

SHAWNEE COMMUNITY COLLEGE



1995-1997
COLLEGE CATALOG

**SHAWNEE COMMUNITY COLLEGE
1995-1997 CATALOG**

Volume XIX

Shawnee Community College
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"Start Reaching for Your Dreams"

CONTENTS

Board of Trustees	5
Administration	5-6
Calendar	7-8
Philosophy and Mission	9-10
Affirmative Action	11
Cultural Diversity	11
History	11-12
Accreditation	12
Semester Plan	12
Shawnee Community College Foundation	12-13
Shawnee Community College Alumni Association	13
College Campus	13-14
Economic Development	15-16
Special Programs and Community Services	16-20
Admissions	20-24
Entrance Examinations	24-28
Catalog Requirements--Student Responsibility	29
Tuition and Fees	29-33
Financial Assistance	33-36
Grants and Scholarships	36-39

SCC Foundation Scholarships	39-40
Work-Study Programs	40
Federal Direct Student Loans	40-41
Veterans Programs	41
Other Financial Aid Programs	41
Standards of Satisfactory Academic Progress for Financial Aid Recipients	42-47
Financial Aid Grievance Procedure	47-48
Counseling	49
Special Population Program	49-50
Placement Center	50-51
Educational Internships/Externships	51
Student Organizations and Activities	51-54
Grading	54-59
Transfer of Credits to Four-Year Institutions	59
Credit by Examination	60
Instructional Programs -- General Information	61
Educational Guarantees	61-62
Transfer Programs of Study	64-81
Associate of Arts Programs of Study	68-75
Associate of Science Programs of Study	76-80
Associate of General Studies Program of Study	81

Occupational Programs - Associate of Applied Science Degrees and Related Certificate Programs of Study	84
Allied Health Programs of Study	86-88
Business, Occupational and Technical Programs of Study	90-108
Less Than One Year Certificates of Completion	110-113
Cooperative Programs of Study	116-125
Programs/Courses on Demand	128-129
Course Descriptions	132-221
Courses on Demand	224-236
Professional Staff	238-242
Index	244-248

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CALENDAR

SUMMER SESSION 1995

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

FALL SEMESTER 1995

Registration Begins	April 18
Faculty Workshop	August 15
Instruction Begins	August 16
Registration Closes/Last Day to Add Full-Term Classes	August 23
Holiday	September 4
SCC Day (no classes)	October 5
Regional Educators' Institute (no classes)	October 6
Holiday	October 9
Mid-Semester	October 13
*Last Day to Drop Without Academic Penalty	October 27
Holiday	November 10
Holiday	November 22 - 24
Final Exams	December 11 - 14
End of Semester	December 14

SPRING SEMESTER 1996

Registration Begins	November 13
Faculty Workshop	January 4
Instruction Begins	January 8
Registration Closes/Last Day to Add Full-Term Classes	January 12
Holiday	January 15
Holiday	February 12
Mid-Semester	March 1
SPRING BREAK	March 11 - 15
*Last Day to Drop Without Academic Penalty	March 22
Holiday	April 5
Final Exams	May 7 - 10
Commencement	May 10

SUMMER SESSION 1996

Registration Begins	April 15
Instruction Begins	June 4
Registration Closes/Last Day to Add Classes	June 6
Mid-Semester	June 28
Holiday	July 4
*Last Day to Drop Without Academic Penalty	July 5
Final Exams	July 31 & August 1
End of Semester	August 1

FALL SEMESTER 1996

Registration Begins	April 15
Faculty Workshop	August 13
Instruction Begins	August 14
Registration Closes/Last Day to Add Full-Term Classes	August 21
Holiday	September 2
SCC Day - (no classes)	October 10
Regional Educator's Institute (no classes)	October 11
Holiday	October 14
Mid-Semester	October 15
*Last Day to Drop Without Academic Penalty	October 18
Holiday	November 11
Holiday	November 27 - 29
Final Exams	December 10 - 13
End of Semester	December 13

SPRING SEMESTER 1997

Registration Begins	November 18
Faculty Workshop	January 9
Instruction Begins	January 13
Registration Closes/Last Day to Add Full-Term Classes	January 17
Holiday	January 20
Holiday	February 12
Mid Semester	March 3
SPRING BREAK	March 10 - 14
*Last Day to Drop Without Academic Penalty	March 20
Holiday	April 28
Final Exams	May 8, 9, 12, 13
Commencement	May 16 7pm

***Full-term classes ONLY**

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 and promote cohesiveness within the community.
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 multicultural diversity.
As a consequence, the college has a mission to provide programs and activities which encourage and preserve multicultural 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, extra-curricular participation, counseling, placement services and athletic programs shall be available to all students without regard to race, sex, age, national origin or disability. The college's Title IX and Section 504 coordinator is James Dumas, Dean of Student and Administrative Services; 634-2242.

CULTURAL DIVERSITY

America draws its strength and vitality from the diversity of its people. Shawnee Community College is committed to multicultural 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 by including information related to multiculturalism 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 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 27 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. Late start classes are regularly scheduled each fall and spring 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.

SHAWNEE COMMUNITY COLLEGE ALUMNI ASSOCIATION

Shawnee Community College is supported by an active alumni association. The Association was formed in 1993 to foster a lasting relationship between alumni, the college, and the Shawnee Community College Foundation. The association sponsors many social and cultural activities for association members and citizens of the college district. Memberships are available on an annual or life-time basis. Members in good standing are provided many advantages not available to other students. The motto "Students one...Friends Forever", clearly describes the relationship that exists between the alumni membership. The existence of the association provides an opportunity for all students, both present and past, to make significant contributions to bringing the college and the surrounding communities closer together. All donations made and membership fees paid are used exclusively for the benefit of the association membership or students of the college, following action by the Alumni Association Board of Trustees.

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 four 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 7:30 a.m. to 4:30 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 peak registration times 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 Development Council/Shawnee Community College Dislocated Workers Center is to assist individuals who have lost their job 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 Enhancement Program (Student Support Services)

The Academic Enhancement 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 Enhancement 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

The college offers courses for high school credit to students who have dropped out of high school and wish to earn a high school diploma. Courses are offered at the main campus during the day. Late afternoon classes are offered at the extension centers for students who are still enrolled in high school but are at risk of not graduating on time.

General Education Development (GED)

Shawnee Community College offers GED classes at no cost to adults age 16 and over who have not completed high school. Individualized instruction is provided in English, social studies, science, 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. Evening classes are also 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 (ABE)

Classes are offered to 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 for the GED test. Individualized instruction is provided. Day and evening classes are offered at several locations throughout the district each semester. Tuition and fees for these classes are waived and books are provided.

Regional Literacy Initiative

The Literacy Program provides tutors for adults desiring to improve their reading skills. Volunteers are recruited and trained to tutor low-level readers enrolled in the program. Tutor training and tutoring is conducted throughout the college district on a regular basis. Family literacy activities are conducted by literacy program staff. The Literacy Program is a cooperative effort between Shawnee Community College and the Regional Adult Education Program.

Tutorial Program

Students experiencing difficulty with class work or basic study skills may receive tutorial assistance through the Tutorial Program. The Tutorial program office is located on the main campus. Tutorial services are 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 two to six students under tutelage of Peer Tutor)
- In-Class (Tutor assists students during class)

Peer tutors earn the minimum wage. All tutors are required 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 participate 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 viewed on 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 through 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, baby-sitting 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.

Telecommunications-Based Instructional Delivery

The Shawnee Community College Telecommunications System increases the availability of college-level courses to students seeking a degree, expands training opportunities for businesses and meets special needs of the community. A variety of programs are offered at the main campus and extension centers using compressed video technology.

Shawnee Community College Distance Learning Network

SCC's main campus and extension sites share targeted course work through the telecommunications system.. Students can attend a telecommunications class at the "originating site" or at the "remote site". Interactive video classroom students at the remote site fully interact with the teacher and students in the distance learning classroom at the originating site.

Southern Illinois Telecommunication Network (SITN)

Shawnee Community College students enrolled in a SITN distance learning class have the opportunity to experience classroom interaction with students at other networked colleges and to take select classes from instructors at these nearby schools. The Southern Illinois Telecommunication Network is comprised of Shawnee Community College, John A. Logan College, Rend Lake College, Southeastern Illinois College and Southern Illinois University at Carbondale. Students interested in participating in a SITN class should contact a counselor for additional information concerning registration, enrollment, tuition and financial aid.

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 (AEP) tutorial program offering professional tutoring assistance to students in all academic areas.

Transfer Center

The Transfer Center provides a variety of services and resources for students who need or desire assistance with preparations 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 Enhancement 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
- assistance with college selection and application preparation
- campus visits/tours and transfer workshops
- 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 programs

The Transfer Center continues to assist Shawnee Community College students after graduation. 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 courses 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.

Some individual programs have special admissions criteria.

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. High school students planning to enroll shall meet the guidelines outlined below.

1. Be ranked in the upper 40 percent of his or 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 in which a high school student can enroll 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 course work 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 physical education. course(s) that are not offered by his or 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 eight 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 or her class (using all high school grades assigned up to the time of application).
3. Have a minimum cumulative high school GPA (grade point average) of 3.25, based on the 4.0 scale.

4. Maintain a minimum cumulative Shawnee Community College GPA of 3.0, based on the 4.0 scale.
5. The student's schedule of Shawnee Community College courses is officially approved each semester by the high school official and the Director of Guidance and Counseling

Early Admission

Shawnee Community College may admit students below sixteen years of age with prior joint approval of the chief executive officers 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 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 non-credit community education courses as a special service to the residents of the Shawnee Community College district 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 Adult Education.

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 Admissions 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 English and math entrance examinations. 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 clients receiving funding from their agency. 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 appropriate department 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 TABE reading test by scoring at a 9th grade reading level. Only the Reading portion of the test is required.
3. Complete a screening interview.
4. 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. The exam is not required until a student has been accepted into the program.

Practical Nursing

The Practical Nursing Program has specific admission 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 college admission.

2. All applicants must complete the ASSET examination with the minimum composite of 118 and a minimum scaled score in each of the three areas outlined below:
 - Reading - 40
 - Writing - 40
 - Math - 38 (score of 38-41 will require remediation)
 3. Submit satisfactory health reports as determined by physical examinations and submit proof of required inoculations. (Required only after the other two admissions criteria are met and individual has been selected into the class.)
 - A. The applicants who meet the minimum criteria "3" will be ranked by the composite score (combination of the three scores). In the case of a tie, the scaled score on the reading section will be used as the first tie breaker. In the case of a second tie, the math scaled score will be used as a second tie breaker. The writing scale score will be used as a third tie breaker if necessary.
 - B. Anyone with a math score of 38-41 is required to take either Applied Basic Math (MAT 122) or Technical Math (MAT 121) before entering the program. A grade of "C" or better is required in MAT 121 or MAT 122. If the requirement is not completed by the first day of class, the admission to the program becomes null and void.
 4. The completion of Introduction to Anatomy (BIO 210) with a grade of "C" or better is required prior to beginning the program.*
 5. The ASSET examination for entry into the practical nursing program may be taken only TWICE in a twelve-month period. If the test is taken a third time, that score will not be considered. The first time scheduling is at the discretion of the applicant. The ASSET test is given at regularly scheduled times in the Testing Room next to the LAC. If the applicant wishes to retake the test, an appointment must be made with the Nursing Department to retake the test on one of the **FOUR SCHEDULED DAYS** that the test will be given.
- * The prerequisite for Anatomy is Introduction to Biology (BIO 111) or two years of high school biology with a grade point average of "B" or above.

Associate Degree Nursing

Persons seeking admission to the Shawnee Community College Associate Degree Nursing Program are required to:

1. Meet all admission policies and complete all required admission forms of the college. Submit a completed Associate Degree Nursing Program Admission Application.
2. Be graduated or be a candidate for graduation 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 the admission file on or before March 15 of the year prior to the fall semester for which the individual seeks admission.
6. Submit satisfactory health reports as determined by physical examinations and submit proof of required inoculations. (Required only after the other two admissions criteria are met and individual has been selected into the class.)
7. Complete the Uniform Testing Program with a satisfactory score.
 - A. The applicant must demonstrate a composite score at or above the 45th percentile on the pre-entrance examination.
 - B. Applicants will be ranked according to their composite score on the examination.
 - C. The fall class will be selected by the ranked scores of the applicants (highest to lowest).
 - D. An applicant scoring below the 45th 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.
8. Successfully complete ADN 201, Nursing Skills Review Course.

Cosmetology

Persons seeking admission into the Cosmetology Program are required to:

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

REGISTRATION

Students are given guidance in planning their programs of study and class schedules. No student will be admitted to a curriculum before he or 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 should schedule counseling appointments early. Students can register on a walk-in basis.

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. Please refer to the student handbook for additional information regarding residency status.

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 \$30.00, 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.

Student Service Fee

All registered students are assessed a student service 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 or 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. Deferments require a \$10.00 non-refundable charge, and 25% of the tuition and fees must be paid upon application.
4. The tuition and fee balance must be paid in full six weeks prior to the end of the semester (three weeks for the summer) or earlier if the student receives a financial aid award.
5. All students applying for tuition and fee deferment must sign a deferment application and installment payment agreement.

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 counselor 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. If a student has a monetary obligation to the college, the refund will be withheld.
13. 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.
14. No refund will be granted when a student is dismissed or suspended from the college for disciplinary reasons.
15. Refunds will be made, based upon these policies, within 30 days from the date of complete withdrawal.
16. 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.

Refunds made to students for whom federal student financial aid funds have been disbursed to the students account, must be refunded in the following order of priority:

1. Federal Family Education Loans
 - a. Federal SLS
 - b. Unsubsidized Federal Stafford Loan
 - c. Federal Stafford Loan
 - d. Federal PLUS
2. Federal Direct Loans
 - a. Federal Direct Stafford Loan
 - b. Federal Direct PLUS
3. Federal Perkins Loans
4. Federal Pell Grant
5. FSEOG
6. Other Title IV programs
7. Other federal, state, private or institutional sources
8. The student

Tuition Waivers

Tuition waivers shall be given to disabled veterans and persons 60 years of age and older.

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees. Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated for specific professional services received. Community education courses have no tuition charge, but appropriate fees are charged.

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 course work, 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 all types of 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 Pell grant purposes. However, the ISAC MAP grant may pay tuition for these courses.
4. Complete and mail the Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA and have the data forwarded to the state of Illinois. Identify Shawnee Community College, code number 007693, as the college of choice.
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 post-secondary 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 paid 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, see pages 42-47.

8. Document financial need status for the individual financial aid programs through the federal Institutional Student Information Report (ISIR) 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, 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. Average student budgets used by Shawnee Community College to assist in determining financial aid are printed in the SCC Student Handbook.

Shawnee Community College requires all students requesting ANY type of financial aid, including scholarships, to submit a paper or electronic federal Institutional Student Information Report (ISIR), or data resulting in the determination that the student would not be eligible for federal financial aid and a complete SCC Financial Aid Application.

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.

Academic Year

The SCC Academic Year for all financial aid programs is defined as one fall semester and one spring semester, each including a minimum of 15 weeks of instruction, during which a full-time student earns a minimum of 12 credit hours each semester. All programs, even those utilizing non-standard semester terms with multiple starting dates, fall under this definition. The summer semester begins the forthcoming academic year, but is not considered as equal to the fall or spring semester defining the academic year.

Each semester (summer, fall, and spring) is considered a payment period for financial aid purposes. Financial aid payments are made to each eligible enrolled student at least once each fall and spring semester. Payment may also be made for the summer semester if formally requested by the student on the SCC Financial Aid Application.

Summer financial aid disbursements are made based on the same credit-hour requirements as during the fall/spring semesters (i.e.: 12 eligible hours or more equals full-time, 9-11 eligible hours equals three-quarter time; 6-8 eligible hours equals half-time; and 5 eligible hours or less equals less-than-half-time).

Appeal of Financial Aid Decisions

Appeals to financial aid packaging and other financial aid decisions may be made by following the appeal process described as part of the Satisfactory Academic Progress Policies.

More detailed consumer information pertaining to financial aid programs is available in the Student Handbook and 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 Institutional Student Information Report (ISIR), recipients must present all copies of the ISIR 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.

Illinois Student Assistance Commission Grants (ISAC)

Monetary Award Program (MAP) - Provides gift money for payment toward tuition and mandatory 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 the top percentage (2.5%) 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 SCC 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 1-800-899-4722, or from the SCC 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 Institutional Student Information 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 at the start of fall semester. Awards are also made at the beginning of the spring semester.

Scholarships

Shawnee Community College awards the following scholarships:

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 a high-ranking graduating senior from each district high school, as nominated by the high school.

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

DEAN'S SCHOLARSHIPS - Competitive scholarships awarded to the highest ranked applicants who are: 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 SCHOLARSHIPS - 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 SCHOLARSHIPS. Awarded to outstanding participants in intercollegiate competition, including athletics (men's and women's basketball, men's baseball, women's softball and volleyball), Forensics, Scholastic Bowl, Art, Music, and Journalism.

ROTC TRANSFER SCHOLARSHIP - 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 SCHOLARSHIP - Awarded to outstanding high school students who complete their first year of college on an escrow basis prior to high school graduation. Tuition, fee and book costs are covered for escrow classes and the first SCC 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:

GOODALL SCHOLARSHIP - Awarded to a Massac County student who graduated in the top 25% of his or 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 and one at-large student 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; a minimum grade of a "B" must be received in the class. \$500 to be used for educational expenses.

UNION COUNTY HOSPITAL DISTRICT NURSING SCHOLARSHIP - Awarded to a full-time 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.

AWARD OF EXCELLENCE AND DEAN'S SCHOLARSHIPS are also sponsored by the SCC Foundation. See guidelines for these scholarships on page 36.

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 and in the Learning Resource Center. Students are encouraged to contact organizations and parent's employers directly for information on scholarship opportunities.

WORK STUDY PROGRAMS

Part-time student employment for six to twenty hours per week is funded by the Federal Work-Study Program and the Institutional Work-Study Program (funded by Shawnee Community College). Students apply for Work-Study jobs by completing the Student Employment Request portion of the SCC Financial Aid Application. A valid federal Institutional Student Informative Report (ISIR) and Shawnee Community College Financial Aid Application must be on file before a student may qualify for Work-Study. Opportunities for community service work may also be funded by the Federal Work-Study program.

FEDERAL DIRECT STUDENT LOANS

Student loan programs provide long-term educational loans to eligible students and/or their parents. Eligible borrowers may borrow an amount equal to the difference between their cost-of-attendance and the student's or family's identified financial resources.

Beginning with the 1995-96 academic year, Shawnee Community College will offer student loans through the William D. Ford Federal Direct Student Loan (FDSL) program. FDSL replaces the previous Federal Educational Loan Program (FELP) which will no longer be offered at Shawnee Community College. The programs are very similar in terms of loan amounts, interest rates and deferments, and other requirements. The major difference is that, with the FDSL loans, the student will be borrowing directly from the federal government through the school, rather than from a bank or other lending institution.

Subsidized and unsubsidized Federal Direct Stafford Loans are available to eligible students up to a maximum of \$2,625 for the first year of study and up to a maximum of \$3,500 for the sophomore year of study, in programs of at least one academic year in length. One-semester program students may be eligible for a lesser loan amount. Additional unsubsidized Federal Direct Stafford Loans of up to \$4,000 for independent students may also be available. Federal Direct PLUS loans (Parents Loans of Undergraduate Students) are available for parents of eligible students. These Federal Direct PLUS loans are subject to credit checks.

As required by federal regulations, all loan proceeds will be credited first to the student's account to pay for all tuition and fees, after which remaining loan funds will be issued to the student.

To qualify for a loan, the student must have completed a Free Application for Federal Student Aid (FAFSA). The student must have on file a valid, accurate Institutional Student Information Report (ISIR) and a completed Shawnee Community College Financial Aid Application before applying for a student loan of any type.

Detailed information and applications are available in the Financial Aid Services Office.

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

The Standards of Satisfactory Academic Progress of Shawnee Community College are in compliance with U.S. Department of Education regulations, other relevant federal regulations, and the policies of the Illinois Student Assistance Commission. The Shawnee Community College Financial Aid Services Office is responsible for ensuring that all students who receive federal and state financial aid are meeting these standards.

Each student who receives federal and/or state financial assistance must maintain satisfactory academic progress, according to the policies outlined below, in order to continue to receive financial aid. These policies determine satisfactory academic progress in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Student Loans, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission Monetary Award Program, and the Illinois Veteran's Grant/National Guard Scholarships.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters). A student is considered full-time if he or she has been enrolled in 12 or more eligible credit hours for half of the fall and spring semesters during the student's total period of attendance. A student is considered part-time if he or she has been enrolled in less than 12 eligible credit hours in over half of the fall and spring semesters during the student's total period of attendance.

Transfer students will be assessed for satisfactory academic progress toward a degree or certificate based solely upon hours and grades earned at Shawnee Community College.

Grade Requirements

Each financial aid recipient must be enrolled in an eligible degree or certificate program, and maintain at least a 2.0 cumulative grade point average (equivalent to a "C" average) on a 4.0 scale. As long as the cumulative grade point average is 2.0, regardless of the current grade point average, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative grade point average drops below 2.0, the student will be placed on financial aid probation for the following semester. The student may continue to receive financial aid while on probation. During the probationary semester, the student must attain a 2.0 current grade point average, while earning a minimum of six credit hours in Title IV eligible classes-- or raise his or her cumulative grade point average to 2.0. If the student does not attain a 2.0 current or cumulative grade point average during the probationary semester, no additional Title IV financial aid will be awarded until eligibility is re-established. If a student has attained a 2.0 current grade point average while on probation, but the cumulative grade point average is still under 2.0, the student will be allowed to continue on probation for an additional semester. Following the semester in which the cumulative grade point average reaches 2.0, the student will be taken off of probation.

Students who first received financial aid for fall semester 1987 and thereafter, must have a 2.0 cumulative grade point average after completing their second academic year to be eligible for further financial aid. Two academic years are defined as a total of four fall and/or spring semesters during which the student was enrolled full-time, or any combination of semesters during which the student was enrolled in 48 or more eligible semesters hours. If the student does not have a cumulative 2.0 grade point average at the end of his or her second academic year, but subsequently does attain a cumulative grade point average of 2.0 or above, the student regains eligibility for financial aid.

To re-establish grade related financial aid eligibility after becoming ineligible, the student must enroll and utilize resources other than federal/state financial aid to pay for the costs. The student must earn a minimum of six semester hours in Title IV eligible classes, and attain a 2.0 current grade point average for all enrolled hours during that semester, or raise his/her cumulative grade point average to 2.0 to re-establish eligibility for future semesters.

Time Requirements

A full-time student is expected to complete an Associate Degree in no more than three (3) academic years; a one-year certificate program in no more than three (3) 15-week semesters; and a less-than-one-year (15 week) certificate program in no more than 22.5 weeks. A half-time student is expected to complete an Associate Degree in no more than six (6) academic years; a one-

year certificate program in no more than six (6) 15-week semesters; and a less-than-one-year (15 week) certificate program in no more than 43 weeks.

Students are expected to complete all certificates/associate degrees while earning a maximum of 124 credit hours; no student will be eligible for financial aid at Shawnee Community College after having earned 124 Shawnee Community College credit hours.

The following schedule will be used to determine time-related satisfactory academic progress towards graduation.

After this number of academic years	1	2	3	4	5	6
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A full-time degree student must have earned at least this number of credits	18	40	64
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A part-time degree student must have earned at least this number of credits	6	16	28	40	52	64
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After this number of semesters	1	2	3	4	5	6
---	----------	----------	----------	----------	----------	----------

A full-time, one-year certificate student must have earned at least this number of credits	10	20	34
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After this number of semesters	1	2	3	4	5	6
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A part-time, one-year certificate student must have earned at least this number of credits

	5	10	15	20	25	34
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A full-time, less-than-one-year certificate student must have earned at least this number of credits

	10	16
--	----	----

A part-time, less-than-one-year certificate student must have earned at least this number of credits

	6	10	16
--	---	----	----

In order to assure that a student is satisfactorily progressing toward a degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year (summer, fall, spring) will be assessed annually after the spring semester, to determine the progress made for the last academic year of attendance. The summer semester is considered to be part of the forthcoming academic year at Shawnee Community College. Summer semesters will not be considered as half an academic year; however, hours earned will be counted as progress towards completion. Student progress will be measured in the most recent curriculum formally declared.

Each term of at least half-time attendance shall be included in the annual review, whether or not the student received financial aid for the term. Those students who have not made satisfactory progress in terms of credits earned towards graduation will be placed on financial aid probation for a maximum of one semester. If the appropriate number of hours has not been completed at the end of the probationary semester, the student will be ineligible for further

financial aid until the semester after he or she is credited with a sufficient number of hours for the time spent.

Failures, Incompletes, Withdrawals, Audits, ABE/GED, Community Education, ineligible repeats, and ineligible courses (those courses which are not part of a regular curriculum) are not counted as credits successfully completed. All other credited courses, including remedial courses, shall be counted even though these courses are not applicable to graduation requirements or to Pell hours of attendance.

Credit hours will be counted whenever any Title IV financial aid is awarded based on the hours, even if the associated classes are dropped (by the student or as an administrative drop for non-attendance) prior to the last withdrawal date. Withdrawal from school will have no effect on the student's satisfactory academic progress standing upon re-entering.

Monitoring Procedures

Semester hour enrollment requirements are monitored by the Financial Aid Services Office at midterm of each semester, and financial aid awards are adjusted for those students whose enrollment status has changed. (For example: A student who drops from full-time status to half-time status will have his or her Pell award adjusted accordingly.)

Grade requirements are monitored by the Financial Aid Services Office at the end of each semester.

Satisfactory progress toward completion of a degree or certificate, and the total number of hours earned, is monitored by the Financial Aid Services Office at the end of each academic year, after spring semester. However, students already on probation for insufficient semester hours earned or non-completion of a certificate/degree will be monitored at the end of each probationary semester.

Satisfactory attainment of the federal, second-year 2.0 grade point average is monitored by the Financial Aid Services Office at the end of each academic year.

Students receiving financial aid other than federal or state aid may be required to meet additional standards. For example, many private or institutional scholarships require a certain number of enrolled semester hours, or a grade point average that is higher than those required by these policies. It is the student's responsibility to know the requirements for all financial aid he or she is receiving, and to meet those requirements.

Appeals

Students not meeting one or more of the satisfactory academic progress standards of Shawnee Community College will be ineligible for continued financial assistance, as described, unless an appeal which justifies reinstatement is submitted and approved. The student may appeal termination of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress. Appeal letters, along with supporting documentation, should be sent to the Financial Aid Services Office at Shawnee Community College within 20 days of notification of financial aid ineligibility. The merit of the appeal will be determined by the Shawnee Community College Scholarship Committee at their next regularly scheduled meeting after the appeal is received. The Committee decision shall be final.

FINANCIAL AID GRIEVANCE PROCEDURE

A grievance shall mean a complaint by a student that there has been unjust and/or injurious treatment to the student by college staff.

Before a grievance can be filed, the student must attempt to resolve the complaint through discussions with the staff member(s) concerned. If such informal discussions do not lead to satisfactory resolution of the complaint, a formal grievance may be processed according to the following procedures:

Step 1:

1. Within ten calendar days of the termination of efforts to informally resolve the complaint, a eligible written statement of grievance shall be prepared, signed and delivered to the Director of Student Resources.

2. Within five working days after the written grievance is submitted, the Director shall convene a meeting including the student and the staff member concerned to resolve said grievance.
3. The Director will answer the grievance in writing within ten calendar days after such meeting. (Copy to staff member(s).)

Step 2:

1. If the grievance is not resolved in Step 1, the student must within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Director's decision (from Step 1) to the Dean of Student and Administrative Services.
2. Within ten working days of receipt of the documents specified in Part 1 above, the Dean of Student and Administrative Services shall convene the Scholarship Committee for a hearing of the grievance and the staff member(s) concerned will be required to attend.
3. The Scholarship Committee will hear the grievance, render a decision, and submit the decision in writing to the student and staff member(s) concerned within ten calendar days of said hearing.

The Scholarship Committee's decision is final and ends the financial aid grievance procedure.

Any person wishing to record a complaint about Shawnee Community College may contact the Illinois Student Assistance Commission (ISAC) which serves as the Post-Secondary Review Entity for the state of Illinois. ISAC may be contacted by call 1-800-899-4722. ISAC is not a final appeal body relating to complaints, and can not act to resolve the complaint. They will, however, refer a complainant back to the appropriate Shawnee Community College office, and will record and report any pattern of complaints relating to Shawnee Community College to the U.S. Department of Education.

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 adviser 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 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 and Administrative 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 and Administrative Services.
3. The Dean of Student and Administrative 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. An application to organize a new club can be secured from the Student Services Office. Completed applications must be approved by the Board of Trustees. Organizations that stand recognized as chartered campus organizations are represented below:

- Black Awareness Club
- Booster Club
- Car Club
- Data Processing Management Association
- Electronics Club
- Math/Science Club

Medical Assistant Club
Phi Beta Lambda
Phi Theta Kappa, Academic Honor Society
Social Service 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' theater 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 Scholastic Bowl competition 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. 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 their 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 or her transcript. Special tuition and fees may be requested for audited courses.

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

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 or her background in a subject area, repeat courses in which he or 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 or her initials on the withdrawal form.
4. The date of withdrawal will be the date the form is received by the Counselor.

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 trips or functions). However, instructors must be notified in person by the student prior to his or 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 and Administrative 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 and Administrative 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 semesters.

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 or 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 his or her 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 in which he or she is officially enrolled 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 that an original score report 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. 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. (Contact the counseling department for further information.)

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.

EDUCATIONAL GUARANTEES

Transfer

Shawnee Community College, as an assurance that students can obtain a quality education at their local community college that fully transfers to complete their baccalaureate education, guarantees that students can transfer their courses to colleges or universities. If a course that is selected with the consent of a counselor or academic advisor to transfer to a given college or university is taken and successfully completed and is not accepted for transfer, Shawnee Community College will refund tuition and fees for said course.

Occupational

Shawnee Community College, as a demonstration of its dedication to providing exemplary programs and services and as a reflection of its pride, confidence, and accountability in education and workforce preparation, hereby guarantees that all graduates of its occupational programs have obtained the academic and technical skills that the program is designed to teach as outlined in the college's program competency lists. Graduates who jointly with their employers determine they are lacking in the academic or technical skills contained in the program and graduates who have been unable to pass

required licensure exams shall be permitted to enroll in a maximum of 12 credit hours of appropriate existing instruction and access tutoring, customized instruction at the discretion of the college, and advising free of tuition and fees.

Note: To call the guarantee, the student must contact the Director of Admissions and Counseling for further information.

***TRANSFER PROGRAMS
OF STUDY***

Associate of Arts

and

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 three (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

** History 116 & 117 may be counted as humanities or social sciences, but only one or the other.

* A total of 21 semester hours is required within the humanities and social science areas.

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, MAT 215
 - *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, BIO 218
 - b. Physical Science: AST 111, DRA 117, GEO 213, PHS 111, PHS 112,
 CHE 114, CHE 115, GEO 215, PHY 116, PHY 117,
 PHY 215, PHY 216, PHY 214, 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 a
 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
 - e. 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, MAT 215

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 210, BIO 211, BIO 212, BIO 213,
 BIO 214, BIO 215, BIO 216, BIO 218
 - b. Physical Science: AST 111, CHE 114, CHE 115, DRA 117,
 GEO 213, GEO 215, PHS 111, PHS 112, PHY 116,
 PHY 117, PHY 214, 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.

Art**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
LIT 214 English Literature		
Foreign Language - 12 hours		
Social Science	Minimum Hours	9/12
GOV 117 Introduction to American Government		
HIS 214 History of the United States		
PSY 211 Introduction to Psychology		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: ART 213, ART 215, ART 216, and ART 217		

Criminal Justice**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
HIS 116 Western Civilization		
Foreign Language - 2 semesters		
Social Science	Minimum Hours	9/12
GOV 117 Introduction to American Government		
HIS 214 History of the United States		
SOC 212 Sociology		
PSY 211 Introduction to Psychology		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: CLE 111, CLE 211, CLE 123, CLE 115, CLE 125, PSY 219		

Economics**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 116 College Algebra		
MAT 118 Trigonometry		
MAT 215 Applied Calculus for Bus./Soc. Science		
Humanities	Minimum Hours	9/12
Humanities Elective		
Foreign Language - 2 semesters		
Social Science	Minimum Hours	9/12
ECO 211 Economics (MACRO)		
ECO 212 Economics (MICRO)		
Social Science Elective		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Elective: MAT 210 - General Elementary Statistics		

Elementary Education**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 111 Math for Elementary Teachers		
MAT 112 Math for Elementary Teachers		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
ART 114 Art Appreciation		
LIT 214 English Literature		
HIS 116 Western Civilization		
Social Science	Minimum Hours	9/12
HIS 214 History of the United States		
HIS 217 Eastern Civilization		
PSY 211 Introduction to Psychology		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: PSY 218, ECO 211, LIT 115, SOC 212, and GEO 113		

English**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications		Minimum Hours	9
ENG 111	English Composition		
ENG 112	English Composition		
SPC 111	Speech		

Sciences		Minimum Hours	8
Physical Science Requirement			
Life Science Requirement			

Math		Minimum Hours	3
MAT 110	Mathematics for Liberal Arts (SIU-C)		
MAT 116	College Algebra (SEMO)		

Humanities		Minimum Hours	9/12
Foreign Language (8 hours)			
LIT 214	English Literature		

Social Science		Minimum Hours	9/12
Choose 9 hours of Social Sciences			

A total of 21 semester hours is required within the humanities and social science areas.

Seminar		Minimum Hours	1
SEM 111	College Orientation		

Electives (22 hours) (all transferable courses)
Suggested Electives: LIT 212, LIT 216, LIT 217

Foreign Language**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications		Minimum Hours	9
ENG 111	English Composition		
ENG 112	English Composition		
SPC 111	Speech		

Sciences		Minimum Hours	8
Physical Science Requirement			
Life Science Requirement			

Math		Minimum Hours	3
MAT 110	Mathematics for Liberal Arts (SIU-C)		
MAT 116	College Algebra (SEMO)		

Humanities		Minimum Hours	9/12
Foreign Language (16 hours)			
LIT 214	English Literature		
HIS 116	Western Civilization		
ART 114	Art Appreciation		

Social Science		Minimum Hours	9/12
PSY 211	Introduction to Psychology		
HIS 214	History of the United States		
GOV 117	Introduction to American Government		

A total of 21 semester hours is required within the humanities and social science areas.

Seminar		Minimum Hours	1
SEM 111	College Orientation		

Electives (22 hours) (all transferable courses)
Suggested Elective: ART 217

History**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
Foreign Language (8 hours)		
LIT 214 English Literature		
HIS 116 Western Civilization		
Social Science	Minimum Hours	9/12
HIS 117 Western Civilization		
HIS 211 Introduction to Psychology		
GOV 117 Introduction to American Government		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: HIS 214, HIS 215, and HIS 216, HIS 217		

Music**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
Foreign Language (SEMO - 12 hrs)		
Foreign Language (SIU-C - 4 hrs)		
Social Science	Minimum Hours	9/12
Choose 12 hours of Social Science		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: MUS 113, MUS 114, MUS 213, MUS 214, MUS 111, MUS 210, and MUS 218		

Philosophy**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		

Sciences	Minimum Hours	8
PHS 111 Physical Science		
BIO 111 Introduction to Biology		

Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		

Humanities	Minimum Hours	9/12
PHI 215 Philosophy		
Foreign Language (8 hours)		
HIS 116 Western Civilization		

Social Science	Minimum Hours	9/12
HIS 117 Western Civilization		
HIS 217 Eastern Civilization		
SOC 212 Sociology		
PSY 211 Introduction to Psychology		

A total of 21 semester hours is required within the humanities and social science areas.

Seminar	Minimum Hours	1
SEM 111 College Orientation		

Electives (22 hours) (all transferable courses)

Suggested Electives:

Political Science**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		

Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		

Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		

Humanities	Minimum Hours	9/12
Foreign Language (SEMO - 12 hours)		
Foreign Language (SIU-C - 8 hours)		
Choose 6 hours of Humanities		

Social Science	Minimum Hours	9/12
HIS 214 History of the United States		
GOV 117 Government		
PSY 211 Introduction to Psychology		

A total of 21 semester hours is required within the humanities and social science areas.

Seminar	Minimum Hours	1
SEM 111 College Orientation		

Electives (22 hours) (all transferable courses)

Suggested Elective: GOV 118

Psychology**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula		
Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
Foreign Language (SIU-C - 8 hours)		
Choose a 3 hours of Humanities		
Social Science	Minimum Hours	9/12
PSY 211 Introduction to Psychology		
SOC 212 Sociology		
Choose 9 hours of Electives		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: PSY 218, PSY 219, and SOC 217		

Secondary Education**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula		
Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
PHI 215 Philosophy		
LIT 216 American Literature		
HIS 116 Western Civilization		
Social Science	Minimum Hours	9/12
PSY 211 Introduction to Psychology		
HIS 214 History of the United States		
HIS 217 Eastern Civilization		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Elective: PSY 218		

Social Work**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
ART 114 Art Appreciation		
HIS 116 Western Civilization		
MUS 115 Music Appreciation		
Social Science	Minimum Hours	9/12
ECO 211 Economics (MACRO)		
GOV 117 Introduction to American Government		
SOC 212 Sociology		
PSY 211 Introduction to Psychology		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: SW 121, SOC 122, SOC 217, PSY 218, ANT 216, MAT 210		

Sociology**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	8
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	3
MAT 110 Mathematics for Liberal Arts (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	9/12
Foreign Language (SIU-C - 8 hours)		
Choose 6 hours of Humanities		
Social Science	Minimum Hours	9/12
SOC 212 Sociology		
PSY 211 Introduction to Psychology		
Choose 3 hours of Social Science		
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Electives (22 hours) (all transferable courses)		
Suggested Electives: SOC 122, SOC 217, PSY 218, PSY 219, MAT 210		

Speech**Associate of Arts Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula		
Communications		Minimum Hours
ENG 111	English Composition	9
ENG 112	English Composition	
SPC 111	Speech	
Sciences		Minimum Hours
Physical Science Requirement		8
Life Science Requirement		
Math		Minimum Hours
MAT 110	Mathematics for Liberal Arts (SIU-C)	3
MAT 116	College Algebra (SEMO)	
Humanities		Minimum Hours
LIT 214	English Literature	9/12
Choose 6 hours of Humanities		
Social Science		Minimum Hours
GOV 117	Government	9/12
PSY 211	Introduction to Psychology	
HIS 214	History of the United States	
HIS 217	History of Eastern Civilization	
A total of 21 semester hours is required within the humanities and social science areas.		
Seminar		Minimum Hours
SEM 111	College Orientation	1
Electives (22 hours) (all transferable courses)		
Suggested Electives: SPC 112, SPC 113, SPC 114, SPC 115, SPC 210, SPC 214, SPC 215		

Agriculture Science**Associate of Science Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	12
PHS 111 Physical Science		
BIO 111 Introduction to Biology		
Math	Minimum Hours	8
MAT 119 Finite Mathematics		
MAT 215 Calculus for Business/Social Science (SIU-C)		
MAT 116 College Algebra (SEMO)		
Humanities	Minimum Hours	6
Choose 6 hours of Humanities		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Social Science	Minimum Hours	6
Choose 6 hours of Social Science		
Electives (22 hours) (all transferable courses)		
Suggested Electives: CHE 114, CHE 115, AGR 116, BIO 213, AGR 112, AGR 113, and AGR 115		

Biology**Associate of Science Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	12
PHS 111 Physical Science		
BIO 111 Introduction to Biology		
BIO 210 Introduction to Human Anatomy		
BIO 215 Introduction to Human Physiology		
Math	Minimum Hours	8
MAT 116 College Algebra		
MAT 117 Analytic Geometry and Calculus I		
MAT 118 Trigonometry		
Humanities	Minimum Hours	6
Choose 6 hours of Humanities		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Social Science	Minimum Hours	6
Choose 6 hours of Social Science		
Electives (22 hours) (all transferable courses)		
Suggested Electives: BIO 211, BIO 213, BIO 216, BIO 218, CHE 114, CHE 115, CHE 211, CHE 212		

Business**Associate of Science Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula			
Communications		Minimum Hours	9
ENG 111	English Composition		
ENG 112	English Composition		
SPC 111	Speech		
Sciences		Minimum Hours	12
Physical Science Requirement			
Life Science Requirement			
Math		Minimum Hours	8
MAT 119	Finite Math		
MAT 117	Analytic Geometry and Calculus I		
MAT 210	Statistics		
Humanities		Minimum Hours	6
Choose 6 hours of Humanities			
Seminar		Minimum Hours	1
SEM 111	College Orientation		
Social Science		Minimum Hours	6
PSY 211	Introduction to Psychology		
ECO 211	Economics (MACRO)		
ECO 212	Economics (MICRO)		
Electives (22 hours) (all transferable courses)			
Suggested Electives: ACC 111, ACC 112, BUS 214, BUS 215, COM 111			

Chemistry**Associate of Science Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula			
Communications		Minimum Hours	9
ENG 111	English Composition		
ENG 112	English Composition		
SPC 111	Speech		
Sciences		Minimum Hours	12
PHS 111	Physical Science		
Life Science Requirement			
Math		Minimum Hours	8
MAT 116	College Algebra		
MAT 117	Analytic Geometry and Calculus I		
MAT 211	Analytic Geometry and Calculus II		
Humanities		Minimum Hours	6
Foreign Language (8 hours)			
Choose 3 hours of Humanities			
Seminar		Minimum Hours	1
SEM 111	College Orientation		
Social Science		Minimum Hours	6
Choose 6 hours of Social Science			
Electives (22 hours) (all transferable courses)			
Suggested Electives: CHE 114, CHE 115, CHE 211, CHE 212, CHE 216			

Computer Science/Math Functional Associate of Science Degree

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula		Minimum Hours	
Communications		9	
ENG 111	English Composition		
ENG 112	English Composition		
SPC 111	Speech		
Sciences		12	
Physical Science Requirement			
Life Science Requirement			
Math		8	
MAT 116	College Algebra		
MAT 117	Analytic Geometry and Calculus I		
MAT 211	Analytic Geometry and Calculus II		
Humanities		6	
Choose 6 hours of Humanities			
Seminar		1	
SEM 111	College Orientation		
Social Science		6	
Choose 6 hours of Social Science			
Electives (22 hours) (all transferable courses)			
Suggested Electives: HLT 111, COM 111, COM 210			

Engineering Associate of Science Degree

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula		Minimum Hours	
Communications		9	
ENG 111	English Composition		
ENG 112	English Composition		
SPC 111	Speech		
Sciences		12	
Physical Science Requirement			
Life Science Requirement			
Math		8	
MAT 117	Analytic Geometry and Calculus I		
MAT 211	Analytic Geometry and Calculus II		
MAT 212	Analytic Geometry and Calculus III		
Humanities		6	
Choose 6 hours of Humanities			
Seminar		1	
SEM 111	College Orientation		
Social Science		6	
Choose 6 hours of Social Science			
Electives (22 hours) (all transferable courses)			
Suggested Electives: COM 210, DRA 117, DRA 138, MAT 210, MAT 213, PHY 214, PHY 215, PHY 218, PHY 219			

Mathematics**Associate of Science Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	12
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	8
MAT 116 College Algebra		
MAT 117 Analytic Geometry and Calculus I		
MAT 118 Trigonometry		
MAT 211 Analytic Geometry and Calculus II		
MAT 212 Analytic Geometry and Calculus III		
Humanities	Minimum Hours	6
LIT 214 English Literature		
Foreign Language (8 hours)		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Social Science	Minimum Hours	6
GOV 117 Introduction to American Government		
PSY 211 Introduction to Psychology		
Electives (22 hours) (all transferable courses)		
Suggested Electives: COM 111, HIS 217, MAT 213		

Physics**Associate of Science Degree**

The following is a suggested sample of requirements. Consult a counselor or your academic advisor before registering. To ensure articulation, the student should follow the actual catalog recommendation for the college she/he will attend.

Suggested Core Curricula

Communications	Minimum Hours	9
ENG 111 English Composition		
ENG 112 English Composition		
SPC 111 Speech		
Sciences	Minimum Hours	12
Physical Science Requirement		
Life Science Requirement		
Math	Minimum Hours	8
MAT 117 Analytic Geometry and Calculus I		
MAT 211 Analytic Geometry and Calculus II		
MAT 212 Analytic Geometry and Calculus III		
Humanities	Minimum Hours	6
LIT 214 English Literature		
Foreign Language (8 hours)		
Seminar	Minimum Hours	1
SEM 111 College Orientation		
Social Science	Minimum Hours	6
GOV 117 Introduction to American Government		
PSY 211 Introduction to Psychology		
Electives (22 hours) (all transferable courses)		
Suggested Electives: COM 210, MAT 210, MAT 213, PHY 214, PHY 215, PHY 218, PHY 219		

The following is a list of possible pre-professional majors. These are very technical in nature. Consult a counselor or your academic advisor prior to enrolling to ensure that all course work is necessary for transfer to a four-year institution. These Associate of Science Degrees prepare students to transfer to a university to complete their professional requirements.

Possible Pre-Professional Majors:

- Pre-Architecture
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Osteopathy
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Podiatry
- Pre-Theology
- Pre-Veterinary Medicine

GENERAL STUDIES PROGRAM

Associate in General Studies Degree

The General Studies Associate Degree program is designed to:

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

NOTE: Selected courses within the program may be transferable.

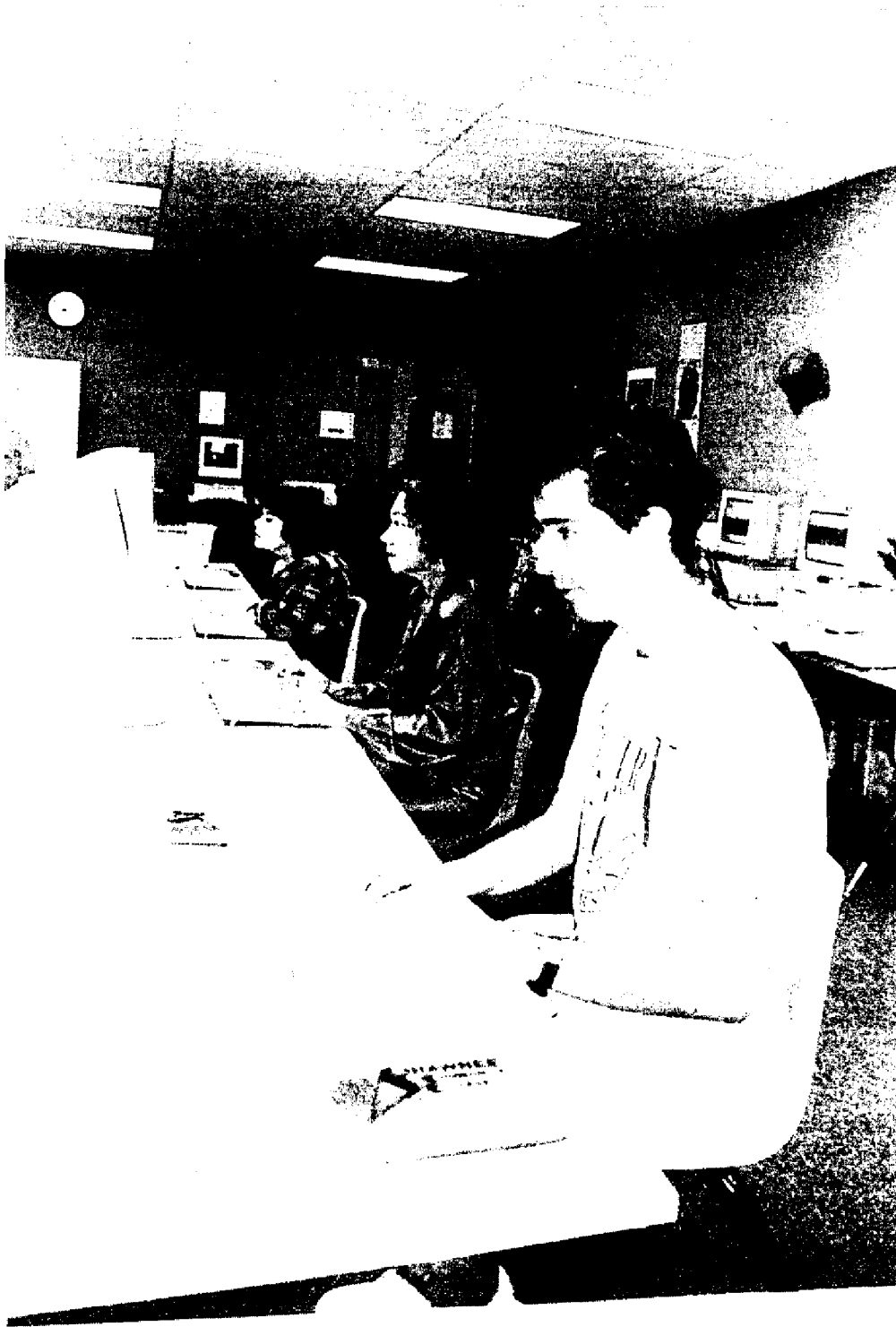
General requirements for graduation with an Associate in General Studies (AGS) Degree include:

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

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

1.

Required Courses	Minimum 22 Semester Hours
a. ENG 111 - English Composition	
b. ENG 112 - English Composition	
c. SPC 111 - Speech	
d. Mathematics elective	
e. Science elective	
f. Social Science elective	
g. Humanities elective	
h. SEM 111 - 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 (AS) Degree include:

1. Successful completion of the requirements of the curriculum (minimum of 64 hours of credit);
2. Achievement of 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 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 of 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 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

Practical Nursing

Associate Degree Nursing

Medical Office Assistant

and

Medical Transcription

PRACTICAL NURSING (One-Year Certificate)

The Practical Nursing curriculum is 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 II	3
			PN 137	Medical-Surgical Nursing II	2
				TOTAL HOURS	8

*Prerequisite: BIO 210-Introduction to Human Anatomy.

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

**MAT 122-Applied Basic Mathematics is strongly recommended prior to taking PN 126-Introduction to Pharmacology.

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

It is the student's responsibility to be knowledgeable of the prerequisites of all courses.

ASSOCIATE DEGREE NURSING (AAS Degree)

The Associate Degree in Nursing Program is designed to provide career mobility for persons who have successfully completed a practical nursing 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.

Current CPR certification must be held at the time of admission good through May of the following year.

GENERAL STUDIES

	Semester Hours
Humanities/Social Science Elective	3
*BIO 215 Introduction to Physiology	4
**BIO 218 Microbiology	4
CPR 120 or CPR 151 Cardiopulmonary Resuscitation or Cardiopulmonary Resuscitation II	1
ENG 112 English Composition	3
TOTAL HOURS	15

If all general studies are completed, the curriculum will occur as follows:

FALL SEMESTER

***ADN 239 Introduction to Conceptual Framework	3
ADN 238 Cardiovascular Nursing Interventions	3
ADN 230 Respiratory Nursing Interventions	2
ADN 233 Maternal-Neonate Nursing Interventions	2
ADN 234 Pediatric Nursing Interventions	3
ADN 229 Community Health Nursing	2
TOTAL HOURS	15

SPRING SEMESTER

ADN 235 Gastrointestinal/Genital Urinary Nursing Interventions	3
ADN 231 Metabolic-Endocrine Nursing Interventions	2
ADN 236 Orthopedic-Dermatological Nursing Interventions	3
ADN 221 Neurological-Sensory Nursing Interventions	2
ADN 237 Psychiatric Nursing Interventions	3
ADN 232 Nursing Today & Tomorrow	2
TOTAL HOURS	15

Prerequisite: *BIO 210-Introduction to Anatomy
*PHS 111-Physical Science
**BIO 111-Introduction to Biology
***ADN 239 is a prerequisite to all other ADN courses.

It is the student's responsibility to be knowledgeable of the prerequisites of all courses.

MEDICAL OFFICE ASSISTANT (One-Year Certificate)

This one-year curriculum is 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	Semester Hours
IMS 121	Beginning Keyboarding/ Typewriting	HIT 106	Principles of Insurance
	3	HIT 107	Medical Office Assistant
HIT 100	Medical Terminology	ENG 124	Technical Communication I
IMS 227	Office Information Processing	HIT 104	Advanced Medical Terminology
HIT 109	Introduction to Coding	HIT 105	Medical Transcription
HIT 101	Introduction to Health Information Technology	INT 111	Career Development
SEM 111	College Orientation		TOTAL HOURS
	TOTAL HOURS		16
	15		
		SUMMER SEMESTER	
		IMS 125	Business Machines
		HIT 192	Medical Office Assistant Internship
			TOTAL HOURS
			5

MEDICAL TRANSCRIPTION (One-Year Certificate)

This one-year curriculum is 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
HIT 100	Medical Terminology	ENG 124	Technical Communication I
IMS 227	Office Information Processing I	HIT 104	Advanced Medical Terminology
IMS 121	Beginning Keyboarding/ Typewriting	COM 111	Business Computer Systems
	3	HIT 110	Advanced Medical Transcription
HIT 109	Introduction to Coding	IMS 122	Document Formatting
HIT 105	Medical Transcription	COM 164	Introduction to dBASE IV
SEM 111	College Orientation		TOTAL HOURS
INT 111	Career Development		17
	TOTAL HOURS		
	16	SUMMER SEMESTER	
		HIT 193	Medical Transcription Internship
			TOTAL HOURS
			2

BUSINESS, OCCUPATIONAL, AND TECHNICAL PROGRAMS OF STUDY

***Accounting * Agriculture * Automotive
Building and Institutional Maintenance * Clerk Typist
Computers * Conservation Law * Cosmetology
Early Childhood Care * Electronics
Executive Secretary/Administrative Assistant * Food Service
Hotel/Motel Management * Information Processing
Law Enforcement * Legal Administrative Assistant
Medical Secretary * Mid-Management
Social and Human Support Services * Teacher Aide
Welding * Wildlife Technology***

ACCOUNTING (AAS Degree)

The two-year accounting curriculum leads to an Associate of Applied Science degree in accounting and is designed to provide the student with entry level skills as an accountant. Upon completion of the program, the student should have a basic knowledge of accounting as it pertains to sales and purchases, commissions, piecework, payroll, discounts, insurance, and tax computations.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ACC 111 Accounting	4
BUS 128 Introduction to Management	3
ENG 124 Technical Communication I	3
MAT 121 or MAT 116 Technical Mathematics or College Algebra	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	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	3
TOTAL HOURS	16

SECOND SEMESTER

ACC 121 Payroll Accounting	2
ACC 112 Accounting	4
BUS 210 Principles of Management	3
ENG 221 Technical Communication II	3
IMS 125 Business Machines	3
Elective	1
TOTAL HOURS	16

SECOND SEMESTER

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

AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)

This Associate of Applied Science Degree program is 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 Technical Communication I	3
MAT 121 or MAT 116 Technical Mathematics or College Algebra	3
SEM 111 College Orientation	1
INT 111 Career Development	1
Elective	3
TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
AGR 225 Introduction to Forestry	3
AGR 230 Application and Use of Agriculture Chemicals	3
BUS 124 or ACC 111 Accounting or Bookkeeping	3/4
BUS 214 Business Law	3
BUS 238 Principles of Sales	3
CPR 120 Cardiopulmonary Resuscitation I	1
TOTAL HOURS	16/17

SECOND SEMESTER

AGR 113 Soil Science	3
AGR 116 Agriculture Economics	3
AGR 117 Conservation of Natural Resources	3
ENG 221 Technical Communication II	3
HLT 125 First Aid	1
Elective	2
TOTAL HOURS	15

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
HLT 125 First Aid	1
Elective	3
TOTAL HOURS	16

AGRICULTURE SCIENCES (AAS Degree)

This two-year Associate of Applied Science Degree curriculum is 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 Technical Communication I	3
HLT 111 Health	2
MAT 121 or MAT 116 Technical Mathematics or College Algebra	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	16

SECOND SEMESTER

AGR 113 Soil Science	3
AGR 116 Agriculture Economics	3
AGR 117 Conservation of Natural Resources	3
BIO 111 Introduction to Biology	4
ENG 221 Technical Communication II	3
TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
AGR 225 Introduction to Forestry	3
AGR 230 Application and Use of Agriculture Chemicals	3
AGR 227 Introduction to Wildlife	3
SPC 111 Speech	3
CPR 120 Cardiopulmonary Resuscitation I	1
Elective	2
TOTAL HOURS	15

SECOND SEMESTER

COM 111 Business Computer Systems	4
BIO 112 Biology	4
PSY 224 Practical Psychology	3
AGR 197 Agriculture Internship	2
HLT 125 First Aid	1
Elective	2
TOTAL HOURS	16

AUTOMOTIVE TECHNICIAN ASSISTANT (One-Year Certificate)

This one-year program is 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 Technical Communication I	3	MAT 122 or MAT 121 Applied Basic Mathematics or Technical 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

*Prerequisite: AUT 101-Basic Automotive Systems and Service is required for all AUT classes.

**ENG 111-English Composition in lieu of ENG 124-Technical Communication I is recommended for Capstone Students.

AUTOMOTIVE TECHNOLOGY (AAS Degree)

The Automotive Technology program is designed to provide the student with the necessary knowledge and skills for employment as a line mechanic, diagnostic technician, factory representative or factory technician. The Associate of Applied Science degree will be awarded upon successful completion of this curriculum which combines laboratory work and diagnostic skills to prepare the student for employment.

FRESHMAN YEAR

FIRST SEMESTER Semester Hours

First 8 weeks

*AUT 122 Tune-up and Diagnosis	3
*AUT 129 Engines and Fuel Systems	3
**ENG 124 Technical Communication I	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 122 or MAT 121 Applied Basic Mathematics or Technical 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
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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
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Second 8 weeks

*AUT 133 Automotive Transmission	3
*AUT 139 Auto Heating & Air Conditioning	3
ENG 221 Technical Communication II	3
BUS 121 Basic Keyboarding	1
TOTAL HOURS	14

SUMMER SEMESTER

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

*Prerequisite: AUT 101-Basic Automotive Systems and Service is required for all AUT classes.

**ENG 111-English Composition in lieu of ENG 124-Technical Communication I is recommended for Capstone Students.

**PSY 211-Introduction to Psychology in lieu of PSY 224-Practical Psychology is recommended for Capstone Students.

NOTE: All Co-op classes must be pre-approved by instructor.

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 Technical Communication I	3
DRA 131 Blueprint Reading	3
BEL 161 Basic Electricity I	3
MAT 121 or MAT 116 Technical Mathematics or College Algebra	3
HLT 125 First Aid	1
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 or SPC 210 Speech or Inter- personal Communication	3
ELT 122 Fundamental Electronic Concepts	3
ELT 162 Air Conditioning and Refrig. I	3
HEA 160 Heating	3
BGM 160 Building Maintenance	4
TOTAL HOURS	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	2
TOTAL HOURS	15

SECOND SEMESTER

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

CLERK TYPIST (One-Year Certificate)

This program is 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 Technical Mathematics	3
ENG 124 Technical Communication	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	Application Elective	1
INT 111 Career Development	1	TOTAL HOURS	15
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 Technical Communication I	3
MAT 116, MAT 121, or MAT 210 College 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	1
TOTAL HOURS	17/15

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
COM 225 Systems Analysis	3
COM 227 Database Management Systems	3
COM 163 Microsoft Word	1
COM 166 Introduction to Lotus 1-2-3	1
BUS 128 Introduction to Management	3
**Application Elective	3
*Programming Elective	3
TOTAL HOURS	17

SECOND SEMESTER

COM 162 Introduction to WordPerfect	1
COM 170 Microsoft Windows	1
COM 222 Computer Logic	3
ENG 221 Technical Communication II	3
SPC 210 Interpersonal Communications	3
COM 161 Introduction to DOS	1
COM 261 Advanced DOS	1
**Application Elective	1
*Programming Elective	3
TOTAL HOURS	17

SECOND SEMESTER

COM 230 Data Communications	3
COM 168 Introduction to Desktop Publishing	1
PSY 224 Practical Psychology	3
ELT 130 Hardware Maintenance	2
ECO 211 Economics (Macro)	3
**Application Elective	2
COM 196 Computer Systems Internship	2
TOTAL HOURS	16

*Programming electives are to be chosen from COM 220-COBOL I, COM 223-COBOL II, COM 224-Pascal I, COM 226-Assembler, COM 228-RPG II, COM 229-Pascal II, COM 232-Advanced RPG II, COM 210-FORTRAN, and COM 231-C Programming.

**Application electives would be chosen from COM 164-Introduction to dBASE IV, COM 262-Advanced WordPerfect, COM 263-Advanced Microsoft Word, COM 264-Advanced dBASE IV, COM 266-Advanced Lotus 1-2-3, COM 268-Advanced Desktop Publishing, COM 171-Introduction to Microsoft Excel, COM 172-Introduction to Presentation Graphics, COM 173-Introduction to Microsoft Access, COM 174-Introduction to Microsoft Office, COM 175-Introduction to Professional Graphic Software, and COM 270-Novell Networking.

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 a thorough background in operations, operating systems, databases, spreadsheets and other application packages. The course work will give the student the 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	Technical Communication I	3	COM 166	Introduction to Lotus 1-2-3	1
MAT 116, MAT 121, or MAT 210	College Algebra, Technical Mathematics, or Elementary Statistics	4/3	COM 170	Microsoft Windows	1
BUS 124	Bookkeeping	3	COM 222	Computer Logic	3
SEM 111	College Orientation	1	COM 168	Introduction to Desktop Publishing	1
INT 111	Career Development	1	COM 196	Computer Systems Generalist Internship	2
	TOTAL HOURS	17/16	*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 226-Assembler, 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)

This two-year curriculum leads 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	Technical Communication I	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 221	Technical Communication II	3
MAT 121, MAT 116, or MAT 210	Technical Mathematics, College 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	Cons. Law Enforcement Internship	2
	Elective	1
	TOTAL HOURS	15

COSMETOLOGY (One-Year Certificate)

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

FIRST SEMESTER		Semester Hours	THIRD SEMESTER		Semester Hours
COS 120	Cosmetology Theory I	3	COS 122	Cosmetology Theory III	3
COS 123	Cosmetology Lab I	9	COS 129	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)

The two-year cosmetology technology curriculum is 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		Semester Hours	FOURTH SEMESTER		Semester Hours
COS 120	Cosmetology Theory I	3	ENG 124	Technical Communication I	3
COS 123	Cosmetology Lab I	9	MAT 121, MAT 116, or MAT 210	Technical Mathematics, College Algebra, or Elementary Statistics	3/4
TOTAL HOURS		12	COS 230	Advanced Cosmetology	3
SECOND SEMESTER					
COS 121	Cosmetology Theory II	3	BIO 212	Anatomy and Physiology	3
COS 124	Cosmetology Lab II	9	TOTAL HOURS		12/13
TOTAL HOURS		12	 		
THIRD SEMESTER					
COS 122	Cosmetology Theory III	3	SPC 111	Speech	3
COS 125	Cosmetology Lab III	9	PSY 224	Practical Psychology	3
TOTAL HOURS		12	BUS 128	Introduction to Management	3
FIFTH SEMESTER					
			BUS 124	Bookkeeping	3
			TOTAL HOURS		12

EARLY CHILDHOOD CARE (AAS Degree)

The two-year early childhood care curriculum is designed to prepare the student for employment in staff positions at daycare's, childcare centers, and Pre-K programs.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Technical Communication I	3
MAT 111, MAT 121, or MAT 116 Math for Elementary Teachers I, Technical Mathematics, or College Algebra	3
TEA 114 The Young Child's Development	3
ECC 121 Programming/Teaching Techniques	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	14

SECOND SEMESTER

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

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
PSY 211 Introduction to Psychology	3
ECC 125 Language Arts for the Young Child	2
ECC 126 Art/Music Activities	2
ECC 127 Science/Math Activities	2
ECC 124 Health, Nutrition and Safety	3
PSY 213 Education for Exceptional Children	3
TOTAL HOURS	18

SECOND SEMESTER

PSY 218 Human Growth and Development	3
SW 223 Principles of Recreation	3
*ECC 123 Child Care Center Administration	3
*TEA 126 Curriculum for Preschool Programs	3
*ECC 199 Early Childhood Internship	2
CPR 120 Cardiopulmonary Resuscitation	1
TOTAL HOURS	15

***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 TECHNICIAN (One-Year Certificate)

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours		
ELT 120	Fundamental DC Electronic Concepts	3	ELT 129	Industrial Electronics	3
ELT 122	Fundamental 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	Technical Communication I	3	MAT 116	College Algebra	3
SEM 111	College Orientation	1	MAT 118	Trigonometry	2
INT 111	Career Development	1	ELT 199	Electronics Internship	2
	Elective	4	TOTAL HOURS		17
	TOTAL HOURS	18			

ELECTRONICS TECHNOLOGY (AAS Degree)

The two-year electronics technology program is designed to provide the student with skills and knowledge necessary for assisting in design and development of new products. The student develops the ability to test and evaluate, assemble, "trouble-shoot", and calibrate electronic equipment.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ELT 120	Fundamental DC Electronic Concepts	3
ELT 122	Fundamental AC Electronic Concepts	3
ELT 124	Electronic Systems Analysis	3
ENG 124	Technical Communication I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
	Elective	3
	TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
COM 236	Assembler	4
ELT 223	Advanced Industrial Electronics	3
ELT 236	Microprocessor Fundamentals	6
PHY 116	Introductory Physics I	4
	TOTAL HOURS	17

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

SECOND SEMESTER

ELT 237	Communication Theory	5
ELT 238	Micro-Computer Interfacing Technique	5
ELT 239	Micro-Computer Maintenance	3
PHY 117	Introductory Physics II	4
ELT 199	Electronics Internship	2
	TOTAL HOURS	19

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT (AAS Degree)

This popular two-year curriculum is designed to prepare the student for employment as an executive secretary/administrative assistant capable of taking dictation, transcription, typing, handling appointments, screening office visitors, and 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	Technical Communication I	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	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
	Elective	2
TOTAL HOURS		18/17

SECOND SEMESTER

SPC 210	Interpersonal Communication	3
ENG 221	Technical Communication II	3
MAT 116, MAT 121, or MAT 210	College 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/Administrative Assistant Internship	2
TOTAL HOURS		18



FOOD SERVICE (One-Year Certificate)

This one-year certificate program provides the student with the knowledge and skills necessary 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 Specialty Services
FOS 121	Food Service Sanitation & Safety		3
FOS 129	Introduction to Baking	FOS 220	Food Service Management
FOS 123	Cooking Technology		3
MAT 122	Applied Basic Mathematics	FOS 229	Baking
SEM 111	College Orientation		3
INT 111	Career Development	FOS 116	Nutrition
	1	FOS 198	Food Service Internship
	1		2
	16		17
		TOTAL HOURS	

FOOD SERVICE TECHNOLOGY (AAS Degree)

The two-year food service technology curriculum is designed to provide the student with the necessary skills for employment in a variety of positions in the food service industry, including management positions.

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 122	Applied Basic Mathematics
	3
CPR 120	Cardiopulmonary Resuscitation
	1
SEM 111	College Orientation
	1
INT 111	Career Development
	1
	17
	TOTAL HOURS

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
MAT 116, MAT 121, or MAT 122	College Algebra, Technical Mathematics, or Applied Basic Mathematics
	3
COM 111	Business Computer Systems
	4
ENG 111 or ENG 124	English Composition or Technical Communication I
	3
BUS 116	Marketing
	3
HLT 125	First Aid
	1
HLT 111	Health
	2
	16
	TOTAL HOURS

SECOND SEMESTER

FOS 126	Quantity Food Preparation	3
FOS 229	Baking	3
FOS 220	Food Service Management	3
FOS 222	Catering, Banquet & Specialty Services	3
FOS 116	Nutrition	3
	15	
	TOTAL HOURS	

SECOND SEMESTER

BUS 210	Principles of Management	3
ENG 112 or ENG 221	English Composition or Technical Communication II	3
PSY 224	Practical Psychology	3
ACC 111 or BUS 124	Accounting or Bookkeeping	4/3
FOS 198	Food Service Internship	2
	15/14	
	TOTAL HOURS	

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 teaches the student to handle all aspects of the common practices and management principles of the hospitality industry.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours	
ENG 124	Technical Communication I	3
MAT 116 or MAT 121	College Algebra or Technical Mathematics	3
FOS 121	Food Service Sanitation	2
FOS 124	Introduction to Quantity Food Service	3
CLE 110	Security and Safety	3
SEM 111	College Orientation	1
INT 111	Career Development	1
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours	
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
ACC 111 or BUS 124	Accounting or Bookkeeping	4/3
BUS 214	Business Law	3
FOS 222	Catering, Banquet and Specialty Services	3
BUS 120	Front Office Operations	3
	TOTAL HOURS	16/15

SECOND SEMESTER

ENG 221	Technical Communication II	3
BUS 116	Principles of Marketing	3
COM 111	Business Computer Systems	4
ECO 211	Economics (Macro)	3
HMM 120	Hospitality Industry Management	2
FOS 138	Beverage Management	1
	TOTAL HOURS	16

SECOND SEMESTER

PSY 224	Practical Psychology	3
BUS 210	Principles of Management	3
FOS 220	Food Service Management	3
BUS 213	Facility Housekeeping Mgt.	3
BUS 190	Institutional Services Internship	2
	Elective	3
	TOTAL HOURS	17

INFORMATION PROCESSING (One-Year Certificate)

The information processing certificate program combines data processing and word processing courses to prepare students 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	Semester Hours	SECOND SEMESTER	Semester Hours	
COM 111	Business Computer Systems	ENG 221	Technical Communication II	3
ENG 124	Technical Communication I	COM 161	Introduction to DOS	1
IMS 120	Records/Information Management	COM 166	Introduction to Lotus 1-2-3	1
IMS 128	Machine Transcription	COM 168	Introduction to Desktop Publishing	1
IMS 227	Office Information Processing	SPC 210	Interpersonal Communications	3
SEM 111	College Orientation	IMS 223	Document Production	3
INT 111	Career Development	IMS 236	Advanced Information Processing	3
	TOTAL HOURS	IMS 197	Information Processing Internship	2
			TOTAL HOURS	17

INFORMATION PROCESSING (AAS Degree)

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an information system. Information Processing has become a common term referring to the automated processing of 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.

TECHNICIAN OPTION

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER	Semester Hours		FIRST SEMESTER	Semester Hours	
ACC 111	Accounting	4	ACC 224	Computerized Accounting Applications	3
COM 111	Business Computer Systems	4	BUS 214	Business Law	3
COM 161	Introduction to DOS	1	SPC 210	Interpersonal Communications	3
IMS 120	Records/Information Management	3	COM 168	Introduction to Desktop Publishing	1
IMS 227	Office Information Processing I	3	COM 166	Introduction to Lotus 1-2-3	1
SEM 111	College Orientation	1	ENG 221	Technical Communication II	3
INT 111	Career Development	1	IMS 223	Document Production	3
	TOTAL HOURS	17		TOTAL HOURS	17
SECOND SEMESTER			SECOND SEMESTER		
BUS 128	Introduction to Management	3	COM 268	Advanced Desktop Publishing	1
COM 261	Advanced DOS	1	COM 266	Advanced Lotus 1-2-3	1
ENG 124	Technical Communication I	3	IMS 128	Business Machines	1
IMS 224	Shorthand/Speedwriting/ Transcription II	3	IMS 222	Graphics	1
IMS 236	Office Information Processing II	3	IMS 226	Administrative Support Procedures	4
MAT 116, MAT 121, or MAT 210	College Algebra, Technical Mathematics or Elementary Statistics	4/3	PSY 224	Practical Psychology	3
	TOTAL HOURS	17/16	SPC 111	Speech	3
			IMS 192	Executive Secretary/Administrative Assistant Internship	2
				Application Elective	1
				TOTAL HOURS	17

MANAGEMENT OPTION

FRESHMAN YEAR			SOPHOMORE YEAR		
FIRST SEMESTER	Semester Hours		FIRST SEMESTER	Semester Hours	
ACC 111	Accounting	4	BUS 214	Business Law	3
COM 111	Business Computer Systems	4	BUS 128	Introduction to Management	3
COM 261	Advanced DOS	1	COM 168	Introduction to Desktop Publishing	1
ENG 124	Technical Communication I	3	COM 227	Database Management Systems	3
MAT 116, MAT 110 or MAT 210	College Algebra, Applied Basic Mathematics or Elementary Statistics	4/3	ECO 211	Economics (Macro)	3
SEM 111	College Orientation	1	IMS 227	Office Information Processing I	3
INT 111	Career Development	1		TOTAL HOURS	16
	TOTAL HOURS	18/17			
SECOND SEMESTER			SECOND SEMESTER		
BUS 116	Principles of Marketing	3	BUS 210	Principles of Management	3
SPC 210	Interpersonal Communications	3	BUS 211	Introduction to Finance	3
COM 164	Introduction to dBASE IV	1	BUS 215	Business Law	3
ENG 221	Technical Communication II	3	COM 225	Systems Analysis	3
PSY 224	Practical Psychology	3		*Programming Elective	3
SPC 111	Speech	3	BUS 195	Mid-Management Internship	2
	TOTAL HOURS	16		TOTAL HOURS	17

*Programming electives would be chosen from COM 220-COBOL I, COM 224-Pascal I, COM 228-RPG II, and COM 231-C Programming

LAW ENFORCEMENT (One-Year Certificate)

The law enforcement certificate program is 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 or ENG 221 English Composition or Technical Communication II	3
ENG 111 or ENG 124 English Composition or Technical Communication I	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	2
INT 111 Career Development	1	TOTAL HOURS	17
TOTAL HOURS	17		

LAW ENFORCEMENT (AAS Degree)

This two-year curriculum leads to an Associate of Applied Science degree in Law Enforcement Technology and is 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 or ENG 124 English Composition or Technical Communication I	3
SOC 212 Sociology	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
ENG 112 or ENG 221 English Composition or Technical Communication II	3
CLE 213 Criminal Investigations	3
MAT 116 or MAT 121 College Algebra or Technical Mathematics	3
PSY 224 Practical Psychology	3
CLE 221 Patrol Procedures/Traffic	3
TOTAL HOURS	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	3
TOTAL HOURS	16

SECOND SEMESTER

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

LEGAL ADMINISTRATIVE ASSISTANT (AAS Degree)

The two-year Legal Administrative Assistant curriculum is 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 Technical Communication I	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	2
TOTAL HOURS	16

SECOND SEMESTER

ENG 221 Technical Communications II	3
MAT 116 or MAT 121 College Algebra or Technical Mathematics	3
IMS 225 Shorthand/Speedwriting/ Transcription III	3
IMS 223 Document Production	3
COM 111 Business Computer Systems	4
TOTAL HOURS	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	3
TOTAL HOURS	16/15

SECOND SEMESTER

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

MEDICAL SECRETARY (AAS Degree)

This two-year curriculum is 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	Technical Communication I	3
IMS 120	Records/Information Management	3
HIT 100	Medical Terminology	3
IMS 224	Shorthand/Speedwriting/ Transcription II	3
SPC 111	Speech	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER

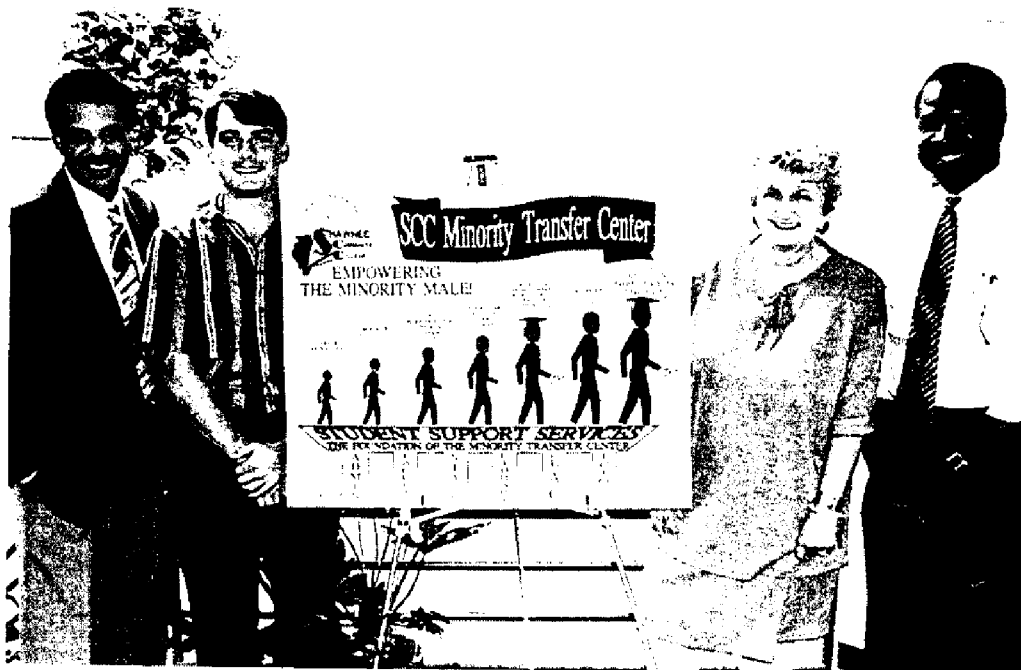
ENG 221	Technical Communication II	3
MAT 121, MAT 116, or MAT 210	Technical Mathematics, College Algebra, or Elementary Statistics	3/4
IMS 125	Business Machines	3
IMS 225	Shorthand/Speedwriting/ Transcription III	3
IMS 223	Document Production	3
HIT 107	Coding	2
TOTAL HOURS		17/18

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
ACC 111 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	2
TOTAL HOURS		15/14

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	2
TOTAL HOURS		15



MID-MANAGEMENT (AAS Degree)

The Mid-Management curriculum is 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 this curriculum.

FRESHMAN YEAR

FIRST SEMESTER	Semester Hours
ACC 111 Accounting	4
BUS 128 Introduction to Management	3
ENG 124 Technical Communication I	3
COM 111 Business Computer Systems	4
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	16

SECOND SEMESTER

ACC 224 Computerized Accounting Applications	3
BUS 116 Principles of Marketing	3
BUS 129 Business Organization	3
SPC 111 Speech	3
ENG 221 Technical Communication II	3
HLT 111 Health	2
TOTAL HOURS	17

SOPHOMORE YEAR

FIRST SEMESTER	Semester Hours
BUS 214 Business Law	3
BUS 238 Principles of Sales	3
ECO 211 Economics (Macro)	3
IMS 227 Office Information Processing I	3
MAT 116, MAT 121, or MAT 210 College Algebra, Technical Mathematics or Elementary Statistics	4/3
TOTAL HOURS	16/15

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	2
TOTAL HOURS	17

SOCIAL AND HUMAN SUPPORT SERVICES (AAS Degree)

This curriculum is designed to prepare students for employment in agencies which provide social services to the community. The program provides skills and knowledge to prepare student 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 Technical Communication I	3
MAT 116, MAT 121, or MAT 210 College 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	18/17

SECOND SEMESTER

ENG 221 Technical Communication II	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 119 Social and Human Support Services Internship	2
TOTAL HOURS	16

TEACHER AIDE (One-Year Certificate)

This one-year certificate is 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 124 or ENG 111 Technical Communication I or English Composition	3	SPC 111 Speech	3
MAT 111, MAT 121 or MAT 116 Math for Elementary Teachers I, Technical Mathematics or College Algebra	3	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 Introduction 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		

COMBINATION WELDING (One-Year Certificate)

The Combination Welding program is 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	Technical Communication I	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
WEL 122-Maintenance Welding

WILDLIFE TECHNOLOGY (AAS Degree)

The Wildlife Technology curriculum is 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	Technical Communication I	3
MAT 121 or MAT 116	Technical Mathematics or College Algebra	3
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
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 117	Conservation of Natural Resources	3
AGR 228	Wildlife Management	3
SUR 120	Introduction to Surveying	3
ENG 221	Technical Communication II	3
AGR 234	Outdoor Recreation and Park Management	3
CPR 120	Cardiopulmonary Resuscitation	1
	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
HLT 125	First Aid	1
	TOTAL HOURS	16

***LESS THAN ONE YEAR
CERTIFICATES OF
COMPLETION***

***Welding * Wildlife Technology
Certified Nurse Assistant * Certified Professional Secretary
Dietary Manager * Deckhand Training
Phlebotomy * Shipyard Welding * Truck Driving
Refrigeration and Heating***

CERTIFIED NURSE ASSISTANT

This program is designed to teach and train the student to function as an integral part of a health care team, under direction of a registered or licensed nurse, in nursing homes or home health care settings.

Upon satisfactory completion of the program, the student will be eligible to take the State of Illinois Nurse Aide Competency test for nurse aides.

FIRST SEMESTER	Semester Hours
*PN 120 Basic Nurse Assistant	6
CPR 120 Cardiopulmonary Resuscitation	1
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. The enter the program the student must score at a ninth grade reading level on the 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 Polity	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	3	IMS 224 or IMS 225 Shorthand/Speedwriting/Transcription II or Shorthand/Speedwriting/Transcription III	3
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 principles of good nutrition, and will prepare the student to understand and execute physician's orders.

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. 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 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

This curriculum is 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 Vocational Math	1
ENG 161	Applied Communications	2
HLT 125	First Aid	1
MRS 1001	Medical Terminology	3
PHB 120	Introduction to Phlebotomy	4
CPR 120	Cardiopulmonary Resuscitation	1
NUR 120	Introduction to Infection Control	3
SEM 111	College Orientation	1
	TOTAL HOURS	16

Admission Requirement

Appropriate health background and pre-approval of Director of Admissions & Counseling or Divisional Chair of Allied Health.

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	1
	TOTAL HOURS	16

Admission Requirement

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

FIRST SEMESTER		Semester Hours
TDR 165	Orientation to Truck Driving	2
DRV 166	Truck Driving	6
PN 118	First Responder	3
MAT 161	Applied Vocational Math	1
PE 218	Weight Training	1
DRV 199	Externship	3
TOTAL HOURS		16

Admission Requirement

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

This certificate program is designed to provide the student with the necessary skills and knowledge for employment or career and personal development.

FIRST SEMESTER		Semester Hours
BEL 161	Basic Electricity	3
ELT 162	Air Conditioning & Refrigeration I	3
ELT 163	Air Conditioning & Refrigeration II	3
HEA 160	Heating	3
TOTAL HOURS		12



COOPERATIVE PROGRAMS OF STUDY

Southern Illinois University

Southeastern Illinois College

Southern Illinois Collegiate Common Market

and

West Kentucky State Technical School

CONSTRUCTION MANAGEMENT TECHNOLOGY (One-Year Certificate)

This program provides 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	SECOND SEMESTER	Semester Hours
CMT 201 Construction Estimating	3	*SPC 111 Speech	3
CMT 192 Construction Blueprint Reading	3	CMT 102 Construction Materials and Methods	3
CMT 102 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		CMT 122 Internship	4
Technology Internship	2	TOTAL HOURS	16
TOTAL HOURS	14		

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

The Allied Health Educational Linkages Program is cooperative program between Southern Illinois University College of technical Careers and Shawnee Community College. Space in the program is limited; therefore, applications should be made in advance. Contact the Department of Admissions and Counseling for more information.

DENTAL HYGIENE (AAS Degree)

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

	Semester Hours
ENG 111 English Composition	3
SPC 111 or SPC 210 Speech or Interpersonal Communication	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

An additional 67 semester hours of course work must be completed at SIU-College of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science degree. Students pursuing this program should contact the Shawnee Community College Admission and Counseling department.

DENTAL TECHNOLOGY (AAS Degree)

The Dental Technology program 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
ENG 111	English Composition	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	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	1
TOTAL HOURS		25/26

An additional 59.5 semester hours of course work must be completed at SIU-College of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science degree. Students pursuing this program should contact the Shawnee Community College Admission and Counseling department.

MORTUARY SCIENCE AND FUNERAL SERVICES (AAS Degree)

This program concentrates on 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 Regulations and by many state boards.

Semester Hours		
PHS 111	Physical Science	4
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 Communication	3
ACC 111	Accounting	4
BUS 214	Business Law	3
COM 111	Business Computer Systems	4
Suggest Elective:		
CPR 120	Cardiopulmonary Resuscitation	1
TOTAL HOURS		32

An additional 48 semester hours of course work must be completed at SIU-College of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science degree. Students pursuing this program should contact the Shawnee Community College Admission and Counseling department.

PHYSICAL THERAPY ASSISTANT (AAS Degree)

This program 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
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 Communication	3
HIT 100	Medical Terminology	3
BIO 210	Introduction to Human Anatomy	4
PHS 111, PHS 112, or PHY 116	Physical Science or Introduction to Physics I	4/3
PN 118	First Responder	3
CPR 120	Cardiopulmonary Resuscitation	1
PSY 218	Human Growth and Development	3
Suggested Electives:		
COM 111	Business Computer Systems	4
PHI 217	Medical Ethics	3
TOTAL HOURS		42/41

An additional 43 semester hours of course work must be completed at SIU-College of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science degree. Students pursuing this program should contact the Shawnee Community College Admission and Counseling department.

RADIOLOGIC TECHNOLOGY (AAS Degree)

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

Semester Hours

MAT 116	College Algebra	3
BIO 215	Introduction to Human Physiology	4
BIO 210	Introduction to Human Anatomy	3
PHY 116, PHS 111 or PHS 112	Introduction to Physics I or Physical Science	4
ENG 111	English Composition	3
COM 111	Business Computer Systems	4
BUS 210	Principles of Management	3
HTT 100	Medical Terminology	3
PSY 211	Introduction to Psychology	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
Suggested Electives:		
PHI 217	Medical Ethics	3
CPR 120	Cardiopulmonary Resuscitation	1
	TOTAL HOURS	37

An additional 62 semester hours of course work must be completed at SIU-College of Technical Careers. Upon completion of the program, graduates are granted an Associate of Applied Science degree. Students pursuing this program should contact the Shawnee Community College Admission and Counseling department.



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 116	College Algebra	3
BIO 215	Introduction to Human 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	
	Physics I or Physical Science	4
ENG 111	English Composition	3
PSY 211	Introduction to Psychology	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
BUS 210	Principles of Management	3
COM 111	Business Computer Systems	4
Suggested Electives:		
PHI 217	Medical Ethics	3
HIT 100	Medical Terminology	3
CPR 120	Cardiopulmonary Resuscitation	1
	TOTAL HOURS	42

An additional 52 semester hours of course work must be completed at SHU-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 Admission and Counseling department.

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

DENTAL ASSISTING (One-Year Certificate)

The Dental Assisting one-year curriculum is designed to provide the necessary skills and experience for the student to become 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	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 Ed.	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
		TOTAL HOURS	17

SUMMER SEMESTER

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

*Courses offered at Shawnee Community College.



MEDICAL RECORDS TECHNOLOGY (AAS Degree)

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

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
HIT 101	Introduction to Medical Records	3
BIO 111	Introduction to Biology	4
*COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
SEM 111	College Orientation	1
	Elective (Social Science, Math or Physical Science)	3
	TOTAL HOURS	18

SECOND SEMESTER

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

SOPHOMORE YEAR

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

SECOND SEMESTER

HIT 210	Clinical Applications of Health Data	2
HIT 212	UR/QA/Risk Management	3
HIT 213	Clinical Practicum II	2
HIT 214	Medical Records in Non-Traditional Setting	2
ENG 112	English Composition	3
MAT 116	College Algebra	4
	TOTAL HOURS	16

*Prerequisites: IMS 121-Beginning Keyboarding/Typewriting or IMS 122-Document Formatting.

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

SURGICAL TECHNOLOGY PROGRAM (Less-Than-One-Year Certificate)

The Surgical Technology certificate program is a one-semester program offered at the community colleges through the Southern Illinois Collegiate Common Market. A student must be either a graduate Registered Nurse wanting to prepare for work in the operating room or a graduate Practical Nurse wishing to work as a scrub nurse in surgery. The program is designed to teach the role and responsibilities of the Surgical Technician, sterile techniques specific to the operating room, and instrumentation of basic surgical procedures.

FIRST SEMESTER		Semester Hours
ORT 161	Surgical Technology I	4
ORT 162	Surgical Technology II	4
ORT 163	Surgical technology III	4
	TOTAL HOURS	12

All of the above courses must be taken within the same semester.

MEDICAL LABORATORY TECHNOLOGY (AAS Degree)

The Medical Laboratory Technology Associate degree in Applied Science program is offered at the community colleges through the Southern Illinois Collegiate Common Market. The student will learn the technical skills necessary to perform routine studies in areas of hematology, serology, coagulation, clinical microbiology, clinical chemistry, blood banking, and urinalysis. The Medical Laboratory Technician will also perform patient venipuncture and will maintain quality control data.

FIRST YEAR

FALL SEMESTER		Semester Hours
BIO 210	Introduction to Human Anatomy	4
CHE 114	Inorganic Chemistry	5
MAT 116	College Algebra	3
MLT 120	Introduction to Clinical Laboratory	3
SEM 111	College Orientation	1
	TOTAL HOURS	16

SPRING SEMESTER

BIO 215	Introduction to Human Physiology	4
HIT 100	Medical Terminology	3
CHE 115	Inorganic Chemistry & Qualitative Analysis	5
MLT 122	Clinical Microscopy	3
MLT 121	Serology	3
	TOTAL HOURS	18

SUMMER SEMESTER

ENG 111	English Composition	3
SPC 111	Speech	3
	TOTAL HOURS	6

SECOND YEAR

FALL SEMESTER		Semester Hours
MLT 227	Coagulation	2
MLT 223	Immunohematology	4
MLT 224	Hematology	4
HLT 251	Clinical Rotation I	3
	TOTAL HOURS	13

SPRING SEMESTER

PSY 211	Introduction to Psychology	3
MLT 226	Applied Clinical Microbiology	4
MLT 252	Clinical Rotation II	3
MLT 225	Clinical Chemistry	4
	TOTAL HOURS	14

It is the student's responsibility to be knowledgeable of the prerequisites of all courses.

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

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

The Occupational Therapy Assistant possesses the technical skills to provide services to individuals of all ages who have physical, psychological, or developmental disabilities; including those suffering from strokes, heart disease, arthritis, diabetes, serious burns, spinal cord injuries, and psychiatric disorders.

FIRST YEAR

FALL SEMESTER		Semester Hours
BIO 210	Introduction to Anatomy	4
PSY 211	Introduction to Psychology	3
MRS 100	Medical Terminology	3
OTA 100	Introduction to Occupational Therapy	3
OTA 120	Occupational Therapeutic Media	3
OTA 110	Clinical Observation I	2
TOTAL HOURS		18

SPRING SEMESTER

BIO 215	Introduction to Human Physiology	4
SPC 210	Interpersonal Communication	3
OTA 112	Activities of Daily Living	3
OTA 202	OT in Physical Disabilities	4
OTA 210	OT Theory I	4
TOTAL HOURS		18

SUMMER SEMESTER

ENG 111	English Composition	3
SOC 212	Sociology	3
TOTAL HOURS		6

SECOND YEAR

FALL SEMESTER		Semester Hours
PSY 218	Human Growth and Development	3
OTA 200	Psychosocial Therapy and Practice	3
OTA 211	OT Theory II	3
OTA 204	OT in Pediatrics	3
OTA 111	Clinical Observation II	2
TOTAL HOURS		14

SPRING SEMESTER

OTA 121	OT Group Process	3
OTA 250	OT Administration	3
OTA 215	Fieldwork Experience I	3
OTA 216	Fieldwork Experience II	3
TOTAL HOURS		12

SOUTHEASTERN ILLINOIS COLLEGE

LAW ENFORCEMENT/CORRECTIONAL OFFICER TRAINING (Certificate)

This one-year certificate program is 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	Technical Communication I	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 Communication	3
TOTAL HOURS		15

An additional 16 hours of course work will be required by SIC in order to receive a Certificate of Completion.

**LAW ENFORCEMENT/CORRECTIONAL OFFICER TRAINING
(AAS Degree)**

This degree program is designed to give students interested in a career in law enforcement/ correctional officer training a background of skills 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	Technical Communication I	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	3
CLE 125	Criminal Behavior	3	TOTAL HOURS		12
TOTAL HOURS		15			
SUMMER SEMESTER					
					EMT 160
					Emergency Medical Technician
					8

An additional 30 semester hours of course work will be required by 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

and

Water/Wastewater Technology

DIESEL TECHNOLOGY PROGRAM (One-Year Certificate)

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

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours		
ENG 124	Technical Communication	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	
DIS 128	Diesel Engine Operation and Service	3		Diagnosis	3
DIS 129	Diesel Fuel & Fuel Systems	3	AUT 132	Engine Electrical Systems	3
SEM 111	College Orientation	1	AUF 137	Multi-Cylinder Engines	3
INT 111	Career Development	1	AUT 139	Auto Heating & Air Conditioning	3
	TOTAL HOURS	17	DIS 199	Diesel Technology Internship	2
				TOTAL HOURS	18

HORTICULTURE TECHNICIAN (One-Year Certificate)

The Horticulture Technician program is 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	Technical Communication I	3	AGR 113	Soil Science	3
MAT 121 or MAT 116	Technical Mathematics		AGR 117	Conservation of Natural Resources	3
	or College Algebra		OHT 125	Turfgrass Culture	4
BIO 213	Botany	4	OHT 128	Insect Pest and Plant Control	3
OHT 121	Introduction to Horticulture	5	OHT 199	Horticulture Technician Internship	2
SEM 111	College Orientation	1		Elective	2
	TOTAL HOURS	16		TOTAL HOURS	17

WATER/WASTEWATER TECHNOLOGY (One-Year Certificate)

This program is 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	Technical Communication I	3	WWT 123	Advanced Wastewater Treatment	3
MAT 121, MAT 116 or MAT 210	Technical		WWT 124	Advanced Water Treatment	3
	Mathematics, College Algebra or		WWT 125	Laboratory Analysis of Water	3
	Elementary Statistics	3/4	WWT 126	Laboratory Analysis of Wastewater	3
HLT 125	First Aid	1	WWT 199	Water/Wastewater Internship	2
WWT 120	Introduction to Water/Wastewater			Elective	1
	Technology	2		TOTAL HOURS	15
WWT 121	Basic Wastewater Treatment	3			
WWT 122	Basic Water Treatment	3			
SEM 111	College Orientation	1			
INT 111	Career Development	1			
	TOTAL HOURS	17/18			

COURSES

Certificate of Course Completion

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

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

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***

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 - FINANCIAL CONCEPTS T

This course serves as an introductory course to accounting theory and principles. The successive steps in the accounting cycle are covered. Specific subjects studied include special journals and ledgers, working papers, adjusting and closing the books, preparation of statements, controlling accounts, internal control, notes, interest, inventories, partnerships, depreciation, and payroll.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: High School Bookkeeping or Bookkeeping-BUS 124

ACC 112 ACCOUNTING - MANAGERIAL CONCEPTS 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 - Financial Concepts-ACC 111

ACC 121 PAYROLL ACCOUNTING

This is a continuation of the study of accounting principles and their application. Specific subject studied would include budgets, departmental, manufacturing, cost, and taxes.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: High School Bookkeeping or Bookkeeping-BUS 124

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 213 COST ACCOUNTING

Job order, process, just in time, cost-volume-profit relationships, variable costing, profit planning, standard costs, performance measures, flexible budgets, overhead analysis, segment reporting, and profitability analysis are areas of study.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Accounting - Managerial Concepts-ACC 112

ACC 215 INTRO TO QUICKEN

This computerized accounting course assists the student with the organization of personal and small business finances. Assets, liabilities, loans, tax records, investments, bank accounts, budgets, rental properties, and bills are areas covered.

Credit: 1 hour - Two lab hours per week

Prerequisite: Bookkeeping-BUS 124, high school accounting, or consent of instructor.

ACC 216 INTRO TO PEACHTREE ACCOUNTING

This course applies accounting knowledge in a computerized environment. Learning to apply computer technology with an understanding of accounting is an important part of the development of an accounting student's program. This course will cover the general ledger, invoicing, cash receipts, purchasing, cash disbursements, and accounts receivable.

Credit: 1 hour - Two lab hours per week

Prerequisites: Accounting - Financial Concepts-ACC 111.

ACC 217 ADVANCED PEACHTREE ACCOUNTING

This course is a continuation of the Introduction to Peachtree Accounting. This section will cover accounts payable, fixed assets, payroll, and financial reports.

Credit: 1 hour - Two lab hours per week.

Prerequisites: Intro to Peachtree Accounting-ACC 216.

ACC 221 FINANCIAL INSTITUTION ACCOUNTING

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Accounting - Managerial Concepts-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 - Financial Concepts-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 - Financial Concepts-ACC 111

ADN 201 NURSING SKILLS REVIEW

This course is designed to challenge the clinical nursing skills of the past practical nurse graduate. The student will be expected to demonstrate sterile technique in situations such as catheterizations or sterile dressing. In addition, the student will perform the skills of preparation and administration of oral and parenteral medications. The student will be asked to determine correct medication dosages through correct mathematical calculations. This course is designed to determine safeness of an individual in performing basic nursing skills. It is not designed, however, to serve as a substitute for a state approved Practical Nurse Refresher Course.

Credit: 1 hour - Two lab hours per week.

Prerequisite: Successful completion of a Practical Nursing Program.

Co-requisite: Official acceptance into the Associate Degree Nursing Program located at Shawnee Community College.

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 graduate nurse role, and current issues in nursing are the integral components of this course. The students will be given an opportunity to explore the various roles of the registered nurse.

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 and neonatal periods. A basic understanding of normal reproductive function and the 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

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 moder-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 T

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

- ART 115 DESIGN AND 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 T**
 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

THE ART DEPARTMENT MAY RETAIN STUDENTS' WORKS FOR USE IN ART EXHIBITS.

AST 111 INTRODUCTION TO ASTRONOMY T

A non-mathematical course in astronomy designed for students in any curriculum. It contains material of importance for elementary teachers. The course includes a study of the sun and its planets together with a study of the stars and the nebulae beyond the sun. Evening observation of the moon and planets with the telescope and field glasses, together with the study of approximately 20 constellations.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

AUT 101 BASIC AUTOMOTIVE SYSTEMS AND SERVICE

This course provides a basic overview of the automobile and service procedures. It is designed for the student who has not had previous automotive training or experience. This class provided an introduction to basic automotive design, shop safety, automotive tools, measuring, fasteners, service information, and vehicle maintenance. This course is a prerequisite for all automotive classes listed in the automotive technology program. Tech prep students may waive this class with written request from their instructor. All other students will take a pre-test before registration to establish their need for this class.

Credit: 4 hours - Three lecture and two lab 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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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: Basic Automotive Systems and Service-AUT 101

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-Automotive 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, Automotive 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 225-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 225, 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 AND 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 AND 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

This course introduces the student to concepts, procedures, and skills necessary to keep a building functioning. Course topics 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 040 BASIC SKILLS IN SCIENCE

This course is designed for the student with limited science background (i.e., students who do not have the established minimum of a high school science course) and/or who scores below 38 on the ASSET Reading and below 34 on the ASSET Math. This course will provide an integrated review of fundamental knowledge and skills in reading, computation, and communication. This course is comparable to high school science courses. It will include basic concepts of biology, chemistry, physics, geology, and the mathematics used in beginning sciences. Terminology, language, and communication skills will be emphasized in each unit. This course would be appropriate for students with limited science background who need a college science to satisfy the requirements in their field of study. Content of this course is high school level.

Credit: 3 hours - Three lecture 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- BIO 111. 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. (Physical Science-PHS 111 or equivalent also recommended). Students who averaged B or better in two years of high school biology that included vertebrate dissections may bypass BIO 111 with the consent of the instructor.

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

Human physiology is the scientific basis for medicine and an understanding of health and proper functioning of the healthy human body. The course of study relates the structure of the organs and systems of the human body to their proper function. Topics discussed include the physical and chemical composition of the body, genetics, enzymes, membrane transport, various systems, electrolyte balance, and reproduction. Some anatomy will be used. Homeostatic mechanisms are integrated into the study of each system. The course is designed to be of benefit to students of biology, dentistry, medicine, physical education, and psychology.

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

Prerequisite: Introduction to Human Anatomy-BIO 210 and Physical Science-PHS 111, or Inorganic Chemistry-CHE 114 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 - Three lecture hours per week.

Prerequisite: Introduction to Biology-BIO 111

BIO 218 INTRODUCTION TO MICROBIOLOGY T

This is an introductory course in the study of the structure, physiology, cultivation, identification and control of microorganisms. Special emphasis will be given to the human immune system and those microorganisms which are of medical or environmental importance. This course is suitable for students of biology, nursing and food service programs, pre-medicine, pre-dentistry, veterinary science, respiratory therapy, medical technology and environmental engineers.

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

Prerequisite: Introduction to Biology-BIO 111

BIO 219 TROPICAL FIELD BIOLOGY T

This course is designed to introduce a student to tropical organisms and ecosystems, both marine and terrestrial. A variety of communities will be examined in the field. Identification, ecology, and interrelationships of organisms will be stressed, as well as human uses and influences on each system.

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

Prerequisite: Introduction to Biology-BIO 111 or a strong high school biology background.

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

This course is designed for students who would like to learn basic skills in keeping financial records. Journalizing transactions, petty cash, payroll, and related topics are introduced in this course. A practice simulation is incorporated to provide application of the principles learned.

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 are presented in this course.
Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 130 CUSTOMER DEVELOPMENT, SATISFACTION, AND RETENTION

This custom-designed short course will focus on the customer. Techniques for winning new customers and strategies for keeping old ones are studied. Practical advice on building customer loyalty is provided.

Credit: 1 hour - One lecture hours per week.

Prerequisite: None

BUS 131 BUILDING SUPERVISORY SKILLS

This custom-designed short course strives to develop supervisory skills for the smooth functioning of a department/unit. Those in supervisory positions or those aspiring for such positions would gain insight into the role of the supervisor. Delegation, assignments, characteristics, leadership styles, organization, evaluation, motivation, authority and responsibility are aspects of this course.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None.

BUS 132 CONFLICT MANAGEMENT

This custom-designed short course is designed to develop strategies for handling conflict in the workplace. Technological change, company politics, downsizing, retraining, restructuring, and ethics are topics of study in this course.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

BUS 133 EMPLOYER/EMPLOYEE RELATIONSHIP

This course looks at the broad area of employer/employee relationships. Attitude, stress, cooperation, interpersonal relations, evaluation, performance, hiring procedures, assertiveness, policy development, and retraining options are specific areas of study.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

BUS 134 WORKPLACE MANAGEMENT SKILLS

This custom-designed short course focuses on the skills that must be present in the workplace whether it be a merchandising, manufacturing, or service industry.

Teaming, time management, meeting control, committee design, organization, and business etiquette are the designated parts that make up the whole of this course.

Credit: 1 hour - One lecture hour 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, and a general understanding of the reasons for some of our laws governing businesses and people involved in business-related activities.

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 AND 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, chemistry 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, and 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, and 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, and 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 212 POLICE ADMINISTRATION

This course will introduce the student to modern principles of organization and management. The course will provide background in organizational theory, behavior, and administration. Emphasis will be placed on objectives of police operations and future trends in police administration.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

CLE 213 CRIMINAL INVESTIGATIONS

This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation, skills of investigation, the value and techniques of preserving evidence, and how the chain of evidence is vital to a successful prosecution.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

CLE 221 PATROL PROCEDURES/TRAFFIC

Study of law enforcement street procedures, including 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 (disk operating system).

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

Prerequisite: None

COM 162 WORDPERFECT

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 provides 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 171 INTRO TO MICROSOFT EXCEL

A study of the use of the Microsoft Excel spread sheet.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

COM 172 INTRO TO PRESENTATION GRAPHICS

A study of the use of Presentation Graphics software.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

COM 173 INTRO TO MICROSOFT ACCESS

A study of the use of the Microsoft Access data base management system.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

COM 174 INTRO TO MICROSOFT OFFICE

A study of the use of the Microsoft Office suite of software.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

COM 175 INTRO TO PROFESSIONAL GRAPHIC SOFTWARE

A study of the use of high-end graphics software used in the publishing industry.

Credit: 1 hour - Two lab hours 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: College Algebra-MAT 116 with a grade of "C" or better.

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-COM 111 or consent of instructor.

COM 222 COMPUTER LOGIC

A study of the documentation, logic, psuedocode, and flowcharting techniques used in typical applications programs. Includes current structured design techniques.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Business Computer Systems-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 the stages of data processing system design. "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 disk files. 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 - Two lecture and two lab 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 (disk 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

COM 269 SOFTWARE SYSTEMS/PACKAGES II

Introduction/Intermediate software packages for word-processing, spreadsheet, and database management. Includes routines and operating systems.

Credit: 1/2 hour - 1/2 lecture hour per week.

Prerequisite: None

COM 270 NOVELL NETWORKING

A study of Novell Networking software. Installing, maintaining, and managing a network will be emphasized.

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

Prerequisite: None

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 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

This course is designed to impart knowledge of the cardiovascular and pulmonary systems, to recognize signs of a heart attack, to recognize signs of cardiac and respiratory arrest, their causes and actions for survival, and to certify performance in management of Basic Cardiac Life Support.

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 secretary or administrative assistant's relationship with the supervisor and people with whom contact is made 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 they relate 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

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

A study of classical engineering drafting techniques starting with hand sketching through state-of-the-art Computer Aided Drafting techniques. Topics include concepts in descriptive geometry, sketching and lettering, orthographics projections, isometrics, perspectives, auxiliary views and sectioning. Class projects include examples in engineering and architecture.

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 - One lecture and four 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: None

DRA 138 COMPUTER ASSISTED DRAFTING II

Advanced training in CADD with applications to engineering, architecture and commercial art. Topics include advanced concepts in orthographic views, solid modeling, and 2-D and 3-D pictorials.

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

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

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: ECC 125-Language Arts for the Young Child, ECC 126-Art/Music Activities, and ECC 127-Science/Math Activities (Concurrent enrollment to TEA 126)

ECC 124 HEALTH, NUTRITION AND SAFETY
Study of basic factors that affect the health of children, including 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, including 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, including 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, including 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 and rectifiers; half-wave and full-wave filtering and voltage doublers; power supply test and checks; introduction to the transistor; transistor testing and 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 circuits and the application of Boolean Algebra, to simplification of those circuits, symbolic notation, binary numbers, encoders, decoders, multiplexers and exclusive; 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, UJTs, SCRs, photo transistors, and LEDs. Oscillators and multi-stage amplifiers are also studied.

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: 2 hours - One 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 utilized 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: Digital Circuit Fundamentals-ELT 125

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, logic state analysis, and peripherals maintenance.

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

Prerequisite: None

EMS 101 PARAMEDIC MODULE I

This course offers an initial review for the EMT-I, including the loyal, moral, and ethical responsibilities of EMS and the execution of patient assessment by understanding human anatomy and medical terminology. Emphasis is also placed on drug dosages, calculations using the metric system and drug administration procedures. Rescue, major incident, response, communications, and stress management are also addressed.

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

Prerequisite: Emergency Medical Technican I-EMT 162

EMS 102 PARAMEDIC MODULE II

This course introduces students to the anatomy and physiology of the cardiovascular system, emphasizing the structure, function, and electrical conduction system of the heart, and emergency management of the cardiovascular system. The student will study the EKG interpretation and treatment of various arrhythmias and specific treatment techniques including CPR, EKG, monitoring, defibrillation and cardioversion.

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

Prerequisite: Paramedica Module I-EMS 101 and Emergency Medical Technican I-EMT 162

EMS 103 PARAMEDIC MODULE III

The course is designed to provide the paramedic student with the pathophysiology and emergency management of nervous system injuries, soft tissue disorders, muscular-skeletal and abdominal injuries. Assessment and treatment of common medical emergencies will also be studied including obstetric and gynecology, pediatrics-neonatal and psychiatric emergencies. Students are introduced to the emotional aspects of illness, injury, death and dying.

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

Prerequisite: Paramedic Module I-EMS 101, Paramedic Module II-EMS 102, and Emergency Medical Technician I - EMT 162

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-A 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: Cardiopulmonary Resuscitation Certification

EMT 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER

This course is a refresher for qualified EMT's who must update their training every four years. Subsequently, this course involves review and updating of the material 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 BILS 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, physiology, diseases, injury, and other dysfunctions will be studied as well as advanced airway management techniques including use of EOAs, EGTA's and an overview of endotracheal intubation.

Credit: 8 hours -- Six lecture and two lab hours per week.

Prerequisite: Emergency Medical Technician - EMT 160

EMT 163 AUTOMATED DEFIBRILLATION

This course is designed to fulfill the requirements to enable the EMT-A to advance to the EMT-D level. Students will be trained to recognize lethal dysrhythmias, their causes, and the protocol for the use of the automated defibrillator.

Credit: 1 hour

Prerequisite: Licensed EMT-A with sponsorship by ambulance service.

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 TECHNICAL COMMUNICATION I

This English course is designed as a basic or fundamental course and will be used as an option to ENG 111 for vocational, technical, and occupational students. This course is designed to introduce and give the students experience in using the writing skills necessary for employment in today's workplace. Emphasis is placed upon the reader, purpose, focus, organization, clarity, conciseness, grammar and usage, and punctuation. Students will learn to summarize material, write instructions, describe procedures, write memorandums and letters using inductive and deductive reasoning, and organize writing through classification.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Satisfactory ASSET score

ENG 125 CAREER ENGLISH

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Technical Communication I-ENG 124 with a minimum grade of C

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 COMMUNICATION II

This advanced course is a continuation of ENG 124 and is designed to teach technical writing skills to vocational, occupational, and technical students. 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: Technical Communication I-ENG 124 or English Composition-ENG 111

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, including 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 quickbreads, 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

FS 122 FIRE FIGHTING/ADVANCED OPERATIONS - MODULE C

The student will learn how to develop a building-wide plan to be used in the event of 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: 4 hours - Two lecture and two lab hours per week.

Prerequisite: None

FS 123 ADVANCED FIREFIGHTING OPERATIONS

Students will learn proper use of self-contained breathing apparatus, correct ventilation procedures, detection of hidden fires while conducting overhaul operations, use of installed sprinkler systems, learn basic emergency care for the first responder, and determination of fire cause and origin.

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

GEO 215 INTRO TO ENVIRONMENTAL GEOLOGY T

This is an introductory course in the study of the interactions between human activities and geologic processes. An overview of modern geologic concepts is followed by an in-depth examination of natural hazards, natural resources, waste management, environmental restoration and land-use planning. This course provides instruction in the environment and scientific thinking that is useful to all students. It can also serve as a prerequisite for a proposed course in environmental investigation.

Credit: 4 hours - Three lectures and two lab hours per week.

Prerequisites: 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

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

HIT 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

**HIT 101 INTRODUCTION TO HEALTH INFORMATION
TECHNOLOGY**

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

HIT 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 Health Information Technology-HIT 101 and acceptance into HIT Program.

HIT 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, included in this lab is experience with numbering systems, patients indexes, filing systems, records retention, and storage and retrieval. Computer experience will be utilized as a teaching method.

Credit: 1 hour - Two lab hours per week.

Prerequisite: Introduction to Health Information Technology-HIT 101 in conjunction with Health Records Systems-HIT 102.

HIT 104 ADVANCED MEDICAL TERMINOLOGY

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Medical Terminology-HIT 100.

HIT 105 MEDICAL TRANSCRIPTION

This course involves transcribing operative notes, history and physicals, consultations, radiology and pathology reports, and discharge summaries by use of transcription unit and a microcomputer. The development of English skills and the decision-making process in the medical setting is also stressed.

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

Prerequisite: Beginning Keyboarding/Typewriting-IMS 121.

Corequisites: Office Information Processing I-IMS 227 and Medical Terminology-HIT 100.

HIT 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

HIT 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

HIT 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

HIT 110 ADVANCED MEDICAL TRANSCRIPTION

A continuation of Medical Transcription in which students again transcribe various medical reports and correspondence with use of a transcription unit and microcomputer. A simulated medical office setting is applied and proofreading/editing skills are strongly stressed.

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

Prerequisite: Medical Transcription-HIT 105

HIT 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's Approval.

HIT 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.

HIT 201 HEALTH DATA AND STATISTICS

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Health Records Systems-HIT 102

HIT 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.

Credit: 2 hours - Ten clinical hours per week.

Prerequisite: Health Records Systems-HIT 102

HIT 203 MANAGEMENT IN HEALTH CARE

Study of management principles as applied to the medical record department, including 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-HIT 102

HIT 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-HIT 102

HIT 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-HIT 102

HIT 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-HIT 102

HIT 212 UR/QA RISK MANAGEMENT

Study of quality assurance systems, including 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-HIT 102

HIT 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-HIT 102

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

HZM 111 HAZARDOUS MATERIALS AWARENESS

This course will cover detecting the presence of hazardous materials, surveying incidents, collecting of information, and implementing the planned response. Proper identification of labeling, storage, handling, transportation, and disposal are also presented.

Credit: 1 hour - One lecture hour per week

Prerequisite: None

HZM 211 HAZARDOUS WASTE SITE ASSESSMENT

This course will offer students an introduction to the investigation of potentially hazardous sites. A hazardous waste site assessment course will provide a study of the techniques used to investigate potentially hazardous properties. The course will use the basic concepts of chemistry, biology and geology to examine the results of human interactions with the environment. The course will also prepare students for positions in the growing field of environmental consulting. Students will gain an understanding of the scientific basis for environmental investigation techniques and will be prepared to work on environmental sites as an environmental technician. The lecture and laboratory developed for this course is based on environmental industry standards.

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

Prerequisite: Environmental Geology-GEO 215 or Geology-GEO 213, Introduction to Biology-BIO 111, and Inorganic Chemistry-CHE 114. In addition, Organic Chemistry-CHE 211 is recommended.

IMS 110 ADMINISTRATIVE OFFICE SUPPORT PROCEDURES

This custom-designed short course will cover the following topics: letters, memos, newsletters, composition, formatting, proofreading, telephone etiquette, time management, and office tips.

Credit: 1 hour - One lecture hour 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 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: 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. Minimum 5 minute 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: Beginning Keyboarding/Typewriting-IMS 121 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 2-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

Prerequisite: None

IMS 128 MACHINE TRANSCRIPTION I

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: Office Information Processing I-IMS 227

IMS 129 MACHINE TRANSCRIPTION II

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's 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's 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's 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's 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's approval

IMS 222 GRAPHICS

Using the computer to assist in designing various graphic tools such as pie, line, 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 is also placed 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 placed on increased speed. 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 ADMINISTRATIVE PROCEDURES

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. Machine transcription of correspondence/legal documents is also a major part of this course with the use of the microcomputer.

Credit: 4 hours - Three lecture and two lab 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 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 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
- LIT 219 CONTEMPORARY MULTICULTURAL LITERATURE T**
 Contemporary Multicultural Literature will examine current American literature as it reflects the experience and construction of ethnic, racial, and gender identity. The elements of fiction, poetry, and drama will be covered.
 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 - Two lecture and two lab hours per week.

Prerequisite: None

MAT 042 INTRODUCTION TO GEOMETRY

Fundamental concepts of geometry for students who lack credit of one year of high school geometry or who need a review of the subject matter. Similar to a one-year course in high school geometry. Deduction and inductive reasoning and direct and indirect proofs are an integral part of this course as well as concepts of undefined terms, axioms, and theorems. Other topics include triangles, congruence, similarity, lines, angles, circles, parallelism, perpendicularity, polygons, and construction techniques.

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 T

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 - Four lecture hours per week.

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: Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent.

MAT 112 MATH FOR ELEMENTARY TEACHERS II T

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Math for Elementary Teachers-MAT 111 with a grade of "C" or better.

MAT 114 INTERMEDIATE ALGEBRA

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 - Three lecture and two lab 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, and 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. Including coordinate geometry, limits, continuity, derivatives (including trigonometric functions) and applications, and 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; vectors; 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, and an introduction to linear programming.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: College Algebra-MAT 116 with a grade of "C" or better.

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 programs. The topics covered include fractions, mixed numbers, decimals, percents, metrics measurements, and ratios and proportions. Approximately a third of this course will be 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 ELEMENTARY STATISTICS T

This is a course in introductory statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions, correlation, regression, Chi-square, analysis of variance, and population sampling methods. A two hour computer laboratory will include the use of scientific calculators and provide practical experience in solving statistical problems.

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

Prerequisite: Intermediate Algebra-MAT 114.

MAT 211 ANALYTIC GEOMETRY & CALCULUS II T

Analytic geometry extended, transcendental functions, techniques of integration, indeterminate forms and improper integrals, numerical approximation techniques, infinite series, conics, polar coordinates, introduction to partial derivatives and multiple integration.

Credit: 5 hours - Five lecture hours per week.

Prerequisite: Analytic Geometry and Calculus I-MAT 117

MAT 212 ANALYTIC GEOMETRY & CALCULUS III T

Parametric equations, vector functions, multiple integrals, partial differentiation, 3-space, vector calculus, curvilinear motion, 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 to differential equations, methods include separation of variables, homogenous, exact, linear, applications, undetermined coefficients, variation of parameters, power series solutions, and LaPlace transforms.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Analytic Geometry and Calculus II-MAT 211

MAT 215 CALCULUS FOR BUSINESS/SOCIAL SCIENCE T

This course includes the application of basic concepts of calculus. It includes sets, functions (linear, exponential, and logarithmic), applications of functions and graphs, limits, differentiation (derivatives and application of differentiation), definite and indefinite integrals, fundamental theorem of calculus, applications of integration, and selected topics from analytic geometry.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: College Algebra-MAT 116 ("C" or better) or High School Calculus with consent of instructor.

MLT 120 INTRODUCTION TO CLINICAL LABORATORY

Acquaints the student with the profession of medical laboratory technology. Includes an overview of the major disciplines in laboratory medicine, basic laboratory mathematics, collection and handling of specimens, handling and care of laboratory equipment, preparation of solutions and media, methods of sterilization, and the basic elements of quality control. The student is introduced to the disciplines of hematology, immunohematology, clinical chemistry, urinalysis and microbiology.

Credit: 3 hours - Three hours lecture per week.

Prerequisite: Admission to MLT Program.

MLT 121 SEROLOGY

An introduction to immunology with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigen and antibody reactions, and the serological procedures most widely performed in the clinical laboratory are the major topics for discussion.

Credit: 3 hours - Three hours lecture per week.

Prerequisite: Introduction to Clinical Laboratory-MLT 120

MLT 122 CLINICAL MICROSCOPY

A study of the theory and microscopic examination of urine and other body fluids (i.e. synovial fluid, thoracentesis fluid, semen and gastric fluid).

Credit: 3 hours - Three hours lecture per week.

Prerequisite: Introduction to Clinical Laboratory-MLT 120

MLT 223 IMMUNOHEMATOLOGY

A study of the blood groups of man and their significance in blood-banking and transfusion services. Included are the inheritance and properties of blood group antigens and their corresponding antibodies, methods of detection and identification, hemolytic disease processes and the collection and processing of blood and blood components to ensure safe transfusion. Blood group immunology, record keeping, and quality control are stressed.

Credit: 4 hours - Four hours lecture per week.

Prerequisite: Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 224 HEMATOLOGY

An introduction to the study of clinical hematology. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of hematological disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders and other diseases affecting the hematopoietic system is stressed. The collection, handling and processing of samples are covered in detail.

Credit: 4 hours - Four hours lecture per week.

Prerequisite: Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 225 CLINICAL CHEMISTRY

A study of the diagnostic chemistry tests in the average clinical laboratory. Includes normal physiology, principles of the reactions and interpretation of test results. Includes basic instrumentation, laboratory mathematics, and quality control.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 226 APPLIED CLINICAL MICROBIOLOGY

A study of the normal and pathogenic microflora of man with emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the preparation of media, selection and inoculation of media for initial isolation, descriptive cellular and colonial morphology, stains and staining reactions, drug susceptibility testing, and procedures used for species identification. Emphasis is on host-parasite relationships, medical bacteriology, virology, parasitology and mycobacteriology.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 227 COAGULATION

A study of hemostasis with an in-depth study of coagulation factors and platelets. The laboratory tests include diagnosis and treatment of bleeding and coagulation also monitoring of anti-coagulant therapy.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 251 CLINICAL ROTATION I

Supervised clinical experience. Students rotate in hematology/coagulation and immunohematology during first 6 1/2 weeks of semester.

Credit: 3 hours - Fifteen lab hours per week

Prerequisite: Immunohematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 252 MLT CLINICAL ROTATION II

Supervised clinical experience. Students rotate in clinical chemistry/clinical microbiology/serology during last 6 1/2 weeks of semester.

Credit: 3 hours - Fifteen lab hours per week.

Prerequisite: Clinical Rotation I-MLT 251, Clinical Chemistry-MLT 225, and Applied Clinical Microbiology-MLT 226

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.

A - Flute	K - Percussion
B - Oboe	L - Piano
C - Clarinet	M - Violin
D - Bassoon	N - Viola
E - Saxophone	O - Violincello
F - Trumpet	P - Bass Violin
G - French Horn	Q - Guitar
H - Trombone	R - Bass Guitar
I - Baritone/Euphonium	S - Voice
J - Tuba	T - Conducting/Directing

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 T
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, immunities, and principles and practices of infection control.
Credit: 3 hours - Three lecture hours per week
Prerequisite: None

NUR 214 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, and an 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 or Registered 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 or Registered 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 or Registered Nurse

OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY

Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Admission to the OTA program

OTA 110 CLINICAL OBSERVATION I

Clinical Observation I experience provides the student introductory contact with persons of differing age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice: 1) critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and 2) therapeutic communication techniques.

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

Prerequisite: Admission to the OTA program

OTA 111 CLINICAL OBSERVATION II

Level I fieldwork experience provides the student contact with patients/residents of different ages and disabilities. Students will be placed in an approved agency and continue practice of observation and communication techniques under supervision. They will begin the process of developing potential treatment plans and procedures, adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention will be explored.

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

Prerequisite: Occupational Therapy Theory I-OTA 210, Activities of Daily Living-OTA 112, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 112 ACTIVITIES OF DAILY LIVING

Basic self-care skills of feeding, hygiene and dressing. Independent living skills of communication, home management, architectural barrier modification and community resources are stressed. Adaptation to equipment and assertive devices are necessary to perform ADL tasks are reviewed.

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

Prerequisite: Introduction to Occupational Therapy-OTA 100, Clinical Observation I-OTA 110, and Occupational Therapeutic Media-OTA 120

OTA 120 OCCUPATIONAL THERAPEUTIC MEDIA

Theory and practice of selected creative manual arts, including acquisition of basic skills, concepts of activity analysis, instruction of individuals and groups, problem solving, therapeutic application and laboratory and equipment maintenance.

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

Prerequisite: Admission to the OTA program

OTA 121 OCCUPATIONAL THERAPY GROUP PROCESS

Exploration of the use of groups in all diagnostic categories of occupational therapy treatment. Occupational therapy models of practice are emphasized. Group leadership, group facilitation and activity selection skills will be developed.

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

Prerequisite: Occupational Therapy Theory II-OTA 211, Psychosocial Therapy and Practice-OTA 200, Occupational Therapy in Pediatrics-OTA 204, and Clinical Observation II-OTA 111

OTA 200 PSYCHOSOCIAL THERAPY AND PRACTICE

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavior disorders and developmental disabilities. Group leadership, development of communication, observation skills and use of self as a therapeutic modality are emphasized.

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

Prerequisite: Occupational Therapy Theory I-OTA 210, Activities of Daily Living-OTA 112, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 202 OCCUPATIONAL THERAPY IN PHYSICAL DISABILITIES

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of preventing, reducing or alleviating aspects of disease of illness which impede activities and self-care performance.

Credit: 4 hours - Three lecture and three lab hours per week.

Prerequisite: Introduction to Occupational Therapy-OTA 100, Occupational Therapeutic Media-OTA 120, and Clinical Observation I-OTA 110

OTA 204 OCCUPATIONAL THERAPY IN PEDIATRICS

Focus of the course is on outlining occupational therapy intervention of childhood developmental functional difficulty. Principles and theories of human growth and development will be reviewed.

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

Prerequisite: Occupational Therapy Theory I-OTA 210, Activities of Daily Living-OTA 112, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 210 OCCUPATIONAL THERAPY THEORY I

Introduction to the fundamental concepts of joint and muscle movement. Methods of data collection and adaptation of therapeutic activities and exercises will be emphasized. Explores theories of remediation in movement difficulties.

Credit: 4 hours - Three lecture and three lab hours per week.

Prerequisite: Introduction to Occupational Therapy-OTA 100, Occupational Therapeutic Media-OTA 120, Clinical Observation I-OTA 110, and Introduction to Human Anatomy-BIO 210

OTA 211 OCCUPATIONAL THERAPY THEORY II

Provides a basic knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles and techniques across all ages and conditions.

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

Prerequisite: Occupational Therapy Theory I-OTA 210, Activities of Daily Living-OTA 112, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 215 FIELDWORK EXPERIENCE I

Development of professional skills through supervised application of treatment principles. Students to spend 40 hours a week for six weeks in an approved psychosocial facility making the transition from "student to clinician".

Credit: 3 hours - Fifteen lab hours per week.

Prerequisite: Successful completion of all academic coursework.

OTA 216 FIELDWORK EXPERIENCE II

Development of professional clinical skills through supervised application of treatment principles. Students to spend 40 hours a week for six weeks in an approved psychosocial facility making the transition from "student to clinician".

Credit: 3 hours - Fifteen lab hours per week.

Prerequisite: Fieldwork Experience I-OTA 215

OTA 250 OCCUPATIONAL THERAPY ADMINISTRATION

Introduction to basic management knowledge and skills essential to occupational therapy practice. Topics included are planning, marketing, supervision, communications, quality assurance, supervision issues and techniques departmental operations, standard setting, developing a resume, practice job interviewing and certification examination review.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Occupational Therapy Theory II-OTA 211, Psychosocial Therapy and Practice-OTA 200, Occupational Therapy in Pediatrics-OTA 204, and Clinical Observation II-OTA 111

- 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 190 INTRODUCTION TO COACHING T**
 A comprehensive introduction to the art and science of coaching. The course is designed to promote a positive coaching philosophy; and the principles of coaching as digested from the fields of sport psychology, sport pedagogy, sport physiology, and sport management.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite: None
- PE 210 PHYSICAL EDUCATION/BASKETBALL**
 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 PHYSICAL EDUCATION/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 including 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, or 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 116 INTRODUCTORY PHYSICS I T

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

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

PHY 117 INTRODUCTORY PHYSICS II T

This is an introductory level course emphasizing two main areas of study. One area is electricity and magnetism which will include electric and magnetic field, direct current and alternating currents and interrelationships. The second area is electromagnetic waves, light, optics, wave theory, sound, and modern physics.

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

Prerequisite: Introductory Physics I-PHY 116, Trigonometry-MAT 118

PHY 120 CONCEPTUAL PHYSICS T

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 214 DYNAMICS T

A study of dynamics of rigid bodies and systems of discrete particles, including linear and rotational motions. This course is a sequence of PHY 219 - Statics, and is intended for engineering majors.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Statics-PHY 219

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, Introductory Physics I-PHY 116 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 and Analytic Geometry and Calculus II-MAT 211

PHY 218 THERMODYNAMICS T

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: University Physics-PHY 216 and Inorganic Chemistry-CHE 114

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: Introductory Physics I-PHY116 or University Physics-PHY 216 and Analytic Geometry and Calculus I-MAT 117

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 of the human. Age groupings 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 120 BASIC NURSE ASSISTANT

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

Credit: 6 hours - Ten lecture and six lab hours per week for eight weeks.

Prerequisite: Admission to the Nurse Assistant Program

PN 121 FUNDAMENTALS OF NURSING

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Admission to the Practical Nursing Program

PN 125 INTRODUCTION TO MENTAL HEALTH

Learning to cope with personal fears and anxieties and the development of self-understanding is of utmost importance to the practical nursing student. This course is also designed to create within the practical nursing student an awareness of those mental health resources that are available to assist in meeting the physical and mental health needs of the individual. It also emphasizes the importance of communications and interpersonal relationships between the practical nursing student and the patient and the ability to identify the major classifications of mental illness. Practice and theory are given in the clinical area and includes the opportunity for observation of the professional team, patient centered approach and the community approach.

Credit: 1 hour — One lecture hour per week.

Prerequisite: Admission to the Practical Nursing Program

PN 126 INTRODUCTION TO PHARMACOLOGY

This 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 hour — One lecture and two lab hours per week.

Prerequisite: Admission to the Practical Nursing Program

PN 128 NURSING PROCEDURES

A continuation of Fundamentals of Nursing-PN 121. This course is to familiarize the student with procedures and skills concurrent with the principles underlying present theory and clinical experience to include the adult patient.

Credit: 2 hours - Four lab hours per week.

Prerequisite: Admission to the Practical Nursing Program.

PN 129 MEDICAL-SURGICAL NURSING - I

This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function and the more commonly used diagnostic aids will be included in the course.

Credit: 3 hours - Three lecture hours per week.

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

PN 131 NURSING CARE OF THE MOTHER AND NEWBORN

This course is designed to develop within the practical nursing student an appreciation of the meaning of good prenatal and postnatal care and an understanding of the total birth process; to develop skills in caring for the mother and the newborn and to learn to recognize deviations from the normal in each. The student will learn the health needs of each and will participate in the teaching of these concepts. This will be accomplished through classroom instruction and clinical experience in the maternity division.

Credit: 2 hours - Two lecture hours per week.

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

PN 132 NURSING CARE OF THE CHILD

This course is designed to help the student develop a basic understanding of the normal growth and development of the child, and how illness may interfere with the normal development. This understanding will be helpful in evaluation of the physical, intellectual, emotional and social behavior of the child. The student learns to care for the sick child using safety precautions, meaningful observations, and suitable nursing techniques. This experience will be accomplished through classroom instruction and clinical experience in the pediatric division and through the observation 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 course is designed to develop a clear understanding of the limitations of the practical nurse and to develop a clear and basic knowledge of the safety measures involved in preparation and administration of medicines, the contraindications, sources, usual dosages and usual methods of administration. It also emphasizes the importance of medications, their actions and an ability to observe and report these reactions intelligently.

Credit: 2 hours - Two lecture hours per week.

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

PN 137 MEDICAL-SURGICAL NURSING II

This course is designed to present the basic concepts for maintaining adequate overall personal and community health, Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function and the more commonly used diagnostic aids will be included in the defense mechanisms function and the more commonly used diagnostic aids will be included in the course.

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 - Three lecture and two lab hours per week.

Prerequisite: Certified Nurse Assistant

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: Admission to the Practical Nursing Program.

PSY 211 INTRODUCTION TO PSYCHOLOGY T

An introduction to the study of human behavior, with emphasis on basic psychological principles and concepts. Topics covered include historical background, learning, motivation, intelligence, abnormal behavior, personality, nervous system, and memory.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

PSY 213 EDUCATION OF EXCEPTIONAL CHILDREN T

An introductory survey of the special education needs of children. This course includes historical and philosophical overview; categories, characteristics, and methods of teaching exceptional children (preschool, mentally retarded, gifted, sensory impaired, emotionally disabled, socially deviant, physically handicapped, and/or culturally disadvantaged); and guided observation.

Credit: 3 hours - Three lecture hours per week

Prerequisite: None

PSY 218 HUMAN GROWTH AND DEVELOPMENT T

A systematic study of behavior from conception through adolescence is conducted with emphasis on physical, social, emotional, and intellectual growth and development. Attention is directed to both normal and abnormal development in each of the above areas. Research methods and cross-cultural comparisons are considered as they relate to the development process.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

PSY 219 ABNORMAL PSYCHOLOGY T

An examination is made of the development of both adaptive and maladaptive behavior patterns. Primary emphasis is devoted to the classification, symptoms, etiology, and treatment of maladaptive behavior.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

PSY 224 PRACTICAL PSYCHOLOGY

This course focuses upon the application of psychological principles to a variety of situations. Topics covered include interpersonal relations, job satisfaction and morale, job resumes, communication, stress and conflict management, individual and group behavior, types of motivation, organizational protocol, professional ethics, sensitivity to gender, racial, and age issues, and change management.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

REP 120 REAL ESTATE REFRESHER

Real estate salesman and broker refresher course.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

REP 121 INTRODUCTION TO REAL ESTATE SALES

This course is designed to introduce the student to such real estate fundamentals as: ownership, principles and concepts of property ownership, various types of real estate opportunities, real estate marketing, financing, leasing, taxation, appraisal, development, insurance and state licensing. This course would be appropriate for persons seeking to prepare for the Illinois License Examination for real estate salesperson.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

REP 122 INTERMEDIATE REAL ESTATE PRACTICES

This course is designed to cover the real estate functions of securing and servicing listings, qualifying buyers and sellers, multiple listing services, showing property, advertising, and real estate sales techniques. Additional topics covered will include information on financing, mortgages, deeds, foreclosure, insurances of mortgages and principles of property value for mortgage credit. Topics in real property insurance such as risk, nature and function of insurance, types of insurance, bonding the broker, etc., will also be covered.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Introduction to Real Estate Sales-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: 1 hours - One 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: 1 hours - One 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: 2 hour - Two lecture hour per week.

Prerequisite: None

REP 227 ILLINOIS IV REAL ESTATE APPRAISAL METHODS

This course is designed to satisfy the requirements of IL IV for individuals seeking state certification or licensure as a Certified General Appraiser. This course will cover basic evaluation procedures for appraising non-residential properties. Topics covered will be basic statistic, site evaluation, cost approval, sales comparison, income approach, and appraisal reports.

Credit: 2 hours - Two lecture hours per week

Prerequisite: None

REP 228 ILLINOIS V PRINCIPLES OF CAPITALIZATION

This course is designed to satisfy the requirements of IL V for individuals seeking state certification or licensure as a Certified General Appraiser. This course will cover overall rate development, gross income estimates, vacancy, and collection loss, operating expense estimates, direct capitalization, six functions of \$1, reserves for replacement, lease analysis, cash flow estimates, and debt coverage ratio.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

REP 229 ILLINOIS VI REAL ESTATE APPRAISAL APPLICATIONS

This course is designed to provide participants with an understanding of the mathematical procedures used to analyze data to derive sound value estimates for income-producing properties. It will focus on the skills needed to solve appraisal problems, the ability to assess the significance of the data available to apply procedures to derive necessary information from the data and to interpret and test the reasonableness of mathematical conclusions.

Credit: 2 hours - Two lecture hours 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. Topics covered include 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 040 BASIC SKILLS IN SOCIAL SCIENCE

This course presents an overview of anthropological, psychological, sociological, and historical materials. This course is designed for the student with a limited social science background (i.e., students who do not have the established minimums of high school social science courses) and recommended for those students who score below 38 on the ASSET Reading and below 38 on the ASSET Writing exams. Basic concepts and terminology in the field of social science will be covered. This course would be appropriate for students with a limited social science background who need a college science course to satisfy the requirements in their field of study. (Content of this course is high school level).

Credit: 3 hours - Three lecture hours 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 215 DEATH & DYING IN AMERICAN SOCIETY T

This course is designed to help bring the student to a better understanding of current death and dying practices, beliefs, behaviors and rituals related to ideology within modern American society. The course will include a historical review, medical perspectives, and study of alternative life choices. Particular attention shall be paid to the concept of Hospice and it's practices.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

SOC 218 AMERICAN CULTURAL DIVERSITY T

This course is designed to cover basic principles and concepts of race and ethnic relations in the United States. Topics covered include a study of minorities, their culture and social structure. The outcomes of prejudice and discrimination will be explored as well as the concept as to what is an "American".

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

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 118 INTERPERSONAL COMMUNICATION FROM A LISTENER'S VIEWPOINT T

"Interpersonal Communication from a Listener's Viewpoint" places emphasis on listening in interpersonal relationships and presentations including lectures and all types of speeches. Different levels of listening, deterrents to effective listening, and methods to become a better listener in various contexts will be emphasized.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

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 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 studied, 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: ECC 125-Language Arts for the Young Child, ECC 126-Art/Music Activities, and ECC 127-Science/Math Activities - Concurrent enrollment to TEA 126.

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, includes instruction in 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, concentrating on metallic arc welding, vertical and overhead, lap, and fillet welds.

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

Prerequisite: Arc Welding I-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 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: Instructor Approval.

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: Instructor Approval.

WEL 160 INTRODUCTION TO WELDING

Instruction is given in all position welds using arc and gas welding, cutting processes, equipment and 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-WEL 127 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

**WWT 120 INTRODUCTION TO WATER/WASTEWATER
TECHNOLOGY**

A course introducing the fundamental principles of hygienic sewage disposal and water source development. The course emphasizes the scientific rationale for the development and application of standards protecting public health and the environment.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

WWT 121 BASIC WASTEWATER TREATMENT

A course of study in the chemical, physical, and biological aspects of waste-water designed to familiarize students with 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, dealing with the physical, chemical, and biological aspects of wastewater effluents. Emphasis in this course will be placed on operational principles and maintenance of wastewater treatment facilities.

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

Prerequisite: Basic Wastewater Treatment-WWT 121 or permission of instructor.

WWT 124 ADVANCED WATER TREATMENT

A continuation of Basic Wastewater Treatment-WWT 122, emphasizing 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, receivables, current and contingent liabilities, corporate accounting, accounting for bonds, fund accounting, statement preparation, continued financial accounting theory and practice.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Accounting-ACC 211

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

AGR 121 INTRODUCTION TO SMALL ENGINE MECHANICS

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

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

Prerequisite: None

AGR 125 ADVANCED SMALL ENGINE MECHANICS

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

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

Prerequisite: Introduction to Small 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

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

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 patternmaking, cutting, fitting, etching, frosting, painting, silk-screening, chipping, glazing, and polishing.

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

Prerequisite: None

ART 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

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

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

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's approval

DIS 128 DIESEL ENGINE OPERATION AND SERVICE

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

Credit: 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

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 in the economy.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ELT 126 TELEVISION SERVICING

This course is a study of the basic principles of black and white and color television systems. 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 operations.

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 budgeting, 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 lecture hour with three lab hours per week. 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: None

GEN 161 GERONTOLOGY I

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

GEN 162 GERONTOLOGY II

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: 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 History of Illinois-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 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 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

ISO 160 ORIENTATION TO ISO-9000

An orientation course in the ISO 9000 quality system standard. Topics include developing plans, the registration process, audits, and new developments.

Credit: 1/2 hour - 1/2 lecture hour per week.

Prerequisite: None

ISO 161 IMPLEMENTING ISO-9000

A course to train ISO 9000 internal auditors. The course will address quality standards, accreditation, audits, typical problems, and case studies.

Credit: 2 1/2 hours - Two and 1/2 lecture hours per week.

Prerequisite: None

ISO 162 INTERNAL AUDITOR TRAINING

A course in how to implement ISO 9000 targeted to management, quality engineers and internal auditors.

Credit: 2 hours - Two lecture hours 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

HOM 160 HOME MAINTENANCE

This course is designed to acquaint the student with the fundamentals 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

PE 115 **PHYSICAL EDUCATION/BADMINTON/DECK TENNIS**
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 hours - 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 **PHYSICAL EDUCATION/FOOTBALL-FLAG/TOUCH T**
A basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of flag and touch football.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

PE 214 **PHYSICAL EDUCATION/BOWLING T**
A basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of bowling.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

PE 215 **ADVANCED BOWLING T**
A basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of bowling. Students enrolled in this course will be expected to execute basic fundamentals and techniques.

Credit: 1 hour - Two lab hours per week.

Prerequisite: Physical Education/Bowling-PE 214

PHI 216 **LOGIC T**
The purpose of the course is to give students a general knowledge of the fundamental laws of correct deductive and inductive reasoning. Emphasis will be placed on practical exercise and the detection of formal and informal fallacies.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

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.

SPC 116 READERS THEATER I T

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

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

Prerequisite: None

SPC 117 READERS THEATER II T

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

Credit: 1 hour - Two lab hour per week.

Prerequisite: Readers Theater I-SPC 116

SPC 211 GROUP DISCUSSION T

A study of principles, methods, and types of discussion and their application in the solving of modern day problems.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Speech-SPC 111 or consent of instructor.

SPC 212 ARGUMENTATION AND DEBATE T

The principles of argument analysis, evidence reasoning, fallacies, briefing, and delivery are studied and applied in debating experiences.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Speech -SPC 111 or consent of instructor.

SPC 213 FUNDAMENTALS OF THEATER T

Attention in this course is given to the various aspects of play production with opportunity to gain experience in one or more of the theatrical arts.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Creative Drama-SPC 113 or consent of instructor.

SPC 216 READERS THEATER III

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

Credit: 1 hour - Two lab hours per week.

Prerequisite: Readers Theater II-SPC 117

SPC 217 READERS THEATER IV

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

Credit: 1 hour - Two lab hours per week.

Prerequisite: Readers Theater III-SPC 216

SPC 219 INTRODUCTION TO FILM ART

Includes historical development and trends; aesthetic importance; social impact; technical aspects; production methods; and screening, discussion, and critical evaluation of selected films.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

SQC 161 QUALITY CONTROL

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

SQC 162 QUALITY CONTROL II

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: Quality Control I-SQC 161

SQC 163 QUALITY CONTROL III

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

Credit: 1 hour - One lecture hour per week.

Prerequisite: Quality Control II-SQC 162

SQC 164 NONDESTRUCTIVE TESTING

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

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

SQC 165 PROPERTIES OF MATERIALS

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

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

Prerequisite: None

SQC 166 PLASTICS TECHNOLOGY

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

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

Prerequisite: None

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

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

***PROFESSIONAL
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INDEX

INDEX

- Accreditation, 12
- Administration, 5-6
- Admissions, 20-24
 - Escrow Admission, 21-22
 - Escrow Honors Program Admission, 22-23
 - Early Admission, 23
 - Transfer Student Admission, 23
 - Guideline for Accepting Transfer Credit, 23-24
 - Community Education Admission, 24
- Affirmative Action, 11
- Allied Health Programs of Study, 86-88
 - Practical Nursing, 86
 - Associate Degree Nursing, 87
 - Medical Office Assistant, 88
 - Medical Transcription, 88
- Alumni Association (SCC), 13
- Board of Trustees, 5
- Business, Occupational, and Technical Programs of Study, 90-108
 - Agriculture Sciences, 91
 - Automotive, 91-92
 - Building and Institutional Maintenance, 93
 - Clerk Typist, 93
 - Computer Systems, 94-95
 - Conservation Law Enforcement Technology, 95
 - Cosmetology, 96
 - Early Childhood Care, 97
 - Electronics, 98
 - Executive Secretary/Administrative Assistant, 99
 - Food Service, 100
 - Hotel/Motel Management, 101
 - Information Processing, 101-102
 - Law Enforcement, 103
 - Legal Administrative Assistant, 104
 - Medical Secretary, 105
 - Mid-Management, 106
 - Social and Human Support Services, 107
 - Teacher Aide, 107
 - Combination Welding, 108
 - Wildlife Technology, 108
- Calendar, 7-8
- Catalog Requirements-Student Responsibility, 29

- College Campus, 13-14
 - Learning Resource Center (LRC), 13-14
 - Extension Centers, 14
 - Day Care, 14
 - Bookstore, 14
- Cooperative Programs of Study, 116-125
 - Construction Management Technology, 116
 - Dental Hygiene, 116
 - Dental Technology, 117
 - Mortuary Science and Funeral Services, 117
 - Physical Therapy Assistant, 118
 - Radiological Technology, 119
 - Respiratory Therapy, 120
 - Dental Assisting, 121
 - Medical Records Technology, 122
 - Surgical Technology, 122
 - Medical Laboratory Technology, 123
 - Occupational Therapy Assistant, 124
 - Law Enforcement/Correctional Officer Training, 124-125
 - Machine Tool Technology, 125
 - Computer Aided Drafting, 125
- Counseling, 49
 - Educational Counseling, 49
 - Faculty Advisement, 49
 - Personal Counseling, 49
 - Change of Curriculum, 49
- Course Descriptions, 132-221
- Courses Offered On-Demand, 224-236
- Credit by Examination, 60-61
 - Advanced Placement, 60
 - Tech Prep, 60
 - Illinois Department of Public Health
 - Basic Nurse Assistant Proficiency Examination, 60
 - General Education Development (GED), 60-61
- Cultural Diversity, 11
- Economic Development, 15-16
 - Small Business Development Center (SBDC), 15
 - Job Training Partnership Program (JTPA), 15
 - Dislocated Workers Center, 15-16
- Educational Guarantees, 61-62
 - Transfer, 61
 - Occupational 61-62
- Educational Internships/Externships, 51

- Entrance Examinations, 24-28
 - American College Test (ACT), 24
 - English and Math Assessment, 25
 - Eligibility for Admission into Selected College Programs, 25
 - Vocational Programs, 26
 - Nurse Assistant Program, 26
 - Practical Nursing, 26-27
 - Associate Degree Nursing, 28
- Federal Direct Student Loans, 40-41
- Financial Aid Grievance Procedure, 47-48
- Financial Assistance, 33-36
 - Academic Year, 35-36
 - Appeal of Financial Aid Decisions, 36
- Foundation (SCC), 12-13
- Foundation Scholarships (SCC), 39-40
- General Studies Program, 81
 - Associate of General Studies Degree, 81
- Grading, 54-59
 - Incompletes, 55
 - Audit Policy, 55
 - Independent Study, 55
 - Repeated Courses, 56
 - Withdrawal, 56
 - Attendance, 56-57
 - Grade Reports - Official Transcripts, 57
 - Student Records, 57-58
 - Graduation, 58
 - Academic Honors (President's List/Dean's List), 58
 - Academic Warning, 59
 - Class Schedules, 59
 - Student Conduct, 59
- Grants and Scholarships, 36-39
 - Federal Pell Grants, 36
 - Illinois Student Assistance Commission Grants (ISAC), 37
 - Federal Supplemental Educational Opportunity Grants, (FSEOG), 37-38
 - Scholarships, 38-39
- History, 11-12
- Instructional Programs General Information, 61
- Less Than One Year Certificates of Completion, 110-113
 - Certified Nurse Assistant, 110
 - Certified Professional Secretary, 110
 - Dietary Manager, 111
 - Deckhand Training, 111
 - Phlebotomy, 112
 - Shipyard Welding, 112
 - Truck Driving, 113
 - Refrigeration and Heating, 113

- Occupational Programs, 84
- Other Financial Aid Programs, 41
- Philosophy and Mission, 9-10
- Placement Center, 50-51
- Professional Staff, 238-242
- Programs/Courses on Demand, 128-129
 - Diesel Technology, 128
 - Horticulture Technician, 128
 - Water/Wastewater Technology, 128
 - Single Course Certificates, 129
- Semester Plan, 12
- Special Programs and Community Services, 16-20
 - Academic Enhancement Program (AEP), 16
 - Adult Secondary Education, 17
 - General Education Development (GED), 17
 - Adult Basic Education (ABE), 17
 - Regional Literacy Initiative, 17
 - Tutorial Program, 17-18
 - Telecourses, 18
 - Telecommunications-Based Instructional Delivery, 18
 - Distance Learning Network (SCC), 19
 - Southern Illinois Telecommunication Network (SITN), 19
 - Community Education, 19
 - Learning Assistance Center, 19
 - Transfer Center, 20
- Special Population Program, 49-50
- Standards of Satisfactory Academic Progress for Financial Aid Recipients, 42-47
 - Grade Requirements, 42-43
 - Time Requirements, 43-46
 - Monitoring Procedures, 46-47
 - Appeals, 47
- Student Organizations and Activities, 51-54
 - Student Senate, 51-52
 - Clubs and Organizations, 52-53
 - Student Publications, 53
 - Forensics, 53
 - Scholastic Bowl, 53
 - Intercollegiate and Intramural Athletics, 53-54
- Transfer of Credits to Four-Year Institutions, 59

Transfer Programs of Study, 64-81

Associate of Arts or Associate of Science Degree, 64-67

Associate of Arts Degree, 65, 68-75

Art, 68

Criminal Justice, 68

Economics, 69

Elementary Education, 69

English, 70

Foreign Language, 70

History, 71

Music, 71

Philosophy, 72

Political Science, 72

Psychology, 73

Secondary Education, 73

Social Work, 74

Sociology, 74

Speech, 75

Associate of Science Degree, 66-67, 76-80

Agricultural Science, 76

Biology, 76

Business, 77

Chemistry, 77

Computer Science/Math Functional, 78

Engineering, 78

Mathematics, 79

Physics, 79

Pre-Professional, 80

Tuition and Fees, 29-33

Graduation Fee, 30

Laboratory Fees, 30

Student Service Fee, 30

Transcript Fee, 30

Deferment Policy, 30-31

Refund Policy, 31-33

Tuition Waivers, 33

Veterans Programs, 41

Work-Study Programs, 40

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