 116 | Western Civilization | 3 |
| | Humanities Requirement | 3 |
| | Science Requirement | 4 |
| SEM 111 | College Orientation | 1 |
| | TOTAL HOURS | 18 |

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 |
| | Elective | 1 |
| | TOTAL HOURS | 15 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|--|-----------|
| SPC 111 | Speech | 3 |
| GOV 117 | Introduction to American Government | 3 |
| PSY 211 | Introduction to Psychology | 3 |
| | Humanities Elective | 3 |
| | Life Science Requirement | 4 |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

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

POLITICAL SCIENCE

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|-------------------------------------|----------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| HIS 116 | Western Civilization | 3 |
| GOV 117 | Introduction to American Government | 3 |
| | Humanities Requirement | 3 |
| SEM 111 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 17 |

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 | <u>1/3</u> |
| | TOTAL HOURS | 16/18 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|------------------------------|----------|
| HIS 214 | History of the United States | 3 |
| PSY 211 | Introduction to Psychology | 3 |
| ECO 211 | Economics | 3 |
| | Humanities Requirement | 3 |
| | Life Science Requirement | <u>4</u> |
| | TOTAL HOURS | 16 |

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 | <u>4</u> |
| | TOTAL HOURS | 16 |

PSYCHOLOGY

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|------------------------------|----------|
| ENG 111 | English Composition | 3 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| PSY 211 | Introduction to Psychology | 3 |
| HIS 216 | Western Civilization | 3 |
| | Life Science Requirement | 4 |
| SEM 111 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 18 |

SECOND SEMESTER

| | | |
|---------|------------------------------|----------|
| ENG 112 | English Composition | 3 |
| HIS 117 | Western Civilization | 3 |
| SOC 212 | Sociology | 3 |
| | Physical Science Requirement | 4 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|--------------------------|----------|
| SPC 111 | Speech | 3 |
| MAT 210 | Elementary Statistics | 3 |
| ANT 216 | Anthropology | 3 |
| | **Humanities Requirement | 3/4 |
| | Elective | <u>3</u> |
| | 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 | <u>6</u> |
| | TOTAL HOURS | 15/16 |

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

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 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

| | | |
|---------|------------------------------|----------|
| ENG 112 | English Composition | 3 |
| SW 121 | Introduction to Social Work | 3 |
| MAT 210 | Elementary Statistics | 3 |
| | Physical Science Requirement | 4 |
| | Humanities Requirement | <u>3</u> |
| | TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|----------------------------|----------|
| SPC 111 | Speech | 3 |
| PSY 211 | Introduction to Psychology | 3 |
| ECO 211 | Economics | 3 |
| | Humanities Requirement | 3 |
| | Elective | <u>4</u> |
| | 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 | <u>3</u> |
| | TOTAL HOURS | 15 |

*MAT 110 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 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

| | | |
|---------|-------------------------------------|----------|
| ENG 112 | English Composition | 3 |
| GOV 117 | Introduction to American Government | 3 |
| MAT 210 | Elementary Statistics | 3 |
| | Electives | <u>6</u> |
| | TOTAL HOURS | 15 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|---------------------------------|----------|
| SPC 111 | Speech | 3 |
| SOC 122 | Introduction to Social Problems | 3 |
| | Life Science Requirement | 4 |
| | Humanities Requirement | 3 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

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

*MAT 110 is required for students planning to attend Southeast Missouri State University.

SPEECH

FRESHMAN YEAR

| FIRST SEMESTER | | Semester Hours |
|----------------|------------------------------|----------------|
| ENG 111 | English Composition | 3 |
| SPC 111 | Speech | 3 |
| SPC 114 | Forensics I | 1 |
| MAT 110 | Mathematics for Liberal Arts | 4 |
| | Social Science Requirement | 3 |
| | Elective | 3 |
| SEM 111 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 18 |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|----------------|------------------------------|----------------|
| SPC 113 | Creative Drama | 3 |
| SPC 210 | Interpersonal Communications | 3 |
| SPC 214 | Forensics III | 1 |
| PHI 215 | Philosophy | 3 |
| | Life Science Requirement | 4 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 17 |

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 | <u>2</u> |
| | TOTAL HOURS | 15 |

SECOND SEMESTER

| | | |
|---------|------------------------------|-----------|
| LIT 218 | World Literature | 3 |
| SPC 215 | Forensics IV | 1 |
| | Social Science Requirement | 3 |
| | Physical Science Requirement | 4 |
| | Electives | <u>6</u> |
| | TOTAL HOURS | 17 |

ASSOCIATE OF SCIENCE PROGRAMS OF STUDY

AGRICULTURE

FRESHMEN YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|-------------------------|----------|
| ENG 111 | English Composition | 3 |
| MAT 116 | College Algebra | 3 |
| MAT 118 | Trigonometry | 2 |
| BIO 111 | Introduction to Biology | 4 |
| AGR 112 | Crop Science | 3 |
| SEM 111 | College Orientation | <u>1</u> |
| | 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 | <u>3</u> |
| | 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 | <u>3</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|--------------------|---|----------|
| BIO 213 | Botany | 4 |
| MAT 119 or MAT 210 | Finite Math or Elementary Statistics | 3 |
| | Electives | 5 |
| | Humanities Requirement | <u>3</u> |
| | 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 | |
| SEM 111 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 16 |

SOPHOMORE YEAR

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

SECOND SEMESTER

| | | |
|---------|---|----------|
| ENG 112 | English Composition | 3 |
| BIO 112 | Biology | 4 |
| PSY 211 | Introduction to Psychology | 3 |
| CHE 115 | Inorganic Chemistry and Qualitative Analysis | 5 |
| | Social Science Requirement | <u>3</u> |
| | 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 |
| *BIO 215 | Introduction to Physiology | 4 |
| | ** Humanities Requirement | <u>3</u> |
| | 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

(Business Administration, Accounting, Management, Marketing, 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 | College Orientation | <u>1</u> |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

| | | |
|----------|------------------------------|-----------|
| ENG 112 | English Composition | 3 |
| *MAT 119 | Finite Mathematics | 3 |
| | Physical Science Requirement | 4 |
| | Humanities Requirement | 3 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours | |
|----------------|----------------------------|--------------|
| PSY 211 | Introduction to Psychology | 3 |
| ACC 111 | Accounting | 4 |
| ECO 211 | Economics | 3 |
| BUS 214 | Business Law | 3 |
| | Science Requirement | 3/4 |
| | TOTAL HOURS | 16/17 |

SECOND SEMESTER

| | | |
|-----------|---------------------------|-----------|
| ECO 212 | Economics | 3 |
| ACC 112 | Accounting | 4 |
| COM 111 | Business Computer Systems | 4 |
| **MAT 210 | Elementary Statistics | 3 |
| | Elective | <u>3</u> |
| | 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 | College Orientation | <u>1</u> |
| | 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 |
| PSY 211 | Introduction to Psychology | <u>3</u> |
| | 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 I | 4 |
| | *Humanities Requirement | 3 |
| | Social Science Requirement | <u>3</u> |
| | TOTAL HOURS | 18 |

SECOND SEMESTER

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

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

**Other courses that would strengthen this degree: CHE 216, Quantitative Analysis, COM 210, Scientific FORTRAN Programming, PHY 216, University Physics I and PHY 217, University Physics II.

COMPUTER SCIENCE/MATHEMATICS FUNCTIONAL

| FRESHMAN YEAR | | SOPHOMORE YEAR | |
|---|----------------|---|----------------|
| FIRST SEMESTER | Semester Hours | FIRST SEMESSTER | Semester Hours |
| ENG 111 English Composition | 3 | SPC 111 Speech | 3 |
| MAT 116 College Algebra | 3 | MAT 211 Analytic Geometry and Calculus II | 5 |
| MAT 118 Trigonometry | 2 | COM 210 Scientific FORTRAN Programming | 3 |
| COM 111 Business Computer Systems | 4 | COM 224 Pascal | |
| BIO 111 Introduction to Biology | 4 | Humanities Requirement | <u>3</u> |
| SEM 111 College Orientation | <u>1</u> | TOTAL HOURS | 17 |
| TOTAL HOURS | 17 | | |
| SECOND SEMESTER | | SECOND SEMESTER | |
| ENG 112 English Compositition | 3 | MAT 212 Analytic Geometry and Calculus III | 5 |
| Physical Science Requirement | 4 | COM 229 Pascal II | 3 |
| MAT 117 Analytic Geometry and Calculus I | 5 | Science Requirement | 4 |
| PSY 211 Introduction to Psychology | 3 | Social Science Requirement | <u>3</u> |
| Humanities Requirement | <u>3</u> | TOTAL HOURS | 15 |
| TOTAL HOURS | 18 | | |

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

ENGINEERING

| FRESHMAN YEAR | | SOPHOMORE YEAR | |
|---|----------------|--|----------------|
| FIRST SEMESTER | Semester Hours | FIRST SEMESTER | Semester Hours |
| MAT 116 College Algebra | 3 | MAT 211 Analytic Geometry and and Calculus II | 5 |
| MAT 118 Trigonometry | 2 | PHY 216 University Phisics I | 4 |
| CHE 114 Inorganic Chemistry | 5 | SPC 111 Speech | 3 |
| ENG 111 English Composition | 3 | DRA 117 Engineering Graphics | 4 |
| Humanities Requirement | 3 | Humanitites Requirement | <u>3</u> |
| SEM 111 College Orientation | <u>1</u> | TOTAL HOURS | 19 |
| TOTAL HOURS | 17 | | |
| SECOND SEMESTER | | SECOND SEMESTER | |
| CHE 115 Inorganic Chemistry and Qualitative Analysis | 5 | MAT 212 Analytic Geometry and Calculus III | 5 |
| MAT 117 Analytic Geometry and Calculus I | 5 | MAT 213 Differential Equations | 3 |
| ENG 112 English Compositition | 3 | PHY 217 University Physics II | 4 |
| Social Science Requirement | <u>3</u> | PHY 219 Statics | 3 |
| TOTAL HOURS | 16 | Social Science Requirement | <u>3</u> |
| | | TOTAL HOURS | 18 |

*Other courses that would strengthen this degree are: COM 210 - Scietific FORTRAN Programing, PHY 218 - Thermodynamics and PHY 215 - Circuits Analysis.

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 College Orientation | <u>1</u> |
| TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|--|----------------|
| MAT 211 Analytic Geometry and Calculus II | 5 |
| MAT 210 Elementary Statistics | 3 |
| Social Science Requirement | 3 |
| Science Requirement | <u>4/5</u> |
| TOTAL HOURS | 15/16 |

SECOND SEMESTER

| | |
|---|----------|
| ENG 112 English Composition | 3 |
| MAT 117 Analytic Geometry and Calculus I | 5 |
| Science Requirement | 4 |
| **Humanities Requirement | <u>3</u> |
| TOTAL HOURS | 15 |

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 | <u>3</u> |
| 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 College Orientation | <u>1</u> |
| TOTAL HOURS | 17 |

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 | <u>1</u> |
| TOTAL HOURS | 16 |

SECOND SEMESTER

| | |
|---|----------|
| ENG 112 English Composition | 3 |
| MAT 117 Analytic Geometry and Calculus I | 5 |
| CHE 115 Inorganic Chemistry and Qualitative Analysis | 5 |
| Social Science Requirement | <u>3</u> |
| 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 | <u>3</u> |
| TOTAL HOURS | 15 |

*Other courses that would strengthen this degree are: COM 210 - Scientific FORTRAN Programming, DRA 117 - Engineering Graphics, MAT 213 - Differential Equations, PHY 218 - Thermodynamics and PHY 215 - Circuits Analysis.

PRE-PROFESSIONAL SCIENCES

(Denistry, 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 Human Anatomy | 4 |
| CHE 114 Inorganic Chemistrsy | 5 |
| MAT 116 College Aglebra | 3 |
| MAT 118 Trigonometry | 2 |
| SEM 111 College Orientation | <u>1</u> |
| TOTAL HOURS | 18 |

SECOND SEMESTER

| | |
|---|----------|
| ENG 112 English Composition | 3 |
| *BIO 215 Introduction to Human Physiology | 4 |
| CHE 115 Inorganic Chemistry and Qualitative Analysis | 5 |
| MAT 117 Analytic Geometry and Calculus I | <u>5</u> |
| TOTAL HOURS | 17 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|------------------------------------|----------------|
| PHY 216 University Physics I | 4 |
| SPC 111 Speech | 3 |
| CHE 211 Organic Chemistry I | 5 |
| PSY 211 Introduction to Psychology | 3 |
| **Humanities Requirement | <u>3</u> |
| TOTAL HOURS | 18 |

SECOND SEMESTER

| | |
|-------------------------------|----------|
| PHY 217 University Physics II | 4 |
| CHE 212 Organic Chemistry II | 5 |
| **Humanities Requirement | 3 |
| Social Science Requirement | <u>3</u> |
| 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 and CHE 216 - Quantitative Analysis.

GENERAL STUDIES PROGRAMS

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.

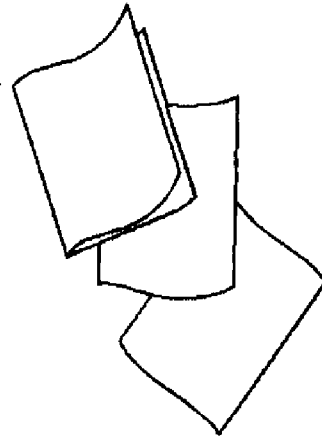
Course Requirements for graduation with an Associate in General Studies (AGS) Degree are:

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 - College Orientation | |
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 Hour



OCCUPATIONAL PROGRAMS



Associate of Applied Science

and Certificates

OCCUPATIONAL PROGRAMS

ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES

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

Career programs grew from the need for technicians and skilled employees in all areas of business, medicine, and industry. 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 DEGREES AND RELATED CERTIFICATE PROGRAMS

Associate of Applied Science

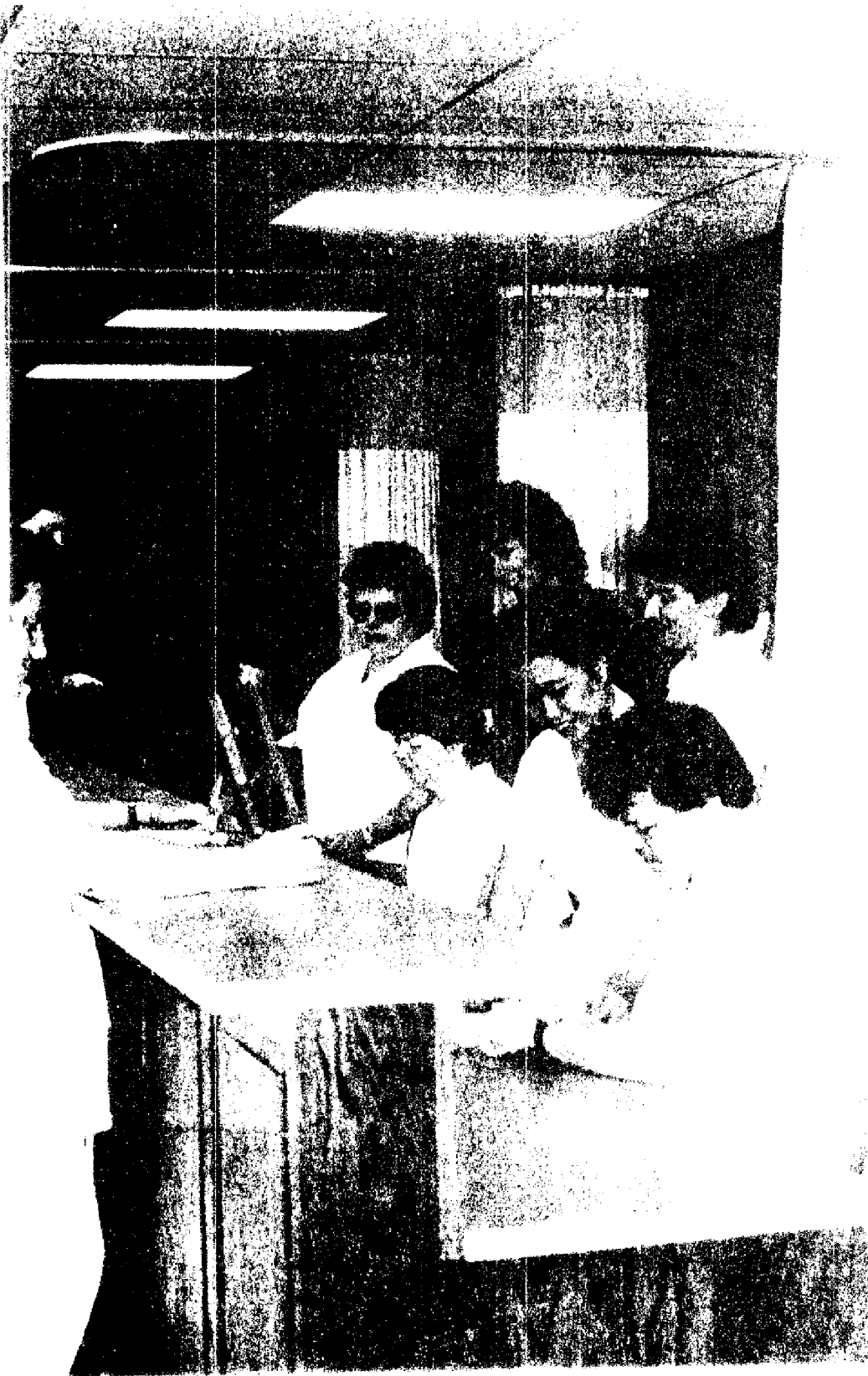
General Requirements for graduation with an Associate of Applied Science (AAS) Degree include:

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 3 weeks prior to the end of the graduating semester.
6. Payment of all tuition and fees.

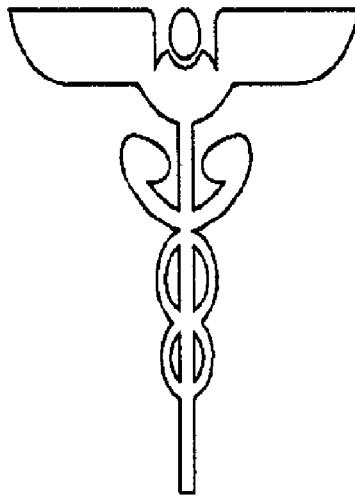
One-Year Certificate Programs

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. (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 3 weeks prior to the end of the graduating semester.
6. Payment of all tuition and fees.



ALLIED HEALTH PROGRAMS OF STUDY



Licensed Practical Nursing

Associate Degree Nursing

Medical Office Assistant

Medical Transcription

LICENSED 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 |
|----------------|------------------------------------|----------------|-----------------|---------------------------------------|----------------|
| CPR 120 | Cardiopulmonary Resuscitation | 1 | ENG 111 | English Composition | 3 |
| FOS 116 | Nutrition | 3 | PN 116 | Clinical Nursing - Part II | 4 |
| PN 114 | Growth and Development for PN's | 2 | PN 117 | Obstetric Clinical | 1 |
| PN 115 | Clinical Nursing - Part I | 3 | PN 129 | Medical-Surgical Nursing I | 3 |
| *PN 121 | Fundamentals of Nursing | 2 | PN 131 | Nursing Care of Mother and Newborn | 2 |
| PN 125 | Introduction to Mental Health | 1 | PN 132 | Nursing Care of the Child | 2 |
| **PN 126 | Introduction to Pharmacology | 2 | PN 133 | Pharmacology | 2 |
| PN 128 | Nursing Procedures | 2 | | TOTAL HOURS | 17 |
| PN 170 | Geriatric Nursing | 1 | | | |
| SEM 111 | College Orientation | 1 | | | |
| | TOTAL HOURS | 18 | SUMMER SEMESTER | | |
| | | | PSY 211 | Introduction to Psychology | 3 |
| | | | PN 119 | Clinical Nursing - Part III | 3 |
| | | | PN 137 | Medical-Surgical Nursing II | 2 |
| | | | | TOTAL HOURS | 8 |

*Prerequisite: BIO 210 - Introduction to Anatomy

The prerequisite for BIO 210 is BIO 111 - Introduction to Biology or equivalent.

General Education courses may be taken prior to admission into the nursing program.

**MAT 122 - Applied Basic Mathematics is strongly recommended prior to taking

PN 126 - Introduction to Pharmacology.

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.

SUMMER SEMESTER (Prior to First Semester)

| | | |
|--|----------|--|
| MAT 121, MAT 122 or *MAT 114 | | |
| Technical Mathematics, Applied Basic Mathematics or Intermediate Algebra | 3/4 | |
| PHS 111 or *CHE 114 Physical Science or Inorganic Chemistry | 4 | |
| BIO 215 Introduction to Physiology | <u>4</u> | |
| TOTAL HOURS | 11/12 | |

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

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

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.

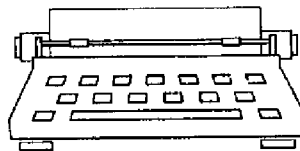
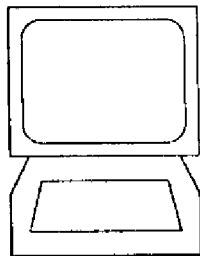
| FIRST SEMESTER | | Semester Hours | SECOND SEMESTER | | Semster Hours |
|----------------|---------------------------------------|----------------|-----------------|--|---------------|
| IMS 121 | Beginning Keyboarding/ Typewriting | 3 | MRS 106 | Principles of Insurance | 3 |
| MRS 100 | Medical Terminology | 3 | MRS 107 | Medical Assistant | 3 |
| IMS 120 | Records/Information Management | 3 | IMS 227 | Office Information Processing I | 3 |
| MRS 109 | Introduction to Coding | 2 | MRS 104 | Advanced Medical Terminology | 3 |
| MRS 101 | Introduction to Medical Records | 3 | MRS 105 | Medical Transcription | <u>3</u> |
| SEM 111 | College Orientation | 1 | | TOTAL HOURS | 15 |
| INT 111 | Career Development | <u>1</u> | | | |
| | TOTAL HOURS | 16 | | | |
| | | | SUMMER SEMESTER | | |
| | | | ENG 124 | Career English | 3 |
| | | | MRS 192 | Medical Office Assistant Internship | <u>2</u> |
| | | | | TOTAL HOURS | 5 |

MEDICAL TRANSCRIPTION (One-Year Certificate)

A one-year curriculum designed to provide the student with those skills necessary for entry level employment in the medical field as a transcriptionist.

| FIRST SEMESTER | | Semester Hours | SECOND SEMESTER | | Semester Hours |
|----------------|------------------------|----------------|-----------------|------------------------------------|----------------|
| MRS 100 | Medical Terminology | 3 | IMS 227 | Office Information Processing I | 3 |
| ENG 124 | Career English | 3 | MRS 104 | Advanced Medical Terminology | 3 |
| IMS122 | Document Formatting | 3 | COM 111 | Business Computer Systems | 4 |
| MRS 109 | Introduction to Coding | 2 | MRS 110 | Advanced Medical Transcription | 3 |
| MRS 105 | Medical Transcription | 3 | IMS 223 | Document Production | 3 |
| SEM 111 | College Orientation | 1 | COM 164 | Introduction to dBASE IV | <u>1</u> |
| INT 111 | Career Development | <u>1</u> | | TOTAL HOURS | 17 |
| | TOTAL HOURS | 16 | | | |
| | | | SUMMER SEMESTER | | |
| | | | MRS 193 | Medical Transcription Internship | <u>2</u> |
| | | | | TOTAL HOURS | 2 |

BUSINESS, OCCUPATIONAL AND TECHNICAL PROGRAMS OF STUDY



Accounting Administrative Assistant Agriculture

Automotive Child Care Computer

Cosmetology Electronics Food Service

Information Processing Law Enforcement

Management Secretarial Social Service

Teacher Aide Welding Wildlife

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 124 | Career English | 3 |
| MAT 114 or MAT 116 | Intermediate Algebra or College Algebra | 4/3 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | <u>1</u> |
| | TOTAL HOURS | 16/15 |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|----------------|------------------------------------|----------------|
| ACC 221 | Financial Institutional Accounting | 3 |
| BUS 214 | Business Law | 3 |
| COM 111 | Business Computer Systems | 4 |
| ECO 211 | Economics (Macro) | 3 |
| PSY 224 | Practical Psychology | <u>3</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|---------|--------------------------|-----------|
| ACC 121 | Payroll Accounting | 2 |
| ACC 112 | Accounting | 4 |
| BUS 210 | Principles of Management | 3 |
| ENG 221 | Technical Writing | 3 |
| IMS 125 | Business Machines | 3 |
| | Elective | <u>1</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|---------|---------------------------------|-----------|
| ACC 223 | Tax Accounting | 3 |
| ACC 224 | Computer Application Accounting | 3 |
| BUS 211 | Introduction to Finance | 3 |
| HLT 111 | Health | 2 |
| BUS 215 | Business Law | 3 |
| ACC 199 | Accounting Internship | <u>2</u> |
| | TOTAL HOURS | 16 |

AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)

An Associate of Applied Science Degree program designed to prepare the student as a manager, salesperson, 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 Mathematics or Intermediate Algebra | 3/4 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | 1 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 17/18 |

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 | Accounting or Bookkeeping | 4/3 |
| BUS 214 | Business Law | 3 |
| BUS 238 | Principles of Sales | 3 |
| | Elective | <u>1</u> |
| | TOTAL HOURS | 16/17 |

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 | <u>2</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|---------|---------------------------|-----------|
| BUS 211 | Introduction to Finance | 3 |
| COM 111 | Business Computer Systems | 4 |
| PSY 224 | Practical Psychology | 3 |
| AGR 195 | Agri-Business Internship | 2 |
| | Elective | <u>3</u> |
| | TOTAL HOURS | 15 |

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 Mathematics or Intermediate Algebra | 3/4 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | 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 | 3 |
| | TOTAL HOURS | 15 |

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 |

SECOND SEMESTER

| | | |
|---------|---------------------------|-----------|
| COM 111 | Business Computer Systems | 4 |
| BIO 112 | Biology | 4 |
| PSY 224 | Practical Psychology | 3 |
| AGR 197 | Agriculture Internship | 2 |
| | Elective | 3 |
| | TOTAL HOURS | 16 |



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 |
|----------------------------------|----------------|
| First 8 weeks | |
| AUT 122 Tune-up and Diagnosis | 3 |
| AUT 129 Engines and Fuel Systems | 3 |
| ENG 124 Career English | 3 |
| SEM 111 College Orientation | 1 |

Second 8 Weeks

| | |
|--------------------------|-----------|
| AUT 141 Auto Lab (Co-op) | 4 |
| TOTAL HOURS | 14 |

SECOND SEMESTER

First 8 Weeks

| | |
|---|---|
| AUT 132 Engine Electrical Systems | 3 |
| AUT 137 Multi-Cylinder Engines | 3 |
| MAT 121 or MAT 122 Technical Mathematics or Applied Basic Mathematics | 3 |

Second 8 Weeks

| | |
|--------------------------|-----------|
| AUT 145 Auto Lab (Co-op) | 4 |
| TOTAL HOURS | 13 |

SOPHOMORE YEAR

FIRST SEMESTER

| | Semester Hours |
|--------------------------|----------------|
| First 8 Weeks | |
| AUT 149 Auto Lab (Co-op) | 4 |

Second 8 Weeks

| | |
|--------------------------------------|-----------|
| AUT 135 Brakes & Suspensions | 2 |
| AUT 138 Automotive Power Trains | 3 |
| PSY 224 Practical Psychology | 3 |
| SPC 210 Interpersonal Communications | 3 |
| TOTAL HOURS | 15 |

SECOND SEMESTER

First 8 Weeks

| | |
|--------------------------|---|
| AUT 143 Auto Lab (Co-op) | 4 |
|--------------------------|---|

Second 8 Weeks

| | |
|---|-----------|
| AUT 133 Automotive Transmission | 3 |
| AUT 139 Auto Heating & Air Conditioning | 3 |
| ENG 221 Technical Writing | 3 |
| BUS 121 Basic Keyboarding | 1 |
| TOTAL HOURS | 14 |

SUMMER SEMESTSER

| | |
|---|-----------|
| AUT 147 Auto Lab (Co-op) | 4 |
| AUT 225 Computerized Fuel & Emission Systems I | 4 |
| AUT 230 Computerized Fuel & Emission Systems II | 4 |
| TOIAL HOURS | 12 |

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 |
|----------------|--------------------------|----------------|--------------------|--|----------------|
| AUT 129 | Engines and Fuel Systems | 3 | AUT 137 | Multi-Cylinder Engines | 3 |
| AUT 135 | Brakes and Suspension | 3 | AUT 132 | Engine Electrical Systems | 3 |
| ENG 124 | Career English | 3 | MAT 121 or MAT 122 | Technical Mathematics or Applied Basic Mathematics | 3 |
| AUT 122 | Tune-up & Diagnosis | 3 | AUT 133 | Automotive Transmissions | 3 |
| AUT 138 | Automotive Power Trains | 3 | AUT 139 | Auto Heating & Air Conditioning | 3 |
| SEM 111 | College Orientation | 1 | BUS 121 | Basic Keyboarding | 1 |
| INT 111 | Career Development | 1 | AUT 197 | Automotive Technician Internship | 2 |
| TOTAL HOURS | | 17 | TOTAL HOURS | | 18 |



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

| FIRST SEMESTER | Semester Hours |
|--|----------------|
| ENG 124 Career English | 3 |
| DRA 131 Blueprint Reading | 3 |
| BEL 161 Basic Electricity I | 3 |
| MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra | 3/4 |
| HLT 125 First Aid | 1 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | 1 |
| TOTAL HOURS | 15/16 |

SECOND SEMESTER

| | |
|---|-----------|
| PSY 224 Practical Psychology | 3 |
| DRA 124 Materials and Methods of Construction | 3 |
| DRV 167 Custodial Services | 4 |
| CPR 120 Cardiopulmonary Resuscitation | 1 |
| PE 218 Weight Training I | 1 |
| OHT 128 Insect Pest and Plant Disease | 3 |
| TOTAL HOURS | 15 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 |
| ELT 122 Fundamental Electronic Concepts | 3 |
| ELT 162 Air Conditioning and Refrigeration I | 3 |
| HEA 160 Heating | 3 |
| BGM 160 Building Maintenance | 4 |
| TOTAL HOURS | 16 |

SECOND SEMESTER

| | |
|--|-----------|
| BUS 210 Principles of Management | 3 |
| DRA 136 Electric, Hydraulic, and Pneumatic Controls | 3 |
| ELT 163 Air Conditioning and Refrigeration II | 3 |
| WEL 160 Introduction to Welding Humanities Requirement | 3 |
| BGM 190 Institutional Services Internship | 2 |
| TOTAL HOURS | 17 |

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 |
|---|----------------|--|----------------|
| COM 166 Introduction to Lotus 1-2-3 | 1 | MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra | 3/4 |
| ENG 124 Career English | 3 | PSY 224 Practical Psychology | 3 |
| IMS 120 Records/Information Management | 3 | IMS 125 Business Machines | 3 |
| IMS 128 Machine Transcription | 3 | IMS 223 Document Production | 3 |
| IMS 227 Office Information Processing I | 3 | IMS 191 Clerk Typist Internship | 2 |
| SEM 111 College Orientation | 1 | TOTAL HOURS | 14/15 |
| INT 111 Career Development | 1 | | |
| TOTAL HOURS | 15 | | |

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 |
|------------------------------|--|----------------|
| COM 111 | Business Computer Systems | 4 |
| ENG 124 | Career English | 3 |
| MAT 114, Mat 121, or MAT 210 | Intermediate Algebra, Technical Mathematics or Elementary Statistics | 4/3 |
| ACC 111 or BUS 124 | Accounting or Bookkeeping | 4/3 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | <u>1</u> |
| | TOTAL HOURS | 17/15 |
| SECOND SEMESTER | | |
| COM 222 | Computer Logic | 3 |
| ENG 221 | Technical Writing | 3 |
| SPC 210 | Interpersonal Communications | 3 |
| | ** Application Elective | 2 |
| | *Programming Elective | 3 |
| COM 161 | Introduction to DOS | 1 |
| COM 261 | Advanced DOS | <u>1</u> |
| | TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|-----------------|-----------------------------|----------------|
| COM 225 | Systems Analysis | 3 |
| COM 227 | Database Management Systems | 3 |
| BUS 128 | Introduction to Management | 3 |
| | ** Application Elective | 4 |
| | *Programming Elective | <u>2</u> |
| | TOTAL HOURS | 16 |
| SECOND SEMESTER | | |
| COM 230 | Data Communications | 3 |
| PSY 224 | Practical Psychology | 3 |
| ELT 130 | Hardware Maintenance | 2 |
| ECO 211 | Economics | 3 |
| | ** Application Elective | 2 |
| | *Programming Elective | 3 |
| COM 196 | Computer Systems Internship | <u>2</u> |
| | TOTAL HOURS | 18 |

*Programming electives are to be chosen from COM 220 - COBOL I, COM 223 - COBOL II, COM 224 - Pascal I, COM 228 - RPG II, COM 229 - Pascal II, COM 232 - Advanced RPG II, COM 210 - FORTRAN, COM 162 - Word Perfect, COM 164 - Introduction to dBASE IV, COM 166 - Introduction to Lotus 1-2-3, COM 168 - Introduction to Desktop Publishing and COM 231 - C Programming.

** Application requirements would be chosen from COM 163-Microsoft Word, COM 168- Intro. to Desktop Publishing, COM 262- Advanced WordPerfect, COM 264- Advanced dBase IV, COM 266- Advanced Lotus 1-2-3, COM 268- Advanced Desktop Publishing, COM 170 - Microsoft Windows, IMS 222 - Graphics and IMS 227 - Office Information Processing.

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 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 | | Semester Hours | SECOND SEMESTER | | Semester Hours |
|-----------------------------|--|----------------|-----------------|------------------------------------|----------------|
| COM 111 | Business Computer Systems | 4 | COM 162 | WordPerfect | 1 |
| COM 161 | Introduction to DOS | 1 | COM 164 | Introduction to dBASE IV | 1 |
| ENG 124 | Career English | 3 | COM 166 | Introduction to Lotus 1-2-3 | 1 |
| MAT 114, MAT 121 or MAT 210 | Intermediate Algebra, Technical Mathematics or Elementary Statistics | 4/3 | COM 222 | Computer Logic | 3 |
| BUS 124 | Bookkeeping | 3 | COM 261 | Advanced DOS | 1 |
| SEM 111 | College Orientation | 1 | COM 168 | Introduction to Desktop Publishing | 1 |
| INT 111 | Career Development | 1 | COM 268 | Advanced Desktop Publishing | 1 |
| | TOTAL HOURS | 16 | COM 196 | Computer Systems Internship | 2 |
| | | | | *Programming Electives | 6 |
| | | | | TOTAL HOURS | 16 |

*Programming electives are to be chosen from COM 220 - COBOL I, COM 223 - COBOL II, COM 224 - Pascal I, COM 228 - RPG II, COM 229 - Pascal II, COM 232 - Advanced RPG II, COM 210 - FORTRAN, and COM 231 - C Programming.

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 |
| AGR 227 Introduction to Wildlife | 3 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | 1 |
| TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|----------------------------------|----------------|
| AGR 225 Introduction to Forestry | 3 |
| SPC 111 Speech | 3 |
| PN 118 First Responder | 3 |
| CLE 111 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 Elementary Statistics | 3/4 |
| TOTAL HOURS | 15/16 |

SECOND SEMESTER

| | |
|--|-----------|
| AGR 229 Wildlife Management II | 3 |
| CLE 211 Criminal Law II | 3 |
| AGR 234 Outdoor Recreation and Park Management | 3 |
| SOC 212 Sociology | 3 |
| AGR 198 Conservation Law Enforcement Internship | 2 |
| Elective | 1 |
| TOTAL HOURS | 15 |

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 I | 9 | COS 125 | Cosmetology Lab III | 9 |
| | TOTAL HOURS | 12 | | TOTAL HOURS | 12 |

SECOND SEMESTER

| | | |
|---------|-----------------------|----|
| COS 121 | Cosmetology Theory II | 3 |
| COS 124 | Cosmetology Lab II | 9 |
| | TOTAL HOURS | 12 |

COSMETOLOGY TECHNOLOGY (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 I | 9 | MAT 121, MAT 114, or MAT 210 | Technical Mathematics, Intermediate Algebra or Elementary Statistics | 3/4 |
| | TOTAL HOURS | 12 | COS 230 | Advanced Cosmetology | 3 |
| | | | BIO 212 | Anatomy and Physiology | 3 |
| | | | | TOTAL HOURS | 12/13 |
| SECOND SEMESTER | | | FIFTH SEMESTER | | |
| | | Semester Hours | | | Semester Hours |
| COS 121 | Cosmetology Theory II | 3 | SPC 111 | Speech | 3 |
| COS 124 | Cosmetology Lab II | 9 | PSY 224 | Practical Psychology | 3 |
| | TOTAL HOURS | 12 | BUS 128 | Introduction to Management | 3 |
| | | | BUS 124 | Bookkeeping | 3 |
| | | | | TOTAL HOURS | 12 |
| THIRD SEMESTER | | | | | |
| | | Semester Hours | | | |
| COS 122 | Cosmetology Theory III | 3 | | | |
| COS 125 | Cosmetology Lab III | 9 | | | |
| | TOTAL HOURS | 12 | | | |

EARLY CHILDHOOD CARE (AAS Degree)

A two-year curriculum designed to prepare the student for employment in staff positions at daycare, childcare centers and Pre-K programs.

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| ENG 111 English Composition | 3 |
| MAT 111, MAT 121, or MAT 114 Math for Elementary Teachers I, Technical Mathematics or Intermediate Algebra | 3/4 |
| TEA 114 The Young Child's Development | 3 |
| TEA 121 Programming/Teaching Techniques | 3 |
| SEM 111 College Orientation | 3 |
| INT 111 Career Development | 1 |
| TOTAL HOURS | 16/17 |

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 |
| ECC 124 Health, Nutrition and Safety | 3 |
| HLT 111 Health | 2 |
| TOTAL HOURS | 17 |

SECOND SEMESTER

| | |
|---|-----------|
| ENG 221 Technical Writing | 3 |
| BIO 111, PHS 111 or PHS 112 Introduction to Biology or Physical Science | 4 |
| TEA 115 Children's Literature | 3 |
| TEA 122 Child Guidance/Discipline | 3 |
| SOC 217 Marriage and Family | 3 |
| TOTAL HOURS | 16 |

SECOND SEMESTER

| | |
|--|-----------|
| PSY 218 Human Growth and Development | 3 |
| SW 223 Principles fo Recreation | 3 |
| ECC 123 Child Care Center Administration | 3 |
| TEA 126 Curriculum for Preschool Programs | 3 |
| ECC 199 Early Childhood Internship | 2 |
| TOTAL HOURS | 14 |

*Prerequisite - ECC 125 - Language Arts for the Young Child, ECC 126 - Art/Music Activities and ECC 127 - Science/Math Activities. ECC 123 - Child Care Center Administration, TEA 126 - Curriculum for Preschool Programs and ECC 199 - Early Childhood Care Internship are concurrent enrollment only in sophomore spring semester.

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 Electronic Concepts | 3 |
| ELT 122 | Fund. AC Electronic Concepts | 3 |
| ELT 124 | Electronic Systems Analysis | 3 |
| ENG 124 | Career English | 3 |
| MAT 114 | Intermediate Algebra | 4 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | 1 |
| | TOTAL HOURS | 18 |

SECOND SEMESTER

| | | |
|---------|----------------------------------|-----------|
| ELT 129 | Industrial Electronics | 3 |
| ELT 125 | Digital Circuit Fundamentals | 4 |
| ELT 127 | Solid State Circuits and Devices | 3 |
| MAT 116 | College Algebra | 3 |
| MAT 118 | Trigonometry | 2 |
| | TOTAL HOURS | 15 |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|----------------|---------------------------------|----------------|
| COM 226 | Assembler | 4 |
| ELT 223 | Advanced Industrial Electronics | 3 |
| ELT 236 | Microprocessor Fundamentals | 6 |
| PHY 115 | Applied Physics | 3 |
| | 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 | University Physics II | 4 |
| ELT 199 | Electronics Internship | 2 |
| | TOTAL HOURS | 19 |

ELECTRONICS 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 Electronic Concepts | 3 | ELT 129 | Industrial Electronics | 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 | College Orientation | 1 | ELT 199 | Electronics Internship | 2 |
| INT 111 | Career Development | 1 | | TOTAL HOURS | 17 |
| | TOTAL HOURS | 18 | | | |

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT (AAS Degree)

A two-year curriculum designed to prepare the student for employment as an executive secretary/administrative assistant 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 | |
| IMS 227 | Office Information Processing I | 3 | |
| IMS 223 | Document Production | 3 | |
| IMS 224 | Shorthand/Speedwriting/Transcription II | 3 | |
| SEM 111 | College Orientation | 1 | |
| INT 111 | Career Development I | 1 | |
| | TOTAL HOURS | 17 | |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours | |
|--------------------|----------------------------------|----------------|--|
| ACC 111 or BUS 124 | Accounting or Bookkeeping | 4/3 | |
| BUS 214 | Business Law | 3 | |
| COM 111 | Business Computer Systems | 4 | |
| IMS 128 | Machine Transcription | 2 | |
| IMS 120 | Records & Information Management | 3 | |
| | TOTAL HOURS | 16/15 | |

SECOND SEMESTER

| | | | |
|-----------------------------|--|--------------|--|
| SPC 210 | Interpersonal Communications | 3 | |
| ENG 221 | Technical Writing | 3 | |
| MAT 114, MAT 121 or MAT 210 | Intermediate Algebra, Technical Mathematics or Elementary Statistics | 4/3 | |
| IMS 125 | Business Machines | 3 | |
| IMS 225 | Shorthand Speedwriting/Transcription III | 3 | |
| | TOTAL HOURS | 16/15 | |

SECOND SEMESTER

| | | | |
|---------|---|-----------|--|
| HLT 111 | Health | 2 | |
| PSY 224 | Practical Psychology | 3 | |
| COM 168 | Introduction to Desktop Publishing | 1 | |
| IMS 236 | Office Information Processing II | 3 | |
| SPC 111 | Speech | 3 | |
| IMS 226 | Administrative Support Procedures | 4 | |
| IMS 192 | Executive Secretary/Admin. Assistant Internship | 2 | |
| | TOTAL HOURS | 18 | |

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

| FIRST SEMESTER | | Semester Hours |
|----------------|---------------------------------------|----------------|
| FOS 124 | Introduction to Quantity Food Service | 3 |
| FOS 121 | Food Service Sanitation & Safety | 2 |
| FOS 129 | Introduction to Baking | 3 |
| FOS 123 | Cooking Technology | 3 |
| MAT 161 | Applied Vocational Math | 1 |
| CPR 120 | Cardiopulmonary Resuscitation | 1 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | 1 |
| | TOTAL HOURS | 15 |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|-----------------------------|--|----------------|
| MAT 114, MAT 121 or MAT 122 | Intermediate Algebra, Technical Mathematics or Applied Basic Mathematics | 4/3 |
| COM 111 | Business Computer Systems | 4 |
| ENG 124 | Career English | 3 |
| BUS 116 | Marketing | 3 |
| HLT 125 | First Aid | 1 |
| HLT 111 | Health | 2 |
| | TOTAL HOURS | 17/16 |

SECOND SEMESTER

| | | |
|---------|---|-----------|
| FOS 126 | Quantity Food Preparation | 3 |
| FOS 229 | Baking | 3 |
| FOS 220 | Food Service Management | 3 |
| FOS 222 | Catering, Banquet & Speciality Services | 3 |
| FOS 116 | Nutrition | 3 |
| | Elective | 2 |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

| | | |
|--------------------|---------------------------|--------------|
| BUS 210 | Principles of Management | 3 |
| ENG 221 | Technical Writing | 3 |
| PSY 224 | Practical Psychology | 3 |
| ACC 111 or BUS 124 | Accounting or Bookkeeping | 4/3 |
| FOS 198 | Food Service Internship | 2 |
| | TOTAL HOURS | 15/14 |

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 |
|----------------|---------------------------------------|-----------------|---|
| FOS 124 | Introduction to Quantity Food Service | FOS 126 | Quantity Food Preparation |
| | 3 | FOS 222 | Catering, Banquet and Speciality Services |
| FOS 121 | Food Service Sanitation & Safety | | 3 |
| FOS 129 | Introduction to Baking | FOS 123 | Cooking Technology |
| FOS 220 | Food Service Management | | 3 |
| MAT 161 | Applied Vocational Math | FOS 229 | Baking |
| | 1 | | 3 |
| SEM 111 | College Orientation | FOS 116 | Nutrition |
| | 1 | | 3 |
| INT 111 | Career Development | FOS 198 | Food Service Internship |
| | 1 | | 2 |
| | TOTAL HOURS | | TOTAL HOURS |
| | 14 | | 17 |

HOTEL/MOTEL MANAGEMENT (AAS Degree)

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 114 or MAT 121 Intermediate Algebra or Technical Mathematics | 4/3 |
| FOS 121 Food Service Sanitation | 2 |
| FOS 124 Intro. to Quantity Food Service | 3 |
| CLE 110 Security and Safety | 3 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | 1 |
| TOTAL HOURS | 17/16 |

SECOND SEMESTER

| | |
|---|-----------|
| ENG 221 Technical Writing | 3 |
| BUS 116 Principles of Marketing | 3 |
| COM 111 Business Computer Systems | 4 |
| ECO 211 Economics | 3 |
| HMM 120 Hospitality Industry Management | 2 |
| FOS 138 Beverage Management | 1 |
| TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 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 190 Institutional Services Internship Elective | 2 3 |
| TOTAL HOURS | 17 |

INFORMATION 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 information processors. This program has been identified as a TECH PREP program.

| FIRST SEMESTER | | | SECOND SEMESTER | | |
|----------------|--------------------------------|----------------|-----------------|------------------------------------|----------------|
| | | Semester Hours | | | Semester Hours |
| COM 111 | Business Computer Systems | 4 | ENG 221 | Technical Writing | 3 |
| ENG 124 | Career English | 3 | COM 161 | Introduction to DOS | 1 |
| IMS 120 | Records/Information Management | 3 | COM 166 | Introduction to Lotus 1-2-3 | 1 |
| IMS 128 | Machine Transcription | 2 | COM 168 | Introduction to Desktop Publishing | 1 |
| IMS 227 | Office Information Processing | 3 | SPC 210 | Interpersonal Communications | 3 |
| SEM 111 | College Orientation | 1 | IMS 223 | Document Production | 3 |
| INT 111 | Career Development | <u>1</u> | IMS 236 | Advanced Information Processing | 3 |
| | TOTAL HOURS | 17 | IMS 197 | Information Processing Internship | <u>2</u> |
| | | | | TOTAL HOURS | 17 |

INFORMATION PROCESSING(Technician Option)

Information Processing involves coordinating people, equipment, and procedures for organizing information in a meaningful way within an information system. Information Processing has become a common term referring to the automated processing of all the various categories of information (data, words/text, graphics, images, and voice). Terms such as word processing, text processing, and word information processing are giving way to Information Processing. This program has been identified as a TECH PREP program.

FRESHMAN YEAR

| FIRST SEMESTER | | |
|----------------|---------------------------------|----------------|
| | | Semester Hours |
| ACC 111 | Accounting | 4 |
| COM 111 | Business Computer Systems | 4 |
| COM 161 | Introduction to DOS | 1 |
| IMS 120 | Records/Information Management | 3 |
| IMS 227 | Office Information Processing I | 3 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | <u>1</u> |
| | TOTAL HOURS | 17 |

SOPHOMORE YEAR

| FIRST SEMESTER | | |
|----------------|--------------------------------------|----------------|
| | | Semester Hours |
| ACC 224 | Computerized Accounting Applications | 3 |
| BUS 214 | Business Law | 3 |
| SPC 210 | Interpersonal Communications | 3 |
| COM 168 | Introduction to Desktop Publishing | 1 |
| COM 166 | Introduction to Lotus 1-2-3 | 1 |
| ENG 221 | Technical Writing | 3 |
| IMS 223 | Document Production | <u>3</u> |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

| | | |
|-----------------------------|--|------------|
| BUS 128 | Introduction to Management | 3 |
| COM 261 | Advanced DOS | 1 |
| ENG 124 | Career English | 3 |
| IMS 224 | Shorthand/Speedwriting/Transcription II | 3 |
| IMS 236 | Office Information Processing II | 3 |
| MAT 114, MAT 121 or MAT 210 | Intermediate Algebra, Technical Mathematics or Elementary Statistics | <u>4/3</u> |
| | TOTAL HOURS | 17/16 |

SECOND SEMESTER

| | | |
|---------|---|----------|
| COM 268 | Advanced Desktop Publishing | 1 |
| COM 266 | Advanced Lotus 1-2-3 | 1 |
| IMS 128 | Business Machines | 1 |
| IMS 222 | Graphics | 1 |
| IMS 226 | Administrative Support Procedures | 4 |
| PSY 224 | Practical Psychology | 3 |
| SPC 111 | Speech | 3 |
| IMS 192 | Executive Secretary/Admin. Assistant Internship | <u>2</u> |
| | TOTAL HOURS | 14 |

INFORMATION PROCESSING (Management Option)

This program is an expansion of the current Mid-Management program with additional educational needs of all students as well as of Shawnee Community College's Tech Prep program. This program has been identified as a TECH PREP program.

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| ACC 111 Accounting | 4 |
| COM 111 Business Computer Systems | 4 |
| COM 261 Advanced DOS | 1 |
| ENG 124 Career English | 3 |
| MAT 114, MAT 110 or MAT 210 Intermediate Algebra, Applied Basic Mathematics or Elementary Statistics | 4/3 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | <u>1</u> |
| TOTAL HOURS | 18/17 |

SECOND SEMESTER

| | |
|--------------------------------------|----------|
| BUS 116 Principles of Marketing | 3 |
| SPC 210 Interpersonal Communications | 3 |
| COM 164 Introduction to dBASE IV | 1 |
| ENG 221 Technical Writing | 3 |
| PSY 224 Practical Psychology | 3 |
| SPC 111 Speech | <u>3</u> |
| TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| BUS 214 Business Law | 3 |
| BUS 128 Introduction to Management | 3 |
| COM 168 Introduction to Desktop Publishing | 1 |
| COM 227 Database Management Systems | 3 |
| ECO 211 Economics | 3 |
| IMS 227 Office Information Processing I | <u>3</u> |
| TOTAL HOURS | 16 |

SECOND SEMESTER

| | |
|---|----------|
| BUS 210 Principles of Management | 3 |
| BUS 211 Introduction to Finance | 3 |
| BUS 215 Business Law | 3 |
| COM 225 Systems Analysis *Programming Elective | 3 |
| BUS 195 Mid-Management Internship | <u>2</u> |
| TOTAL HOURS | 17 |

Programming electives would be chosen from COM 220 - COBOL I, COM 224 - Pascal I, COM 228 - RPG II.

LAW ENFORCEMENT (One-Year Certificate)

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

| FIRST SEMESTER | Semester Hours | SECOND SEMESTER | Semester Hours |
|---------------------------------------|----------------|------------------------------------|----------------|
| SOC 212 Sociology | 3 | SPC 111 Speech | 3 |
| CLE 123 Introduction 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 211 Criminal Law II | 3 |
| CLE 111 Criminal Law I | 3 | Elective | 3 |
| SEM 111 College Orientation | 1 | CLE 199 Law Enforcement Internship | <u>2</u> |
| INT 111 Career Development | <u>1</u> | TOTAL HOURS | 17 |
| TOTAL HOURS | 17 | | |

LAW ENFORCEMENT TECHNOLOGY (AAS Degree)

A two-year curriculum leading to an Associate of Applied Science degree designed to provide the student with sufficient background and competencies required for employment in the law enforcement profession.

FRESHMAN YEAR

| FIRST SEMESTER | Semester Hours |
|---------------------------------------|----------------|
| CLE 123 Introduction to Crime Control | 3 |
| CLE 125 Criminal Behavior | 3 |
| CLE 111 Criminal Law I | 3 |
| ENG 111 English Composition | 3 |
| SOC 212 Sociology | 3 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | <u>1</u> |
| TOTAL HOURS | 17 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|--|----------------|
| ENG 221 Technical Writing | 3 |
| CLE 220 Security, Custody & Control | 3 |
| MAT 114 or MAT 121 Intermediate Algebra or Technical Mathematics | 4/3 |
| PSY 224 Practical Psychology | 3 |
| CLE 221 Patrol Procedures/Traffic | <u>3</u> |
| TOTAL HOURS | 16/15 |

SECOND SEMESTER

| | |
|--|----------|
| CLE 211 Criminal Law II | 3 |
| CLE 115 Interpersonal Relations | 3 |
| CLE 110 Security and Safety | 3 |
| COM 111 Business Computer Systems | 4 |
| SPC 111 or /SPC 210 Speech or Interpersonal Communications | <u>3</u> |
| TOTAL HOURS | 16 |

SECOND SEMESTER

| | |
|---|----------|
| SPA 110 Conversational Spanish | 2 |
| CLE 222 Police Personnel Community Relations | 3 |
| CLE 223 Introduction to Corrections | 3 |
| Science Elective | 4 |
| PE 218 Weight Training | 1 |
| CLE 299 Law Enforcement Technology Internship | 2 |
| Elective | <u>2</u> |
| TOTAL HOURS | 17 |

LEGAL ADMINISTRATIVE ASSISTANT (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 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 |
| IMS 120 | Records/Information Management | 3 |
| IMS 229 | Legal Terminology | 3 |
| IMS 224 | Shorthand/Speedwriting/Transcription II | 3 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | 1 |
| | Elective | <u>2</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|--------------------|---|--------------|
| ENG 221 | Technical Writing | 3 |
| MAT 114 or Mat 121 | Intermediate Algebra or Technical Mathematics | 4/3 |
| IMS 225 | Shorthand/Speedwriting/Transcription III | 3 |
| IMS 223 | Document Production | 3 |
| COM 111 | Business Computer Systems | <u>4</u> |
| | TOTAL HOURS | 17/16 |

SOPHOMORE YEAR

FIRST SEMESTER Semester Hours

| | | |
|--------------------|---------------------------------|--------------|
| ACC 111 OR BUS 124 | Accounting or Bookkeeping | 4/3 |
| IMS 125 | Business Machines | 3 |
| BUS 214 | Business Law | 3 |
| IMS 227 | Office Information Processing I | 3 |
| SPC 210 | Interpersonal Communications | <u>3</u> |
| | TOTAL HOURS | 16/15 |

SECOND SEMESTER

| | | |
|---------|---|-----------|
| BUS 215 | Business Law | 3 |
| IMS 128 | Machine Transcription | 2 |
| IMS 226 | Administrative Support Procedures | 4 |
| IMS 236 | Advanced Information Processing | 3 |
| SPC 111 | Speech | 3 |
| IMS 193 | Legal Administrative Assistant Internship | <u>2</u> |
| | TOTAL HOURS | 17 |

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 |
| IMS 120 Records/Information Management | 3 |
| MRS 100 Medical Terminology | 3 |
| IMS 224 Shorthand/Speedwriting/Transcription II | 3 |
| SPC 111 Speech | 3 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | <u>1</u> |
| TOTAL HOURS | 17 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| ACC111 or BUS 124 Accounting or Bookkeeping | 4/3 |
| BIO 212 Anatomy and Physiology | 3 |
| IMS 227 Office Information Processing I | 3 |
| PSY 224 Practical Psychology | 3 |
| IMS 128 Machine Transcription | <u>2</u> |
| TOTAL HOURS | 15/14 |

SECOND SEMESTER

| | |
|--|--------------|
| ENG 221 Technical Writing | 3 |
| MAT 121, MAT 114 or MAT 210 Technical Mathematics, Intermediate Algebra or Elementary Statistics | 3/4 |
| IMS 125 Business Machines | 3 |
| IMS 225 Shorthand/Speedwriting/Transcription III | 3 |
| IMS 223 Document Production | 3 |
| MRS 107 Coding | <u>2</u> |
| TOTAL HOURS | 17/18 |

SECOND SEMESTER

| | |
|---|-----------|
| HLT 111 Health | 2 |
| IMS 129 Machine Transcription | 3 |
| IMS 226 Administrative Support Procedures | 4 |
| COM 111 Business Computer Systems | 4 |
| IMS 194 Medical Secretary Internship | <u>2</u> |
| TOTAL HOURS | 15 |

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 |
| SPC 111 | Speech | 3 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | <u>1</u> |
| | TOTAL HOURS | 17 |

SECOND SEMESTER

| | | |
|-----------------------------|--|--------------|
| ACC 224 | Computerized Accounting Applications | 3 |
| BUS 116 | Principles of Marketing | 3 |
| BUS 129 | Business Organization | 3 |
| ENG 221 | Technical Writing | 3 |
| MAT 114, MAT 121 or MAT 210 | Intermediate Algebra, Technical Mathematics or Elementary Statistics | <u>4/3</u> |
| | TOTAL HOURS | 16/15 |

SOPHMORE YEAR

FIRST SEMESTER

| | | Semester Hours |
|---------|---------------------------------|----------------|
| BUS 214 | Business Law | 3 |
| COM 111 | Business Computer Systems | 4 |
| BUS 238 | Principles of Sales | 3 |
| ECO 211 | Economics | 3 |
| IMS 227 | Office Information Processing I | <u>3</u> |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|---------|------------------------------|-----------|
| BUS 210 | Principles of Management | 3 |
| BUS 211 | Introduction to Finance | 3 |
| BUS 215 | Business Law | 3 |
| SPC 210 | Interpersonal Communications | 3 |
| PSY 224 | Practical Psychology | 3 |
| BUS 195 | Mid-Management Internship | <u>2</u> |
| | TOTAL HOURS | 17 |

SOCIAL AND HUMAN SUPPORT SERVICES (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 114, MAT 121 or MAT 210 Intermediate Algebra, Technical Mathematics or Elementary Statistics | 4/3 |
| SW 121 Introduction to Social Work | 3 |
| SOC 122 Introduction to Social Problems | 3 |
| HLT 115 Community Health Systems | 3 |
| SEM 111 College Orientation | 1 |
| INT 111 Career Development | 1 |
| TOTAL HOURS | 17/16 |

SECOND SEMESTER

| | |
|-----------------------------------|-----------|
| ENG 221 Technical Writing | 3 |
| COM 111 Business Computer Systems | 4 |
| SW 223 Principles of Recreation | 3 |
| SOC 212 Sociology | 3 |
| SOC 217 Marriage and Family | 3 |
| TOTAL HOURS | 16 |

SOPHOMORE YEAR

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| ACC 111 or BUS 124 Accounting or Bookkeeping | 4/3 |
| PSY 224 Practical Psychology | 3 |
| SW 123 Substance Abuse | 3 |
| SW 224 Introduction to Service Agencies | 3 |
| Life Science Requirement | 4 |
| TOTAL HOURS | 17/16 |

SECOND SEMESTER

| | |
|--|-----------|
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 |
| SW 124 Behavior Assessment/ Modification | 3 |
| PSY 218 Human Growth and Development | 3 |
| SPA 110 Conversational Spanish | 2 |
| BUS 210 Principles of Management | 3 |
| SW 199 Social & Human Support Services Internship | 2 |
| 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 Elementary 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 | 3 | TEA 123 School Procedures | 3 |
| TEA 121 Intro. to Teacher Aide Duties | 3 | HLT 125 First Aid | 1 |
| SEM 111 College Orientation | 1 | TEA 199 Teacher Aide Internship | 2 |
| INT 111 Career Development | 1 | TOTAL HOURS | 15 |
| TOTAL HOURS | 17/18 | | |

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 |
| WEL 123 Arc Welding I | 4 | WEL 125 Gas Metal Arc Welding (MIG) Welding Elective | 3 |
| SEM 111 College Orientation | 1 | Elective | 1 |
| INT 111 Career Development | 1 | WEL 199 Welding Internship | 2 |
| TOTAL HOURS | 17 | TOTAL HOURS | 18 |

Electives:

| | |
|-----------------------------|---|
| WEL 128 Pipe Welding | 3 |
| WEL 122 Maintenance Welding | 3 |

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 Mathematics or Intermediate Algebra | 3/4 |
| AGR 227 | Introduction to Wildlife | 3 |
| SEM 111 | College Orientation | 1 |
| INT 111 | Career Development | 1 |
| | TOTAL HOURS | 16/17 |

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 |

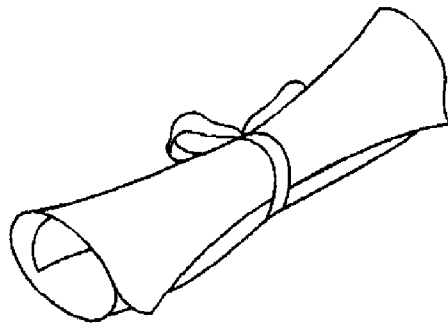
SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|----------------|--|----------------|
| AGR 225 | Introduction to Forestry | 3 |
| AGR 112 | Crop Science | 3 |
| AGR 230 | Application & Use of Agriculture Chemicals | 3 |
| COM 111 | Business Computer Systems | 4 |
| BIO 217 | Fisheries Management | 3 |
| | TOTAL HOURS | 16 |

SECOND SEMESTER

| | | |
|---------|--------------------------------|-----------|
| AGR 229 | Wildlife Management II | 3 |
| AGR 113 | Soil Science | 3 |
| BIO 112 | Biology | 4 |
| CLE 111 | Criminal Law I | 3 |
| AGR 196 | Wildlife Technology Internship | 2 |
| | Elective | 1 |
| | TOTAL HOURS | 16 |

**LESS THAN ONE YEAR
CERTIFICATES OF
COMPLETION**



Certified Nurse Assistant

Certified Professional Secretary

Deckhand

Dietary Manager

Phlebotomy

Shipyard Welding

Truck Driving

PROGRAMS

CERTIFIED NURSE ASSISTANT

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 homes 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 | <u>1</u> |
| | TOTAL HOURS | 7 |

This course is mandatory for working in long-term care facilities.

- *80 hours - theory
- 40 hours - clinic (will be held off-campus)

Admission Requirements:

AGE: Be at least 16 years of age.

PHYSICAL CONDITION: 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.

EDUCATION: 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.

CERTIFIED PROFESSIONAL SECRETARY

This is a review curriculum designed to assist individuals who wish to pass the Certified Professional Secretary examination. The Certified Professional Secretary must demonstrate proficiency in the areas of behavioral science, business law, economics/management, accounting, communications and decision making, office technology, telecommunications, office administration, and information processing. Individuals must come to the core courses with a background in business law, accounting, economics/management, communications, and general office knowledge.

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

| FIRST SEMESTER | Semester Hours | SECOND SEMESTER | Semester Hours |
|---|----------------|--|----------------|
| CPS 230 Office Technology | 1 | CPS 233 Economics & Management | 1 |
| CPS 231 Business Law & Public Policy | 1 | CPS 234 Financial Analysis and Math | 1 |
| CPS 232 Behavioral Science in Business | 1 | CPS 235 Office Administration and Communication | 1 |
| IMS 122 or IMS 223 Document Formatting or Document Production | <u>3</u> | IMS 224 or IMS 225 Shorthand/Speedwriting/Transcription II or Shorthand/Speedwriting/Transcription III | <u>3</u> |
| TOTAL HOURS | 6 | TOTAL HOURS | 6 |

DIETARY MANAGER

This course is designed to give the student information and practical experience on how to be a qualified and certified dietary manager. The course will teach the principals of good nutrition, understanding the physician's orders and how to carry them out.

| FIRST SEMESTER | | Semester Hours |
|----------------|--|----------------|
| FOS 136 | Dietary Manager | 8 |
| FOS 121 | Food Service Sanitation | 2 |
| FOS 124 | Introduction to Quantity Food Preparation | 3 |
| FOS 198 | Food Service Internship | 2 |
| SEM 111 | College Orientation | 1 |
| | TOTAL HOURS | 16 |

*FOS 136 - Dietary Manager and FOS 198 - Food Service Internship must be taken concurrently.

DECKHAND TRAINING

This program is designed to provide the student with necessary knowledge and skills appropriate for employment in the river industry as a deckhand on river vessels. Students completing this program should have sufficient preparation for becoming a deckhand on river transportation vessels.

| FIRST SEMESTER | | Semester Hours |
|----------------|-------------------------------|----------------|
| DKT 160 | Deckhand Training | 6 |
| ENG 161 | Applied Communication | 2 |
| HLT 125 | First Aid | 1 |
| MAT 161 | Applied Vocational Math | 1 |
| SEM 112 | Orientation to Safety | 1 |
| CPR 120 | Cardiopulmonary Resuscitation | 1 |
| PE 218 | Weight Training | 1 |
| DKH 161 | Deckhand Externship | 3 |
| | TOTAL HOURS | 16 |

Admission Requirements:

AGE: Minimum age of 18 will meet most employer age requirements.

PHYSICAL CONDITION: Must be able to pass a complete physical examination. Must be able to satisfactorily perform the required essential tasks as listed in the job description of the career field.

EDUCATION: High school diploma or GED.

SUBSTANCE ABUSE: No current clinical diagnosis of alcoholism, and must not use amphetamines, narcotics, or any other habit forming drugs. Must be able to pass a drug screening test to comply with Federal Regulations.

PHLEBOTOMY

A curriculum designed to prepare the student in the techniques of phlebotomy (blood collection), selection and care of equipment, and maintenance of safety standards in health care facilities.

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| MAT 161 Applied Mathematics | 1 |
| ENG 161 Applied Communications | 1 |
| HLT 125 First Aid | 1 |
| MRS 100 Medical Terminology | 3 |
| PHB 120 Introduction to Phlebotomy | 4 |
| CPR 120 Cardiopulmonary Resuscitation | 1 |
| NUR 120 Introduction to Infection Control | <u>3</u> |
| TOTAL HOURS | 16 |

Admission Requirements: Licensed Certified Nurse Assistant

SHIPYARD WELDING

This program is designed to provide the student with the necessary knowledge and skills appropriate for employment in the areas of shipyard welding. Students completing this program should have sufficient preparation to work in shipyard operations.

| FIRST SEMESTER | Semester Hours |
|---|----------------|
| WEL 123 Arc Welding I | 4 |
| WEL 124 Arc Welding II and Low Hydrogen | 5 |
| WEL 162 Applied Marine Welding | 3 |
| MAT 161 Applied Vocational Math | 1 |
| HLT 125 First Aid | 1 |
| CPR 120 Cardiopulmonary Resuscitation | 1 |
| SEM 112 Orientation to Safety | <u>1</u> |
| TOTAL HOURS | 16 |

Admission Requirements:

AGE: Minimum age of 18 will meet most employer age requirements.

PHYSICAL CONDITION: Must be able to pass a complete physical examination. Must be able to satisfactorily perform the required essential tasks as listed in the job description of the career field.

EDUCATION: High school diploma or GED.

SUBSTANCE ABUSE: No current clinical diagnosis of alcoholism, and must not use amphetamines, narcotics, or any other habit forming drugs. Must be able to pass a drug screening test to comply with Federal Regulations.

TRUCK DRIVING

This program has been designed for career and personal development that will meet employer needs for the long haul and over the road trucking industries as well as student expectations for employment. The necessary skills and knowledge will be provided to students with a strong understanding of the transportation industry. The student will be provided with the necessary skills to successfully obtain licensure through the State of Illinois, meeting Department of Transportation requirements, as well as commercial drivers licensure.

| FIRST SEMESTER | Semester Hours |
|--------------------------------------|----------------|
| TDR 165 Orientation to Truck Driving | 2 |
| TDR 166 Truck Driving | 6 |
| PN 118 First Responder | 3 |
| HLT 111 Health | 2 |
| TDR199 Externship | 3 |
| TOTAL HOURS | 16 |

Admission Requirements:

AGE: Minimum age of 21 will meet most employer age requirements.

PHYSICAL CONDITION: Must be able to pass a complete physical examination. Must be able to satisfactorily perform the required essential tasks as listed in the job description of the career field.

EDUCATION: High school diploma or GED.

SUBSTANCE ABUSE: No current clinical diagnosis of alcoholism, and must not use amphetamines, narcotics, or any other habit forming drugs. Must be able to pass a drug screening test to comply with Federal Regulations.

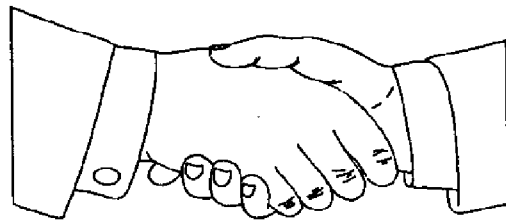
REFRIGERATION AND HEATING CERTIFICATE

This group of courses is designed to provide the student with the necessary skills and knowledge for employment, or career and personal development.

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



COOPERATIVE PROGRAMS OF STUDY



Southern Illinois University

Southeastern Illinois College

Southern Illinois Collegiate Common Market

West Kentucky State Technical School

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 construction industry are emphasized.

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

| FIRST SEMESTER | Semester Hours | SOPHOMORE YEAR | 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 211 Introduction to Psychology | 3 | CMT 105 Construction Surveying | 3 |
| CMT 121 Construction Management Technology Internship | 2 | CMT 122 Internship | 4 |
| TOTAL HOURS | 14 | TOTAL HOURS | 16 |

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

* Courses offered at Shawnee Community College.

Southern Illinois University

Allied Health Educational Linkages Program is a cooperative between Southern Illinois University College of Technical Careers and Shawnee Community College. 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 | An additional 67 semester hours of coursework must be completed at SIU- College of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science Degree. Students pursuing this program should contact the Shawnee Community College Counseling department. |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 | |
| BIO 210 Introduction to Human Anatomy | 4 | |
| PSY 211 Introduction to Psychology | 3 | |
| BIO 215 Introduction to Physiology | 4 | |
| SOC 212 Sociology | 3 | |
| PHS 111 Physical Science | 4 | |
| Suggested elective: | | |
| CPR 120 Cardiopulmonary Resuscitation | 1 | |
| TOTAL HOURS | 25 | |

DENTAL TECHNOLOGY (AAS Degree)

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

| | Semester Hours | |
|--|----------------|--|
| PHS 111 Physical Science | 4 | 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 Shawnee Community College Counseling department. |
| ENG 111 English Composition | 3 | |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 | |
| ACC 111 Accounting | 4 | |
| ACC 224 or COM 111 Computer Applications or Business Computer Systems | 3/4 | |
| BUS 116 or BUS 128 Principles of Marketing or Introduction to Management | 3 | |
| PHS 112 or PHY 216 Physical Science or University Physics I | 4 | |
| | | |
| | | |

Suggested Elective:

| | |
|---------------------------------------|----------|
| CPR 120 Cardiopulmonary Resuscitation | <u>1</u> |
| TOTAL HOURS | 25/26 |

MORTUARY SCIENCE AND FUNERAL SERVICES (AAS Degree)

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 | |
|---|----------------|--|
| PHS 111 Physical Science | 4 | 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 Shawnee Community College Counseling department. |
| ENG 111 English Composition | 3 | |
| ENG 112 English Composition | 3 | |
| BIO 111 Introduction to Biology | 4 | |
| PSY 211 Introduction to Psychology | 3 | |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 | |
| ACC 111 Accounting | 4 | |
| BUS 214 Business Law | 3 | |
| COM 111 Business Computer Systems | 4 | |
| | | |
| | | |

Suggested elective:

| | |
|---------------------------------------|----------|
| CPR 120 Cardiopulmonary Resuscitation | <u>1</u> |
| TOTAL HOURS | 32 |

PHYSICAL THERAPY ASSISTANT (AAS Degree)

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 Shawnee Community College Counseling department. |
| BIO 215 Introduction to Human Physiology | 4 | |
| PSY 211 Introduction to Psychology | 3 | |
| ENG 111 English Composition | 3 | |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 | |
| MRS 100 Medical Terminology | 3 | |
| BIO 210 Introduction to Human Anatomy | 4 | |
| PHS 111, PHS 112, or PHY 216 Physical Science or University Physics I | 4/3 | |
| PN 118 and CPR 120 First Responder and Cardiopulmonary Resuscitation | 4 | |
| PSY 218 Human Growth and Development | 3 | |

Suggested Electives:

| | |
|-----------------------------------|-------|
| COM 111 Business Computer Systems | 4 |
| PHI 217 Medical Ethics | 3 |
| TOTAL HOURS | 42/41 |

RADIOLOGIC TECHNOLOGY (AAS Degree)

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

| | Semester Hours | |
|--|----------------|--|
| **MAT 114 or MAT 116 Intermediate Algebra or College Algebra | 4/3 | An additional 62 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 Shawnee Community College Counseling department. |
| BIO 215 Intro. to Human Physiology | 4 | |
| BIO 210 Intro. to Human Anatomy | 3 | |
| PHY 216, PHS 111 or PHS 112 Physics or Physical Science | 4 | |
| ENG 111 English Composition | 3 | |
| COM 111 Business Computer Systems | 4 | |
| BUS 210 Principles of Management | 3 | |
| MRS 100 Medical Terminology | 3 | |
| PSY 211 Introduction to Psychology | 3 | |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 | |

**Math required subject to change, please see Shawnee Community College

Suggested Electives:

| | |
|---------------------------------------|-------|
| PHI 217 Medical Ethics | 3 |
| CPR 120 Cardiopulmonary Resuscitation | 1 |
| TOTAL HOURS | 38/37 |

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 | An additional 52 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 Shawnee Community College Counseling department. |
| BIO 215 Introduction to Physiology | 4 | |
| BIO 210 Introduction to Human Anatomy | 4 | |
| BIO 111 Introduction to Biology | 4 | |
| PHS 112 or PHY 216 Physical Science or University Physics I | 4 | |
| ENG 111 English Composition | 3 | |
| PSY 211 Introduction to Psychology | 3 | |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | 3 | |
| BUS 210 Principles of Management | 3 | |
| COM 111 Business Computer Systems | 4 | |
| Suggested Electives: | | |
| PHI 217 Medical Ethics | 3 | |
| MRS 100 Medical Terminology | 3 | |
| CPR 120 Cardiopulmonary Resuscitation | 1 | |
| TOTAL HOURS | 43/42 | |

*Math requirement subject to change, please see Shawnee Community College Counselor.

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

DENTAL ASSISTING (One-Year Certificate)

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

| FIRST SEMESTER | Semester Hours | SECOND SEMESTER | Semester Hours |
|--|----------------|--|----------------|
| DNA 100 Dental Science I | 4 | DNA 101 Dental Science II | 3 |
| DNA 102 Dental Assisting Procedures I | 4 | DNA 103 Dental Assisting Procedures II | 2 |
| DNA 104 Radiography I | 3 | DNA 105 Radiography II | 2 |
| DNA 107 Dental Materials I | 3 | DNA 106 Preventive Dental Health Education | 2 |
| *ENG 111 English Composition | 3 | DNA 108 Dental Materials II | 3 |
| *CPR 120 Cardiopulmonary Resuscitation | 1 | DNA 111 Dental Assisting Internship I | 2 |
| TOTAL HOURS | 18 | *SPC 111 Speech | 3 |
| SUMMER SEMESTER | | TOTAL HOURS | 17 |
| DNA 109 Dental Office Procedures | 2 | | |
| DNA 112 Dental Assisting Internship II | 3 | | |
| *PSY 211 Introduction to Psychology | 3 | | |
| DNA 110 Dental Ethics, Legal Considerations, and Professionalism | 1 | | |
| TOTAL HOURS | 9 | | |

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 |
| COM 111 | Business Computer Systems | 4 |
| MRS 100 | Medical Terminology | 3 |
| SEM 111 | College Orientation | 1 |
| | Elective(Social Science, Math or Physical Science) | 3 |
| | TOTAL HOURS | 18 |

SOPHOMORE YEAR

| FIRST SEMESTER | | Semester Hours |
|----------------|----------------------------|----------------|
| *MRS 201 | Health Data and Statistics | 2 |
| *MRS 202 | Clinical Practicum I | 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 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 |

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 Community College campus.

SOUTHEASTERN ILLINOIS COLLEGE

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 111 Criminal Law I | 3 |
| CLE 115 Interpersonal Relations | 3 |
| SPC 111 or SPC 210 Speech or Interpersonal Communications | <u>3</u> |
| TOTAL HOURS | 15 |

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 Speech or Interpersonal Communications | 3 |
| CLE 111 Criminal Law I | 3 | MAT 122 Advanced Technical Mathematics | 3 |
| MAT 121 Technical Mathematics | 3 | CLE 211 Criminal Law II | 3 |
| PSY 111 or PSY 224 Introduction to Psychology or Practical Psychology | 3 | CLE 115 Interpersonal Relations | <u>3</u> |
| CLE 125 Criminal Behavior | <u>3</u> | TOTAL HOURS | 12 |
| TOTAL HOURS | 15 | SUMMER SEMESTER | |
| | | EMT 160 Emergency Medical Technician | 8 |

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.

WEST KENTUCKY STATE TECHNICAL SCHOOL

Shawnee Community College and West Kentucky State Technical School are developing a cooperative agreement that will enable individuals to complete general education requirements at Shawnee Community College and applied courses at West Kentucky State Technical School resulting in a degree in one of the following programs:

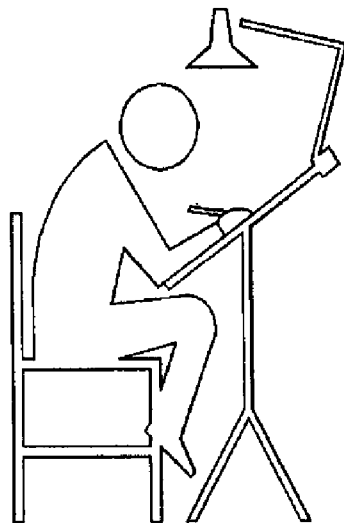
Program - Machine Tool Technology
Degree - Machinist Apprentice

Program - Computer Aided Drafting
Degree - Architectural Drafting

For details on these programs please see a Shawnee Community College counselor.



PROGRAMS/COURSES ON DEMAND



Diesel Technology

Horticulture Technician

Water/Wastewater Technology

PROGRAMS

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 Technical Mathematics | 3 |
| AUT 138 Automotive Power Engines | 3 | BUS 121 Basic Keyboarding | 1 |
| AUT 135 Brakes & Suspensions | 3 | DIS 130 Diesel Engine Tune-Up and Diagnosis | 3 |
| DIS 128 Diesel Engine Operation and Service | 3 | AUT 132 Engine Electrical Systems | 3 |
| DIS 129 Diesel Fuel & Fuel Systems | 3 | AUT 137 Multi-Cylinder Engines | 3 |
| SEM 111 College Orientation | 1 | AUT 139 Auto Heating & Air Conditioning | 3 |
| INT 111 Career Development | 1 | DIS 199 Diesel Technology Internship | 2 |
| TOTAL HOURS | 17 | TOTAL HOURS | 18 |

HORTICULTURE TECHNICIAN (One-Year Certificate)

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

| FIRST SEMESTER | Semester Hours | SECOND SEMESTER | Semester Hours |
|--|----------------|---|----------------|
| ENG 124 Career English | 3 | AGR 113 Soil Science | 3 |
| MAT 121 or MAT 114 Technical Mathematics or Intermediate Algebra | 3/4 | AGR 117 Conservation of Natural Resources | 3 |
| BIO 213 Botany | 4 | OHT 125 Turfgrass Culture | 4 |
| OHT 121 Introduction to Horticulture | 5 | OHT 128 Insect Pest and Plant Control | 3 |
| SEM 111 College Orientation | 1 | OHT 199 Horticulture Technician Internship | 2 |
| TOTAL HOURS | 16 | TOTAL HOURS | 15 |

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 Elementary 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 199 Water/Wastewater Internship | 2 |
| WWT 122 Basic Water Treatment | 3 | TOTAL HOURS | 14 |
| SEM 111 College Orientation | 1 | | |
| INT 111 Career Development | 1 | | |
| TOTAL HOURS | 16/17 | | |

COURSES

Certificate of Course Completion

A certificate of course 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 included:

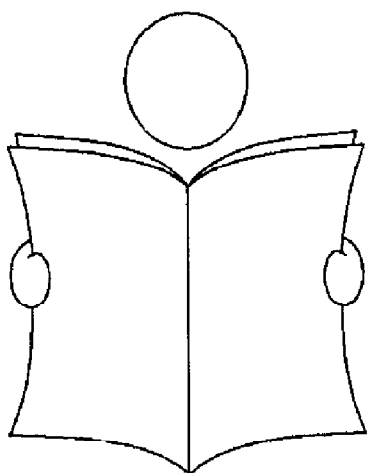
1. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher in the area of concentration;
2. Earning all hours required for the certificate at Shawnee Community College;
3. Payment of all tuition and fees.

Single Course Certificates

| | |
|---------|---|
| COS 230 | Advanced Cosmetology |
| CPR 120 | Cardiopulmonary Resuscitation |
| EMT 160 | Emergency Medical Technician |
| EMT 161 | Emergency Medical Technician - Refresher |
| EMT 162 | Emergency Medical Technician - Intermediate |
| ERT 160 | Emergency Rescue Technician |
| HLT 125 | First Aid |
| PN 118 | First Responder |
| FOS 121 | Food Service Sanitation |
| PN 165 | Physical Therapy Rehabilitation Aid |



COURSE DESCRIPTIONS



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-BUS 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- ACC 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- BUS124

ACC 199 ACCOUNTING INTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Accounting program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval.

ACC 221 FINANCIAL INSTITUTION ACCOUNTING

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Accounting-ACC 112

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-ACC 111

ACC 224**COMPUTERIZED ACCOUNTING 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-ACC 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 associated 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 agriculture crop identification, uses, importance and fundamental principles of production.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

AGR 113 SOIL SCIENCE T

A fundamental study of the chemical and physical properties of soil. The use of soil testing equipment for both chemical and physical properties will be taught in the lab.

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-AGR 113

AGR 115 ANIMAL SCIENCE T

A basic course designed to acquaint the student with the various aspects of animal production. Introductory genetics, nutrition, selection, reproduction, and animal health will be taught as well as the common breeds of livestock and their characteristics.

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 195 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. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

AGR 196 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. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

AGR 197 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. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours -- Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

AGR 198 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. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval.

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 power tools.

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

Prerequisite: None

AGR 225 INTRODUCTION TO FORESTRY T

A fundamental study of forestry, including tree identification, importance, measurement and production techniques.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

AGR 227 INTRODUCTION TO WILDLIFE T

Identification of area wildlife mammals, including their life cycles, habitats, and importance will be presented.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

AGR 228 WILDLIFE MANAGEMENT I 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-AGR 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
- ANT 216** **ANTHROPOLOGY** **T**
 An introduction to and survey of the nature of humans, their 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: Drawing I-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 117** **ART HISTORY SURVEY I** **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 Gothic; and cultural backgrounds and influences.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite: None

ART 118 **ART HISTORY SURVEY II**

Historical survey of significant art work and forms. Includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from Renaissance through present day; and cultural backgrounds and influences.

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

Prerequisite: Art History Survey I-ART 117

ART 119 **ART IN THE ELEMENTARY SCHOOL**

Principles of and practical classroom procedures for teaching art in the elementary school. Includes art education theory; art terms, techniques, and various media; economical variations for commonly used materials; children's creative work at various developmental stages; and organization of art programs in the classroom.

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

Prerequisite: None

ART 211 **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: Drawing I-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: Painting I-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: Pottery and Sculpture-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: Design and Crafts-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: Photography I-ART 216

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 122 **TUNE-UP AND 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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

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

Prerequisite: None

AUT 132 **ENGINE ELECTRICAL SYSTEMS**

This course deals with the construction, operation, functions, testing, and repair of the starting and charging systems. Various electrical circuits such as the lighting and instrument circuit will also be studied. The student will be expected to perform selected tests using the proper equipment and service manuals.

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

Prerequisite: None

AUT 133 **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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

AUT 135 **BRAKES AND SUSPENSIONS**

Study of manual and power brake systems, suspension systems, wheel alignment, dynamic and static wheel balance, and steering system. Emphasis is placed on operating principles, troubleshooting and repairing, using latest equipment available.

Credit: 3 hours — Two lecture and two lab 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. Operations for engine rebuilding will be covered.

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

Prerequisite: None

AUT 138 AUTOMOTIVE POWER TRAINS

This course covers automotive power trains which transfer power from the engine to the drive wheels. Operation, description, testing, and repair procedures of these components will be covered. All power train components will be discussed except for transmissions which are covered in AUT 133.

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

Prerequisite: None

AUT 139 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: 3 hours — Two lecture and two lab hours per week.

Prerequisite: None

AUT 141 AUTO LAB CO-OP

This lab is designed to provide the student with on-job training for classes AUT 122-Tune-up and Diagnosis and AUT 129-Engines and Fuel Systems. This lab will be done at a full-time repair facility with the student performing tasks for forty hours per week during an 8-week period. This lab will greatly increase the knowledge and experience of the Automotive student.

Credit: 4 hours -- Forty hours per week for eight weeks

Prerequisite: Tune-up and Diagnosis-AUT 122, Engine and Fuel Systems-AUT 129

AUT 143 AUTO LAB CO-OP

This lab is designed to provide the student with on-job training for classes AUT 135-Brakes and Suspensions and AUT 138-Automotive Power Trains. This lab will be done at a full-time repair facility with the student performing tasks for forty hours per week during an 8-week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours -- Forty hours per week for eight weeks

Prerequisite: Brakes and Suspensions-AUT 135, Automotive Power Trains-AUT 138

AUT 145 AUTO LAB CO-OP

This lab is designed to provide the student with on-job-training for classes AUT 132-Engine Electrical Systems, and AUT 137-Multi-Cylinder Engines. This lab will be done at a full time repair facility with the student performing tasks for forty hours a week during an eight week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours -- Forty hours per week for eight weeks

Prerequisite: Engine Electrical Systems-AUT 132, Multi-Cylinder Engines-AUT 137

AUT 147 AUTO LAB CO-OP

This lab is designed to provide the student with on-job-training for classes AUT 133-Automotive Transmissions, and AUT 139-Auto Heating and Air Conditioning. This lab will be done at a full time repair facility with the student performing tasks for forty hours a week during an eight week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours -- Forty hours per week for eight weeks

Prerequisite: Automotive Transmissions-AUT 133, Auto Heating and Air Conditioning-AUT 139

AUT 149 AUTO LAB CO-OP

This lab is designed to provide the student with on-job-training for classes AUT 224-Computerized Fuel and Emission Systems I and AUT 230, Computerized Fuel and Emission Systems II. This lab will be done at a full time repair facility with the student performing tasks for forty hours a week during an eight week period. This lab will greatly increase the knowledge and experience of the automotive student.

Credit: 4 hours -- Forty hours per week for eight weeks

Prerequisite: Computerized Fuel and Emission Systems I-AUT 224, Computerized Fuel and Emission Systems II-AUT 230

AUT 197 **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 complete 150 hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval.

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

Prerequisite: Engine Electrical Systems-AUT 132, Multi-Cylinder Engines-AUT 137

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: 4 hours - Three lecture and two lab hours per week.

Prerequisite: Computerized Fuel & Emission Systems I-AUT 225

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

BEL 162 **BASIC ELECTRICITY II**

Continuation of BEL 161 with emphasis upon power sources, distribution and usage. Includes single and three phase motors, generators, transformer, and other heavy duty power units.

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

Prerequisite: Basic Electricity I-BEL 161

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 extension of Introduction to Biology- BIO111. The emphasis is placed on organism development, inheritance, populations and communities, using the plant and animal kingdoms as models. An introduction to contemporary bio-technology is also presented.

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

Prerequisite: Introduction to Biology-BIO 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 tissues and systems is augmented through microscopic study of prepared slides and the dissection and study of homologous systems of the rabbit.
 Credit: 4 hours -- Three lecture and two lab hours per week.
 Prerequisite: Introduction to Biology-BIO 111 or equivalent. (Physical Science-PHS 111 or equivalent suggested)
- BIO 211** **ENVIRONMENTAL BIOLOGY** **T**
 This is a course in ecology. The emphasis is on ecosystems, populations, and community dynamics. Problems related to human interaction with the natural environment are stressed. Concepts of natural resource management and natural resource allocation are discussed.
 Credit: 4 hours — Four lecture hours per week.
 Prerequisite: Biology-BIO 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**
 This course is a survey of the diversity of non-animal life. The course emphasizes the structure, development, and relationships between algae, fungi, mosses, ferns, and higher vascular plants. Exercises in plant identification are provided.
 Credit: 4 hours — Three lecture and two lab hours per week.
 Prerequisite: Biology-BIO 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: Introduction to Human Anatomy-BIO 210, Physical Science-PHS 111, Inorganic Chemistry-CHE 114 (if BSN) or equivalent
- 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: Introduction to Biology-BIO 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: Introduction to Biology-BIO 111

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 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 190 **INSTITUTIONAL SERVICES INTERNSHIP**

Supervised work experience in an approved training station. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

BUS 195 **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 complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

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-BUS 214 or consent of the Dean of Instructional Services.

BUS 238 **PRINCIPLES OF SALES**

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

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-PHS 111 or high school chemistry and two units of high school algebra or Intermediate Algebra-MAT 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-CHE 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-CHE 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- CHE 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- CHE 114 and College Algebra-MAT 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 111 **CRIMINAL LAW I** **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

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 police officers.

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 offenders and their community context as problems for rehabilitation efforts; critique of typical treatment programs.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

CLE 199 LAW ENFORCEMENT INTERNSHIP

Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours -- Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

CLE 211 CRIMINAL LAW II T

This course is a continuation of Criminal Law-CLE 111 and deals with the consideration of legal aspect of law enforcement.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Criminal Law-CLE 111

CLE 220 SECURITY, CUSTODY, AND CONTROL

Introduction to the technical and applied practice of security. Includes procedures, policies, and practices of personnel in the security role; theoretical uses of alarms, locks, and surveillance equipment; and application of safety practices.

Credit: 3 hours -- Three lecture hours per week

Prerequisite: None

CLE 221 PATROL PROCEDURES/TRAFFIC

Study of law enforcement street procedures. Includes car stops, initiating investigations, responding to dispatched calls, building checks, emergency situations, back-up techniques, and disposing of common calls.

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

Prerequisite: None

- CLE 222 POLICE PERSONNEL COMMUNITY RELATIONS**
 Role of the law enforcement personnel in achieving and maintaining public support, public relations, and public information. Includes crisis intervention in community problems such as, family disputes, riots, and disasters.
 Credit: 3 hours -- Three lecture hours per week.
 Prerequisite: None
- CLE 223 INTRODUCTION TO CORRECTIONS**
 Introduction to the history, development, philosophy, and variety of correctional methods, processes, systems, and services. Includes institutional and post-institutional agencies and programs.
 Credit: 3 hours -- Three lectures hours per week.
 Prerequisite: None
- CLE 299 LAW ENFORCEMENT TECHNOLOGY INTERNSHIP**
 Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester.
 Credit: 2 hours -- Ten lab hours per week
 Prerequisite: Career Development - INT 111 and Instructor's Approval
- COM 111 BUSINESS COMPUTER SYSTEMS T**
 Survey of the meaning and function of hardware, software, data, procedures, and personnel in the business computer system. Includes basic systems analysis and design techniques, file processing, database concepts, 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 - BUS 121
- COM 161 INTRODUCTION TO DOS**
 This course is designed to acquaint the student with the DOS operating system.
 Credit: 1 hour - 1/2 hour 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 hour 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 hour 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 hour 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 hour 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 hour lecture and one lab hour per week.

Prerequisite: None

COM 169 SOFTWARE SYSTEMS/PACKAGES

This course is an introduction to software packages for word processing, spreadsheet, and data base management. Includes routines in operating systems.

Credit: 1/2 credit hour - .5 lecture hours per week.

Prerequisite: None

COM 170 MICROSOFT WINDOWS

This course offers the student with a knowledge of the Microsoft Windows operating environment.

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

Prerequisite: None

COM 196 COMPUTER SYSTEMS INTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Computer Systems program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's approval.

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: Trigonometry-MAT 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 222 COMPUTER LOGIC

A study of the documentation, logic, pseudocode, 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-COM 111, Intermediate Algebra-MAT 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- COM 111, Cobol I-COM 220, Computer Logic-COM 222

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-COM 111 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-COM 111, 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- COM 111

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-COM 111, 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-COM 111 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-COM 111, Computer Logic-COM 222, Pascal I-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-COM 111, 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-COM 111 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-COM 111, Computer Logic-COM 222, RPG - II-COM 228

COM 261 ADVANCED DOS

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

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

Prerequisite: Introduction to DOS-COM 161

COM 262 ADVANCED WORDPERFECT

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

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

Prerequisite: WordPerfect-COM 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 hour lecture and one lab hour per week.

Prerequisite: MicroSoft Word-COM 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 hour lecture and one lab hour per week.

Prerequisite: Introduction to dBase IV-COM164

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 hour lecture and one lab hour per week.

Prerequisite: Introduction to Lotus 1-2-3-COM 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: Introduction to Desktop Publishing-COM 168

COS 120 **COSMETOLOGY THEORY I**

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 Theory I-COS 120

COS 122 **COSMETOLOGY THEORY III**

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 Theory II-COS 121

COS 123 **COSMETOLOGY LABORATORY I**

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 II**

This course will present a review of the skills taught in Cosmetology Laboratory I - COS 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 Laboratory I-COS 123

COS 125 **COSMETOLOGY LABORATORY III**

A complete review of Cosmetology Theory III-COS 122 and Cosmetology Laboratory I-COS 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 Laboratory-COS 124

COS 220 **COSMETOLOGY INSTRUCTOR TRAINING I**

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 II

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

CPR 120 CARDIOPULMONARY RESUSCITATION I

The purpose of this course is to train persons in the techniques of administering cardiopulmonary resuscitation. Credit: 1 hour — One lecture hour per week.
Prerequisite: None

CPR 151 CARDIOPULMONARY RESUSCITATION II

The purpose of this course is to train persons to become instructors to teach others the techniques for cardiopulmonary resuscitation. Credit: 1 hour -- One lecture hour per week.
Prerequisite: Cardiopulmonary Resuscitation I-CPR 120

CPS 230 OFFICE TECHNOLOGY

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

CPS 231 BUSINESS LAW 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

CPS 232 BEHAVIOR SCIENCE 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

CPS 233 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

CPS 234 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

CPS 235 OFFICE ADMINISTRATION AND COMMUNICATION

Emphasis is on the office administration subject matters such as executive travel, office management, records management, and reproduction graphics 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

DIS 128 DIESEL ENGINE OPERATION AND SERVICE

The course will acquaint the student with the operation and servicing of diesel engines. Students should have prior knowledge of how engines operate and knowledge of basic tools used in servicing. Differences in construction between gasoline and diesel engines will be discussed in detail.

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

Prerequisite: Multi-Cylinder Engines - AUT 137

DIS 129 DIESEL FUEL AND FUEL SYSTEMS

The operation and diagnosis of various systems components for diesel engines will be presented in this course. Emphasis will be placed on identification, testing, repair and replacement of various fuel-injection pumps, fuel injectors, and filters.

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

Prerequisite: None

DIS 130 DIESEL ENGINE TUNE UP & DIAGNOSIS

Diagnosis and tune-up procedures of diesel engines using various testing equipment will be emphasized in this course. Students must have a knowledge of diesel engines and diesel fuel systems by successfully completing DIS 128 — Diesel Engine Operation and Service and DIS 129 — Diesel Fuel and Fuel Systems prior to entering this course.

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

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

DIS 199 DIESEL TECHNOLOGY INTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Diesel Technology program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours -- Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's approval

DKH 160 DECKHAND TRAINING

This course is designed to provide individuals with the necessary knowledge and skills appropriate for employment in the river industry as a deckhand on a river vessel.

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

Prerequisite: None

DKH 161 DECKHAND EXTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Deckhand Training Program. Each student will be required to complete a specified number of externship hours under supervision at an approved training site.

Credit: 3 hours -- Fifteen lab hours per week

Prerequisite: Instructor approval

DRA 117 ENGINEERING GRAPHICS T

Computer graphics (CAD) applications of descriptive geometry to problem solving. Subjects included are: reference planes, lines, planes, points, auxiliary views, revolution, force diagrams, cylinders, cones, spheres, curved surfaces, intersections, developments, mining geology, and civil engineering.

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

Prerequisite: None

DRA 124 MATERIALS & METHODS OF CONSTRUCTION

Introduction to materials and products used in wood frame, masonry, concrete, and metal construction. Standards of construction and construction estimating will also be included.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

DRA 128 COMPUTER ASSISTED DRAFTING I

Principles of drafting using computer work stations, state of the art software, and plotters/printers. This is a hands-on course to train the novice workstation user on the features and capabilities of CAD systems

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

Prerequisite: None

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:

DRA 138 **COMPUTER ASSISTED DRAFTING II**

Extensive drafting training in Computer Assisted Drafting Systems with applications to engineering, architecture, and commercial art. Topics include dimensioning, layering, scaling, projections, and transformations.

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

Prerequisite: Computer Assisted Drafting I-DRA 128, Engineering Graphics-DRA 117 or equivalent

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

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 199 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. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

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

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 — Two lecture and two lab hours per week.

Prerequisite: Concurrent enrollment in Intermediate Algebra-MAT 114 or Technical Math-MAT 121

ELT 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 Intermediate Algebra-MAT 114 or Technical Math-MAT 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 127 SOLID STATE CIRCUITS AND DEVICES

A study of the application and circuit requirements of special semiconductor devices such as JFETs, MOSFETs, UJT,SCRs,photo transistors, LEDs. Also studied are oscillators and multi-stage amplifiers.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Electronics Systems Analysis-ELT 124

ELT 129 INDUSTRIAL ELECTRONICS

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 DC 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: 3 hours - Two lecture and two lab hours per week.
Prerequisite: Business Computer Systems-COM 111 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 199 ELECTRONICS INTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the program. Each student is required to complete 150 contact hours at a worksite during the semester.
Credit: 2 hours -- 10 lab hours per week
Prerequisite: Career Development - INT 111 and Instructor's Approval

ELT 223 ADVANCED INDUSTRIAL ELECTRONICS

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

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

Prerequisite: Fundamental DC Electrical Concepts-ELT 120

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: Electronic Systems Analysis-ELT 124

ELT 238 MICRO COMPUTER INTERFACING TECHNIQUES

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

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

Prerequisite: Microprocessor Fundamentals-ELT 236

ELT 239 MICRO COMPUTER MAINTENANCE

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

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

Prerequisite: None

EMT 160 EMERGENCY MEDICAL TECHNICIAN

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

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 the material as presented in EMT 160.

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

Prerequisite: Emergency Medical Technician-EMT 160

EMT 162 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE

This course expands on the basic EMT level material in the areas of medical, legal, moral, and ethical responsibilities, and human anatomy and physiology. Trauma patient assessment is stressed utilizing BTLs standards. The student will be given advanced training in the pathophysiology and management of shock utilizing M.A.S.T. and intravenous therapy. Respiratory system anatomy and physiology and diseases, injury, and other dysfunctions will be studied as well as advanced airway management techniques including use of EOAs, EGAs and an overview of endotracheal intubation.

Credit: 8 hours -- Six lecture and two lab hours 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 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 041, 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-ENG 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-ENG 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-ENG 111 with a minimum grade of C.

ENG 121 APPLIED TECHNICAL WRITING

Applied Technical Writing is a condensed version of the Applied Communications course. This course includes the application of oral, written, and non-verbal communication skills to enhance on-the-job effectiveness.

Credit: 1/2 credit hour -- .5 lecture hours per week

Prerequisite: None

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: Career English-ENG 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 fiction, and drama.

Credit: 3 hour — Three lecture hours per week.

Prerequisite: None

ENG 161 APPLIED COMMUNICATIONS

Application of oral, written, and non-verbal communication skills to enhance on-the-job effectiveness. Includes techniques for communicating clearly, developing good listening skills, and organizing and delivering effective presentations.

Credit: 2 hours -- Two lecture hours per week

Prerequisite: None

ENG 221 TECHNICAL WRITING

This course is designed to teach technical writing skills for various fields in business and industry. Class work will include analysis of the communication problems particular to technical writing. Students will study the techniques of writing memos, letters, proposals, and assorted types of reports. Attention will be given to pre-writing, audience analysis, language, organization, development, and editing of technical materials.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ERT 160 EMERGENCY RESCUE TECHNICIAN

This course is designed to acquaint students who have an interest in emergency services with the correct extrication procedures, phases of extrication and the hazards of extrication. Emphasis is placed upon the correct usage of vehicle extrication tools to free entrapped persons from wreckage.

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

Prerequisite: Experience within the allied health field with rescue, fire suppression or emergency medical health care technician or satisfactory completion of Emergency Medical Technology-EMT 160.

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 SERVICE

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

FOS 136 **DIETARY MANAGER**

Principles and practices of diet therapy are presented in this course. The role of the dietitian, therapeutic diets, menu development for treatment of disease, dietary food service equipment, dietary cost control and budgeting, and techniques of maintenance, sanitation, and safety of health care food service facilities will be reviewed in this course.

Credit: 8 hours — 8 lecture hours per week.

Prerequisite: None

FOS 138 **BEVERAGE MANAGEMENT**

Study of beverage procedures, service, and controls. Includes classification, vocabulary, and history; alcoholic beverage control laws; background, use, and proper service of wines; purchasing, storage and inventory; and promotion, sales and service.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

FOS 198 **FOOD SERVICES INTERNSHIP**

The student will work part-time for one semester as an intern in a food service facility under the supervision of the staff of the Food Service Division. Each student is required to complete 150 hours at a work site during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor approval.

FOS 220 **FOOD SERVICE MANAGEMENT**

This course involves the role and responsibilities of the food service manager. Included in this course are personnel supervision (hiring, training, and productivity); budgeting, purchasing, and inventory; food and beverage laws and regulations; facilities planning and equipment layout, selection, and maintenance; and basic menu planning, advertising, and promotion.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

FOS 222 **CATERING, BANQUET & SPECIALTY SERVICE**

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

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

Prerequisite: None

FOS 229 **BAKING**

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

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

Prerequisite: Introduction to Baking - FOS 129

FRN 111 **FRENCH** **T**

An introductory course designed to present the fundamentals of French grammar, vocabulary, and culture. There is constant use of the language in the classroom, with graduated reading and writing.

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

Prerequisite: None

FRN 112 **FRENCH** **T**

A continuation of French 111 with increased stress on conversation. Aspects of grammar of greater complexity are presented with readings and reports based on French culture and civilization.

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

Prerequisite: French-FRN 111

FRN 211 **FRENCH** **T**
Continued practice in speaking and reading French following review of basic principles is stressed in this course. Occasional oral reports in French graded to student's conversational level are required in this course.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: French-FRN 112

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

FS 120 **ORIENTATION TO FIRE SCIENCE - MODULE A**
The student will learn fire department structure and procedure, know what comprises the elements of a fire and the extinguishment theory, how to use a fire extinguisher and have principle knowledge of extinguishing agents, be able to communicate on telephone and radio and be able to tie various fire service knots.
Credit: 4 hours -- Three lecture and two lab hours per week.
Prerequisite: None

FS 121 **FIREFIGHTING EQUIPMENT AND SAFETY - MODULE B**
When given certain tools and equipment the student will exercise proper techniques in tool use and use recommended safety procedures. Student will also be taught firefighter personal safety that will be used at the station, enroute to, and will be operating at the emergency scene.
Credit: 4 hours -- Three lecture and two lab hours per week.
Prerequisite: None

FS 122 **FIRE FIGHTING/ADVANCED OPERATIONS - MODULE C**
The student will learn how to pre-plan a building for use during a fire, learn how to develop a water supply for municipal needs and for fire service needs, learn proper use of fire hose and maintenance of same, learn how to suppress a fire using the various types of fire streams, learn how to properly handle a hazardous materials spill and how to take care of personal property and merchandise using the proper salvage techniques.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite: None

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-GER 111.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: German-GER 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-GER 112

GER 212 **GERMAN**
This course is a continuation of German-GER 211.
Credit: 4 hours — Three lecture and two lab hours per week.
Prerequisite: German-GER 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-HIS 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 214 **HISTORY OF THE UNITED STATES** **T**
A study of the major political, social and economic developments of the United States 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 of the United States-HIS 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 **AFRICAN-AMERICAN HISTORY** **T**
A survey of African-American history from African backgrounds and slavery through the civil rights movement and the role of African-Americans today with emphasis on their contributions 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 112 **DRUG AND ALCOHOL EDUCATION I**
Study of facts, attitudes, problems, and impact of drug and alcohol use and abuse. Includes identification of stimulants, depressants, hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drugs of abuse and their symptomatic reactions; and identification of helping organizations, institutions, and agencies.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

HLT 115 **COMMUNITY HEALTH SYSTEMS**
Study of principles and concepts of health and disease relating to community group living. Includes epidemiology, environmental health in urban and rural areas, and functions and services of community health organizations.

Credit: 3 hours - Three 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

HMM 120 **HOSPITALITY INDUSTRY MANAGEMENT**
Principles and practices of management and supervision for the hospitality industry. Includes personnel training, development, and upgrading programs; room sales; dining room service; bellman duties; customer and employee relations; promotional and image-building techniques; planning conferences and conventions; and food service procedures and evaluation.

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

Prerequisite: None

IMS 120 RECORDS/INFORMATION 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. ARMA-comparable indexing rules are applied in manual and microcomputer applications. PC-File+ software is used to the computer work. Records maintenance emphasizing protecting and maintaining computerized files is included in this course.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

IMS 121 BEGINNING KEYBOARDING/TYPEWRITING

Basic Keyboarding/Typewriting and formatting techniques are introduced. The keyboard, techniques of developing speed and accuracy, centering, tables, letters, and manuscripts are emphasized. Minimum 5 minute speed of 35 wpm for a C by the end of the course is required.

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

Prerequisite: None

IMS 122 DOCUMENT FORMATTING

A continuation of Beginning Keyboarding/Typewriting with emphasis on straight copy as well as timed production work. Included in this course are letters, tables, memos, forms, and reports. A minimum speed of 45 words per minute for a C by the end of the course is required.

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

Prerequisite: IMS 121 Beginning Keyboarding/Typewriting or previous keyboarding experience

IMS 123 BEGINNING SHORTHAND/SPEEDWRITING I

A complete course in either Gregg or Speedwriting Shorthand theory. Brief forms, phrasing and vocabulary building are emphasized as a means of building speed for keyboard transcription. A minimum two minute dictation and transcription at 50 words per minute with 95 percent accuracy for a C is required by the end of the course.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: Keyboarding ability

IMS 125 BUSINESS MACHINES

This course primarily teaches the use of the electronic calculator through the solving of business math calculations. Students also use the 10-key pad on the micro-computer for numeric data entry. The laptop computer, the FAX machine, telephone systems, and dictation units are utilized when available.

Credit: 3 hours -- 3 lecture hours per week

Prerequisite: None

IMS 126 FILING

This course is the development of skills necessary to maintain various business documents. Including both alphabetically and numeric filing systems.

Credit: 1 hour -- 1 lecture hour per week

IMS 128 MACHINE TRANSCRIPTION

Typewriter/computer transcription of pre-recorded data from transcription machine into mailable document form. Student composition, dictation, and proofreading are incorporated activities. Punctuation, spelling, word usage, and corrections are additional skills emphasized.

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

Prerequisite: Keyboarding ability

IMS 129 **MACHINE TRANSCRIPTION/
LEGAL OR MEDICAL APPLICATION**

Students transcribe recorded material from transcription machines utilizing the microcomputer. Students will demonstrate such computer applications as merging, boilerplating, and document assembly.

Credit: 3 hours -- One lecture and four lab hours per week

Prerequisite: Machine Transcription-IMS 128

IMS 191 **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 complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor approval

IMS 192 **EXEC. SECRETARY/ADM. ASSISTANT 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 Secretary/Administrative Assistant program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours -- Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor approval

IMS 193 **LEGAL ADMINISTRATIVE ASSISTANT 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 Administrative Assistant program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor approval

IMS 194 **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 complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor approval

IMS 197 **INFORMATION 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 Information Processing program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor approval

IMS 222 **GRAPHICS**

Using the computer to assist in designing various graphic tools such as pie charts, line charts, and bar charts that will enable students to compile reports or documents more professionally.

Credit: 1 hour -- Two lab hours per week

Prerequisite: None

IMS 223 DOCUMENT PRODUCTION

A continuation of Document Formatting with emphasis on speed development and timed production work. Government, medical, technical, financial, and legal mini-simulations are included. A minimum 5 minute speed of 50 words per minute for a C by the end of the course is required.

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

Prerequisite: Document Formatting-IMS 122 or prior keyboarding experience with speed of approximately 45 words per minute.

IMS 224 SHORTHAND/SPEEDWRITING/TRANSCRIPTION II

Emphasis is on increased development of speed and transcribing skills. Minimum 2-minute dictation and transcription at 70 words per minute (for a C) by end of course. Strong emphasis also on mailable letter transcription.

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

Prerequisite: Beginning Shorthand/Speedwriting-IMS 123 or prior shorthand/speedwriting; Keyboarding ability

IMS 225 SHORTHAND /SPEEDWRITING/TRANSCRIPTION III

This course places increased emphasis on mailable letter transcription. Emphasis is also on increased speed building. Minimum 2-minute dictation and transcription at 90 words per minute for a C by the end of course.

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

Prerequisite: Shorthand/Speedwriting-IMS 224 or prior shorthand/speedwriting; Keyboarding ability

IMS 226 ADMINISTRATIVE SUPPORT PROCEDURES

A comprehensive study of the duties of the Administrative Assistant. Topics examined include human relations, personality, communications, and career options. Knowledge, attitudes, and values that are important for competent performance on the job are stressed. Decision making on the job is incorporated.

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

Prerequisite: Keyboarding ability

IMS 227 OFFICE INFORMATION PROCESSING I

This course introduces concepts, vocabulary, hardware, software, and career information which directly relates to Information Processing. Practical application microcomputer exercises which progress from paragraphs to merging are completed during labs.

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

Prerequisite: Keyboarding ability

IMS 229 LEGAL TERMINOLOGY

The development of a legal vocabulary through the study of different functions and areas of the legal profession. Spelling, pronunciation, legal abbreviations, and symbols are presented. The applied use of terminology in correspondence/legal documents is part of the course.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

IMS 236 OFFICE INFORMATION PROCESSING II

A continuation of Office Information Processing with emphasis on advanced features of WordPerfect and the introduction of additional information processing software packages. This course includes a simulation applying skills previously learned and the comparison of hardware/software on the current market.

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

Prerequisite: Office Information Processing I-IMS 227

INT 111 CAREER DEVELOPMENT

Includes exploration of careers and job market, writing resumes, and letters. Students will learn how to build on old and new skills. Participate in mock interviews to develop communication skills.

Credit: 1 hour -- 1 lecture hour 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: None

JOU 116 JOURNALISM T

This class is a continuation of Journalism-JOU115. 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-JOU115

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-JOU 115 and/or JOU 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: Interpretive News Writing-JOU 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- JOU 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-JOU 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-JOU 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 1798.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

LIT 215 ENGLISH LITERATURE T

A survey of English Literature from 1798 through modern English writers.

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 American Literature-LIT 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

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 045 DEVELOPMENTAL MATH I

This course covers the basic arithmetic skills necessary for success in beginning college mathematics courses. The course is designed for the student who scores below 7.0 on the computational math portion of the TABE test.

Credit: 3 hours -- Three lecture hours per week

Prerequisite: None

MAT 046 DEVELOPMENTAL MATH II

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 110 MATHEMATICS FOR LIBERAL ARTS

A survey course in mathematics for liberal arts students with emphasis on skills and competencies essential to daily life. Topics include set theory, numeration systems, algebraic models, logic, finance, geometry, probability and statistics.

Credit: 4 hours

Prerequisite: Intermediate Algebra-MAT 114 or equivalent

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: Introduction to Algebra- MAT 041 or 1 year of high school algebra

MAT 112 MATH FOR ELEMENTARY TEACHERS II T

This course is a continuation of Math for Elementary Teachers I-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-MAT 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: Introduction to Algebra-MAT 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. First and second degree equations and inequalities; polynomial, rational, exponential and logarithmic functions, complex numbers, graphing, systems of equations, matrices and determinants, binomial expansions
Credit: 3 hours -- Three lecture hours per week.
Prerequisite: Intermediate Algebra-MAT 114 with a grade of C or better 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 applications, indefinite and definite integrals with applications.
Credit: 5 hours — Five lecture hours per week.
Prerequisite: College Algebra-MAT 116 and Trigonometry-MAT 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-MAT 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-MAT 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 **APPLIED BASIC MATHEMATICS**
This course includes topics in mathematics that are frequently encountered in many vocational areas. It is especially suitable for students in nursing, food service, and automotive programs. The topics covered include fractions, mixed numbers, decimals, percents, algebraic language, equations, ratios and proportions. A portion of the course is devoted to real problems from the student's career program.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: None

MAT 161 **APPLIED VOCATIONAL MATH**
Study of math concepts as applied to practical problems in the technical and occupational fields.
Credit: 1 hour -- One lecture hour per week
Prerequisite: None

MAT 210 **GENERAL ELEMENTARY STATISTICS** **T**
This course is an introduction to the theory of statistics. Common statistical measures, probability, the binomial distribution, the normal distribution, one-sample and two-sample hypothesis testing, confidence intervals, correlation, and prediction, analysis of variance are covered in this course.
Credit: 3 hours — Three lecture hours per week.
Prerequisite: Intermediate Algebra-MAT 114 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 included in this course.
 Credit: 5 hours — Five lecture hours per week.
 Prerequisite: Analytic Geometry and Calculus I-MAT 117

MAT 212 **ANALYTIC GEOMETRY & CALCULUS III** **T**
 This course provides an introduction to conics and application of conics, polar coordinates, 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 and Calculus II-MAT 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 and Calculus II-MAT 211

MRS 100 **MEDICAL TERMINOLOGY**
 Development of a medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession is presented.
 Credit: 3 hours -- Two lecture and two lab hours per week
 Prerequisite: 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-MRS 101 and acceptance into MRT Program

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 hour — Two lab hours per week.
 Prerequisite: Introduction to Medical Records-MRS 101 in conjunction with Health Records Systems-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-MRS 100

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: Beginning Keyboarding/Typewriting-IMS 121 and Medical Terminology-MRS 100

MRS 106 PRINCIPLES OF INSURANCE

The purpose of this course is to familiarize the student with the efficiency and smooth operation of insurance through the study of basic medical and insurance abbreviations and terms, behavioral objectives, correct and incorrect procedural and diagnostic codings, insurance billing, and type of insurance coverage.

Credit: 3 hours -- Three lecture hours per week

Prerequisite: None

MRS 107 MEDICAL ASSISTANT

This course will introduce students to the roles and functions of the medical assistant. Students will study patient care, office procedures, medical forms, communications, and other aspects of the administrative duties that may be expected of a medical assistant in a physician's office.

Credit: 3 hours - Three lecture hours per week

Prerequisite: None

MRS 109 INTRODUCTION TO CODING

The study of the five-digit procedure code numbers, modifiers, and/or description of each service, given a series of problems relating to various medical procedures and services and using the Current Procedural Terminology (CPT) and ICD-9 code books.

Credit: 2 hours -- Two lecture hours per week

Prerequisite: None

MRS 110 ADVANCED MEDICAL TRANSCRIPTION

A continuation of Medical Transcription. Medical students and others can develop techniques and procedures such as medical typewriting, dictation, and medical writing.

Credit: 3 hours -- One lecture and four lab hours per week

Prerequisite: Medical Transcription-MRS 105

MRS 192 MEDICAL OFFICE ASSISTANT INTERNSHIP

Supervised work experience in an approved training station for students pursuing a one year certificate in the Medical Office Assistant program. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor Approval

MRS 193 MEDICAL TRANSCRIPTION INTERNSHIP

Supervised work experience in an approved training station for students pursuing a career in the Medical Transcription field. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours -- Ten lab hours per week

Prerequisite: Career Development - INT 111 and Instructor Approval

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: Health Records Systems-MRS 102

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: Health Records Systems-MRS 102

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: Health Records Systems-MRS 102

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: Health Records Systems-MRS 102

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: Health Records Systems-MRS 102

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: Health Records Systems-MRS 102

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: Health Records Systems-MRS 102

- 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 information systems.
 Credit: 2 hours - Ten clinical hours per week.
 Prerequisite: Health Records Systems-MRS 102
- 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: Health Records Systems-MRS 102
- 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: Co-enrollment in Health Records Systems-MRS 102
- 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: Fundamentals of Music-MUS 112 or demonstrated proficiency
- 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, model 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: Harmony, Ear Training and Sight Singing I-MUS 113

- MUS 115** **MUSIC APPRECIATION** **T**
 A course designed to assist the student in becoming a more sensitive listener. Aural perception of musical sound events, relationships, and structures are emphasized.
 Credit: 3 hours — Three lecture hours per week.
 Prerequisite: None
- MUS 116** **APPLIED CLASS** **T**
 Class instruction in applied study of voice, piano, or guitar.
 Credit: 1 hour — Two lab hours per week.
 Prerequisite: Enrollment in music major program 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 (choir 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: Fundamentals of Music-MUS 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: Harmony, Ear Training and Sight Singing II-MUS 114
- MUS 214** **HARMONY, EAR TRAINING AND SIGHT SINGING IV** **T**
 Original composition utilizing skills and knowledge of Harmony, Ear Training and Sight Singing III-MUS 213 with emphasis on contrapuntal techniques.
 Credit: 4 hours — Four lecture hours per week.
 Prerequisite: Harmony, Ear Training and Sight Singing III-MUS 213
- NUR 120** **INTRODUCTION TO INFECTION CONTROL**
 Study of various diseases, infections, and immunities. Also, principles and practices of infection control
 Credit: 3 hours -- Three lecture hours per week
 Prerequisite: None

NUR 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.

OHT 121 **INTRODUCTION TO HORTICULTURE**
This course is designed to introduce the student to the study of plants utilized in horticulture practices, (including plants used in ornamental horticulture), vegetables, and fruits. Highly technical subjects such as plant propagation and taxonomy are treated in a comprehensive, yet understandable manner.
Credit: 3 hours -- 3 lecture hours per week
Prerequisite: None

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

ORT 161 **SURGICAL TECHNOLOGY I**
This course is designed to teach the role and responsibilities of the surgical technician, emphasize safety aspects and define effective communication skills related to the operating room.
Credit: 4 hours -- One lecture and six lab hours per week
Prerequisite: Licensed Practical Nurse

ORT 162 **SURGICAL TECHNOLOGY II**
The focus of this course will be sterile technique specific to the operating room with emphasis on sterilization, disinfection and infection control.
Credit: 4 hours -- Two lecture and four lab hours per week
Prerequisite: Licensed Practical Nurse

ORT 163 **SURGICAL TECHNOLOGY III**
This course will emphasize technical skills and instrumentation of basic surgical procedures.
Credit: 4 hours -- One lecture and six lab hours per week.
Prerequisite: Licensed Practical Nurse

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 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 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 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: Physical Education - 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

PHB 120 **INTRODUCTION TO PHLEBOTOMY**

Study of phlebotomy (blood collection) techniques. Will include selection of equipment, evaluation of patient status, preparation of site for puncture, collection techniques, safety, medical and legal policies and regulations.

Credit: 4 hours - Three lecture and two lab hours per week

Prerequisite: Certified Nursing Assistant

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 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 115 APPLIED PHYSICS

Introductory course in basic physics for science majors with no previous exposure to physical laws, methods, and applications. Hands-on approach to problem solving in mechanics, dynamics, electricity and optics. This is a non-calculus based course in physics and a prerequisite for students of University Physics.

Credit: 3 hours - Three lecture hours per week

Prerequisite: Intermediate Algebra-MAT 114 (College Algebra-MAT 116 and Trigonometry-MAT 118 are recommended)

Corequisite: Physics Laboratory-PHY 116 (if needed)

PHY 116 PHYSICS LABORATORY

To be taken in conjunction with Applied Physics-PHY 115 to satisfy lab requirements, if needed. Topics include experiments in mechanics, dynamics, work/energy, heat, and sound.

Credit: 1 hour - Two lab hours per week

Corequisite: Applied Physics-PHY 115

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 215 INTRODUCTION TO CIRCUIT ANALYSIS T

An introduction to electrical circuits and the basic laws of AC and DC linear circuits. Loop, mesh, and node technics are used along with Thevein and Norton theorems and the superposition rules. Both steady state and transient cases are studied. Phasor notations are used in AC circuits involving reactances.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: University Physics II-PHY 217, Analytic Geometry and Calculus III-MAT 212

PHY 216 UNIVERSITY PHYSICS I T

A calculus-based course in the physics of mechanics, dynamics, heat and sound. Topics include equilibrium, motion, momentum, work and energy, heat, thermodynamics, and wave motion.

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

Prerequisite: Analytic Geometry and Calculus I-MAT 117 (or at least concurrent enrollment), Inorganic Chemistry-CHE 114, Applied Physics-PHY 115 (or equivalent)

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: University Physics-PHY 216 for science majors, or Applied Physics-PHY 115 for electronics majors, Analytic Geometry and Calculus II-MAT 211 (concurrent)

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: University Physics-PHY 216, Analytic Geometry and Calculus II-MAT 211, and Inorganic Chemistry & Qualitative Analysis-CHE 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: University Physics-PHY 216 and Analytic Geometry and Calculus II-MAT 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 Fundamentals of Nursing-PN 121, Growth and Development for PN's-PN 114, and Nursing Procedures-PN 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: 1 hour — Three 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 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-PN129.

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 a maximum level of functioning and to live with 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: Certified Nurse Assistant

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.

PN 170**GERIATRIC NURSING**

The purpose of this course is to provide basic information regarding the geriatric client. This course will prepare the beginning student to be able to recognize the normal aging process, develop communication skills, identify common health care problems, and be able to promote wellness for the geriatric client.

Credit: 1 hours -- One lecture hour 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-REP 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-REP 121 or a valid real estate salesperson license.

REP 124 CONTINUING EDUCATION REAL ESTATE RENEWAL

Individuals that presently possess real estate licenses and are required continuing education credits for renewal purposes.

Credit: 1 hour - One lecture hour per week

Prerequisite: Valid real estate salesperson license

REP 221 REAL ESTATE PRINCIPLES

Fundamental principles and transactions in real estate sales. Includes ownership concepts; title search and transfer; dwelling types; land-use controls and development; finance, taxes, and liens; deeds, mortgages, contracts, and leases; insurance; ethics; fixtures, acknowledgements; broker-client, broker-employee, and broker-lawyer relationships; listings; and the Illinois Real Estate Brokers and Salesman Licenses Act of 1973.

Credit: 1 hour - 1 lecture hour per week

Prerequisite: None

REP 222 REAL ESTATE APPRAISAL

Principles and techniques of real estate appraisal.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

REP 223 REAL ESTATE FINANCING

Includes types and sources of financing, foreclosure, insurance, taxation, and appraisals for financial purposes.

Credit: 1 hour - One lecture hour per week

Prerequisite: None

REP 224 **ILLINOIS I STANDARDS OF PROFESSIONAL PRACTICES**

Course is designed to satisfy the requirement of Illinois I for individuals seeking State Certification or Licensure as a real estate appraiser. Course familiarizes students with the provisions and standard rules of the Uniform Standards of Professional Practice and state regulations. The Uniform Standards contain rules that govern professional appraisal practice. The Ethics Provision, the Competency Provision, and the Department Provision are examined in detail in relation to actual practices.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

REP 225 **ILLINOIS II FOUNDATION OF REAL ESTATE APPRAISAL**

Course is designed to satisfy the requirements of Illinois II for individuals seeking State Certification of Licensure as a real estate appraiser. This is an introductory course to real estate appraising that provides an overview of the valuation process. Fundamental real estate appraisal principles and guidelines for professional appraisals are covered. Provides both entry level and the experienced appraisers with the basic elements of the appraisal process. Covers appraisal theory, concepts, procedures, and level of performance required of appraisers and demonstrates valuation techniques and analysis.

Credit: 2 hours - Two lecture hours per week

Prerequisite: None

REP 226 **ILLINOIS III RESIDENTIAL REAL ESTATE APPRAISAL**

Course is designed to satisfy the requirements of Illinois III for individuals seeking State Certification or Licensure as a real estate appraiser. Provides a working knowledge of appraisal procedures and techniques to estimate the value of single family residential properties. This is a follow-up on course to Illinois II. Instructs in the applications of the three approaches to value, neighborhood analysis, property inspection, construction, functional utility, measurements, quality, condition, and depreciation.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

SEM 111 **COLLEGE ORIENTATION** **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

SEM 112 **ORIENTATION TO SAFETY**

Instruction in shop and tool safety procedures, including hazard recognition, proper clothing and protective equipment. Proper use of power driven tools and equipment.

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 on 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 110 CONVERSATIONAL SPANISH

Intensive oral practice in Spanish. Includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected readings.

Credit: 2 hours -- Two 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-SPA 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-SPA 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-SPA 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-SPC 114

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: Communication for Hearing Impaired-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: Communication for Hearing Impaired II-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 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: Beginning Forensic Activities-SPC 114

SPC 215 FORENSIC ACTIVITIES IV
This course is a continuation of Forensics Activity III-SPC 214.
Credit: 1 hour — Two lab hours per week.
Prerequisite: Forensic Activities II-SPC 214

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

SW 124 BEHAVIOR ASSESSMENT/MODIFICATION
A study of techniques for interviewing in human systems using principles of behavior change, includes ways in which behavior is determined by factors in natural social situations and research and practical application of behavior modification techniques.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

SW 125 SPECIAL TOPICS IN PUBLIC/SOCIAL SERVICE
Application of public/social services principles to specific problems through case studies, simulation, special projects or problem solving procedures.
Credit: 1 - 3 hours - One to Three lecture hours per week
Prerequisite: None

SW 199 SOCIAL AND HUMAN SUPPORT SERVICE INTERNSHIP
A community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading and other agency tasks. Each student is required to complete 150 hours at a worksite during the semester.
Credit: 2 hours — Ten lab hours per week.
Prerequisite: Career Development - INT 111 and Instructor Approval

SW 211 INTRODUCTION TO GROUP PROCESSES
An introduction to the process of social group work to include fundamental methods, techniques, and skills with emphasis on the concepts and principles as practiced in the modern social agency. In addition, interviewing and helping skills are developed through role playing.
Credit: 3 hours — Two lecture and two lab hours per week.
Prerequisite: Introduction to Social Work-SW 121 and Introduction to Service Agencies-SW 224 or consent of instructor

SW 223 PRINCIPLES OF RECREATION T

A study of principles involved in organizing and supervising recreational programs for community agencies. Practical experience will be gained through active, as well as, inactive participation in organized and supervised recreation.

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

Prerequisite: None

SW 224 INTRODUCTION TO SERVICE AGENCIES

This course is designed to study the relationship of effective leadership to effective community service, the decision-making process, and the principles at work in local and state governments. Field trips, workshops, and discussions of allied facilities constitutes the major portion of this course.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

TDR 165 ORIENTATION TO TRUCK DRIVING

This course provides a background of the trucking industry. Students prepare for the state CDL written test to acquire a driving permit and basic control systems are introduced.

Credit: 2 hours -- 2 lecture hours per week

Prerequisite: None

TDR 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 over-the-road operation of truck tractor and trailer.

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

Prerequisite: None

TDR 199 TRUCK DRIVING EXTERNSHIP

A course designed to give the student practical over-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

TEA 112 TEACHING MATERIALS AND THEIR USE

Operations of audiovisual equipment, organization of materials and books, preparation of audiovisual aids such as bulletin boards, mounting pictures, lettering, etc. will be stressed.

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

Prerequisite: None

TEA 114 THE YOUNG CHILD'S DEVELOPMENT

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

Credit: 3 hours — Three 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, record keeping 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 Administrator and 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: 3 hours — Three lecture hours per week.

Prerequisite: None

TEA 199 TEACHER AIDE INTERNSHIP

This will be a supervised teacher aide experience program. Supervising personnel will be fully certified teachers in the public or private school system. Each student is required to complete 150 hours at a worksite during the semester.

Credit: 2 hours — 10 lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's Approval

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 Arc Welding I- WEL 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-WEL 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-WEL 120 and Arc Welding II and Low Hydrogen-WEL 124

WEL 126 GAS WELDING AND GAS TUNGSTEN WELDING

A continuation of Gas Welding and Cutting-WEL 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-WEL 120

WEL 127 LOW HYDROGEN ARC WELDING

A continuation of Arc Welding II and Low Hydrogen-WEL 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-WEL 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: Arc Welding II and Low Hydrogen-WEL 124 or Low Hydrogen Arc Welding-WEL 127

WEL 129 TIG WELDING

Tig welding is a gas-arc welding process which uses an inert gas to protect the weld zone from the atmosphere. The heat for welding is a very intense electric arc which is struck between a non-consumable tungsten electrode and work piece. Tig welding is more complex than regular arc welding. More emphasis is placed on the technology of metals. The student shall be competent in arc and gas welding and have knowledge of metals, their properties and characteristics.

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

Prerequisite: None

WEL 130 METAL WORKING AND FABRICATIONS

This is a course which teaches the fundamentals of working with metal, making layouts, templates, jogs, fixtures, pipe fabrications, and planning and designing projects using both hand and power tools. The student shall be competent in machine shop and welding.

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

Prerequisite: None

WEL 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

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 hour — One lecture and two lab hours per week.

Prerequisite: None

WEL 162 APPLIED MARINE WELDING

Laboratory in various welding techniques and applications with assorted materials related to the river industry.

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

Prerequisite: Arc Welding I - WEL 123

WEL 199 WELDING 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 complete 150 contact hours at a worksite during the semester.

Credit: 2 hours -- Ten lab hours per week

Prerequisite: Career Development - INT 111 and Instructor's approval

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 woodworking 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 Basic Wastewater Treatment-WWT 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-WWT 121 or permission of instructor.

WWT 124 ADVANCED WATER TREATMENT

A continuation of Basic Wastewater Treatment-WWT 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-WWT 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-WWT 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-WWT 123 or permission of instructor.

WWT 199**WATER/WASTEWATER INTERNSHIP**

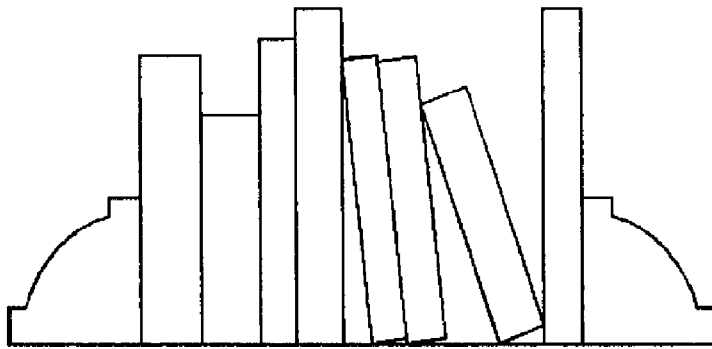
A course designed to provide the student with practical work experience in water and/or wastewater treatment plants. Each student is required to complete 150 hours at a work site during the semester.

Credit: 2 hours — Ten lab hours per week.

Prerequisite: Career Development - INT 111 and Instructor's approval



**COURSES
OFFERED
ON-DEMAND**



COURSES ON DEMAND

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-ACC112

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-ACC 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-ACC 112

ACC 220 BUSINESS FINANCE AND CREDIT

A study of finances of small business operation, source of money, determination of credit needs, records, security, and repayment plans.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

ACC 222 AUDITING

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

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

AGR 121 INTRODUCTION TO SMALL ENGINE MECHANICS

This course will emphasize part identification, construction, operation, hand tool usage, and safety applications of 2 cycle and 4 cycle gasoline engines. Emphasis is placed on single cylinder engine operation.

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

Prerequisite: None

AGR 125 ADVANCED SMALL ENGINE MECHANICS

This course will acquaint students with overhaul, service and rebuilding of small engines. Emphasis is placed on advanced study of fuel systems, cooling systems, electrical systems, and troubleshooting small engines. This course should be taken to gain advanced knowledge of small engine mechanics.

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

Prerequisite: Introduction to Small Engine Mechanics-AGR 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 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-AGR 225

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

ART 116 **STAINED GLASS**

Techniques and fundamentals of stained glass construction, including design pattermaking, 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 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

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-AUT 130

BAK 160 PRINCIPLES OF BANK OPERATIONS

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the 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

BAK 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

BAK 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

BAK 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

BAK 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

BAK 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.

BAK 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

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 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: 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 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-COM 111 or Instructor approval

DRA 120 **FUNDAMENTALS OF DRAFTING**

A study of basic drafting techniques involved in freehand and instrument drawing. Subjects included are: use of instruments, lettering, geometrical construction, orthographic projection, pictorial drawing, auxiliary views, sections, and dimensioning.

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

Prerequisite: None

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

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 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: Solid State Circuits and Devices-ELT 127

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

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

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

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-GEN 161

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- HIS 119 is a continuation of Illinois History-HIS118. 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

HOM 160 HOME MAINTENANCE

This course is designed to acquaint the student with the fundamentals required in maintaining a modern home. Emphasis will be placed on maintenance of plumbing and heating systems as well as the interior and exterior portions of the home.

Credit: 3 hours — Three lecture hours per week.

Prerequisite: None

HOM 257 MASONRY

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

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

Prerequisite: None

HOM 258 EXTERIOR CONSTRUCTION I

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

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

Prerequisite: None

HOS 161 DEATH AND GRIEF I

This course is designed to provide the student with an understanding of death and human interactions involved in this process.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None

HOS 162 HOME CARE

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

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

HOS 163 HOME CARE OF THE ELDERLY

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

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

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 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

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

TRA 161 PILOT/GROUND COURSE

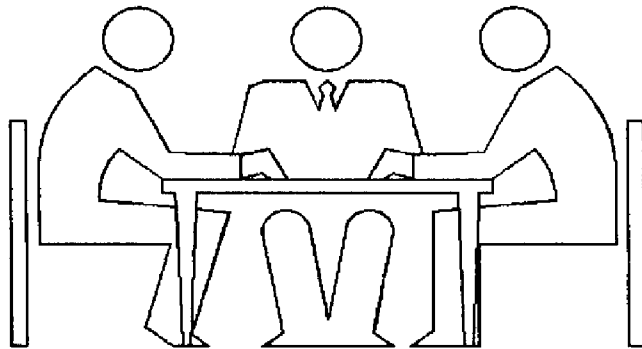
This course provides basic ground instruction for the private pilot. Subjects included are aerodynamics, theory of flight, principles of aircraft and engine operation, meteorology, flight computer, basic and radio navigation, flight planning, and federal aviation regulations.

Credit: 2 hours — Two lecture hours per week.

Prerequisite: None



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PROFESSIONAL STAFF

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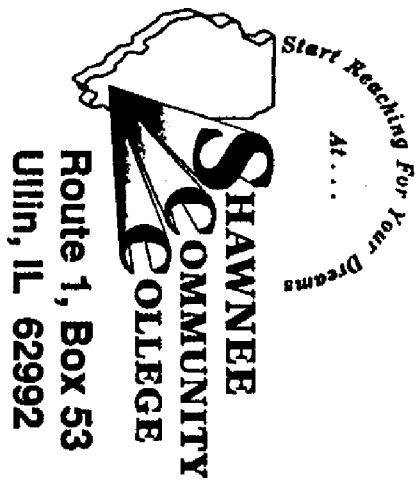
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