



Proudly Serving Our
Community For Thirty Years

College Catalog
1999-2001

**SHAWNEE COMMUNITY COLLEGE
1999-2001 CATALOG**

Volume XXI

**Shawnee Community College
8364 Shawnee College Road
Ullin, Illinois 62992**

(618) 634-2242

(618) 634-9411 (plus extension number)

(618) 634-9028 (fax)

(800) 481-2242

<http://www.shawnee.cc.il.us> (home page URL)

Accredited by:

**North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504**

CONTENTS

Board of Trustees	5
Administration	5-6
Calendar	7-9
Philosophy and Mission	10-11
Affirmative Action	11
Cultural Diversity	12
History	12-13
Semester Plan	13
Shawnee Community College Foundation	13
Shawnee Community College Alumni Association	13-14
College Campus	14-15
Office of Economic, Small Business, and Workforce Development	15-16
Special Programs and Community Services	16-20
Admissions	20-25
Entrance Examinations	25-29
Registration	29-30
Residency	30
Classification - Course Load	30
Catalog Requirements-Student Responsibility	31
Tuition and Fees	31-35
Financial Assistance	35-37
Grants and Scholarships	37-39
SCC Foundation Scholarships	40

Work-Study Programs	41
Private Alternative Loans	41
Veterans Programs	41
Other Financial Aid Programs	41
Standards of Satisfactory Academic Progress for Financial Aid Recipients	42-46
Financial Aid Grievance Procedure	46-47
Counseling	47
Special Populations Program	47-48
Placement Center	48
Educational Internships/Externships	49
Student Organizations and Activities	49-51
Grading	52-57
Transfer of Credits to Four-Year Institutions	57
Credit by Examination	57-58
Instructional Programs -- General Information	58-59
Educational Guarantees	59
Transfer Programs of Study	60-65
Associate of Arts or Associate of Science Degree	61
Transfer Degrees	62
Associate of Engineering Science	63
Associate of Fine Arts	64-65
Illinois Articulation Initiative	66
General Studies Program/Associate in General Studies Degree	67
Occupational Programs of Study	68-69

Associate of Applied Science and Certificates	69
Associate of Applied Science Degrees and Related Certificate Programs	69
Allied Health Programs of Study	70-74
Business, Occupational and Technical Programs of Study	75-103
Less-Than-One-Year Certificates of Completion	104-107
Cooperative Programs of Study	108-115
Programs/Courses on Demand	116-118
Vocational Skills Courses	119-121
Course Descriptions	122-224
Courses on Demand	225-240
Professional Staff	241-247
Index	

BOARD OF TRUSTEES

Steve Heisner, Chairman	Pulaski County
Maxine Russell, Vice Chairman	Massac County
Dr. Manul Goins, Secretary	Johnson County
Bill Whitnel, Asst. Secretary	Massac County
Dr. Richard Trampe	Massac County
Don Patton	Alexander County
Wesley Wright	Union County

ADMINISTRATION

Dr. Terry G. Ludwig
President

Dr. Larry Choate
Vice President of Instructional Services

James Dumas
Vice President of Student and Administrative Services

Ann Acton
Director of Student Resources

Sue Barfield
Director of Metro Center

Treina Basham
Director of Management Information System

Tim Bellamey
Associate Vice President of Adult and Continuing Education
Cairo Extension Centers

Dedria Blakely
Director of Admissions and Advisement

Jean Ellen Boyd
Associate Vice President of Occupational Education

Don Denny
Director of Small Business Development Center/Economic Development

Mike Fitzgerald
Director of Anna & Johnson County Extension Centers/Foundation

George Floyd
Director of AEP/Executive Assistant to President

Dr. Jeannine Hayduk
Director of Nursing

Tom Riechman
Director of Public Relations

Betty Ryan
Business Manager

Morton Wright
Associate Vice President of Learning Resources

CALENDAR

SUMMER SESSION 1999

Registration Begins.....	April 12, 1999
Faculty In-Service.....	June 3
Instruction Begins.....	June 7
Registration Closes/Last Day to Add Classes.....	June 14
Mid-Semester.....	July 1
*Last Day to Drop Without Academic Penalty.....	July 8
Final Exams.....	July 29/30
End of Semester.....	July 30

FALL SEMESTER 1999

Registration Begins.....	April 12, 1999
Faculty In-Service.....	August 16
Instruction Begins.....	August 18
Registration Closes/Last Day to Add Full-Term Classes.....	August 25
Holiday.....	September 6
Late Start Instruction Begins.....	September 20
SCC Day (no classes).....	October 7
Regional Educators' Institute (no classes).....	October 8
Holiday.....	October 11
Mid-Semester.....	October 18
*Last Day to Drop Without Academic Penalty.....	October 25
Registration Begins for Spring Semester 2000.....	November 8
Holiday.....	November 11
Holiday.....	November 24/25/26
Final Exams.....	December 14/15/16/17
End of Semester.....	December 17

SPRING SEMESTER 2000

Registration Begins.....	November 8, 1999
Faculty In-Service.....	January 13, 2000
Holiday.....	January 17
Instruction Begins.....	January 18
Registration Closes/Last Day to Add Full-Term Classes.....	January 25
Holiday.....	February 11
Late Start Instruction Begins.....	February 14
Spring Break.....	March 13-17
Mid-Semester.....	March 21
*Last Day to Drop Without Academic Penalty.....	March 28
Holiday.....	April 21
Final Exams.....	May 15/16/17/18
Commencement.....	May 19

SUMMER SESSION 2000

Registration Begins	April 10, 2000
Faculty In-Service	June 6
Instruction Begins	June 8
Registration Closes/Last Day to Add Classes	June 15
Holiday.....	July 4
Mid-Semester	July 7
*Last Day to Drop Without Academic Penalty	July 14
Final Exams	August 3/4
End of Semester	August 4

FALL SEMESTER 2000

Registration Begins	April 10, 2000
Faculty In-Service	August 17
Instruction Begins	August 21
Registration Closes/Last Day to Add Full-Term Classes	August 28
Holiday.....	September 4
Late Start Instruction Begins.....	September 18
SCC Day (no classes).....	October 5
Regional Educators' Institute (no classes)	October 6
Holiday.....	October 9
Mid-Semester	October 19
*Last Day to Drop Without Academic Penalty	October 26
Registration Begins for Spring Semester 2001	November 6
Holiday.....	November 10
Holiday.....	November 22/23/24
Final Exams	December 14/15/18/19
End of Semester	December 19

SPRING SEMESTER 2001

Registration Begins	November 6, 2000
Faculty In-Service	January 11, 2001
Holiday.....	January 15
Instruction Begins	January 16
Registration Closes/Last Day to Add Full-Term Classes	January 23
Holiday.....	February 12
Late Start Instruction Begins.....	February 13
SPRING BREAK.....	March 12-16
Mid-Semester	March 22
*Last Day to Drop Without Academic Penalty	March 27
Holiday.....	April 13
Final Exams	May 11/14/15/16
End of Semester	May 18
Commencement	May 18

SUMMER SESSION 2001

Registration Begins	April 9, 2001
Faculty In-Service.....	June 7
Instruction Begins	June 11
Registration Closes/Last Day to Add Classes	June 18
Holiday	July 4
Mid-Semester.....	July 9
*Last Day to Drop Without Academic Penalty.....	July 16
Final Exams	August 2/3
End of Semester	August 3

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, color, sex, age, national origin or disability. The college's Title IX and Section 504 coordinator is James Dumas, Vice President 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. During his tenure, the college expanded extension centers and experienced a large growth in the number of students who attended SCC.

In August of 1996, Dr. Terry G. Ludwig was selected as the fourth president of Shawnee Community College. Dr. Ludwig brings with him extensive community college work experience through his employment at various colleges throughout the state of Illinois. Dr. Ludwig shares a common goal with SCC

employees, and that is to make Shawnee Community College the best it can be for the citizens of the district.

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 once...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. SCC'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 along with the Cairo Computer 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 infants, toddlers, pre-school, and after school children between the ages of six weeks and 12 years. 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 for the optional developmental needs of the child by providing a safe nurturing environment while promoting physical, social, emotional, creative, and cognitive development. The center also provides three balanced meals daily.

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 7:00 p.m., Monday through Thursday.

OFFICE OF ECONOMIC, SMALL BUSINESS, AND WORKFORCE DEVELOPMENT

Shawnee Community College is a vital member of a five-county economic development partnership. Assistance with economic development issues and concerns, site identification, workforce availability, demographics and proposal development is available. The Office of Economic Development successfully compiled the proposal which secured the Super-Maximum Security Prison at Tamms (Alexander County) and is also a partner in the U.S. Army Corps of Engineers Olmsted Locks and Dam Project.

The Small Business Development Center offers a full range of services at no cost to potential business owners and to existing business and industry in the area. Its mission is to assist small business owners and managers to gain awareness and access to the public and private management and technical resources they need to survive, expand and prosper, through referrals and direct delivery of services. Through education, counseling and referrals, the SBDC shall assist small businesses to function more effectively, increase the chances of new venture success and thereby enhance profitability, increase employment and contribute to the vitality of southernmost Illinois.

Services Include:

- One-on-one counseling for small business owners and managers
- Small Business Workshops and Seminars
- Information/Assistance on developing a business plan or marketing plan
- Information/Assistance on obtaining federal, state and local business loans
- Assistance with government procurement opportunities

The Center for Workforce Development is dedicated to providing quality, cost-effective professional development programs which meet the specific needs of business/industry and individuals within the college district.

Services Include:

- Customized training programs
- Professional development seminars and workshops
- Identification of available training grant funds
- Facilitation of community/business/education partnerships
- Needs assessment services

A variety of professional development courses, workshops and seminars are scheduled throughout the academic year. The Center also provides customized contract training on demand at business sites or on the main campus and extension centers. The Center will assist any company in defining its training needs and in developing training programs which address specific company concerns. Professional development courses and seminars are facilitated by experienced trainers and consultants who understand the need for practical workforce applications.

Note: For individual course descriptions, please refer to pages 177-184 located in the course description section. These courses are identified with an IND prefix.

SPECIAL PROGRAMS AND COMMUNITY SERVICES

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 can cover training and related costs for eligible persons. Interested persons may contact the nearest Shawnee Development Council Office or any JTPA staff member at SCC.

Dislocated Workers Center

The goal of the Shawnee Development Council 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, 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. Interested persons may contact the nearest Shawnee Development Council Office or any JTPA staff member at SCC.

Academic Enhancement Program (Student Support Services)

The Academic Enhancement Program (AEP), is a Student Support Services Program funded through the US Department of Education. Any Shawnee Community College student who meets one or more of the following eligibility criteria is eligible to participate:

First Generation - Neither parent graduated from a four-year college or University.

Low Income - Taxable income does not exceed level established by the federal government.

Disabled - Learning or physical disabilities.

The AEP is designed to help eligible Shawnee Community College students maintain an acceptable grade point average to continue in college, graduate, and transfer to a four-year college or university. Services available to students include the following:

1. Academic Advisement
2. Career and Four-Year College Advisement
3. Tutorial Assistance
4. Transfer Assistance
5. Cultural Exposure
6. Guidance and Mentors
7. Personal Skills Enhancement

General Educational Development (GED)

GED classes are offered at the college and in communities throughout the district for adults who have not earned a high school diploma. Instruction in English, mathematics, social studies, science, and Illinois and U.S. constitutions is provided to assist students in acquiring the knowledge and skills necessary to pass the GED examination for a high school equivalency certificate. Tuition and fees for these classes are waived and books are provided.

Adult Basic Education

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

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

Adult Secondary Education

Alternative High School

Classes are offered 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. Students must have a referral from a district high school.

After School and Summer School Programs

Classes are offered to students who are still enrolled in high school but who have failed classes and are at risk of dropping out of school or not graduating on time. Classes are offered at the main campus and college extension centers. Courses are offered at the main campus only during summer semester. Students must have been referred by their high school principal or guidance counselor.

Regional Literacy Initiative

The Regional Literacy Initiative provides tutors for adults desiring to improve their reading skills. Volunteers are recruited and trained to tutor low-level elders enrolled in the program. Tutor training and tutoring is conducted throughout the district on a regular basis. Services are provided free of charge to district residents.

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 available at the Anna Center, Cairo Center, Metro Center and the Johnson County Extension Center. Tutoring is available in several forms:

- Individual (appointment required)
- 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 Tutorial Lab, Room J2050. Hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Internet Classes and Telecourses

SCC now offers courses via the Internet. Students may access these courses from anywhere in the world. Access to a computer and the world-wide web is required. Courses are available in various disciplines.

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.

Shawnee Community College Distance Learning Network

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

The Learning Skills Center at Shawnee Community College is available to both students and faculty as a supplement to the classroom learning experience. The Center has 22 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 Skills 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.

These services include:

- career awareness
- assistance with career or college major selection
- 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
- other student support programs

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

ADMISSIONS

Shawnee Community College maintains an open-door policy for all potential students who have obtained a high school diploma or GED certificate. If space is limited in programs, preference will be given to students who reside in district #531.

General Admission Requirements

Students may be admitted by fulfilling the following:

1. High School diploma or GED certificate
2. Completing the ASSET/COMPASS test to determine proper course placement.

Admission for Baccalaureate - Oriented Curricula - (Associate in Arts and Associate in Science Degrees)

Public Act 86-0954 requires all community colleges providing baccalaureate-oriented degree programs to establish and have in effect minimum entrance requirements comparable to those of state universities.

Shawnee Community College requires that a student's high school transcript must have the following units if he/she is to be admitted to the Associate of Arts or Associate of Science programs.

<u>High School Subjects</u>	<u>Years of Work</u>	<u>Explanation</u>
English	4	Written and oral communication, 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, art or vocational education

Effective Fall, 1993, students entering Shawnee Community College in a baccalaureate-oriented program will be admitted in one of two categories: full admission and provisional admission.

Full Admission

Students who have earned a high school diploma or GED and who meet the minimum high school pattern requirements listed above, and who score above the minimum levels on the ASSET/COMPASS to show proficiency in Math, English and Reading.

Students who have earned a high school diploma or GED and have taken the ACT exam and received a 21 or better composite score.

Students who have been enrolled in a college or university previously and have earned at least 26 hours of college credit.

Provisional Admission

Students who do not meet the minimum high school subject requirements and did not score at the minimum levels on the ASSET/COMPASS test.

Students who do not submit a high school transcript which can be evaluated to determine the status of the students high school pattern requirements.

Students who have transferred from another college or university with fewer than twenty-six (26) semester hours of credit have not met the standards of full admission.

Home-Schooled Admission

Students pursuing high school level curriculum through home-schooling are eligible to enroll based on similar requirements as students enrolled in district high schools. We encourage home-schooled students to contact the Admissions/Records office for specific enrollment information and instructions.

International Student Admission

Shawnee Community College is authorized to admit a limited number of non-immigrant alien students with the following guidelines:

1. Have completed the equivalent of a high school (secondary) education which normally means the completion of 12 years of schooling and the applicant is at least 18 years of age.
2. Have a mastery of the English language - score of 520 or better on the TOEFL test.
3. Apply for admission to SCC.
4. Provide official transcripts covering all school work (high school and college) complete with English translations.
5. Provide an affidavit of support stipulating that adequate finances are available for their study in the United States.
6. Live within district # 531.
7. Conduct an interview with the Director of Admissions and Advisement.

Since no scholarships are available for International Students, it is crucial that students from outside the United States be able to cover their expenses while in this country.

International students are admitted based on available space in the selected programs of study.

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/COMPASS examination with the required score to enter ENG 111, MAT 116, 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 his/her high school.

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.

Honors Escrow 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 requirement for a student to be at least 16 years old may be waived if circumstances warrant and the student gets approval from both the high school and community college president.
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 Admissions and Advisement.

Early Admission

Shawnee Community College may admit students below sixteen years of age with prior joint approval of the president 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.

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. Students must provide an OFFICIAL transcript, sent directly from the former institution to SCC.

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 Associate Vice President of Adult and Continuing 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 Advisement 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 or writing sample are required to enroll in college preparatory instruction.

Placement Testing

The ASSET/COMPASS will be used as the official placement test for the institution and as the second chance test for all students entering degree or certificate programs with the exception of Practical Nursing. All students requesting and taking a retest must do so before the first class session. The retest should be requested through the Office of Admissions and Advisement or through the appropriate extension center director. Students will be allowed to retest only once.

Students who fail to test out of developmental classes on the second change may opt out of those classes only with approval of the instructor and the Vice-President of Instructional Services.

Admission to Selected College Programs

All candidates for admission to the college are accepted for enrollment as stipulated in the College's 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 the applicant meeting the established admission criteria.

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
5. Medical Laboratory Technician
6. Occupational Therapy Assistant
7. Surgical Technology

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 test scoring at a 9th grade reading level or above.
3. Must submit to a non-fingerprint background check by the 10th day of class.

Practical Nursing

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

- A. Must meet two of the following three criteria:
 1. An overall high school grade point average of "C" or better or a score of 225 or better on the G.E.D;
 2. Evidence that the student has completed at the College, or an equivalent institution, English 111, Biology 111, Biology 210, and Math 122, with grades in each course of "C" or better.
 3. Minimum scores of 38 on the reading, mathematics, and writing components of the ASSET test.
- B. Students who meet the criteria for admission and supply all application materials required will be accepted on a first-come, first-served basis.
- C. Must submit a completed Shawnee Community College physical form which demonstrates physical capabilities to perform all clinical work expected of a student practical nurse. (The physical form is not required until definite acceptance into the program. The physical form will be provided with the admission letter.)
- D. Submit a completed Practical Nursing admission application.

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 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.
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.

Medical Laboratory Technology

Persons seeking admission to the Medical Laboratory Technology program are required to:

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).
2. Submit a completed MLT application form and any official college transcripts to the college by March 1st.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Meet all admission policies and complete all required admission forms of the college.

Occupational Therapy Assistant

Persons seeking admission to the Occupational Therapy Assistant program are required to:

1. Meet all admission policies and complete all required admission forms of the college.
2. Be a graduate of an approved high school or demonstrate equivalent competency (GED examination).
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed OTA application form and any official college transcripts to the college by March 1st.

Surgical Technology

Persons seeking admission to the Surgical Technology Program are required to:

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).
2. Meet all admission policies and complete all required admission forms of the college.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed Surgical Technology application form to the college.

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. 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. 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.

CLASSIFICATION - COURSE LOAD

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

A full-time student is one who carries 12 or more credit hours during the fall and spring semesters or six or more credit hours during the summer semester. A part-time student is one who carries less than 12 credit hours in a given semester.

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

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

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

CATALOG REQUIREMENTS - STUDENT RESPONSIBILITY

Each student is responsible for knowing and meeting graduation requirements stated in the catalog current at the time of his or her initial enrollment as a freshman. Transfer students must complete degree requirements in effect in the catalog at the time of their initial enrollment at Shawnee Community College. Re-admitted students are required to meet degree requirements of the catalog in effect at the time of their initial enrollment unless they have interrupted their enrollment for at least one calendar year. In this event, the catalog in effect at the time of re-admission is used to determine degree requirements.

The catalog is the only official statement of requirements for each degree. Students are solely responsible for meeting these requirements.

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

TUITION AND FEES

Shawnee Community College is a public institution supported by both district and state tax funds. Because of this, resident students enrolled at the College can further their education without incurring large financial obligations. Courses will be available to all residents of District 531 at a tuition rate of \$36.75 per credit hour. (Tuition and fees indicated in this catalog are subject to change without prior notice by the Board of Trustees.) College policy prohibits the enrollment of students having outstanding debts to the college.

Other student fees are:

Graduation Fee	\$30.00
Laboratory Fee	Varies
Student Service Fee	\$ 1.25 per semester hour
Transcript Fee	\$ 2.00
Telecourse Fee	\$20.00
Independent Study Fee	\$37.00 per semester hour

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 from the faculty advisor or the Admissions Office.

Laboratory Fees

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

Southern Illinois Collegiate Common Market Allied Health Program Fees for Fall 1999

Health Information Technology Program

Course	Charge
Intro to Health Information - Campus Insurance Charge +	\$20
Health Records Systems	\$20
Health Records Systems Lab	\$20
Fundamentals of Medical Science	\$20
Health Data and Statistics	\$20
Clinical Practicum I	\$20
Management in Health Care	\$20
Coding	\$20
Clinical Application of Health Data	\$20
Medico Legal Aspects	\$20
UR/QA/Risk Management	\$20
Clinical Practicum II	\$20
Health Information in Non-Traditional Setting	\$20
Total Charges - Campus Insurance Charge +	\$260

Medical Laboratory Technology Program

Course	Charge
Intro to Clinical Lab - Campus Insurance Charge +	\$100
Serology	\$100
Clinical Microscopy	\$100
Immunoematology	\$100
Clinical Rotation I	\$100
Hematology	\$100
Applied Clinical Microbiology	\$100
Clinical Rotation II	\$100
Coagulation	\$100
Clinical Chemistry	\$100
Total Charges - Campus Insurance Charge +	\$1,000

Occupational Therapy Assistant Program

Course	Charge
Intro to Occupational Therapy - Campus Insurance Charge +	\$100
Occupational Therapeutic Media	\$100
Activities of Daily Living	\$100
Occupational Therapy Group Process	\$100
Psychosocial Therapy and Practice	\$100
OT in Physical Disabilities	\$100
OT Theory I	\$100
Fieldwork Experience I	\$100
OT Administration	\$100
OT in Pediatrics	\$100
OT Theory II	\$100
Fieldwork Experience II	\$100
Clinical Observation	\$100
Clinical Observation II	\$100
Total Charges - Campus Insurance Charge +	\$1,400

Surgical Technology Program

Course	Charge
Surgical Procedures I	\$20
Introduction to Surgical Technology	\$20
Principles and Practices of Surgical Technology	\$20
Clinical Rotation in Surgical Technology I	\$20
Pharmacology for Health Professions	\$20
Surgical Procedures II	\$20
Clinical Rotation in Surgical Technology II	\$20
Total Charges - Campus Insurance Charge +	\$140

Payment

Payment may be made in person at the Bursar's office in the Building H Administration or mailed to Shawnee Community College, Bursar's Office, 8364 Shawnee College Road, Ullin, IL 62992. Checks or money orders should be made payable to Shawnee Community College and include the student's social security number or SCC ID# on the check. Visa, Discover and Mastercard payments are accepted at the Bursar's Office.

If a student stops attending a class without officially withdrawing, the student is responsible for paying all tuition and fees for the course.

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 student's account, must be refunded in the following order of priority:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Other Title IV programs
4. Other federal, state, private or institutional sources
5. 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, waivers, 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. Possess a high school diploma recognized by the state of residence of the student 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 will not be counted for federal financial aid purposes. However, the ISAC grant programs may allow funding for these courses.

4. Complete and mail the Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA. 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. 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 44-48.
7. Document financial need status for the individual financial aid programs through a valid Student Aid Report (SAR) or federal Institutional Student Information Report (ISIR) and through information presented on the Shawnee Community College Financial Aid Application.
8. Provide any documentation requested by the Financial Aid Services Office, including federal 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 educational 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.

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 may 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 ends the academic year, but is not considered as equal to the fall or spring semester defining the academic year.

Each semester (fall, spring and summer) 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. Pell payments may also be made for the summer semester if the student has an award amount remaining.

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 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 SCC 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 Student Aid Report (SAR) or Institutional Student Information Report (ISIR), the Financial Aid Services Office can determine the amount of the award, and the need for any additional information.

Illinois Student Assistance Commission (ISAC) Grants

Monetary Award Program (MAP) - Provides gift money for payment toward tuition and mandatory student fees to eligible students who are and have been Illinois residents for a year prior to the start of the academic year. Students must identify an Illinois college, and indicate Illinois residence on the federal student financial aid application in order to also apply for the state grant.

Illinois Incentive for Access (IIA) Grant - Freshmen students who qualify as Illinois residents and who have an Estimated Family Contribution (EFC) of 00000 are eligible for a one-time \$500 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 a minimum of one year in the program are eligible to receive 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 or 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.

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 have on file 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, as determined by the college.

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.

VICE PRESIDENT'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, or 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, volleyball, and cheerleading), Scholastic Bowl, Art, Music, Journalism, and the Ambassador Program.

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 as an escrow scholar 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

With the proceeds of the SCC Foundation Endowment, in FY97 the Foundation began awarding both general and dedicated scholarships. Initial scholarships available are listed below. Specific information on the scholarships and the application procedures is available from the SCC Foundation Director at (618) 833-3399.

Anna Kiwanis Scholarship
Laborers International Scholarship
John and Mary Schnaare Scholarship
Andy Helman Memorial Scholarship
Darrell Ferguson Scholarship
Dumas Family Scholarship
Cairo Jaycees Scholarship
Coad Chevrolet-Geo Scholarship
Dr. Jack Hill Presidential Scholarship
SCC Foundation Scholarships

Through the Shawnee Community College Foundation, other private scholarship funds are received and awarded. Among the scholarships currently 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 an entering freshman student from the SCC District 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.

ALLIED-SIGNAL NURSING SCHOLARSHIPS - Awarded to two Massac County nursing students, one from the LPN program and one from the ADN program.

ELECTRIC ENERGY INCORPORATED SCHOLARSHIP - Awarded to a district resident enrolled in a technically-oriented transfer or vocational program.

AWARD OF EXCELLENCE AND VICE PRESIDENT'S SCHOLARSHIPS are also sponsored by the SCC Foundation. See guidelines for these scholarships on page 41.

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, the Learning Skills Center, the Learning Resource Center and on the Internet. Students are encouraged to contact organizations and parents' employers directly for information on scholarship opportunities.

WORK-STUDY PROGRAMS

Part-time student employment for six to twenty hours per week is available through 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 and the Free Application for Federal Student Aid (FAFSA). 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 available through the Federal Work-Study program, based upon annual funding levels.

PRIVATE ALTERNATIVE LOANS

Student loan programs provide long-term educational loans to eligible students and/or their parents. Shawnee Community College refers students to a number of lenders of Private Alternative Loans, who will determine a student's eligibility to borrow. Credit checks and/or co-signers are required.

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, 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 (SCC) 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 student financial aid are meeting these standards. This policy will be amended whenever applicable federal or state law or regulations are changed. Other amendments to the policies will be considered through normal SCC policy revision procedures.

Each student who receives federal and/or state student 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's Monetary Award Program, Illinois Incentive for Access grants, 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). The summer semester is considered to be part of the preceding academic year. In order to assure that a student is satisfactorily progressing toward a certificate or 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 will be assessed annually after the spring semester to determine the progress made for the last academic year of attendance. Grade and time requirements are in effect for all attempted credit hours, whether the student received financial aid or not. Student progress will be measured in the most recent curriculum formally declared. Transfer students will be assessed for satisfactory academic progress based solely upon hours and grades earned at Shawnee Community College.

Grade Requirements

Each financial aid recipient must be enrolled in an eligible certificate or degree program, and maintain at least a 2.00 cumulative grade point average (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative grade

point average is 2.00, 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 2.00 the student will be placed on financial aid probation for the following semester. The student may continue to receive grant or gift financial aid while on probation, but will not be eligible to receive an initial student work assignment. During the probationary semester, the student must attain a 2.00 current grade point average, or raise his or her cumulative grade point average to 2.00 to retain financial aid eligibility. If the student does not attain a 2.00 current or cumulative grade point average during the probationary semester, the student will no longer be eligible, and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

If a student has attained a 2.00 current grade point average while on probation, but the cumulative grade point average is still under 2.00, the student will be allowed to continue on probation for an additional semester. Following the semester in which the cumulative grade point average reaches 2.00, the student will be taken off of probation.

Students must have a 2.00 cumulative grade point average after completing their second academic year to be eligible for further Title IV financial aid. Two academic years are defined as four fall and/or spring semesters of attendance. If the student does not have a cumulative 2.00 grade point average after two academic years of attendance, the student will be placed on financial aid suspension. If the student subsequently does attain a cumulative grade point average of 2.00 or above, the student regains eligibility for financial aid the following semester.

Maximum Time Frame

A student is expected to complete an Associate Degree after attempting no more than 96 credit hours (150% of 64); to complete a one-year Certificate program after attempting no more than 48 credit hours (150% of 34); and to complete a less-than-one-year Certificate program after attempting no more than 24 credit hours (150% of 16). Exceptions may be made to extend the allowable hours for certificate or degree programs which require more than 34 or 64 hours, respectively, to complete the program.

Due to required prerequisites in the LPN/ADN programs, before a student will be formally accepted into the programs, an LPN student is expected to

complete the Certificate after attempting no more than 77 credit hours (150% of 51) and an ADN student is expected to earn the Associate Degree after attempting no more than 122 credit hours (150% of 81).

Once the allowable level of credit hours attempted has been reached, the student will be placed on financial aid suspension until the appropriate certificate or degree has been completed.

To maintain academic progress over time, a student must, at the end of each academic year following the first full academic year of attendance (one fall and one spring semester) have successfully earned 66% of attempted hours. If 66% of attempted hours have not been successfully completed, the student will be placed on financial aid suspension until the student has earned 66% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day drop date each semester.

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. After having earned 124 or more SCC credit hours, a student will be placed on permanent financial aid termination.

When a student is placed on financial aid probation, suspension, or termination, a notification letter is sent to the student. However, lack of receipt of a notification letter does not nullify the probation, suspension, or termination status.

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 pass/fail courses and remedial courses, will be counted. If a student's grade is changed after a designation of financial aid probation or suspension, it is the student's responsibility to notify the Financial Aid Services Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will have no effect on the student's satisfactory academic progress standing upon re-entering.

Reinstatement

Students on probation for grade requirements retain probationary status as long as their current grade point average is 2.00 or better.

To reinstate probationary financial aid status after having eligibility suspended, 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 (6) semester hours in Title IV eligible classes, and attain a 2.00 current grade point average for all enrolled hours during the semester. Reinstatement without probation will occur when the student's cumulative grade point average is 2.00 or better.

Students who are on suspension because a certificate or degree has not been completed within 150% of the normal credit hours needed will be reinstated after they have processed an approved graduation application for the appropriate certificate or degree, and have been placed on the graduation list.

Students who are on suspension because they have not successfully earned 66% of attempted hours will be reinstated after they have successfully earned 66% of attempted hours.

Students who have been terminated from financial aid after having earned a total of 124 credit hours at Shawnee Community College can not be reinstated.

Monitoring Procedures

Semester hour enrollment is monitored by the Financial Aid Services Office on the identified Pell Status Date 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 the completion of a degree or certificate and the percentage of hours attempted that have been earned is monitored by the Financial Aid Services Office after each spring semester.

Satisfactory attainment of the federal requirement for a 2.00 grade point average after two academic years is monitored by the Financial Aid Services Office after each spring semester.

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. A student may appeal suspension or termination of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress. An appeal letter, along with supporting documentation, should be sent to the Financial Aid Services Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Committee, which serves as the Financial Aid Advisory Committee, at their next regularly scheduled meeting after the appeal is received. The Committee's 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 legibly 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 Vice President of Student and Administrative Services.

2. Within ten working days of receipt of the documents specified in Part 1 above, the Vice President 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.

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.

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 POPULATIONS 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. The center's purpose is not to guarantee employment, but rather to provide a variety of programs and services which will assist the individual in determining and implementing his/her 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
- providing linkage between business and students
- employee recruitment for employment
- reference materials
- career/job fairs
- one-on-one consultation

The Placement Center attempts to keep students, faculty and departments informed about present supply and demand trends.

EDUCATIONAL INTERNSHIPS/EXTERNSHIPS

An educational internship affords the student a unique opportunity and externships 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. However, internships at the college will not be paid with work-study funds.

STUDENT ORGANIZATIONS AND ACTIVITIES

Shawnee Community College considers clubs and other student organizations an important asset to college life and encourages students to participate. 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 seven students elected by campus-wide referendum. Three 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 Vice President 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 Vice President of Student and Administrative Services.
- 3. The Vice President 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:

Car Club
Electronics Club
Math/Science Club
Medical Office Assistant Club
Phi Beta Lambda
Phi Theta Kappa, Academic Honor Society
Social Work Club
Student Senate
Wildlife Technology Club
Music 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.

Student Ambassadors

As part of the Forensics program, a student may become an SCC Student Ambassador. As ambassadors, students represent the college at events throughout the college district. Student Ambassadors enroll in Speech 114, 115, 215 and 216. One hour of credit is awarded for each semester of participation.

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.

The Muse

The Muse, Shawnee Community College's literary magazine, contains student, faculty, and staff poetry, short stories, essays, black and white photography and artwork. Submissions are accepted from all SCC students. The magazine is published once during the academic year under the guidance of college staff who work with the student production staff.

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
P		Passing	0
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", "P" or "U" is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (*)) will not be used in computing GPA. A student's standing in a curriculum is determined by his or her 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 student's GPA or college credit hours.**

Audit Policy

Students must receive approval from the Vice President 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. Regular tuition and fees will be assessed for audited courses. A student may elect to take a course for credit which was previously audited.

Pass/Fail

1. Students wanting to exercise a Pass/Fail option must apply for it at the time of registration for that course and prior to the student's first day of course attendance.
2. The maximum hours of Pass/Fail that can be taken in any one (1) semester is four (4) hours.
3. The total maximum number of Pass/Fail credits that can count toward any degree is 12 semester hours.
4. No general education core curriculum courses can be taken.
5. Courses taken Pass/Fail can only count as elective credit.
6. The designation of Pass/Fail cannot be changed after the beginning of the semester.
7. Pass/Fail courses cannot be changed to a letter grade after the start of the semester. Likewise, a credit course cannot be changed from a letter grade to Pass/Fail after the start of the semester.

Independent Study

With administrative approval, credit may be earned in independent study in any curricular area in which it is available. Contact the counseling department for additional information. Independent Study courses have special fees. An additional \$37 per credit hour is charged for Independent Study courses.

Repeated Courses

A course in which a student enrolls more than once is considered a repeated course. Approval to repeat a course must be given by the Vice President of Student and Administrative Services. Approval will be given under the following conditions:

- a) If the student previously completed the course with less than a grade of C (or equivalent) and the course is necessary to satisfy requirements for a degree or certificate, the student may enroll and be claimed in the course one additional time; or
- b) If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course and be claimed as often as approved by the Illinois Community College Board.

In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade point average. The lower of the two grades will be converted to "R" and not be computed in the grade point average nor will it be applicable to a degree or certificate.

Withdrawal

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

1. Contact a member of the counseling staff to initiate a drop from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the instructor's initials, and deliver this form to the Admissions and Advisement Office in order to be officially withdrawn from a class.
3. 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 Vice President 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 Vice President of Student and Administrative Services.

Grade Reports – Official Transcripts

An official Shawnee Community College transcript is signed and dated by the Registrar. Each student is furnished one official transcript free of charge. A fee of \$2.00 is charged for each transcript requested thereafter or \$3.00 for a faxed copy.

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/Family Education Rights and Privacy Act

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 Vice President of Student and Administrative Services in writing within 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/Vice President's List)

A full-time student whose GPA is 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 Vice President'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. Students planning to transfer to other institutions should consult Shawnee Community College counselors and/or the institutions to which they will transfer.

Effective Summer, 1998, all Illinois schools will implement the Illinois Articulation Initiative, whereby students can transfer freely between institution, and with minimal assistance, be assured that all coursework will transfer and count toward a common core of general education courses that are applicable to baccalaureate degrees.

Students wishing to transfer out of state are strongly encouraged to consult with their intended college or university in order to fulfill the general education for that institution.

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 for selected courses to high school students who are enrolled in information processing, automotive technology, or nursing articulated technical programs. (Contact the counseling department for further information.)

Basic Nurse Assistant Proficiency Examination (Illinois Department of Public Health)

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 Superintendent of the Regional Office of Education.

INSTRUCTIONAL PROGRAMS

GENERAL INFORMATION

Shawnee Community College offers several types of instructional programs designed to meet a 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. SCC'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 Advisement for further information.

TRANSFER PROGRAMS OF STUDY



Transfer Degrees

- ***Associate of Arts***
- ***Associate to Science***

Associate of Engineering Science

Associate of Fine Arts

- ***Music Education***
- ***Music Performance***

and

Associate of General Studies

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.

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.

Transfer Degrees

Associate of Science degree and Associate of Arts degree provide the first two years of general studies for baccalaureate degrees. Students should consult an advisor to tailor the transfer degrees to the desired Bachelor's degree for a specific college/university.

Communications (9 hours minimum) **Must earn at least a C in each course to graduate**

- ___ ENG 111 – English Composition
- ___ ENG 112 – English Composition II
- ___ SPC 111 - Speech

Fine Arts/Humanities (9 hours minimum)

Choose One course:

- ___ ART 114 – Art Appreciation
- ___ ART 117 – Art History Survey I
- ___ ART 118 - Art History Survey II
- ___ MUS 115 – Music Appreciation
- ___ MUS 118 – Survey of Music Lit.

Choose Two courses:

- ___ LIT 211 – Introduction to Poetry
- ___ LIT 212 – Modern Fiction
- ___ LIT 213 – Introduction to Drama
- ___ LIT 216 – American Literature
- ___ LIT 217 – American Literature
- ___ LIT 214 –English Literature
- ___ LIT 215 –English Literature
- ___ LIT 218 – World Literature
- ___ PHI 215 – Philosophy
- ___ PHI 216 – Logic

Social Sciences (9 hours minimum) **Must be taken from at least 2 different disciplines**

- ___ ANT 216 – Anthropology
- ___ ECO 211 – Macro Economics
- ___ ECO 212 – Micro Economics
- ___ GOV 117 – American Government
- ___ PSY 211 – Introduction to Psychology
- ___ SOC 212 – Sociology
- ___ HIS 116 – Western Civilization
- ___ HIS 117 – Western Civilization
- ___ HIS 214 – History of the US
- ___ HIS 215 – History of the US
- ___ HIS 217 – Eastern Civilization

Mathematics:

Associate of Science degrees must include 8 hours

Associate of Arts degrees must include 3 hours

- ___ MAT 110 – General Education Mathematics
- ___ MAT 117 - Analytic Geometry & Calculus
- ___ MAT 112 – Math for Elementary Teachers II (for Elementary Education Majors only)
- ___ MAT 211 – Analytic Geometry & Calculus II
- ___ MAT 119 – Finite Mathematics
- ___ MAT 212 – Analytic Geometry & Calculus III
- ___ MAT 210 – General Elementary Statistics
- ___ MAT 215 – Calculus for Business/Social Science

Science (must include Life Science and Physical Science) (at least one class must contain a lab)

Associate of Science degrees choose 12 hours

Associate of Arts degrees choose 7-8 hours

Life Sciences

- ___ BIO 111 – Introduction to Biology
- ___ BIO 211 - Environmental Biology
- ___ BIO 213 - Botany
- ___ BIO 216 - Survey of Animal Kingdom

Physical Sciences

- ___ AST 111 - Astronomy
- ___ PHS 111 - Physical Science-Chem
- ___ PHS 112 - Physical Science - Physics
- ___ PHY 116 - Introductory Physics
- ___ PHY 216 - University Physics
- ___ CHE 114 - Inorganic Chemistry
- ___ GEO 213 - Geology
- ___ GEO 215 - Intro to Environ. Geology
- ___ GRY 214 - Intro to Phys Geography

- ___ SEM 111 – College Orientation

Electives (Must be chosen from transferable options listed in the Course Descriptions section of this catalog. Total hours for AS/AA must equal at least 64 hours. MAT 116/118 may be necessary for some majors, however will not count as a general education requirement. Please consult an advisor prior to enrolling.)

Acceptable general education courses may increase. Please see advisor for up-to-date list of general education selection.

Associate of Engineering Science

The AES degree is a two-year degree for students transferring to an accredited engineering school in the state of Illinois. This degree is recommended for students pursuing a career in mechanical, civil, mining, electrical, chemical and other related fields of engineering.

Completion of the AES degree does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill the requirements of the AA/AS degree.

Communications (minimum 6 hours)

- ENG 111 – English Composition
- ENG 112 – English Composition II

Humanities/Social Science (minimum 9 hours)

- | | |
|---|---|
| <input type="checkbox"/> ART 114 – Art Appreciation | <input type="checkbox"/> ANT 216– Anthropology |
| <input type="checkbox"/> ART 117 – Art History Survey I | <input type="checkbox"/> ECO 211 – Macro Economics |
| <input type="checkbox"/> ART 118 – Art History Survey II | <input type="checkbox"/> ECO 212 – Micro Economics |
| <input type="checkbox"/> MUS 115 – Music Appreciation | <input type="checkbox"/> GOV 117 – American Gov. |
| <input type="checkbox"/> MUS 118 – Survey of Music Literature | <input type="checkbox"/> PSY 211 – Intro to Psy |
| <input type="checkbox"/> LIT 211 – Introduction to Poetry | <input type="checkbox"/> SOC 212 – Sociology |
| <input type="checkbox"/> LIT 212 – Modern Fiction | <input type="checkbox"/> HIS 116 – West. Civilization |
| <input type="checkbox"/> LIT 213 – Introduction to Drama | <input type="checkbox"/> HIS 117 – West. Civilization |
| <input type="checkbox"/> LIT 214 – English Literature | <input type="checkbox"/> HIS 214 – Hist. of the U. S. |
| <input type="checkbox"/> LIT 215 – English Literature | <input type="checkbox"/> HIS 215 – Hist. of the U. S. |
| <input type="checkbox"/> LIT 216 – American Literature | <input type="checkbox"/> HIS 217 – East. Civilization |
| <input type="checkbox"/> LIT 217 – American Literature | |
| <input type="checkbox"/> LIT 218 – World Literature | |
| <input type="checkbox"/> PHI 215 – Philosophy | |
| <input type="checkbox"/> PHI 216 – Logic | |

Mathematics (minimum 18 hours)

- MAT 117 – Analytic Geometry and Calculus I
- MAT 211 – Analytic Geometry & Calculus II
- MAT 212 – Analytic Geometry & Calculus III
- MAT 213 – Differential Equations

Science/Technology (minimum 8 hours)

- CHE 114 – Inorganic Chemistry
- EGR 117 – Engineering Graphics

Physics/Engineering (minimum 18 hours)

- PHY 216 – University Physics I
- PHY 217 – University Physics II
- EGR 214 – Dynamics
- EGR 215 – Intro to Circuit Analysis
- EGR 218 – Thermodynamics
- EGR 219 – Statics
- EGR 118 – Computer Programming for Science & Engineering- FORTRAN
- EGR 119 – Computer Programming for Science & Engineering – C

- SEM 111 – College Orientation

Associate of Fine Arts Emphasis: Music Education

To transfer as a junior into a baccalaureate program with a major in Music Education, students should select one of the two options described below in consultation with a music department advisor. Completion of the AFA degree does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill the AA/AS degree.

Communications (minimum 9 hours) Must earn at least a C in each course to graduate

- ENG 111 - English Composition
- ENG 112 - English Composition II
- SPC 111 - Speech

Mathematics (minimum 6 hours)

- MAT 110 - General Education Math
- MAT 112 - Math for the Elementary Teacher II

Science (minimum 7/8 hours) One class must include a lab. Choose one life science and one physical science.

Life Sciences:

- BIO 111 - Introduction to Biology
- BIO 211 - Environmental Biology
- BIO 213 - Botany
- BIO 216 - Survey of the Animal Kingdom

Physical Sciences:

- AST 111 - Astronomy
- PHS 111 - Physical Science - Chem
- PHS 112 - Physical Science - Physics
- PHY 116 - Introductory Physics
- PHY 216 - University Physics
- CHE 114 - Inorganic Chemistry
- GEO 213 - Geology
- GEO 215 - Intro to Environ. Geology
- GRY 214 - Intro to Phys Geography

Humanities (minimum 3 hours)

- | | |
|---|---|
| <input type="checkbox"/> LIT 211 - Introduction to Poetry | <input type="checkbox"/> LIT 214 - English Literature |
| <input type="checkbox"/> LIT 212 - Modern Fiction | <input type="checkbox"/> LIT 215 - English Literature |
| <input type="checkbox"/> LIT 213 - Introduction to Drama | <input type="checkbox"/> LIT 218 - World Literature |
| <input type="checkbox"/> LIT 216 - American Literature | <input type="checkbox"/> PHI 215 - Philosophy |
| <input type="checkbox"/> LIT 217 - American Literature | <input type="checkbox"/> PHI 216 - Logic |

Social Sciences (minimum 3 hours) Must complete HIS 214 & GOV 117 for state certification

- | | |
|---|---|
| <input type="checkbox"/> ANT 216 - Anthropology | <input type="checkbox"/> HIS 116 - Western Civilization |
| <input type="checkbox"/> ECO 211 - Macro Economics | <input type="checkbox"/> HIS 117 - Western Civilization |
| <input type="checkbox"/> ECO 212 - Micro Economics | <input type="checkbox"/> HIS 214 - History of the U.S. |
| <input type="checkbox"/> GOV 117 - American Government | <input type="checkbox"/> HIS 215 - History of the U.S. |
| <input type="checkbox"/> PSY 211 - Introduction to Psychology | <input type="checkbox"/> HIS 217 - Eastern Civilization |
| <input type="checkbox"/> SOC 212 - Sociology | |

Other certification requirements: (minimum 3 hours)

- | | |
|---|--|
| <input type="checkbox"/> HLT 111 - Health | <input type="checkbox"/> SEM 111 - College Orientation |
|---|--|

Core Music Courses (minimum 35 hours)

- MUS 111 - College Choir or MUS 210 - College Band
- MUS 113 - Harmony, Ear Trg & Sight Singing I
- MUS 114 - Harmony, Ear Training & Sight Singing II
- MUS 116 - Applied Class
- MUS 117 - (A-T) Private Lessons
- MUS 118 - Survey of Music Literature
- MUS 213 - Harmony, Ear Training & Sight Singing III
- MUS 214 - Harmony, Ear Training & Sight Singing IV

Associate of Fine Arts Emphasis: Music Performance

To transfer as a junior into a baccalaureate program with a major in Music Performance, students should select one of the two options described below in consultation with a music department advisor. Completion of the AFA degree does not fulfill the requirements of the Illinois General Education Core Curriculum, nor does it fulfill the AA/AS degree.

Communications (minimum 9 hours) Must earn at least a C in each course to graduate

- ENG 111 – English Composition
- ENG 112 – English Composition II
- SPC 111 – Speech

Mathematics (minimum 6 hours)

Please refer to math option under the Transfer Degree section.

Science (minimum 7/8 hours) Choose one life science and one physical science. One class must include a lab.

Life Sciences:

- BIO 111 – Introduction to Biology
- BIO 211 – Environmental Biology
- BIO 213 – Botany
- BIO 216 – Survey of the Animal Kingdom

Physical Sciences:

- AST 111 – Astronomy
- PHS 111 – Physical Science – Chem
- PHS 112 – Physical Science - Physics
- PHY 116 – Introductory Physics
- PHY 216 – University Physics
- CHE 114 – Inorganic Chemistry
- GEO 213 – Geology
- GEO 215 – Intro to Environ. Geology
- GRY 214 – Intro to Phys Geography

Humanities (minimum 6 hours)

- LIT 211 – Introduction to Poetry
- LIT 212 – Modern Fiction
- LIT 213 – Introduction to Drama
- LIT 216 – American Literature
- LIT 217 – American Literature

- LIT 214 – English Literature
- LIT 215 – English Literature
- LIT 218 – World Literature
- PHI 215 – Philosophy
- PHI 216 – Logic

Social Sciences (minimum 3 hours)

- ANT 216 – Anthropology
- ECO 211 – Macro Economics
- ECO 212 – Micro Economics
- GOV 117 – American Government
- PSY 211 – Introduction to Psychology
- SOC 212 – Sociology

- HIS 116 – Western Civilization
- HIS 117 – Western Civilization
- HIS 214 – History of the U.S.
- HIS 215 – History of the U.S.
- HIS 217 – Eastern Civilization

Other certification requirements: (minimum 3 hours)

- HLT 111 – Health
- SEM 111 – College Orientation

Core Music Courses (minimum 35 hours)

- MUS 111 - College Choir or MUS 210 - College Band
- MUS 113 - Harmony, Ear Trg & Sight Singing I
- MUS 114 - Harmony, Ear Training & Sight Singing II
- MUS 116 - Applied Class
- MUS 117 - (A-T) Private Lessons
- MUS 118 - Survey of Music Literature
- MUS 213 - Harmony, Ear Training & Sight Singing III
- MUS 214 - Harmony, Ear Training & Sight Singing IV

ILLINOIS ARTICULATION INITIATIVE

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core curriculum between participating institutions. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter).

Any student pursuing a degree in the following Associate of Arts programs or Associate of Science programs are responsible for consulting with an SCC counselor or the appropriate university counselor prior to enrollment to ensure transferability.

Associate of Arts

Art
Criminal Justice
Economics
Elementary Education
English
Foreign Language
History
Music
Philosophy
Political Science
Psychology
Secondary Education
Social Work
Sociology
Speech

Associate of Science

Agriculture Science
Biology
Business
Chemistry
Computer Science/Math
Engineering
Engineering Technology
Mathematics
Physics
Pre-Professional:
Architecture
Dentistry
Law
Medicine
Nursing
Occupational Therapy
Optometry
Pharmacy
Physical Therapy
Podiatry
Theology
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 OF STUDY



Associate of Applied Science

and

One-Year 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:

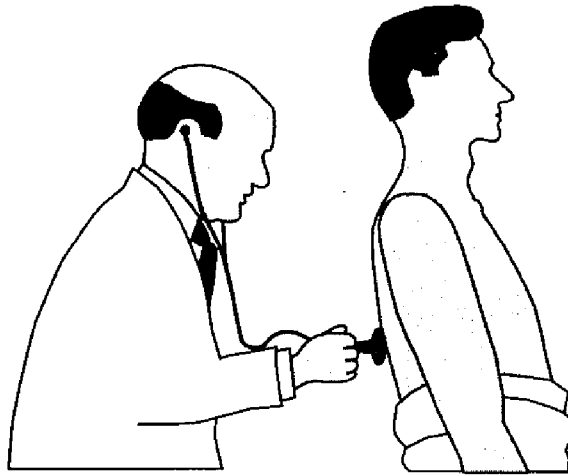
1. Successful completion of the requirements of the curriculum (minimum of 64 hours of credit);
2. Achievement of cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community 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 three (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 three (3) weeks prior to the end of the graduating semester;
6. Payment of all tuition and fees.

ALLIED HEALTH PROGRAMS OF STUDY



Associate Degree Nursing Full-Time

Associate Degree Nursing Part-Time

Practical Nursing Full-Time

Practical Nursing Part-Time

Medical Office Assistant

and

Medical Transcription

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 professional registered nursing as defined in the Illinois Nurse Practice Act and meets the requirements for approved schools in associate degree nursing in Illinois. This program does not maintain an open door policy. 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 the completion of the nursing classes.

This 2+2 program will transfer into the Bachelor of Science Degree in Nursing (BSN) program at SEMO. Interested students should seek advisement.

Full-Time Program

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	<u>3</u>
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 235	Gastrointestinal/Genital Urinary Nursing Interventions	3
ADN 229	Community Health Nursing	<u>2</u>
	TOTAL HOURS	15

SPRING SEMESTER

ADN 234	Pediatric 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	<u>2</u>
	TOTAL HOURS	15

Prerequisite: *BIO 210-Introduction to Anatomy
*PHS 111-Physical Science Chemistry
**BIO 111-Introduction to Biology
***Applicable to Nursing program.

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

ASSOCIATE DEGREE NURSING (AAS Degree)

This 2+2 program will transfer into the Bachelor of Science Degree in Nursing (BSN) program at SEMO. Interested students should seek advisement.

Part-Time Program

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	<u>3</u>
TOTAL HOURS	15

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

FIRST YEAR	Semester Hours	SECOND YEAR	Semester Hours
Fall Semester		Fall Semester	
ADN 239 Intro to Conceptual Framework	3	ADN 235 Gastrointestinal/Genital- Urinary Nursing Interv.	3
ADN 238 Cardiovascular Nursing Interv.	3	ADN 229 Community Health Nursing	2
ADN 233 Maternal-Neonate Nursing Interv.	<u>2</u>	ADN 230 Respiratory Nursing Interv.	<u>2</u>
TOTAL HOURS	8	TOTAL HOURS	7
Spring Semester		Spring Semester	
ADN 236 Orthopedic-Dermatological Nursing Interventions	3	ADN 237 Psychiatric Nursing Interv.	3
ADN 221 Neurological-Sensory Nursing Interventions	2	ADN 231 Metabolic-Endocrine Nursing Interventions	2
ADN 234 Pediatric Nursing Interventions	<u>3</u>	ADN 232 Nursing Today & Tomorrow	<u>2</u>
TOTAL HOURS	8	TOTAL HOURS	7

Prerequisite: *BIO 210-Introduction to Anatomy
 *PHS 111-Physical Science Chemistry
 **BIO 111-Introduction to Biology
 ***Applicable to Nursing program.

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

PRACTICAL NURSING (One-Year Certificate)

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

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

Full-Time Program

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

*General Studies can be taken before entry into the nursing program.

**Prerequisite for PN 121 is BIO 210 and prerequisite for BIO 210 is BIO 111.

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

Part-Time Program

FIRST YEAR		SECOND YEAR			
Fall Semester	Semester Hours	Fall Semester	Semester Hours		
PN 121	Fundamentals of Nursing	2	PN 170	Geriatric Nursing	1
PN 128	Nursing Procedures	2	PN 125	Introduction to Mental Health	1
PN 126	Introduction to Pharmacology	2	PN 114	Growth & Dev. for PNs	2
PN 115	Clinical Nursing I	3	PN 116	Clinical Nursing II	4
	TOTAL HOURS	9		(10 days - complete)	
				TOTAL HOURS	8
Spring Semester		Spring Semester			
PN 131	Nursing Care of Mother and Newborn	2	PN 129	Medical/Surgical Nursing I	3
PN 117	Obstetric Clinical	1	PN 132	Nursing Care of the Child	2
PN 133	Pharmacology	2	PN 116	Clinical Nursing II	*
PN 115	Clinical Nursing I	*		(10 days - complete)	
	(7 days - complete)			TOTAL HOURS	5
	TOTAL HOURS	5	Summer Semester		
Summer Semester		Summer Semester			
General Education Courses		PN 137	Medical/Surgical Nursing II	2	
		PN 119	Clinical Nursing III	3	
			TOTAL HOURS	5	

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			SECOND SEMESTER		
		Semester Hours			Semester Hours
IMS 121	Beginning Keyboarding	3	HIT 106	Principles of Insurance	3
HIT 100	Medical Terminology	3	HIT 107	Medical Office Assistant	3
IMS 227	Office Information Processing	3	*ENG 124 or ENG 111	Tech Comm. I	3
HIT 109	Introduction to Coding	2		or English Composition	
HIT 101	Introduction to Health		HIT 104	Advanced Medical Terminology	3
	Information Technology	3	HIT 105	Medical Transcription	3
SEM 111	College Orientation	<u>1</u>	INT 111	Career Development	<u>1</u>
	TOTAL HOURS	15		TOTAL HOURS	16
SUMMER SEMESTER					
			IMS 125	Business Machines	3
			HIT 192	Medical Office Assistant	
				Internship	<u>2</u>
				TOTAL HOURS	5

* ENG 124 - Technical Communication is recommended for this program.

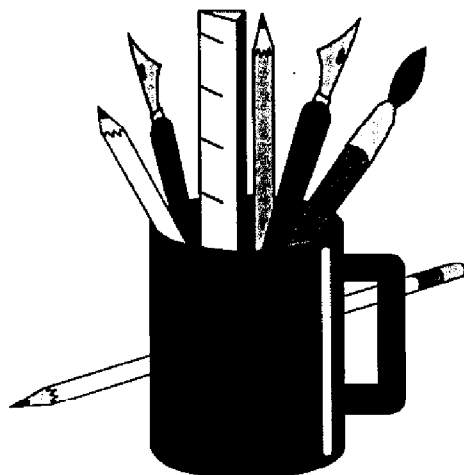
MEDICAL TRANSCRIPTION (One-Year Certificate)

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			SECOND SEMESTER		
		Semester Hours			Semester Hours
HIT 100	Medical Terminology	3	*ENG 124 or ENG 111	Tech Comm. I or	3
IMS 227	Office Information Processing I	3		English Composition	
IMS 121	Beginning Keyboarding	3	HIT 104	Advanced Medical Terminology	3
IMS 115	Proofreading	1	COM 111	Business Computer Systems	4
IMS 127	Voice Dictation	1	HIT 110	Advanced Medical Transcription	3
HIT 105	Medical Transcription	3	IMS 122	Document Formatting	3
SEM 111	College Orientation	1	COM 173	Introduction to Microsoft Access	<u>1</u>
INT 111	Career Development	<u>1</u>		TOTAL HOURS	17
	TOTAL HOURS	16	SUMMER SEMESTER		
			HIT 193	Medical Transcription Internship	<u>2</u>
				TOTAL HOURS	2

* ENG 124 - Technical Communication is recommended for this program.

BUSINESS, OCCUPATIONAL, AND TECHNICAL PROGRAMS OF STUDY



*Accounting * Addictions Counseling *
Administrative Assistant * Agriculture * Automotive *
Combination Welding * Computers * Conservation Law *
Cosmetology * Early Childhood Care * Electronics *
Environmental Resource Management * Food Service *
Information Processing * Law Enforcement * Legal
Administrative Assistant * Medical Administrative Assistant
* Mid-Management * Office Assistant * Power Systems
Technician * Sales * Social and Human Support Services
* Teacher Aide * Webmaster * 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 accounting technician. Upon completion of the program, the student should have a basic knowledge of accounting as it pertains to sales, purchases, payroll, discounts, insurance, depreciation, and inventory.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ACC 111 Financial Accounting	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 121, MAT 110, or MAT 210 Technical Mathematics, General Education Mathematics or Elem. Statistics	3/4
COM 111 Business Computer Systems	4
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	16/17

SECOND SEMESTER

ACC 121 Payroll Accounting	2
ACC 112 Managerial Accounting	4
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
IMS 125 Business Machines	3
COM 166 or COM 171 Intro to Lotus 1-2-3 or Intro to Microsoft Excel	1
BUS 128 or BUS 210 Intro to Management or Principles of Management	3
TOTAL HOURS	16

SECOND YEAR

FIRST SEMESTER	Semester Hours
ACC 213 Cost Accounting	3
BUS 214 Business Law I	3
ECO 211 Economics (Macro)	3
PSY 224 or PSY 211 Practical Psychology or Intro to Psychology	3
ACC 219 Quickbooks	1
ACC 225 Insurance/Risk Management	2
ACC 214 Ethical Issues in Accounting	1
TOTAL HOURS	16

SECOND SEMESTER

ACC 223 Tax Accounting	3
ACC 224 Computerized Accounting Appl.	3
BUS 211 Introduction to Finance	3
BUS 215 Legal & Social Envir. of Bus.	3
ACC 218 Accounting Analysis	1
ACC 199 Accounting Internship	2
TOTAL HOURS	15



ADDICTIONS COUNSELING (Certificate)

Associate Addiction Counselors assist individuals who are addicted to alcohol and drugs. They work under the direct supervision of counselors, social workers or psychologists. Associate Addiction Counselors assess the client's patterns of abuse and try to help the client stop the abusive behavior. They also may assist the client and their families with their social, emotional, and spiritual needs. Other duties may include helping clients develop skills in every day living, communication, and conflict resolution or assisting with group activities.

First Semester

ACP 111	Orientation to Human Services	3
ACP 125	Introduction to Addictions Counseling	4
ACP 127	Clinical Skills for Addictions Counselor	4
ACP 128	Addictions Counseling I	4
ACP 197	Field Study in Human Services	3
INT 111	Career Development	<u>3</u>
	TOTAL HOURS	21

Second Semester

ACP 120	Current Trends in Social Services	3
ACP 126	Pharmacology for Addictions Counselor	4
ACP 129	Addictions Counseling II	4
ACP 217	Group Dynamics and Social Relations	3
ACP 291	Practicum in Human Services	<u>3</u>
	TOTAL HOURS	17

ADDICTIONS COUNSELING (AAS Degree)

Addiction Counselors assist individuals who are addicted to alcohol and drugs. They work under the direct supervision of counselors, social workers or psychologists. Addiction Counselors assess the client's patterns of abuse and try to help the client stop the abusive behavior. They also may assist the client and their families with their social, emotional, and spiritual needs. Other duties may include helping clients develop skills in every day living, communication, and conflict resolution or assisting with group activities.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
BIO 111 Introduction to Biology	3
PSY 211 or PSY 224 Intro to Psychology or Practical Psychology	3
INT 111 Career Development	3
ACP 111 Orientation to Human Services	3
SPC 210 Interpersonal Communication	<u>3</u>
TOTAL HOURS	18

SECOND SEMESTER

ENG 112 or ENG 221 English Composition or Technical Comm. II	3
SOC 212 Sociology	3
MAT 110 General Education Mathematics	4
PSY 219 Abnormal Psychology	3
ACP 125 Intro to Addictions Counseling	4
TOTAL HOURS	17

SECOND YEAR

FIRST SEMESTER	Semester Hours
ACP 126 Pharm. for Addictions Counselor	4
SOC 217 Marriage and Family	3
ACP 197 Field Study in Human Services	3
ACP 128 Addictions Counseling I	4
HLT 111 Health	<u>3</u>
TOTAL HOURS	17

SECOND SEMESTER

ACP 127 Clinical Skills for Addictions Counselor	4
ACP 129 Addictions Counseling II	4
ACP 217 Group Dynamics and Social Relations	3
ACP 120 Current Trends in Social Services	3
ACP 291 Practicum in Human Services	<u>3</u>
TOTAL HOURS	17

ADMINISTRATIVE ASSISTANT (AAS Degree)

This two-year curriculum is designed to prepare the student for employment as an administrative assistant capable of taking dictation, transcribing, keying documents, handling appointments, screening office visitors, and composing routine office correspondence.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
IMS 122 Document Formatting	3
IMS 123 Beg. Shorthand/Speedwriting I	3
IMS 120 Records/Information Management	3
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
SEM 111 College Orientation	1
INT 111 Career Development	$\frac{1}{2}$
TOTAL HOURS	17

SECOND SEMESTER

ENG 221 or ENG 112 Technical Comm. II or English Composition	3
MAT 121 or MAT 110 Technical Mathematics or Gen. Education Mathematics	3/4
IMS 125 Business Machines	3
IMS 224 Shorthand/Speedwriting/Trans. II	3
IMS 223 Document Production	3
IMS 117 Telephone Communication	1
COM 166 or COM 171 Intro to Lotus 1-2-3 or Intro to Microsoft Excel	$\frac{1}{2}$
TOTAL HOURS	17/18

SECOND YEAR

FIRST SEMESTER	Semester Hours
IMS 227 Office Information Processing I	3
ACC 111 or BUS 124 Financial Accounting or Bookkeeping	4/3
BUS 214 Business Law I	3
COM 111 Business Computer Systems	4
IMS 128 Machine Transcription	3
COM 168 Introduction to Desktop Publishing	$\frac{1}{2}$
TOTAL HOURS	18/17

SECOND SEMESTER

SPC 210 or SPC 111 Interpersonal Comm. or Speech	3
IMS 236 Office Information Processing II	3
IMS 226 Administrative Support Procedures	4
BUS 128 Introduction to Management	3
IMS 115 Proofreading	1
IMS 192 Administrative Assistant Internship	$\frac{2}{2}$
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.

This Capstone program will transfer into the College of Agriculture program at SIU-C. Interested students should seek advisement.

FIRST YEAR

FIRST SEMESTER	Semester Hours
AGR 112 Crop Science	3
AGR 115 Animal Science	3
ENG 124 or ENG 112 Technical Comm. I or English Composition	3
MAT 121 or MAT 116 Technical Mathematics or College Algebra	3/4
SEM 111 College Orientation	1
INT 111 Career Development	1
Elective	<u>3</u>
TOTAL HOURS	17/18

SECOND 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 Financial Accounting or Bookkeeping	3/4
BUS 214 Business Law I	3
BUS 238 Principles of Sales	3
CPR 120 Cardiopulmonary Resuscitation I	<u>1</u>
TOTAL HOURS	16/17

SECOND SEMESTER

AGR 113 Soil Science	3
AGR 116 Agriculture Economics	3
AGR 117 Conservation of Natural Resources	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
HLT 125 First Aid	1
Elective	<u>2</u>
TOTAL HOURS	15

SECOND SEMESTER

BUS 211 Introduction to Finance	3
COM 111 Business Computer Systems	4
PSY 224 or PSY 211 Practical Psychology or Intro to Psychology	3
AGR 195 Agri-Business Internship	2
HLT 125 First Aid	1
Elective	<u>3</u>
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.

This Capstone program will transfer into the College of Agriculture program at SIU-C. Interested students should seek advisement.

FIRST YEAR

FIRST SEMESTER	Semester Hours
AGR 112 Crop Science	3
AGR 115 Animal Science	3
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
HLT 111 Health	2
MAT 121 or MAT 116 Technical Mathematics or College Algebra	3/4
SEM 111 College Orientation	1
INT 111 Career Development	$\frac{1}{2}$
TOTAL HOURS	16/17

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 or ENG 112 Technical Comm. II or English Composition	$\frac{3}{2}$
TOTAL HOURS	16

SECOND 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	$\frac{2}{2}$
TOTAL HOURS	15

SECOND SEMESTER

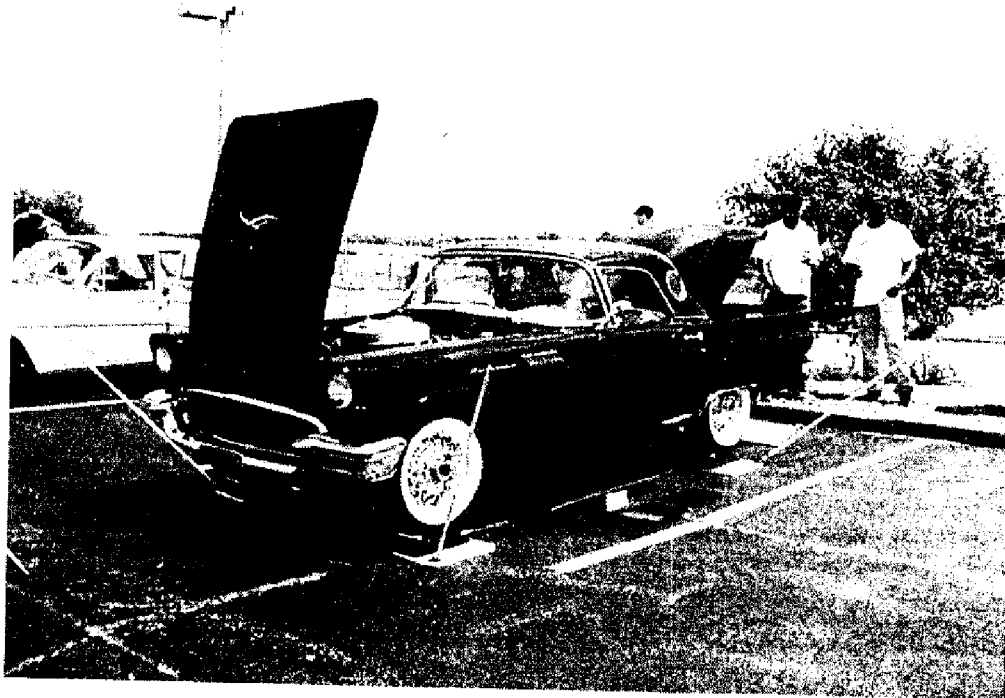
COM 111 Business Computer Systems	4
BIO 112 Biology	4
PSY 224 or PSY 211 Practical Psychology or Intro to Psychology	3
AGR 197 Agriculture Internship	2
HLT 125 First Aid	1
Elective	$\frac{2}{2}$
TOTAL HOURS	16



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 an automotive technician's assistant.

FALL SEMESTER		Semester Hours	SPRING SEMESTER		Semester Hours
<u>First Eight Weeks:</u>			<u>First Eight Weeks:</u>		
AUT 122	Engine Performance/Tune-up	3	AUT 137	Engine Repair	3
AUT 129	Engine Performance/Fuel Systems	3	AUT 132	Electrical/Electronic Systems	3
AUT 136	Suspension and Steering	3			
SEM 111	College Orientation	1			
<u>Second Eight Weeks:</u>			<u>Second Eight Weeks:</u>		
AUT 135	Brakes	3	AUT 133	Automatic Transmission/Transaxle	3
AUT 138	Manual Drive Train and Axles	3	AUT 139	Auto Heating & AC	3
AUT 225	Engine Perform./Comp Control I	4	AUT 230	Engine Perform./Comp. Control II	4
	TOTAL HOURS	20		TOTAL HOURS	16
SUMMER SEMESTER					
INT 111	Career Development	1			
AUT 197	Automotive Internship	2			
	TOTAL HOURS	3			



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 technician, 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. **This program has been identified as a TECH PREP program. Interested students should seek advisement.**

FIRST YEAR

FALL SEMESTER Semester Hours

First 8 weeks

AUT 122	Engine Performance/Tune-up	3
AUT 129	Engine Performance/Fuel Systems	3
AUT 225	Engine Perf/Comp. Control I	4
SEM 111	College Orientation	1

Second 8 weeks

AUT 135	Brakes	3
AUT 230	Engine Perform./Comp. Control II	4
TOTAL HOURS		18

SPRING SEMESTER

First 8 weeks

AUT 132	Electrical/Electronic Systems	3
AUT 137	Engine Repair	3
AUT 138	Manual Drive Train and Axles	3

Second 8 weeks

AUT 133	Automatic Transmission/Transaxle	3
AUT 136	Suspension and Steering	3
AUT 139	Auto Heating & AC	3
TOTAL HOURS		18

SUMMER SEMESTER

ENG 124	Technical Communication I	3
PSY 224	Practical Psychology	3
MAT 121	Technical Math	3
TOTAL HOURS		9

Note:

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

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

All Co-Op classes must be pre-approved by instructor.

Contact your counselor and/or instructor regarding ASE Certification pending Summer/Fall 1999.

SECOND YEAR

FALL SEMESTER Semester Hours

First 8 weeks

AUT 141	Auto Lab (Co-Op)	4
SPC 210	Interpersonal Communication	3

Second 8 Weeks

AUT 143	Auto Lab (Co-Op)	4
TOTAL HOURS		11

SPRING SEMESTER

First 8 Weeks

ENG 221	Technical Communications II	3
AUT 145	Auto Lab (Co-Op)	4

Second 8 Weeks

AUT 147	Auto Lab (Co-Op)	4
TOTAL HOURS		11

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

NOTES

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. 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.

This 2+2 program will transfer into the Information Management Systems program at SIU-C. Interested students should seek advisement.

FIRST YEAR

FIRST SEMESTER	Semester Hours
COM 111 Business Computer Systems	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 110, MAT 121, or MAT 210 General Ed. Mathematics, Technical Mathematics, or Elementary Statistics	4/3
ACC 111 or BUS 124 Financial Accounting or Bookkeeping	4/3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	17/15

SECOND YEAR

FIRST SEMESTER	Semester Hours
COM 262 or COM 263 Adv. WordPerfect or Advanced Microsoft Word	1
COM 166 or COM 171 Intro to Lotus 1-2-3 or Introduction to Excel	1
COM 225 Systems Analysis	3
COM 227 Database Management Systems	3
COM 270 Novell Networking	3
BUS 128 or BUS 210 Intro to Management or Principles of Management	3
*Programming Elective	3
TOTAL HOURS	17

SECOND SEMESTER

COM 162 or COM 163 WordPerfect or Microsoft Word	1
COM 170 or COM 177 Microsoft Windows or Windows 95	1
COM 222 Computer Logic	3
COM 161 Introduction to DOS	1
COM 261 Advanced DOS	1
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
SPC 210 Interpersonal Communications	3
**Application Elective	1
*Programming Elective	3
TOTAL HOURS	17

SECOND SEMESTER

COM 168 Intro to Desktop Publishing	1
COM 230 Data Communications	3
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
ELT 130 Hardware Maintenance	3
ECO 211 Economics (Macro)	3
**Application Elective	1
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 228-RPG II, COM 229-Pascal II, COM 232-Advanced RPG II, EGR 118-FORTRAN, COM 231-C Programming, and COM 233-Visual Basic Programming.

**Application electives would be chosen from COM 266-Advanced Lotus 1-2-3, COM 268-Advanced Desktop Publishing, 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, COM 271-Advanced Microsoft Excel, COM 273-Advanced Microsoft Access, and COM 176-Internet Using Netscape Navigator.

Note:

Students transferring to SIU-C's Information Management Systems BS degree program must choose the transferable course which will be ENG 111, PSY 211, and BUS 210. The math must be chosen from MAT 116 or MAT 210. These students must choose COM 173-Introduction to Access and COM 273-Advanced Access as application electives.

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. 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 or COM 163 WordPerfect or Microsoft Word	1
COM 161 Introduction to DOS	1	COM 166 or COM 171 Introduction to Lotus 1-2-3 or Intro to Excel	1
ENG 124 or ENG 111 Technical Comm. I or English Composition	3	COM 168 Intro to Desktop Publishing	1
MAT 110, MAT 121, or MAT 210 General Ed. Mathematics, Technical Mathematics, or Elementary Statistics	4/3	COM 170 or COM 177 Microsoft Windows or Windows 95	1
BUS 124 Bookkeeping	3	COM 173 Intro to Microsoft Access	1
SEM 111 College Orientation	1	COM 222 Computer Logic	3
INT 111 Career Development	1	*Programming Electives	6
TOTAL HOURS	17/16	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 228-RPG II, COM 229-Pascal II, COM 232-Advanced RPG II, EGR 118-FORTRAN, COM 233-Visual Basic Programming, COM 231-C Programming, and COM 270-Novell Networking.

COMPUTER SYSTEM TECHNICIAN (One-Year Certificate)

This one year curriculum is designed to provide the student with the basic knowledge and skills required to be able to operate, construct and repair IBM compatible computers, diagnose problem of "C's and external peripheral devices, install configure and maintain computer systems, software and supply support for computer user personnel in an organization.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
ELT 120 Fund. DC Electronic Concepts	3	ELT 125 Digital Circuit Fundamentals	4
COM 111 Business Computer Systems	4	ELT 130 Hardware Maintenance	3
COM 161 Introduction to DOS	1	ELT 238 Micro-Computer Interfacing Tech.	5
COM 261 Advanced DOS	1	COM 230 Data Communications	3
COM 177 Windows 95	1	CST 199 Computer Systems Technician Internship	2
COM 270 Novell Networking	3	TOTAL HOURS	17
ENG 124 or ENG 111 Technical Comm. I or English Composition	3		
SEM 111 College Orientation	1		
INT 111 Career Development	1		
TOTAL HOURS	18		

COMPUTER AND NETWORK SPECIALIST (CISCO) (AAS Degree)

This two-year curriculum is designed to provide the student with the knowledge and skills required to construct, operate, maintain and repair a computer network system. The hardware components of a network system and the software necessary to operate and control the network will be covered in detail. The many different types of networks will be explored. **After successful completion of this program, the student will be eligible to set for the CISCO certification test.**

FIRST YEAR

FIRST SEMESTER	Semester Hours
ELT 120 Fund. DC Elec. Concepts	3
ELT 124 Electronic System Fundamentals	3
COM 230 or COM 231 Data Communications or C-Programming	3
SEM 111 College Orientation	1
INT 111 Career Development	1
CIS 101 Network Fundamentals	3
TOTAL HOURS	14

SECOND SEMESTER

ELT 125 Digital Circuit Fundamentals	4
ELT 127 Solid State Circuits and Devices	3
MAT 115 Pre-Calculus	5
CIS 102 Routing Theory	3
COM 161 Introduction to DOS	1
TOTAL HOURS	16

SECOND YEAR

FIRST SEMESTER	Semester Hours
ELT 122 Fund. AC Electronics Concepts	3
CIS 201 LAN Switching	3
COM 270 or COM 274 Novell Networking or Administering Windows NT	3
ENG 111 or ENG 124 English Composition or Technical Communication I	3
PHY 116 Introduction Physics I	4
TOTAL HOURS	16

SECOND SEMESTER

ELT 130 Hardware Maintenance	3
CIS 202 Advanced Projects	3
COM 261 Advanced DOS	1
COM 177 Windows 95	1
PHY 117 Introductory Physics II	4
CIS 199 Network Internship	2
TOTAL HOURS	14

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.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Technical Comm. I or English Composition	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	$\frac{1}{16}$
TOTAL HOURS	16

SECOND SEMESTER

AGR 117 Conservation of Natural Resources	3
AGR 228 Wildlife Management	3
CLE 115 Interpersonal Relations	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
MAT 121, MAT 110, or MAT 210 Technical Mathematics, General Ed. Math., or Elementary Statistics	$\frac{3}{4}$
TOTAL HOURS	15/16

SECOND 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 or PSY 211 Practical Psychology or Intro. to Psychology	3
Elective	$\frac{3}{18}$
TOTAL HOURS	18

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	$\frac{1}{15}$
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 hour's 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 125	Cosmetology Lab III	9
TOTAL HOURS		12	TOTAL HOURS		12
SECOND SEMESTER					
COS 121	Cosmetology Theory II	3			
COS 124	Cosmetology Lab II	9			
TOTAL HOURS		12			

COSMETOLOGY TECHNOLOGY (AAS Degree)

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 or ENG 111	Technical Comm. I or English Composition	3
COS 123	Cosmetology Lab I	9	MAT 121, MAT 110, or MAT 210	Technical Mathematics, General Ed. Math., 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			FIFTH SEMESTER		Semester Hours
COS 122	Cosmetology Theory III	3	SPC 111	Speech	3
COS 125	Cosmetology Lab III	9	PSY 224 or PSY 211	Practical Psychology or Intro. to Psychology	3
TOTAL HOURS		12	BUS 128	Introduction to Management	3
			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 daycares, childcare centers, and Pre-K programs.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Technical Communication I	3
SPC 111 or SPC 210 Speech or Interpersonal Communications	3
ECC 101 Introduction to Early Childcare	3
TEA 114 The Young Child's Development	3
ECC 121 Programming/Teaching Techniques	3
ECC 120 Parenting	1
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	18

SECOND SEMESTER

ENG 112 or ENG 221 English Composition or Technical Communication II	3
COM 111 Business Computer Systems	4
TEA 115 Children's Literature	3
ECC 122 Children Guidance/Discipline	3
ECC 125 Language Arts for the Young Child	2
COM 162 or COM 163 WordPerfect or Microsoft Word	1
TOTAL HOURS	16

SECOND YEAR

FIRST SEMESTER	Semester Hours
MAT 111 or MAT 121 Math for Elem. Teachers I or Technical Mathematics	3
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
BUS 124 Bookkeeping	3
TOTAL HOURS	16

SECOND SEMESTER

PSY 211 or PSY 224 Intro to Psychology or Practical Psychology	3
ECC 123 Child Care Center Administration	3
TEA 126 Curr. for Preschool Programs	3
CPR 120 Cardiopulmonary Resuscitation I	1
FOS 121 Food Service Sanitation	2
COM 168 Intro to Desktop Publishing	1
ECC 199 Early Childcare Internship	2
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 or	ENG 111 Technical Comm. I or English Composition	3	MAT 115	Pre-Calculus	5
SEM 111	College Orientation	1	ELT 199	Electronics Internship	2
INT 111	Career Development	1		TOTAL HOURS	17
	Elective	4			
	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.

This 2+2 program will transfer into the Industrial Technology program at SEMO and SIU-C. Interested students should seek advisement.

FIRST 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 or	ENG 111 Technical Comm. I or English Composition	3
SEM 111	College Orientation	1
INT 111	Career Development	1
	**Elective	3
	TOTAL HOURS	17

SECOND YEAR

FIRST SEMESTER	Semester Hours	FIRST SEMESTER	Semester Hours	
COM 230 or	COM 231 Data Comm. or C Programming		3	
ELT 223	Advanced Industrial Electronics		3	
ELT 236	Microprocessor Fundamentals		6	
PHY 116	Introductory Physics I		4	
	TOTAL HOURS		16	
SECOND SEMESTER		SECOND SEMESTER		
ELT 129	Industrial Electronics	*ELT 237	Communication Theory	5
ELT 125	Digital Circuit Fundamentals	ELT 238	Micro-Computer Interfacing Techniques	5
ELT 127	Solid State Circuits and Devices	ELT 239	Micro-Computer Maintenance	3
MAT 115	Pre-Calculus	PHY 117	Introductory Physics II	4
	TOTAL HOURS	ELT 199	Electronics Internship	2
			TOTAL HOURS	19

*ELT 237 - Communication Theory can be replaced by ELT 111-Introduction to Amateur Radio and ELT 211 - Advanced Amateur Radio.

**For transfer to SIU-C, please choose from the following: PSY 211-Introduction to Psychology, SOC 212-Sociology, PHI 216-Logic, or ART 114-Art Appreciation.

ENVIRONMENTAL RESOURCE MANAGEMENT (AAS Degree)

The Environmental Resource Management program is designed to give students a broader focus for those who plan to continue their education for possible employment opportunities at the technician level dealing with resource management.

FIRST YEAR

FIRST SEMESTER	Semester Hours
AGR 224 Ag. Power Operation and Maintenance	1
BIO 111 Introduction to Biology	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 121 or MAT 110 Technical Mathematics or General Ed. Mathematics	3
COM 111 Business Computer Systems	4
SEM 111 College Orientation	1
INT 111 Career Development	<u>1</u>
TOTAL HOURS	17

SECOND SEMESTER

AGR 117 Conservation of Natural Resources	3
AGR 227 Wildlife Management	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
AGR 234 Outdoor Recreation and Park Management	3
CPR 120 Cardiopulmonary Resuscitation	1
HLT 125 First Aid	<u>1</u>
TOTAL HOURS	14

SECOND YEAR

FIRST SEMESTER	Semester Hours
GEO 215 or GEO 213 Introduction to Env. Geology or Geology	4
AGR 225 or BIO 212 Introduction to Forestry or Introduction to Fisheries Science	3
AGR 230 Application and Use of Ag. Chemicals	3
PHS 111 or CHE 114 Physical Science or Inorganic Chemistry	<u>4/5</u>
TOTAL HOURS	17/18

SECOND SEMESTER

BIO 211 Environmental Science	4
AGR 113 Soil Science	3
SUR 120 Introduction to Surveying	3
CLE 112 Conservation Law	3
BIO 112 Biology	4
AGR 196 Wildlife Technology Internship	<u>2</u>
TOTAL HOURS	19

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	Quantity Food Service	3	MAT 122	Applied Basic Mathematics	3
FOS 121	Food Service Sanitation & Safety	2	FOS 222	Catering	3
FOS 116	Nutrition	3	CPR 120	Cardiopulmonary Resuscitation	1
FOS 126	Quantity Food Preparation	3	FOS 220	Food Service Management	3
FOS 123	Cooking Technology	3	FOS 229	Baking and Pastry	3
FOS 230	USDA Dietary Guidelines	1	FOS 198	Food Service Internship	2
SEM 111	College Orientation	1	TOTAL HOURS		15
INT 111	Career Development	1			
TOTAL HOURS		17			

HOSPITALITY/FOOD MANAGEMENT (AAS Degree)

This two-year hospitality/food management curriculum is designed to provide the student with the necessary skills for employment in a variety of positions within the food service and hospitality industry, including management and food related positions.

This 2+2 program will transfer into the Hotel, Restaurant and Travel Specialization program at SIU-C. Interested students should seek advisement.

FIRST YEAR			SECOND YEAR		
FIRST SEMESTER		Semester Hours	FIRST SEMESTER		Semester Hours
FOS 124	Quantity Food Service	3	BUS 120	Front Office Operations	3
FOS 121	Sanitation	2	COM 111	Business Comp. Systems	4
FOS 123	Cooking Techniques	4	BUS 210	Principles of Management	3
ENG 111	English Composition I	3	BUS 214	Business Law	3
HMM 120	Hospitality Industry Mgt.	3	FOS 138	Beverage Management	1
SEM 111	College Orientation	1	TOTAL HOURS		14
INT 111	Career Development	1			
TOTAL HOURS		17			
SECOND SEMESTER			SECOND SEMESTER		
MAT 116	College Algebra	3	ACC 111	Accounting	4
FOS 222	Catering	3	PSY 211	Introduction to Psychology	3
FOS 220	Food Service Management	3	BIO 111	Introduction to Biology	4
ENG 112	English Composition II	3	SPC 111	Speech	3
FOS 116	Nutrition	3	FOS 198	Hospitality Mgt. Internship	2
TOTAL HOURS		15	TOTAL HOURS		16

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	4	ENG 221 or ENG 112 Technical Comm. II or English Composition	3
ENG 124 or ENG 111 Technical Comm. I or English Composition	3	COM 161 Introduction to DOS	1
IMS 120 Records/Information Management	3	COM 166 or COM 171 Intro to Lotus 1-2-3 or Introduction to Excel	1
IMS 121 Beginning Keyboarding	3	COM 168 Intro to Desktop Publishing	1
IMS 227 Office Information Processing I	3	COM 177 Windows 95	1
SEM 111 College Orientation	1	IMS 122 Document Formatting	3
INT 111 Career Development	1	IMS 236 Office Information Proc. II	3
TOTAL HOURS	18	IMS 116 Data Entry	1
		IMS 115 Proofreading	1
		IMS 197 Information Processing Internship	2
		TOTAL HOURS	17

Note: COM 111-Business Computer Systems and IMS 227-Office Information Processing I are the articulated Tech Prep courses. Interested students should seek advisement.

NOTES

INFORMATION PROCESSING - TECHNICIAN (AAS Degree)

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. 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 data processing are giving way to Information Processing. **This program has been identified as a TECH PREP program.**

This 2+2 program will transfer into the Information Management Systems program at SIU-C. Interested students should seek advisement.

TECHNICIAN OPTION

FIRST YEAR

FIRST SEMESTER	Semester Hours
ACC 111 Financial Accounting	4
COM 111 Business Computer Systems	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
IMS 120 Records/Information Management	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	16

SECOND SEMESTER

COM 161 Introduction to DOS	1
COM 261 Advanced DOS	1
*BUS 128 or BUS 210 Intro to Management or Principles of Management	3
IMS 122 Document Formatting	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
*MAT 110, MAT 116, or MAT 210 General Ed. Mathematics, College Algebra or Elementary Statistics	4/3
IMS 125 Business Machines	3
TOTAL HOURS	18/17

SECOND YEAR

FIRST SEMESTER	Semester Hours
ACC 224 Computerized Acctg. Applications	3
BUS 214 Business Law I	3
IMS 223 Document Production	3
IMS 227 Office Information Processing I	3
COM 168 Introduction to Desktop Publishing	1
COM 268 Advanced Desktop Publishing	1
COM 166 or COM 171 Intro to Lotus 1-2-3 or Introduction to Microsoft Excel	1
COM 266 or COM 271 Advanced Lotus 1-2-3 or Advanced Microsoft Excel	1
COM 172 Intro. to Presentation Graphics	1
TOTAL HOURS	17

SECOND SEMESTER

IMS 236 Office Information Processing II	3
IMS 226 Administrative Support Procedures	4
*IMS 116 Data Entry	1
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
SPC 111 or SPC 210 Speech or Interpersonal Communications	3
*IMS 115 Proofreading	1
IMS 192 Administrative Assistant Internship	2
TOTAL HOURS	17

Note:

COM 111-Business Computer Systems and IMS 227-Office Information Processing I are articulated Tech Prep courses with the Regional Vocational System high Schools.

*Students capstoning into SIU-C's Information Management Systems BS degree program must substitute COM 173-Introduction to Access and COM 273-Advanced Access for IMS 116 and IMS 115. These students must choose either MAT 116 or MAT 210. ENG 111 or PSY 211 are also required choices. BUS 210 is also required instead of BUS 128.

This two-year SCC program is a capstone program into the SIU-C Bachelor of Science degree in Information Management Systems.

INFORMATION PROCESSING - TECHNICIAN (AAS Degree)

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. 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 data processing are giving way to Information Processing. This program has been identified as a TECH PREP program.

This 2+2 program will transfer into the Information Management Systems program at SIU-C. Interested students should seek advisement.

TECHNICIAN OPTION

FIRST YEAR

FIRST SEMESTER

	Semester Hours
ACC 111 Financial Accounting	4
COM 111 Business Computer Systems	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
IMS 120 Records/Information Management	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	16

SECOND SEMESTER

COM 161 Introduction to DOS	1
COM 261 Advanced DOS	1
*BUS 128 or BUS 210 Intro to Management or Principles of Management	3
IMS 122 Document Formatting	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
*MAT 110, MAT 116, or MAT 210 General Ed. Mathematics, College Algebra or Elementary Statistics	4/3
IMS 125 Business Machines	3
TOTAL HOURS	18/17

SECOND YEAR

FIRST SEMESTER

	Semester Hours
ACC 224 Computerized Acctg. Applications	3
BUS 214 Business Law I	3
IMS 223 Document Production	3
IMS 227 Office Information Processing I	3
COM 168 Introduction to Desktop Publishing	1
COM 268 Advanced Desktop Publishing	1
COM 166 or COM 171 Intro to Lotus 1-2-3 or Introduction to Microsoft Excel	1
COM 266 or COM 271 Advanced Lotus 1-2-3 or Advanced Microsoft Excel	1
COM 172 Intro. to Presentation Graphics	1
TOTAL HOURS	17

SECOND SEMESTER

IMS 236 Office Information Processing II	3
IMS 226 Administrative Support Procedures	4
*IMS 116 Data Entry	1
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
SPC 111 or SPC 210 Speech or Interpersonal Communications	3
*IMS 115 Proofreading	1
IMS 192 Administrative Assistant Internship	2
TOTAL HOURS	17

Note:

COM 111-Business Computer Systems and IMS 227-Office Information Processing I are articulated Tech Prep courses with the Regional Vocational System high Schools.

*Students capstoning into SIU-C's Information Management Systems BS degree program must substitute COM 173-Introduction to Access and COM 273-Advanced Access for IMS 116 and IMS 115. These students must choose either MAT 116 or MAT 210. ENG 111 or PSY 211 are also required choices. BUS 210 is also required instead of BUS 128.

This two-year SCC program is a capstone program into the SIU-C Bachelor of Science degree in Information Management Systems.

INFORMATION PROCESSING - MANAGEMENT (AAS Degree)

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. 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 data processing are giving way to Information Processing. This program has been identified as a **TECH PREP** program.

This 2+2 program will transfer into the Information Management Systems program at SIU-C. Interested students should seek advisement.

MANAGEMENT OPTION

FIRST YEAR

FIRST SEMESTER	Semester Hours
ACC 111 Financial Accounting	4
COM 111 Business Computer Systems	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 116, MAT 110 or MAT 210 College Algebra, Applied Basic Mathematics or Elementary Statistics	4/3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	17/16

SECOND YEAR

FIRST SEMESTER	Semester Hours
BUS 124 Business Law I	3
COM 168 Introduction to Desktop Publishing I	1
COM 227 Database Management Systems	3
COM 225 Systems Analysis	3
ECO 211 Economics (Macro)	3
IMS 227 Office Information Processing I	3
TOTAL HOURS	16

SECOND SEMESTER

BUS 116 Principles of Marketing	3
COM 161 Introduction to DOS	1
COM 261 Advanced DOS	1
SPC 210 or SPC 111 Interpersonal Comm. or Speech	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
COM 166 or COM 171 Intro to Lotus 1-2-3 or Intro to Microsoft Excel	1
COM 266 or COM 271 Advanced Lotus 1-2-3 or Advanced Microsoft Excel	1
COM 173 Introduction to Microsoft Access	1
TOTAL HOURS	17

SECOND SEMESTER

IMS 236 Office Information Processing II	3
BUS 211 Introduction to Finance	3
BUS 215 Legal & Social Envir. of Bus.	3
BUS 128 or BUS 210 Intro to Management or Principles of Management	3
*Programming Elective	3
BUS 195 Mid-Management Internship	2
TOTAL HOURS	17

*Programming electives would be chosen from COM 220-COBOL I, COM 224-Pascal I, COM 228-RPG II, COM 231-C Programming, and COM 233-Visual Basic Programming.

COM 111-Business Computer Systems and IMS 227-Office Information Processing I are articulated Tech Prep courses with the Regional Vocational System high schools.

Note:

Students transferring to SIU-C's Information Management Systems BS degree program must choose the transferable course which will be ENG 111, PSY 211, and BUS 210.

This two-year SCC program is a capstone program into the SIU-C Bachelor of Science degree in Information Management Systems.

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			SECOND SEMESTER		
		Semester Hours			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.

This 2+2 program will transfer into the Criminal Justice - Law Enforcement or Corrections Option program at SEMO. Interested students should seek advisement.

FIRST 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	

SECOND SEMESTER

CLE 211	Criminal Law II	3	
CLE 115	Interpersonal Relations	3	
CLE 224	Juvenile Justice	3	
COM 111	Business Computer Systems	4	
ENG 112 or	ENG 221 English Composition or Technical Communication II	3	
	TOTAL HOURS	16	

SECOND YEAR

FIRST SEMESTER			Semester Hours
SPC 111	Speech	3	
CLE 213	Criminal Investigations	3	
MAT 110 or	MAT 121 General Ed. Math. or Technical Mathematics	4/3	
PSY 224 or	PSY 211 Practical Psychology or Intro. to Psychology	3	
CLE 221	Patrol Procedures/Traffic	2	
	TOTAL HOURS	16/15	

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	2	
	Elective	2	
	TOTAL HOURS	17	

LEGAL ADMINISTRATIVE ASSISTANT (AAS Degree)

The two-year Legal Administrative Assistant curriculum is designed to prepare a student to work in the legal office environment. The Associate of Applied Science degree will be awarded upon successful completion of the curriculum.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
IMS 120 Records/Information Management	3
IMS 123 Beg. Shorthand/Speedwriting I	3
IMS 122 Document Formatting	3
PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
SEM 111 College Orientation	1
INT 111 Career Development	$\frac{1}{2}$
TOTAL HOURS	17

SECOND SEMESTER

ENG 221 or ENG 112 Technical Comm. II or English Composition	3
MAT 121 or MAT 110 Technical Mathematics or Gen. Education Mathematics	3/4
IMS 223 Document Production	3
IMS 224 Shorthand/Speedwriting/Trans. II	3
IMS 125 Business Machines	3
IMS 117 Telephone Communication	1
COM 166 or COM 171 Intro to Lotus 1-2-3 or Introduction to Microsoft Excel	$\frac{1}{2}$
TOTAL HOURS	17/18

SECOND YEAR

FIRST SEMESTER	Semester Hours
IMS 227 Office Information Processing I	3
ACC 111 or BUS 124 Financial Accounting or Bookkeeping	4/3
BUS 214 Business Law I	3
IMS 128 Machine Transcription	3
COM 111 Business Computer Systems	4
COM 168 Introduction to Desktop Publishing	$\frac{1}{2}$
TOTAL HOURS	18/17

SECOND SEMESTER

SPC 210 or SPC 111 Interpersonal Comm. or Speech	3
BUS 215 Legal & Social Envir. of Bus.	3
IMS 236 Office Information Processing II	3
IMS 229 Legal Administrative Procedures	4
IMS 115 Proofreading	1
IMS 193 Legal Admin. Asst. Internship	$\frac{2}{2}$
TOTAL HOURS	16

NOTES

MEDICAL ADMINISTRATIVE ASSISTANT(AAS Degree)

This two-year curriculum is designed to prepare the student for employment as a medical administrative assistant capable of taking dictation, transcribing, composing, keying correspondence, completing forms, calendaring, and maintaining patient files. The Associate of Applied Science degree will be awarded upon successful completion of the curriculum.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
IMS 120 Records/Information Management	3
HIT 100 Medical Terminology	3
IMS 123 Beg. Shorthand/Speedwriting I	3
IMS 122 Document Formatting	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	17

SECOND SEMESTER

ENG 221 or ENG 112 Technical Comm. II or English Composition	3
MAT 121 or MAT 110 Technical Mathematics or Gen. Education Mathematics	3/4
IMS 125 Business Machines	3
IMS 22 Shorthand/Speedwriting/Trans. II	3
IMS 223 Document Production	3
HIT 106 Principles of Insurance	3
TOTAL HOURS	18/19

SECOND YEAR

FIRST SEMESTER	Semester Hours
ACC 111 or BUS 124 Financial Accounting or Bookkeeping	4/3
BIO 212 Anatomy and physiology	3
IMS 227 Office Information Processing I	3
HIT 109 Coding	2
IMS 128 or HIT 105 Machine Transcription or Medical Transcription	3
SPC 210 or SPC 111 Interpersonal Comm. or Speech	3
TOTAL HOURS	18/17

SECOND SEMESTER

IMS 226 Administrative Support Procedures	4
IMS 230 Office Information Processing II	3
COM 111 Business Computer Systems	4
IMS 115 Proofreading	1
IMS 117 Telephone Communication	1
IMS 194 Medical Admin. Asst. Internship	2
TOTAL HOURS	15

NOTES

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.

FIRST YEAR

FIRST SEMESTER	Semester Hours
BUS 128 or BUS 210 Intro to Management or Principles of Management	
BUS 121 Basic Keyboarding	1
ACC 111 Financial Accounting	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 110, MAT 121, or MAT 210 General Ed. Mathematics, Technical Mathematics or Elementary Statistics	4/3
SEM 111 College Orientation	1
INT 111 Career Development	$\frac{1}{1}$
TOTAL HOURS	17/16

SECOND SEMESTER

ACC 224 Computerized Accounting Applications	3
BUS 129 Business Organization	3
SPC 210 or SPC 111 Interpersonal Comm. or Speech	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
COM 111 Business Computer Systems	4
TOTAL HOURS	16

SECOND YEAR

FIRST SEMESTER	Semester Hours
ECO 211 Economics (Macro)	3
3 BUS 214 Business Law I	3
BUS 116 Principles of Marketing	3
BUS 238 Principles of Sales	3
BUS 212 Advertising-Principles and Techn.	3
COM 166 or COM 171 Intro to Lotus 1-2-3 or Intro to Microsoft Excel	$\frac{1}{1}$
TOTAL HOURS	16

SECOND SEMESTER

BUS 216 Retailing	3
BUS 211 Introduction to Finance	3
BUS 215 Legal & Social Envir. of Bus.	3
BUS 217 Entrepreneurship	3
PSY 224 or PSY 211 Practical Psychology or Intro. to Psychology	3
BUS 195 Mid-Management Internship	$\frac{2}{2}$
TOTAL HOURS	17

OFFICE ASSISTANT (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
ENG 124 or ENG 111 Technical Comm. I or English Composition	3	PSY 224 or PSY 211 Practical Psychology or Intro. to Psychology	3
IMS 120 Records/Information Management	3	IMS 122 Document Formatting	3
IMS 128 Machine Transcription	3	IMS 227 Office Information Processing I	3
IMS 125 Business Machines	3	IMS 115 Proofreading	1
IMS 121 Beginning Keyboarding	3	IMS 116 Data Entry	1
SEM 111 College Orientation	1	IMS 117 Telephone Communication	1
INT 111 Career Development	$\frac{1}{1}$	COM 166 or COM 171 Intro to Lotus 1-2-3 or Intro to Microsoft Excel	1
TOTAL HOURS	17	COM 168 Intro to DeskTop Publishing	1
		IMS 191 Office Assistant Internship	$\frac{2}{2}$
		TOTAL HOURS	16

POWER SYSTEMS TECHNICIAN (AAS Degree)

The Power Systems Technician program will prepare individuals to apply basic principles and technical skills in support of electrical and electronic engineering. This program will also provide an introduction to various power plant systems and equipment including their appropriate maintenance and operation.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 111 or ENG 124 English Composition or Technical Communication I	3
MAT 121 Technical Mathematics	3
ELT 120 Fundamental DC Electrical Concepts	3
ELT 122 Fundamental AC Electronic Concepts	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	14

SECOND YEAR

FIRST SEMESTER	Semester Hours
SPC 111 Speech	3
PST 114 Power Equipment Lab	3
PHS 112 or PHY 116 Physical Science or Intro. Physics I	4
COM 111 Business Computer Systems	4
ELT 223 Advanced Industrial Electronics	3
TOTAL HOURS	17

SECOND SEMESTER

PST 111 Energy Mgt. & System Tech.	3
PST 113 Electric Power Generation	3
BEL 161 or ELT 125 Basic Electricity I or Digital Circuit Fundamental	3/4
ELT 129 Industrial Electronics	3
HAC 160 Heating and Air Conditioning I	3
TOTAL HOURS	15/16

SECOND SEMESTER

DRA 136 Electric, Hydraulic & Pneumatic Controls	3
BUS 210 Principles of Management	3
WEL 122 or WEL 160 Maintenance Welding or Introduction to Welding	3
DRA 131 Blueprint Reading	3
PST 160 Industrial Maintenance	4
PST 190 Power Systems Internship	2
TOTAL HOURS	18

SALES (One-Year Certificate)

This one-year curriculum is designed for students desiring a career in sales or retailing. Opportunities for employment are found in many retail establishments where salespeople are employed.

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
BUS 116 Marketing	3	BUS 216 Retailing	3
BUS 212 Advertising	3	BUS 128 Introduction to Management	3
BUS 238 Principles of Sales	3	BUS 124 Bookkeeping	3
SPC 210 or SPC 111 Interpersonal Comm. or Speech	3	BUS 130 Customer Satisfaction	1
PSY 224 Practical Psychology	3	IMS 125 Business Machines	3
SEM 111 College Orientation	1	BUS 196 Sales Internship	2
INT 111 Career Development	1	TOTAL HOURS	15
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.

FIRST YEAR

FIRST SEMESTER	Semester Hours
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 121, or MAT 210 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	<u>1</u>
TOTAL HOURS	18/17

SECOND YEAR

FIRST SEMESTER	Semester Hours
ACC 111 or BUS 124 Financial Accounting or Bookkeeping	4/3
PSY 224 or PSY 211 Practical Psychology or Intro. to Psychology	3
SOC 123 Substance Abuse	3
SW 224 Introduction to Service Agencies	3
Life Science Requirement	<u>4</u>
TOTAL HOURS	17/16

SECOND SEMESTER

ENG 221 or ENG 112 Technical Comm. II or English Composition	3
COM 111 Business Computer Systems	4
SW 223 Principles of Recreation	3
SOC 212 Sociology	3
SOC 217 Marriage and Family	<u>3</u>
TOTAL HOURS	16

SECOND SEMESTER

SPC 111 or SPC 210 Speech or Interpersonal Communications	3
PSY 124 Behavior Assessment/Modification	3
PSY 218 Human Growth and Development	3
SPA 110 Conversational Spanish	2
BUS 210 Principles of Management	3
SW 199 Social and Human Support Services Internship	<u>2</u>
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	PSY 224 or PSY 211 Practical Psychology or Introduction to Psychology	3
TEA 121 Intro to Teacher Aide Duties	3	SPC 111 or SPC 210 Speech or Interpersonal Communication	3
TEA 114 The Young Child's Development	3	TEA 112 Teaching Materials and Their Use	3
COM 111 Business Computer Systems	4	TEA 123 School Procedures	3
ECC 120 Parenting	1	HLT 125 First Aid	1
SEM 111 College Orientation	1	FOS 121 Food Service Sanitation	2
INT 111 Career Development	<u>1</u>	TEA 199 Teacher Aide Internship	<u>2</u>
TOTAL HOURS	16	TOTAL HOURS	17

WEBMASTER (One-Year Certificate)

This Webmaster certificate prepares the student for entry level positions creating and maintaining web page designs. Students will design and publish webpages created with basic html tags and incorporating web design utility software. Created webpages will include scripts, applets, graphics, video and sound. The student will also gain "hands-on" experiences with E-commerce and web server administration.

FIRST YEAR

FIRST SEMESTER	Semester Hours	SECOND SEMESTER	Semester Hours
COM 111 Business Computer Systems	4	COM 236 Web Page Authoring w/ FrontPage	2
COM 178 Creating Web Pages w/ Netscape	2	COM 237 Image Enhancement for Web Page	2
COM 176 Internet Using Netscape	1	MAT 110 or MAT 121 or MAT 210 General	
COM 173 Introduction to Access	1	Ed. Mathematics, Technical Mathematics,	
COM 273 or COM 227 Advanced Access or		Elementary Statistics	3/4
Database Management Systems	1/3	SPC 210 Interpersonal Communications	3
ENG 111 or ENG 124 English Composition or		WEB 299 Web Master Internship	2
Technical Writing	3	Electives	<u>4</u>
COM 239 JAVA Programming	3	TOTAL HOURS	17/16
SEM 111 College Orientation	1		
INT 111 Career Development	<u>1</u>		
TOTAL HOURS	19/17		

Electives: COM 168 - Introduction to Desktop Publishing, COM 268 - Advanced Desktop Publishing, COM 172 - Introduction to Presentation Graphics, COM 235 - CGI (Common Gateway Interface) Script Programming, COM 238 - Web Site Design Evaluation

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.

FIRST YEAR

FIRST SEMESTER	Semester Hours
AGR 224 Ag. Power Operation & Maintenance	1
BIO 111 Introduction to Biology	4
ENG 124 or ENG 111 Technical Comm. I or English Composition	3
MAT 121 or MAT 110 Technical Mathematics or General Ed. Mathematics	3/4
AGR 227 Introduction to Wildlife	3
SEM 111 College Orientation	1
INT 111 Career Development	1
TOTAL HOURS	16/17

SECOND 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

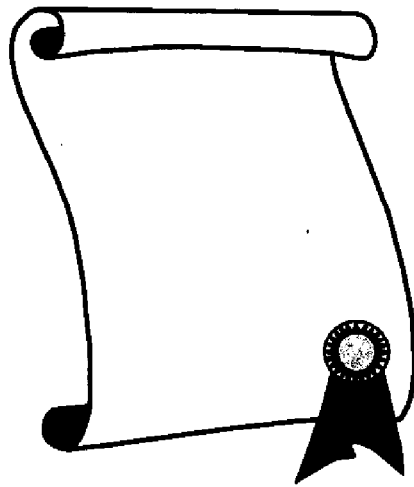
AGR 117 Conservation of Natural Resources	3
AGR 228 Wildlife Management	3
SUR 120 Introduction to Surveying	3
ENG 221 or ENG 112 Technical Comm. II or English Composition	3
AGR 234 Outdoor Recreation and Park Management	3
CPR 120 Cardiopulmonary Resuscitation	1
TOTAL HOURS	16

SECOND SEMESTER

AGR 229 Wildlife Management II	3
AGR 113 Soil Science	3
BIO 112 Biology	4
CLE 111 or CLE 112 Criminal Law I or Cons. Law & Environmental Protection	3
AGR 196 Wildlife Technology Internship	2
HLT 125 First Aid	1
TOTAL HOURS	16



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



***Certified Nurse Assistant * Deckhand Training *
PC Technician/Computer Assembly * Truck Driving***

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	$\frac{1}{7}$
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.

ENTRANCE TEST: Successfully complete the TABE test scoring at the 9th grade level or above.

BACKGROUND CHECK: Must submit to a non-fingerprint background check by the 10th day of class.

Note:

Graduates of the Nurse Assistant program may take the Introduction to Phlebotomy, PHB 120, course to increase their career mobility. This class is not a required part of the Nurse Assistant course, but an additional class that is optional.

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
DKH 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	<u>3</u>
	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: Must not use alcohol, amphetamines, narcotics, or any other habit forming drugs. Must be able to pass a drug screening test to comply with Federal Regulations.

PC TECHNICIAN/COMPUTER ASSEMBLY

This PC Technician/Computer Assembly certificate prepares the student for entering occupations, which involve computer and electronic troubleshooting, repair and maintenance. Career entry skills are developed with "hands-on" practice in electronic circuit testing, computer assembly, component installation, operating system set-up and configurations, and computer up-grades and modifications.

FIRST SEMESTER		Semester Hours
COM 131	Build Your Own Computer	3
COM 177	Windows 95	1
COM 161	Introduction to DOS	1
COM 261	Advanced DOS	1
COM 111	Business Computers Systems	4
ELT 120	Fund. DC Electronic Concepts	3
SEM 111	College Orientation	1
INT 111	Career Development	1
	Computer Elective	<u>1</u>
	TOTAL HOURS	16

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 driver's licensure requirements.

FIRST SEMESTER		Semester Hours
TDR 165	Orientation to Truck Driving	2
TDR 166	Truck Driving	6
CPR 120	Cardiopulmonary Resuscitation I	1
HLT 112	First Aid	1
HLT 125	Drug & Alcohol Education I	1
MAT 161	Applied Vocational Math	1
PE 218	Weight Training	1
TDR 199	Externship	<u>2</u>
	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: Must not use alcohol, amphetamines, narcotics, or any other habit-forming drugs. Must be able to pass a drug-screening test to comply with Federal regulations.

COOPERATIVE PROGRAMS OF STUDY



Belleville Area College

East St. Louis Community College Center

Southern Illinois University

Southeastern Illinois College

Southern Illinois Collegiate Common Market

and

West Kentucky Technical School

BELLEVILLE AREA COLLEGE

- CONSTRUCTION MANAGEMENT TECHNOLOGY

LAKELAND COMMUNITY COLLEGE/UNIVERSITY OF ILLINOIS INSTITUTE OF AVIATION

- AIRCRAFT MAINTENANCE

SOUTHERN ILLINOIS UNIVERSITY - CARBONDALE

The Allied Health Educational Linkages Program is a cooperative program between Southern Illinois University College of Applied Sciences and Arts 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 (BS Degree)
- DENTAL TECHNOLOGY (AAS Degree)
- MORTUARY SCIENCE AND FUNERAL SERVICES (BS Degree)
- PHYSICAL THERAPY ASSISTANT (AAS Degree)
- RADIOLOGIC TECHNOLOGY (BAS Degree)
- RESPIRATORY THERAPY (AAS Degree)
- HEALTH CARE MANAGEMENT (BS Degree)
- PHYSICIANS ASSISTANT (BS Degree)

EAST ST. LOUIS COMMUNITY COLLEGE CENTER

Shawnee Community College has been approved by the Illinois Community College Board to offer courses at East St. Louis Community College Center in the following program areas:

- CERTIFIED NURSE ASSISTANT
- ADDICTIONS COUNSELING
- TRUCK DRIVING

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

HEALTH INFORMATION 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.

FIRST YEAR

FIRST SEMESTER	Semester Hours
HIT 101 Intro to Health Information	3
BIO 111 Introduction to Biology	4
COM 111 Business Computer Systems	4
HIT 100 Medical Terminology	3
SEM 111 College Orientation	1
MAT 210 Elementary Statistics	4
TOTAL HOURS	19

SECOND YEAR

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

SECOND SEMESTER

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

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 Health Information in Non-Traditional Setting	2
ENG 112 English Composition	3
Elective (Social Science, Math or Physical Science)	3
TOTAL HOURS	15

Prerequisites: IMS 121-Beginning Keyboarding 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.

Retention in the HIT program requires that the HIT student earn a grade of "C" or better in specific HIT courses. These courses include: HIT 101, HIT 102, HIT 103, HIT 203, HIT 204, HIT 215.

Grades of "D", "E" or "F" are considered failing. If a student fails the above HIT courses, the course must be repeated with a passing grade ("A", "B" or "C"). HIT courses are only offered once a year, so the student will have to wait to take courses until the prerequisite course has been completed with a passing grade. All courses must be taken in sequence as specified by course prerequisites unless permission is granted by the program director.

This policy will go into effect with the HIT students to be admitted to the HIT program beginning Fall 1997.

SURGICAL TECHNOLOGY PROGRAM (One-Year Certificate)

The Surgical Technology certificate program is a one-year program offered at the community colleges through the Southern Illinois Collegiate Common Market. This program is designed to provide students with the knowledge, skills, and attitudes necessary to practice as certified surgical technologists. Students successfully completing the program will be fully qualified for jobs as scrub surgical technologists and circulating surgical technologists. Program graduates will be eligible for employment in hospitals, surgical centers, clinics and physicians offices.

FIRST SEMESTER		Semester Hours
*BIO 210	Introduction to Human Anatomy	4
ORT 123	Surgical Procedures I	4
ORT 121	Introduction to Surgical Technology	3
ORT 122	Principles and Practices of Surgical Technology	6
TOTAL HOURS		17

SECOND SEMESTER		Semester Hours
*BIO 215	Introduction to Physiology	4
*BIO 218	Introduction to Microbiology	4
ORT 125	Clinical Rotation in Surgical Technology I	8
ORT 127	Pharmacology for the Health Professions	3
TOTAL HOURS		19

THIRD SEMESTER		Semester Hours
ORT 124	Surgical Procedures II	4
ORT 126	Clinical Rotation in Surgical Technology II	8
TOTAL HOURS		12

- Students are strongly recommended to complete the general education courses prior to entering the ORT program.

NOTES

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 (SICCM). 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	3/4
MLT 120	Introduction to Clinical Laboratory	3
SEM 111	College Orientation	<u>1</u>
	TOTAL HOURS	16/17

SECOND YEAR

FALL SEMESTER		Semester Hours
MLT 227	Coagulation	2
MLT 223	Immunochemistry	4
MLT 224	Hematology	4
MLT 251	Clinical Rotation I	<u>3</u>
	TOTAL HOURS	13

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	<u>3</u>
	TOTAL HOURS	18

SPRING SEMESTER

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

SUMMER SEMESTER

ENG 111	English Composition	3
SPC 111	Speech	<u>3</u>
	TOTAL HOURS	6

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

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

Retention in the MLT program requires that the MLT student earn a grade of "C" or better in all MLT and natural science courses (Chemistry, Anatomy & Physiology). The student must maintain a "C" average in all courses required in the MLT curriculum.

MLT student's grades will be reviewed by the MLT program director at the end of each semester.

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

The Occupational Therapy Assistant Associate Degree in Applied Science Program is offered at the community colleges through Southern Illinois Collegiate Common Market. Five students are admitted from each college (John A. Logan, Rend Lake, Southeastern Illinois, Shawnee Community) for an entering total of twenty. Students take general education courses on their own campuses and OTA courses together in a central laboratory.

The OT Assistant student develops the entry level technical skills to provide services, under the supervision of a Registered Occupational Therapist, to individuals of all ages who have physical, psychological, or developmental disabilities; including those suffering from strokes, heart diseases, arthritis, diabetes, serious burns, spinal cord injuries, and psychiatric disorders. The profession tailors the rehabilitation process individually for each patient and, through evaluation and treatment, seeks to achieve restoration or improvement of impaired functions. Occupational Therapy serves a diverse population in a variety of settings such as hospitals and clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, schools and camps, private homes, and community agencies. The goal of occupational therapy is to assist patients in achieving a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability.

Admission Requirements:

1. Graduate from an approved high school, or demonstrate equivalent competency (G.E.D. examination).
2. Complete general admission procedures for Shawnee Community College.
3. By March 1, file the following OTA application information with Dee Blakely, Director of Admissions at Shawnee Community College: a) Completed OTA application form b) Health Occupations Aptitude Test results c) Official transcripts of previous college experience.
4. Achieve competitive level of a composite selection score for the college. The five top-scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Examination - Revised test results and weighted grades for previous college coursework taken within, or transferring to, the Occupational Therapy Assistant required curriculum.
5. Upon notification and acceptance of admission, complete a successful physical examination, required vaccination/immunization series, and 16 hours of job shadowing prior to the beginning of coursework.

Accreditation Status:

The SICCM Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is 301-652-AOTA. Graduates of the SICCM OTA Program will qualify to sit for the National Board for Certification of Occupational Therapy (NBCOT) national certification examination. This examination is administered each March and September. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice, usually basing this on the (NBCOT) examination results.

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree) Continued

FIRST YEAR

FALL SEMESTER	Semester Hours
BIO 210 Introduction to Anatomy	4
PSY 211 Introduction to Psychology	3
HIT100 Medical Terminology	3
OTA 100 Introduction to Occupational Therapy	3
OTA 210 Occupational Therapy Theory I	4
OTA 110 Clinical Observation I	2
SEM 111 College Orientation	<u>1</u>
TOTAL HOURS	20

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 120 Occupational Therapeutic Media	<u>3</u>
TOTAL HOURS	17

SUMMER SEMESTER

ENG 111 English Composition	3
SOC 212 Sociology	<u>3</u>
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	<u>2</u>
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	<u>3</u>
TOTAL HOURS	12

* Must be completed within 18 months of academic coursework.

All classes must be passed with a grade of "C" or better.

SOUTHEASTERN ILLINOIS COLLEGE

- LAW ENFORCEMENT/CORRECTIONAL OFFICER TRAINING
(Certificate)
- LAW ENFORCEMENT/CORRECTIONAL OFFICER TRAINING
(AAS Degree)
- CONSERVATION GAME MANAGEMENT (AAS Degree)

WEST KENTUCKY TECHNICAL SCHOOL

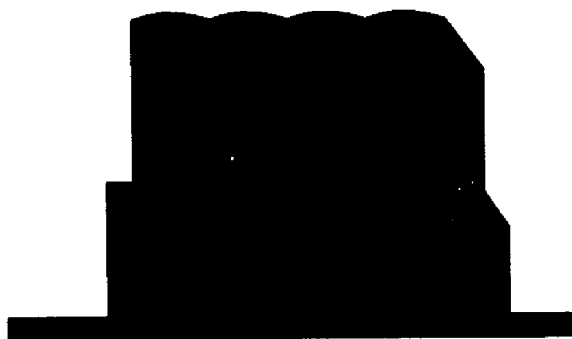
Shawnee Community College and West Kentucky State Technical School have developed a cooperative agreement that will enable individuals to complete general education requirements at Shawnee Community College and applied courses at West Kentucky State Technical School resulting in a degree in one of the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

Program - Machine Tool Technology
Degree - Machinist Apprentice

Program - Computer Aided Drafting
Degree - Architectural Drafting

1. COMMUNICATIONS 6 hours
English: ENG 111 or 125
English: ENG 112 or 221
2. HUMANITIES 3 hours
LIT 211 – Introduction to Poetry LIT 214 –English Literature
LIT 212 – Modern Fiction LIT 215 –English Literature
LIT 213 – Introduction to Drama LIT 218 – World Literature
LIT 216 – American Literature PHI 215 – Philosophy
LIT 217 – American Literature PHI 216 – Logic
3. SOCIAL SCIENCES 3 hours
GOV 117 - Introduction to American Government
4. MATHEMATICS 3/5 hours
MAT 121 - Technical Mathematics (Machine Tool Technology)
MAT 116 - College Algebra and MAT 118 - Trigonometry (Drafting Technology)
5. SCIENCE 12 hours
BIO 111 - Introduction to Biology
PHS 111 - Physical Science-Chemistry
PHY 116 - Introduction to Physics I

***PROGRAMS/COURSES
ON DEMAND***



***Hotel/Motel Management, Horticulture Technician
and
Vocational Skills Courses***

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.

FIRST 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 and Safety	2
FOS 124	Quantity Food Service	3
CLE 110	Security and Safety	3
SEM 111	College Orientation	1
INT 111	Career Development	<u>1</u>
TOTAL HOURS		16

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	<u>1</u>
TOTAL HOURS		16

SECOND YEAR

FIRST SEMESTER		Semester Hours
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
ACC 111 or BUS 124	Financial Accounting or Bookkeeping	4/3
BUS 214	Business Law I	3
FOS 222	Catering	3
BUS 120	Front Office Operations	<u>3</u>
TOTAL HOURS		16/15

SECOND SEMESTER

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

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 or College Algebra	3	AGR 117	Conservation of Natural Resources	3
BIO 213	Botany	4	OHT 125	Turfgrass Culture	4
OHT 121	Introduction to Horticulture	3	OHT 128	Insect Pest and Plant Control	3
SEM 111	College Orientation	<u>1</u>	OHT 199	Horticulture Technician Internship	2
TOTAL HOURS		14		Elective	<u>2</u>
			TOTAL HOURS		17

COURSES

Certificate of Course Completion

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



VOCATIONAL SKILLS COURSES

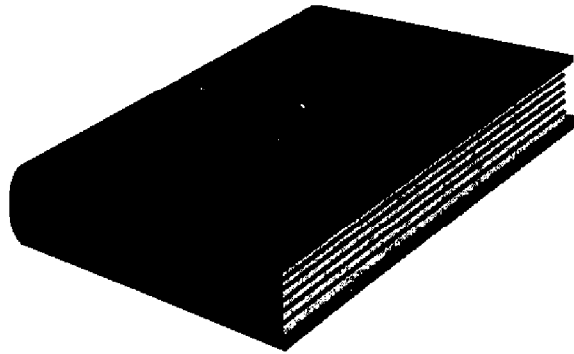
The following vocational courses earn Shawnee Community College credit. All courses provide formal and informal learning experiences which serve the cultural, recreational and educational interests of the community.

<u>Course Number</u>	<u>Credit Hours</u>	<u>Course Title</u>
AGR 121	3	Introduction to Small Engine Mechanics
AGR 125	3	Advanced Small Engine Mechanics
APP 100	3	Basic Electricity for Appliances
APP 101	3	Appliance Repair I
APP 102	3	Appliance Repair II
AUT 130	3	Auto Body I
AUT 131	3	Auto Body II
BEL 161	3	Basic Electricity I
BEL 162	3	Basic Electricity II
BUS 130	1	Customer Development, Satisfaction and Retention
BUS 131	3	Building Supervisory Skills
BUS 132	3	Conflict Management
BUS 133	3	Employer/Employee Relationships
BUS 134	3	Workplace Management Skills
BUS 137	3	Application of Technical Information
BUS 138	3	Computerized Management Science
BUS 139	3	Total Quality Management
BUS 140	.5	Management/Supervision Operations
BUS 260	2	Human Relations in Business and Industry
CAI 101	3	Basic Cardiac/Arrhythmia Interpretation
CLS 210	1	Advanced Cardiac Life Support
COM 169	.5	Software Systems/Packages
COS 230	3	Advanced Cosmetology
COS 231	2	Continued Cosmetology Education
CPR 120	1	Cardiopulmonary Resuscitation
CPR 121	.5	CPR Refresher Course
EMS 101	6	Paramedic Module I
EMS 102	6	Paramedic Module II
EMS 103	6	Paramedic Module III
EMT 160	8	Emergency Medical Technician - Basic
EMT 161	2	Emergency Medical Technician - Refresher
EMT 162	8	Emergency Medical Technician - Intermediate
EMT 163	1	Automated Defibrillation
ERT 160	4	Emergency Rescue Technician
FOS 121	2	Food Service Sanitation
HAC 160	3	Heating and Air Conditioning I
HAC 260	3	Heating and Air Conditioning II
HZM 111	1	Hazardous Materials Awareness
HZM 211	4	Hazardous Waste Site Assessment
HLT 125	1	First Aid
IND 049	3	Basic Mathematics for Industry
IND 101	3	Instrument and Control Maintenance Module A
IND 102	3	Instrument and Control Maintenance Module B
IND 103	3	Instrument and Control Maintenance Module C
IND 104	2	Quality Control ASME Dye Penetrate Certification
IND 105	1	Quality Control "R" Stamp Training
IND 106	2	Quality Control ASME Visual Testing Certificate
IND 107	.5	Advanced Operator Training/Controlling Boiler Loss
IND 108	.5	Advanced Operation Training/Turbine Efficiency

<u>Course Number</u>	<u>Credit Hours</u>	<u>Course Title</u>
IND 109	.5	Operator Training/Protective Relays
IND 110	.5	Operator Training/Oil Circuit Breakers
IND 111	.5	Operator Training/Turbine Startup
IND 112	1	Operator Training/Print Reading
IND 113	.5	Advanced Operator Training/Boiler Efficiency
IND 114	2	Programmable Logic Controllers
IND 115	1	Transportation Certificate/License Renewal
IND 116	1	Data Entry for Industry
IND 117	1	Telephone Communication for Industry
IND 118	3	Team Building I
IND 119	1	Proofreading for Industry
IND 120	3	Principles of Leadership I
IND 121	3	Principles of Leadership II
IND 122	3	Beginning Keyboarding/Typing for Industry
IND 123	2	Applied Communications for Industry
IND 124	3	Special Topics: Emergency Medical Service for Cont. Ed.
IND 125	3	Business Machines for Industry
IND 126	3	Fundamental DC Electronic Concept for Industry
IND 127	1	Establishing a Home Office
IND 128	5	Inorganic Chemistry for Industry
IND 160	2	Intro to Microcomputers for Industry
IND 161	2	Deckhand for Industry
IND 162	1	WordPerfect for Industry
IND 163	1	Intro to Microsoft Word for Industry
IND 164	3	Basic Welding for Industry
IND 165	3	AC and Refrigeration for Industry
IND 166	.5	Welding Safety
IND 167	.5	Electrical Safety
IND 168	1	Intro to Desktop Publishing for Industry
IND 169	1	Intro to Lotus 1-2-3 for Industry
IND 170	1	Microsoft Windows for Industry
IND 171	1	Intro to Microsoft Excel for Industry
IND 172	1	Intro to Presentation Graphics for Industry
IND 173	1	Intro to Microsoft Access for Industry
IND 174	1	Intro to Microsoft Office for Industry
IND 175	1	Intro to Professional Graphic Software for Industry
IND 176	1	Internet/Netscape Navigator for Industry
IND 177	1	Introduction to Windows 95
IND 178	2	Creating Web Pages with Netscape
IND 179	1	Microsoft Outlook for Industry
IND 181	1	Intermediate Microsoft Excel for Industry
IND 182	1	Intermediate WordPerfect for Industry
IND 183	1	Intermediate Microsoft Word for Industry
IND 189	1	Intermediate Lotus 1-2-3 for Industry
IND 190	3	Fundamentals of Electricity
IND 191	3	Industrial Electronics
IND 192	3	Electric, Hydraulic, and Pneumatic Controls
IND 193	3	Industrial Machinery Maintenance
IND 194	3	Industrial Electric/Wiring Installer & Repairer
IND 201	1	Train the Trainer
IND 202	3	Occupational Safety & Health for Industry
IND 215	1	Intro to Quicken for Industry
IND 216	1	Intro to Peachtree Accounting for Industry
IND 217	1	Advanced Peachtree Accounting for Industry
IND 218	3	Team Building II
IND 220	3	Cardiopulmonary Resuscitation for Industry

<u>Course Number</u>	<u>Credit Hours</u>	<u>Course Title</u>
IND 221	3	CPR Refresher Course for Industry
IND 222	1	Sports Safety
IND 227	.5	Office Information Processing I for Industry
IND 260	3	Deckhand for Industry
IND 262	1	Advanced WordPerfect for Industry
IND 263	1	Advanced Microsoft Word for Industry
IND 269	1	Advanced Lotus 1-2-3 for Industry
IND 271	1	Advanced Microsoft Excel for Industry
IND 273	1	Advanced Microsoft Access for Industry
IND 274	1	Advanced Microsoft Office of Industry
IND 277	1	Advanced Windows 95 for Industry
ISO 160	.5	Orientation to ISO-9000
ISO 161 2	.5	Implementing ISO-9000
ISO 162	2	Internal Auditor Training
NUR 114	2	Intravenous Therapy for Nurses
NUR 120	3	Introduction to Infection Control
NUR 133	2	Nurse Assistant Instructor
NUR 214	4	Nursing Leadership and Management
PHB 120	3	Introduction to Phlebotomy
PN 118	3	First Responder
PN 165	1.5	Physical Therapy Rehabilitation Aid
REP 121	3	Introduction to Real Estate Sales
REP 123	3	Advanced Real Estate Practices
REP 124	1	Continuing Education Real Estate Renewal
REP 221	1	Real Estate Principles
REP 222	1	Real Estate Appraisal
REP 223	1	Real Estate Financing
REP 224	1	IL I - Standards of Professional Practices
REP 225	2	IL II - Foundation of Real Estate Appraisal
REP 226	2	IL III - Residential Real Estate Appraisal
REP 227	2	IL IV - Real Estate Appraisal Methods
REP 228	2	IL V - Principles of Capitalization
REP 229	2	IL E - Appraisal Applications
REP 230	2	Continuing Education Appraisal Renewal
REP 231	1	IL VI - Residential Report Writing
REP 232	1	IL VII - Non-Residential Report Writing
RFG 162	3	Refrigeration I
RFG 163	3	Refrigeration II
SPC 120	3	Communication for Hearing Impaired
SPC 121	3	Communication for Hearing Impaired II
SPC 122	3	Communication for Hearing Impaired III
WEL 129	2	Tig Welding
WEL 130	2	Metal Working and Fabrications
WEL 161	1	Welding for Heavy Equipment Repair
WWT 120	1	Introduction to Water/Wastewater Technology
WWT 121	3	Basic Wastewater Treatment
WWT 122	3	Basic Water Treatment
WWT 123	3	Advanced Wastewater Treatment
WWT 124	3	Advanced Water treatment

COURSE DESCRIPTIONS



A "T" located to the right margin of the following course descriptions indicates transfer to Murray State University or Southeast Missouri State University or Southern Illinois University-Carbondale as per articulation agreements. ***All students should confirm transferability through advisement.**

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

ACADEMIC ENHANCEMENT PROGRAM

AEP 101 ACADEMIC SUCCESS

This course is designed to assist students improve performance in college and beyond. The course emphasizes skills and strategies that contribute to the students ability to effectively use critical thinking.

Credit: 1 hour - One lecture hour per week.

Prerequisite: Students enrolled in the Academic Enhancement Program.

ACCOUNTING

ACC 111 FINANCIAL ACCOUNTING T

This course presents accounting as an information system that produces basic financial statements, such as Income Statement, Statement of Owner's Equity, Cash Flows Statement, and Balance, primarily for external users of the business. Students study sole proprietorship, partnership, and corporation ownership and journal transactions as they relate to business. The main content emphasis will be accounting for current assets and liabilities, long-term asset and liabilities, corporations' cash flow statements, and financial statement analyses. The accountant's role of analyzing and interpreting data for decision-making is also included.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: High School Bookkeeping or Bookkeeping-BUS 124

ACC 112 MANAGERIAL ACCOUNTING T

This course presents accounting as a system of producing information use internal use in managing a business. Planning, controlling, and evaluating the performance of the separate components of a business are emphasized through the identification, accumulation, and interpretation of data. Identification and measurement of the costs of producing goods and services is analyzed and means of controlling these costs are studied. Decision models used in making short- and long-term business decisions are included in the course of study.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Financial Accounting-ACC 111

ACC 121 PAYROLL ACCOUNTING

This course involves the calculation of earnings whether hourly, piece rate, commission, weekly, or salary, computation of employee taxes such as FICA, federal, and state, and computation of employer taxes such as FICA, FUTA, and SUTA. Other topics covered include overtime calculations, reporting forms to the government, and computerized payroll. Students will complete a payroll simulation.

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 T

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: Managerial Accounting-ACC 112

ACC 214 ETHICAL ISSUES IN ACCOUNTING

The Ethical Issues in Accounting course encourages the student to examine his/her own personal code of ethics as white-collar crime and business fraud is studied. Students practice ethical decision making with case studies. The course seeks to help students develop a stronger personal code of ethics to handle future ethical dilemmas. Business professionals who have been active in developing new codes of ethics for business organizations provide understanding of the ethical issues of today's competitive environment.

Credit: 1 hour - One lecture hour per week.

Prerequisites: None

ACC 218 ACCOUNTING ANALYSIS

The Accounting Analysis course asks the student to prepare the basic accounting statements--income statement, statement of owner's equity, balance sheet, and cash flow statement--and from these financial documents prepare written analysis sheets for the user, whether the user is a bank, the stockholders, the board of directors, or the annual report.

Credit: 1 hour - One lecture hour per week.

Prerequisites: Financial Accounting-ACC 111, Managerial Accounting-ACC 112 or concurrent enrollment.

ACC 219 QUICKBOOKS

The course Quickbooks introduces the accounting student to an accounting software package which is intended for the small business owner. Quickbooks helps the business owner/worker manage business finances by using computers.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisites: None

ACC 223 TAX ACCOUNTING

The study of tax accounting 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: Financial Accounting-ACC 111

ACC 224 COMPUTERIZED ACCOUNTING APPLICATIONS

This course makes use of computers in the accounting process. A commercial accounting software package is used. Accounts payable, accounts receivable, payroll, cash receipts, cash payments, and general ledger modules are completed.

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

Prerequisite: Financial Accounting-ACC 111

ACC 225 INSURANCE/RISK MANAGEMENT

This course on Insurance/Risk Management seeks to show how insurance is used as a risk management tool. Different kinds of insurance--automobile, property, health, life, loss-of-income, annuities, compensation, liability--are discussed. Annuity tables, HMOs and Point-of-Service Plans are current issues covered. Careers in the insurance profession are studied.

Credit: 2 hours - Two lecture hours per week.

Prerequisites: None

ADDICTIONS COUNSELING

ACP 111 ORIENTATION TO HUMAN SERVICES

A brief survey of all the Human Services occupations in agencies located in the surrounding metropolitan area is offered.

Credit: 3 hours - Three lecture hours per week.

Prerequisites: None

ACP 120 CURRENT TRENDS IN SOCIAL SERVICES

This course is an examination of the special problems of the poor, the unemployed, the aged, women, the sick, the handicapped, minorities, etc. It is a study of federal and state legislation in the social field and its implications. An examination of current policies and practices designed to deal with social problems is also included.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Orientation to Human Services-ACP 111

ACP 125 INTRODUCTION TO ADDICTIONS COUNSELING

An overview of historical and cultural attitudes toward drug abuse, this course probes the disease concept of chemical dependency. The interaction of physical, psychological and social aspects, as well as clinical methods of treatment, early intervention and prevention are studied.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ACP 126 PHARMACOLOGY FOR ADDICTIONS COUNSELOR

This course introduces the student to the pharmacology, physiology, and biochemical principles necessary to understand the effects of the nature, action, and use of drugs with emphasis on applications to addictions counseling.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

ACP 127 CLINICAL SKILLS FOR ADDICTIONS COUNSELOR

This lab course presents an applied skills approach to interviewing techniques, assessment, individual and group counseling, and development of effective objectives and methods in addictions treatment.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Consent of instructor

ACP 128 ADDICTIONS COUNSELING I

This course explores a multitude of factors that comprise addiction, and a variety of methods of treating the chemically dependent person. Topics covered are denial, relapse, legal issues and individual, group and family counseling.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Pharmacology for Addictions Counselor-ACP 126 or consent of instructor

ACP 129 ADDICTIONS COUNSELING II

This advanced addictions counseling class will explore in greater depth issues related to the treatment of chemically dependent people. Discussion will include advanced pharmacodynamics of addictions, sexuality and addictions, planning intervention, application of special populations and employee assistance programs.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Pharmacology for Addictions Counselor-ACP 126 and Addictions Counseling I- ACP 128 or consent of instructor

ACP 197 FIELD STUDY IN HUMAN SERVICES

This course will provide instruction in the following areas: local agencies, or institutions, police departments, juvenile courts, detention home, halfway houses, public schools, and related agencies or institutions.

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

Prerequisite: Orientation to Humans Services-ACP 111 and Current Trends in Social Services-ACP 120

ACP 217 GROUP DYNAMICS AND SOCIAL RELATIONS

The objective of this course is to teach the psychology of mobs and mob interaction. It will study organized mobs such as gangs and their spontaneous control.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ACP 291 PRACTICUM IN HUMAN SERVICES

In this course, the student will put into practice the various kinds of skills that he/she has acquired during his/her previous educational experiences. The student will write periodic reports describing his/her activities and will have regular conferences with the instructor.

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

Prerequisite: High school diploma or GED and Sophomore standing

ASSOCIATE DEGREE NURSING

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 and 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: Admission to the ADN program and current CPR certification

ADN 229 COMMUNITY HEALTH NURSING

This course is designed to introduce the student to the concepts of nursing in the community. The student will learn that the nurse can positively influence the health and well being of citizens in the community via the roles of practitioner, communicator, educator, advocate, and case manager. The problem-solving approach will be applied in order to identify health problems of clients in a variety of community clinical agencies and settings. Emphasis will be placed on identifying and utilizing community resources for health problems of all age groups.

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

Prerequisite: Admission to the ADN program and current CPR certification

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: Admission to the ADN program and current CPR certification

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: Admission to the ADN program and current CPR certification

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: Admission to the ADN program and current CPR certification

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: Admission to the ADN program and current CPR certification

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: Admission to the ADN program and current CPR certification

**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: Admission to the ADN program and current CPR certification

**ADN 236 ORTHOPEDIC-DERMATOLOGICAL
NURSING INTERVENTIONS**

This course is designed to further the student's knowledge of skeletal, muscular and skin function and those disorders commonly encountered in nursing practice. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for those patients experiencing disorders associated with joints, bones, muscles, and skin. Learning opportunities include both theory and selected clinical experiences.

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

Prerequisite: Admission to the ADN program and current CPR certification

ADN 237 PSYCHIATRIC NURSING INTERVENTIONS

This course is designed to provide the student with further exploration and study into the concepts of mental health and mental illness. Emphasis will be placed upon developing skills in therapeutic communication techniques, principles of psychiatric nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill patient. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite: Admission to the ADN program and current CPR certification

ADN 238 CARDIOVASCULAR NURSING INTERVENTIONS

This course is designed to provide the student with further study and depth into cardiovascular function and common pathophysiological processes. Emphasis will be placed upon the application of the nursing process, health maintenance, and disease prevention. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite: Admission to the ADN program and current CPR certification

ADN 239 INTRODUCTION TO CONCEPTUAL FRAMEWORK

This course introduces the student to the concepts which are the foundation of the nursing curriculum. Emphasis is placed on the exploration and study of basic human needs and the components of the nursing process. Learning opportunities include both theory content and selected clinical experiences.

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

Prerequisite: Admission to the Associate Degree Nursing Program

AGRICULTURE

AGR 112 CROP SCIENCE T

A study of agriculture crop identification, uses, importance and fundamental principles of production.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

AGR 113 SOIL SCIENCE T

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

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

Prerequisite: None

AGR 114 SOIL SCIENCE T

A study of various methods of soil testing and how the results can be interpreted to make fertilizer recommendations. Investigation of chemical and organic fertilizers and their uses in modern times.

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

Prerequisite: Soil Science-AGR 113

AGR 115 ANIMAL SCIENCE T

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

AGR 116 AGRICULTURE ECONOMICS 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 T

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

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

Identification of local mammalian wildlife, their life cycles, habitats, and importance will be presented.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

AGR 228 WILDLIFE MANAGEMENT I

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

This course emphasizes principles of wildlife ecology and management of wildlife resources. Topics include 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, as well as their prevention, control and eradication will be included.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

AGR 234 OUTDOOR RECREATION AND PARK MANAGEMENT
Policy, development and administration of outdoor recreation as encountered in forest, park and wildlands are presented in this course. Topics covered include outdoor recreation, Resource Review Commission Report, programs for outdoor recreation and policies for both public and private administration.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ANTHROPOLOGY

ANT 216 ANTHROPOLOGY T

An introduction to and survey of the nature of humans, their origins and culture with the main emphasis on cultural anthropology.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

APPLIANCE REPAIR

APP 100 BASIC ELECTRICITY FOR APPLIANCES

Students will gain knowledge of basic electricity concepts for appliances. This course is required prior to the study of appliance repair to ensure proper repair procedures.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

APP 101 APPLIANCE REPAIR I

This course will prepare individuals to apply technical knowledge and skills to repair, install and service major gas, electrical and microwave consumer appliances such as stoves, refrigerators, dryers, water heaters, washers, dishwashers, and commercial units such as ice makers.

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

Prerequisite: APP 100 - Basic Electricity for Appliances

APP 102 APPLIANCE REPAIR II

This course is a continuation of Appliance Repair I. Advanced techniques will be taught covering all major appliance repair.

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

Prerequisite: APP 101

- 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 T**
 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 II T**
 An exploration of the fundamental elements and concepts of design. Emphasis on three-dimensional design principles and theories using a variety of media.
 Credit: 3 hours - Six lab hours per week.
 Prerequisite: Design I-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.

ASTRONOMY

AST 111 INTRODUCTION TO ASTRONOMY T

A course in astronomy designed for students in any curriculum. 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

AUTOMOTIVE (course descriptions changed)

AUT 122 ENGINE PERFORMANCE/TUNE-UP

This course is a study of ignition systems, computer and input sensors, distributor ignition systems, electronic ignition systems, and on-board diagnostic II systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 129 ENGINE PERFORMANCE/FUEL SYSTEMS

This course is a study of basic fuel systems, intake and exhaust systems, emission control systems, computer-controlled carburetors, and electronic fuel injection. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 132 ELECTRICAL/ELECTRONIC SYSTEMS

This course is a study of safety, basic theories, electrical components, wiring and circuit diagrams, automotive batteries, direct current motors and the starting system, charging systems, lighting circuits, instrumentation, electrical accessories and chassis electronic control systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 133 AUTOMATIC TRANSMISSION/TRANSAXLE

This course is a study of safety, drive train theory, general theories of operation, hydraulic torque multipliers, planetary gears and shafts, hydraulic systems and apply devices, common automatic transmissions, and electronic automatic transmissions. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 135 BRAKES

This course is a study of automotive fundamental safety, master cylinders, power-assist units, hydraulic lines and valves, disk brakes, drum brakes, antilock braking system, parking brake, brake electric and electronic components. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 136 SUSPENSION AND STEERING

This course is a study of automotive suspensions and steering systems basic theory, safety practices, wheel bearings, tires and wheels, shock absorbers and struts, front and rear suspension systems, computer controlled suspension systems, steering columns and steering linkage mechanisms, power steering pumps, steering gears, four wheel steering, frames, camber, caster, SAI, setback, toe, and computer alignment systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

Credit: 3 hours - Two lecture and 2 lab hours per week.

Prerequisite: None

AUT 137 ENGINE REPAIR

This course is a study of theory of engine operation, safety, operating systems, diagnosis, sealer gaskets, fasteners, tools and machinery, engine removal and disassembly, manifolds, cylinder heads and reconditioning, valve train, block assembly, engine re-assembly and installation. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 138 MANUAL DRIVE TRAIN AND AXLES

This course is a study of safety, drive train theory, clutches, manual transmissions/transmission front drive axles, drive shafts, and universal joints, differentials and drive axles, four-wheel drive systems, drive train electrical and electronic systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 139 AUTO HEATING AND AC

This course is a study of auto air conditioning and heating and its history and purpose, its health and safety, its temperature and pressure fundamentals, the refrigeration system, system components, compress and clutches, system servicing, testing, and diagnosis, case and duct systems, retrofit systems, system controls, engine cooling and comfort heating system. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 141 AUTO LAB CO-OP

This lab is designed to provide the student with on-job training for classes AUT 122-Engine Performance/Tune-up and AUT 129-Engine Performance/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 lab hours per week for eight weeks

Prerequisite: Engine Performance/Tune-up-AUT 122, Engine Performance/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, AUT 136-Suspension and Steering, and AUT 138-Manual Drive Train and Axles. 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 lab hours per week for eight weeks

Prerequisite: Brakes-AUT 135, Suspension and Steering-AUT 136, and Manual Drive Train and Axles-AUT 138

AUT 145 AUTO LAB CO-OP

This lab is designed to provide the student with on-job-training for classes AUT 132-Electrical/Electronic Systems, and AUT 137-Engine Repair. 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 lab hours per week for eight weeks.

Prerequisite: Electrical/Electronic Systems-AUT 132, Engine Repair-AUT 137

AUT 147 AUTO LAB CO-OP

This lab is designed to provide the student with on-job-training for classes AUT 133-Automatic Transmission/Transaxle, and AUT 139-Auto Heating and AC. 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 lab hours per week for eight weeks.

Prerequisite: Automatic Transmission/Transaxle-AUT 133, Auto Heating and AC-AUT 139

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 ENGINE PERFORMANCE/COMPUTER CONTROL I

This course is a study of a review of electric and electronics, computers in cars, common components, general motors', computer command control, general motors' electronic fuel injection, recent changes in general motors' engine controls. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: None

AUT 230 ENGINE PERFORMANCE/COMPUTER CONTROL II

This course is a continued study of computerized engine controls. Covered are Cadillac's digital fuel injection, ford's microprocessor control unit, ford's EEC I, EEC II, EEC III, ford's electronic engine control (EEC IV), recent ford motor company engine control systems, Chrysler's oxygen feedback system, Chrysler's single-point and multi-point fuel injection systems, Chrysler's multiplexing and computer developments, European (Bosch) engine control systems, Asian computer control systems, electronically controlled diesel engine systems. Classroom lecture on these areas as well as shop work experience on required tasks as defined by the National Automotive Technicians Education Foundation (NATEF) will be completed by successful students.

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

Prerequisite: Engine Performance/Computer Control I-AUT 225

BASIC ELECTRICITY

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, transformers, and other heavy duty power units.

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

Prerequisite: Basic Electricity I-BEL 161

BUILDING MAINTENANCE

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 grounds-keeping.

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

Prerequisite: None

BIOLOGY

BIO 111 INTRODUCTION TO BIOLOGY T

This course introduces the student to the levels of organism complexity. The chemical basis of life, cellular structure and processes, and the anatomy and physiology of plants and animals will be studied. Tissues and organ systems of the human body will be emphasized.

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

Prerequisite: None

BIO 112 BIOLOGY T

An 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 biotechnology 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 Chemistry-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 sub-cellular 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 an introduction to plant biology. Basic principles of plant structure, development, physiology and reproduction are emphasized. Consideration is also given to plant genetics, classification, evolution, and ecology.

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

Prerequisite: Introduction to Biology - BIO 111 (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 Chemistry-PHS 111, or Inorganic Chemistry-CHE 114 or equivalent

BIO 216 SURVEY OF THE ANIMAL KINGDOM T

Basic principles of the structure, physiology, life cycles, 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 CARRIBEAN 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.

BUSINESS

BUS 116 PRINCIPLES OF MARKETING T

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. 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 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 196 SALES 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 210 PRINCIPLES OF MANAGEMENT T

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 T

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 212 ADVERTISING: PRINCIPLES AND TECHNIQUES

This course is designed to acquaint the student with basic concepts in advertising goods and services as well as develop skills in planning and implementing advertising techniques. Emphasis is placed on what, why, to whom, when, where, and how to advertise in all forms of business-service, industrial, and especially retail.

Credit: 3 hours - Three lecture hours per week.

Prerequisites: 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 I 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 LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS T
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. Employment, environmental, securities, consumer protection, and labor laws are covered in detail. Business ethics and social responsibilities of business are topics, which run throughout the course.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None.

BUS 216 RETAILING
Students will be introduced to the nature and scope of retailing as a major economic force in this country. Career opportunities; retail planning and management; competition; the legal environment; buying and handling merchandise; pricing; advertising; store location and design; personal selling; and human resources are major areas of discussion.
Credit: 3 hours - Three lecture hours per week.
Prerequisites: None

BUS 217 ENTREPRENEURSHIP
This course is designed to help the student feel confident in establishing, owning, and operating their own small business with success. Students will study the areas of management, marketing, advertising, and sales in relation to a small business. Topics will focus on the small business aspect of ownership.
Credit: 3 hours - Three lecture hours per week.
Prerequisites: None

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

CHEMISTRY

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 Chemistry-PHS 111 or high school chemistry and two units of high school algebra or Intermediate Algebra-MAT 114

**CHE 115 INORGANIC CHEMISTRY AND QUALITATIVE T
ANALYSIS**
Topics of the course include kinetics, equilibrium, solubilities, thermodynamics, organic and biochemistry. The student will be introduced to techniques of solving concentrations of various types of solutions in equilibrium. 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 studied include structural theory, mechanisms of reactions, and methods of formation of several of the functional groups.
 Credit: 3 hours - Three lecture 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: 3 hours - Three lecture hours per week.
 Prerequisite: Organic Chemistry- CHE 211 or equivalent
- CHE 213 ORGANIC LABORATORY I T**
 This course provides the student with practice in the separation and identification of organic chemicals from many of the functional group families. Separation by distillation, crystallization, and various types of chromatography will be done in the laboratory. The student will be expected to keep a record of activities in the lab and to report on analyses made. Some time will be devoted to discussion of the procedures and separations done in lab.
 Credit: 2 hours - Four lab hours per week.
 Prerequisite: Inorganic Chemistry and Qualitative Analysis-CHE 115 or equivalent (Organic Chemistry I-CHE 211 must be taken concurrently)
- CHE 214 ORGANIC LABORATORY II T**
 This course provides the student with practice in the synthesis and identification of organic chemicals from many of the functional group families. Many compounds of classical and medical importance will be prepared and purified. Analysis of the products will be made to determine identity and purity. The student will be expected to keep a record of activities in the lab and to report on analyses made. Some time will be devoted to discussion of the procedures, syntheses and separations done in lab.
 Credit: 2 hours - Four lab hours per week.
 Prerequisite: Inorganic Chemistry and Qualitative Analysis-CHE 115 or equivalent (Organic Chemistry II-CHE 212 must be taken concurrently)
- 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 and Qualitative Analysis-CHE 115 and College Algebra-MAT 116 or equivalent courses.

COMPUTER AND NETWORK SPECIALIST **(CISCO)**

- CIS 101 NETWORK FUNDAMENTALS**
 This course studies the fundamentals of network systems. Addressing and network layer protocols will be covered. This course will include lecture, self-paced computer-assisted learning and hands-on lab work.
 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 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 lecture hours per week.

Prerequisite: None

CLE 224 JUVENILE JUSTICE

This course provides an overall examination of the US juvenile Justice System. Theories that attempt to explain the underlying causes of delinquency are surveyed. The application of preventive methods and correctional techniques are discussed.

Credit: 3 hours - Three lecture 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.

COMPUTERS

COM 111 BUSINESS COMPUTER SYSTEMS T

This course is designed primarily for students planning to major in a field of business. Students are introduced to and trained in the use of business computer packages, including word processing, database management, spreadsheet, presentation software, and Internet access. Operating systems such as DOS, Windows, NT, UNIX, and OS/2 are reviewed. Basic management information systems are studied. The course also serves as the computer literacy course for other majors.

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

Prerequisite: Proficiency in typing or concurrent enrollment in Basic Keyboarding-BUS 121.

COM 131 BUILDING YOUR OWN COMPUTER

This course introduces the student to the construction of a computer from finding and specifying the parts, to the assembly and operation of the computer. The student will purchase parts for the computer and build it from components.

Credit: 3 hours - Two lecture and two lab 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: 2 hours - One lecture and two lab hours per week.

Prerequisite: None

COM 161 INTRODUCTION TO DOS

This course provides the student with an introduction to disk operating system functions. Students will be able to use DOS commands to perform common operations such as: managing storage of files and hard disk, creating menus, and performing daily back-ups.

Credit: 1 hour - .5 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 - .5 hour lecture and one lab hour per week.

Prerequisite: None

COM 163 INTRODUCTION TO MICROSOFT WORD

An introduction to word processing concepts from creating simple text documents to the beginning techniques of mail merge. Incorporating copy/cut and past, borders and bullets and use of the program's writing tools.

Credit: 1 hour - .5 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 - .5 hour lecture and one lab hour per week.

Prerequisite: None

COM 168 INTRODUCTION TO DESKTOP PUBLISHING

This course provides the student experience with a hands-on professional publication program, Aldus PageMaker, which manipulates graphics, text and drawn objects.

Credit: 1 hour - .5 hour lecture and one lab hour per week.

Prerequisite: None

COM 171 INTRO TO MICROSOFT EXCEL

This course introduces the steps of creating an electronic spreadsheet with labels, values, formulas and functions. Students will use the fill command to copy formulas with relative cell references to maximize spreadsheet calculation efficiency. Chart analysis of data will be prepared and manipulated with type, color, legends, titles and scaling. Conversion of the workbook or individual sheets to html for publication on the web will also be introduced.

Credit: 1 hour - .5 hour lecture and one lab hour per week

Prerequisite: None

COM 172 INTRO TO PRESENTATION GRAPHICS

Preparation of business on-screen presentations involving the following slide layouts: title, bulleted list, columns, organizational charts and clip art. Presentations will incorporate transitional effects for objects on slides as well as build effects for presentation to text on a slide. Insertion of video and audio clips will enhance the business presentation.

Credit: 1 hour - .5 hour lecture and one lab hour per week

Prerequisite: None

COM 173 INTRO TO MICROSOFT ACCESS

This course introduces the steps of creating a relational database with multiple tables. Online form entry methods will be presented and report preparation. Query data procedures will be practiced to produce day-to-day data from the database.

Credit: 1 hour - .5 hour lecture and one lab hour per week

Prerequisite: None

COM 176 INTERNET USING NETSCAPE NAVIGATOR

This course provides the student with an introduction to the Internet using the Netscape Navigator World Wide Web browser. It will help the student get introduced to the Internet and Netscape as well as provide insight to searching, retrieving and conversing using the Netscape Navigator. It will also cover the usage and installation of the Eudora Mail system as well as the Netscape Navigator Mail system.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

COM 177 WINDOWS 95

This course provides the student with on-hands training with the Windows 95 operating system. Students will manage files easily and efficiently using Windows 95 explorer and control panel. An introduction to personal information managers available will be given as well as the capabilities of multimedia and communication through Windows 95.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None.

COM 178 CREATING WEB PAGES WITH NETSCAPE

This course provides the student with an in-depth study of creating his or her own web pages using the Netscape Navigator Gold Software. The student will get to create web pages, edit them, add links to other pages and add e-mail links. The usage of tables and graphics will also be discussed.

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

Prerequisite: None

COM 179 MICROSOFT OUTLOOK

Microsoft Outlook is an integrated electronic mail, calendar, contact, and task management program that can be used to efficiently communicate with others, schedule appointments and tasks, record information about personal and business contacts, and organize the files.

Credit: 1 hour - .5 lecture and one lab hour per week

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 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 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 227 DATABASE MANAGEMENT SYSTEMS

This course concentrates on database theory and usage as well as using the module capabilities of Microsoft Access. Data structures needed for advanced programming courses will 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 DOS-COM 261, 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 230 DATA COMMUNICATIONS

This is an introductory course dealing with the different areas in data communications. Topics include different LAN/WAN topology design, protocols for data transmission, networking hardware and software setup. Lab work to include e-mail, computer faxing, downloading files and compressing/expanding as needed, chat, newsgroup participation, and bulletin board posting.

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 233 BASIC PROGRAMMING

This course provides the student with an introduction to the Visual Basic for Windows Programming language. Topics include building applications, creating an interface for working with controls, building applications with multiple forms and executable files and building applications with drag-and-drop functionality.

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

Prerequisite: None

COM 235 CGI SCRIPT PROGRAMMING

CGI is a basic method for information servers to communicate with other programs. Students will code and write CGI scripts to read input from the web server and give the output back to the web server.

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

Prerequisite: Business Computer Systems-COM 111 or instructor consent

COM 236 WEB PAGE AUTHORIZING WITH FRONTPAGE

FrontPage Editor will be utilized for creation, editing, and testing of WWW pages. Students will enhance web pages with hyper linked text, images, tables, and forms which incorporate from fields with radio buttons, drop-down lists, check boxes, and scrolling text.

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

Prerequisite: Business Computer Systems-COM 111 or instructor consent

COM 237 IMAGE ENHANCEMENT FOR WEB PAGE

Students will learn industry leading software to edit images, adjust scanned images, correct colors, and apply filters for special effects. Also, creation of logs, icons, navigation controls and background textures all with drag-and-drop simplicity will be introduced.

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

Prerequisite: Business Computer Systems-COM 111 and Creating WebPages with Netscape-COM 178 or WebPage Authoring with Frontpage-COM 236

COM 238 WEBSITE DESIGN EVALUATION

Students will create, edit and publish a complete web design for a given organization, business, or entity incorporating most aspects of WWW techniques in order to accurately and visually attract the targeted audience.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: Business Computer Systems-COM 111 and Creating WebPages with Netscape-COM 178 or instructor consent

COM 239 JAVA PROGRAMMING

An introduction to the JAVA programming language. Topics include: implementation of downloading JAVA applets, creation of JAVA Apps which route through multiple loops, handling errors with the exception class, and utilize multithreading techniques to create results for insertion into a web page.

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

Prerequisite: Business Computer Systems-COM 111 and Creating WebPages with Netscape-COM 178 or instructor consent

COM 261 ADVANCED DOS

This course provides the student with extensive disk operating system functions. Student will be able to use DOS commands to perform high level operations such as; customizing a system, adding drivers to configuration systems, maintain data files with the DOS text editor.

Credit: 1 hour - .5 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 - .5 hour lecture and one lab hour per week.

Prerequisite: WordPerfect-COM 162

COM 263 ADVANCED MICROSOFT WORD

A continuation of word processing concepts consisting of macros, templates and styles. Creation of long reports with table of contents and indexes. Desktop publishing concepts of word art, graphics along with columns and borders are introduced. Students will construct beginning level web pages.

Credit: 1 hour - .5 hour lecture and one lab hour per week.

Prerequisite: MicroSoft Word-COM 163

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 - .5 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 desktop publishing features covered in COM 168. Students also will explore proper usage of fonts and colors along with linear placement of objects to enhance the professional appearance of the page. Long document production will be covered which includes book chapters, table of contents and indexes.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: Introduction to Desktop Publishing-COM 168

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: Advanced Operating Systems-COM 261

COM 271 ADVANCED MICROSOFT EXCEL

Manipulation of lengthy worksheet by freezing panes, adjusting print settings along with headers/footers, and grouping related sheets for more efficient data entry. Extensive experience with managerial "what-if" analysis tools such as solver, scenario maker and the goal seek.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: COM 171-Intro to Microsoft Excel

COM 273 ADVANCED MICROSOFT ACCESS

Advanced form features such as customizing form controls, multiple page forms, subforms along with grouped reports producing subtotals and totals. Introduction to macro creation and multitasking with Access using a Switchboard form.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: COM 173-Intro to Microsoft Access

COM 274 ADMINISTERING WINDOWS NT NETWORK

This course provides the student with hand-on experience with Windows NT software for LANs. Installing, maintaining and managing a network will be emphasized.

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

Prerequisite: Windows 95-COM 177 and Advanced DOS-COM 261

COMPUTER SYSTEMS TECHNICIAN

CST 199 COMPUTER SYSTEMS TECHNICIAN 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

COSMETOLOGY

COS 120 COSMETOLOGY THEORY I

A study and practice of professional ethics, personal hygiene, grooming, visual poise, personality development, bacteriology, sterilization, sanitation, the skin, scalp, trichology, nails, and disorders of the skin and scalp.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

COS 121 COSMETOLOGY THEORY II

This course will include the theory of electricity and light therapy, chemistry as applied to cosmetology, chemistry of cosmetics, anatomy, histology and physiology.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Cosmetology Theory I-COS 120

COS 122 COSMETOLOGY THEORY III

This course will include the mathematics of cosmetology, a study of the practical application of salon management, Illinois Law as defined by the Illinois Department of Rules and Regulations and a review of the entire curriculum in preparation for the Illinois State Board Examination.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Cosmetology Theory II-COS 121

COS 123 COSMETOLOGY LABORATORY I

There will be demonstrations and lectures by the instructor with the students participating in the following: shampooing and rinsing, scalp treatments, hair shaping, roller placement, pin curls, hairstyling, permanent waving, hair straightening, hair coloring (all types), manicuring, facial massage, facial make-up, eyebrow arching, superfluous hair removal, hair pressing, thermal waving, wig care and styling. Students will perform these duties on each other until 160 clock hours have been obtained. Then they will be allowed to work with patrons.

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

Prerequisite: None

COS 124 COSMETOLOGY LABORATORY II

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

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

Prerequisite: Cosmetology Laboratory I-COS 123

COS 125 COSMETOLOGY LABORATORY III

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

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

Prerequisite: Cosmetology Laboratory-COS 124

COS 220 COSMETOLOGY INSTRUCTOR TRAINING I

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

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

Prerequisite: Licensed Cosmetologist

COS 221 COSMETOLOGY INSTRUCTOR TRAINING II

This course is a continuation of Cosmetology 220. Additional emphasis is placed on the supervision and instruction in the classroom and laboratory setting. Preparation of lesson plans and actual classroom instructional presentations by the student will be emphasized. Additional theory instruction in educational psychology, basic principles of student teaching, and business experience will be stressed.

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

Prerequisite: Licensed Cosmetologist

COS 230 ADVANCED COSMETOLOGY

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Licensed Cosmetologist or consent of instructor

COS 231 CONTINUED COSMETOLOGY EDUCATION

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Licensed Cosmetologist or consent of instructor

CARDIOPULMONARY RESUSCITATION

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 121 CPR REFRESHER COURSE

The course is designed to review the signs of cardiac and respiratory arrest, the actions for survival, and to up-date the student regarding CPR.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: CPR 120 - Cardiopulmonary Resuscitation I

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

DECKHAND TRAINING

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

DRAFTING

DRA 128 INTRODUCTION TO COMPUTER ASSISTED DRAFTING

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

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 - One lecture and two lab 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 - One lecture and two lab 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 - One lecture and two lab 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

ECONOMICS

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

ELECTRONICS

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

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 various transducing and signal acquisition devices as used in an industrial plant.

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

Prerequisite: Fundamental DC Electrical Concepts-ELT 120

ELT 130 HARDWARE MAINTENANCE

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

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

Prerequisite: Business Computer Systems-COM 111 and sophomore status.

ELT 199 ELECTRONICS INTERNSHIP

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

Credit: 2 hours - 10 lab hours per week.

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

ELT 223 ADVANCED INDUSTRIAL ELECTRONICS

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

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

Prerequisite: Fundamental DC Electrical Concepts-ELT 120

ELT 236 MICROPROCESSOR FUNDAMENTALS

A study of the microprocessor system's architecture, applications, and controls. Topics of study include: machine language and mnemonics, debugging programs, registers, control, memories, ROM control power-up, RAM memories, ALU, control works. Study will include a hardware and software analysis

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

Prerequisite: 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 computers. 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

ENGINEERING

EGR 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

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 BLS 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, EGTAs and an overview of endotracheal intubation.

Credit: 8 hours - Seven 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 - 1 lecture hours per week.

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

ENGLISH

ENG 041 COLLEGE PREP READING I

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 COLLEGE PREP READING II

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 COLLEGE PREP 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 COLLEGE PREP 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 composition course stresses development of writing skills and explores a variety of compositional forms. Students will develop an awareness of the writing process and become competent in inventional, organizational and editorial strategies. This course emphasizes critical skills in reading, thinking, and writing.

Credit: 3 hours - Three lecture hours per week.

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

ENG 112 ENGLISH COMPOSITION T

This course stresses further development of writing skills and explores a variety of compositional forms. Students will continue to develop awareness of the writing process and become competent in inventional, organizational and editorial strategies. This course emphasizes critical skills in reading, thinking, and writing and includes production of documented, multi-source writing.

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: .5 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/COMPASS 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 126 CREATIVE WRITING T

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

Credit: 3 hours - Three 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: 4 hours - Three lecture and two lab hours per week.

Prerequisite: None

FOS 124 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: 3 hours - Two lecture and two 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 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

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 AND PASTRY

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 - Two lecture and two lab hours per week.

Prerequisite: Introduction to Baking-FOS 129

FOS 230 USDA DIETARY GUIDELINES

The course provides basic information and development of skills necessary to plan and prepare menus for school-age children that meet the 1990 Dietary Guidelines for Americans and the USDA federal nutrition standards. Food-based and nutrient standard menu planning techniques are discussed. The computer session provides the opportunity to learn how to plan menus using the nutrient standard menu planning with a USDA approved software program. Quality food production techniques ensure that the food produced or purchased will assist in meeting the dietary guidelines.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

FRENCH

FRN 111 FRENCH

T

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

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

Prerequisite: None

FRN 112 FRENCH

T

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

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

Prerequisite: French-FRN 111

FRN 211 FRENCH

T

Continued practice in speaking and reading French following review of basic principles is stressed in this course. Occasional oral reports in French graded to student's conversational level are required in this course.

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

Prerequisite: French-FRN 112

FRN 212 FRENCH

T

This is a continuation of French-FRN 211.

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

Prerequisite: French-FRN 211

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

GERMAN

GER 111 GERMAN T

A beginning course which stresses the conversational approach to the German language. Essential grammar is studied and composition is introduced in this course.

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

Prerequisite: None

GER 112 GERMAN T

This course is a continuation of German-GER 111.

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

Prerequisite: German-GER 111

GER 211 GERMAN T

A review of grammar combined with the reading of selected works of contemporary German authors is conducted in this course. Oral expression as well as composition is stressed.

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

Prerequisite: German-GER 112

GER 212 GERMAN T

This course is a continuation of German-GER 211.

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

Prerequisite: German-GER 211

GOVERNMENT

GOV 117 INTRODUCTION TO AMERICAN GOVERNMENT T

A survey of political institutions including forms and functions of the three levels of government: national, state, and local. Throughout the course, emphasis will be placed on the right and responsibility of citizenship in the democratic process. This course meets the requirements relative to the constitutions of the State of Illinois and the United States as required by Senate Bill 96.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

GOV 118 COMPARATIVE GOVERNMENT T

This is a course dealing with the major governments of modern Europe and Asia with reference to the study of political institutions and dynamics of political behavior.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

GEOGRAPHY

GRY 214 INTRODUCTION TO PHYSICAL GEOGRAPHY T
A study of the primary regions of the world including such physical factors as topography, climate and vegetation.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

HEATING AND AIR CONDITIONING

HAC 160 HEATING AND AIR CONDITIONING I
Basic fundamentals of heating and air condition, refrigerants pressure and temperature relationship, using pressure temperature tables, head pressure, ozone protection, electrical circuit fundamentals refrigeration and heating, tools and materials, law of thermodynamics, blueprint reading, EPA laws governing CFC's laws of refrigeration, using gauge manifolds, heating controls, and basic fundamental hydronic heating.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite: None

HAC 260 HEATING AND AIR CONDITIONING II
Servicing and installing heating and air condition systems, refrigerant controls, heat pumps, theory, heat pump controls, superheat, metering devices, motor controls, trouble shooting external diagnosis and servicing air condition and heating systems, leak detection and repair, replacing compressor, charging systems, CFC recovery recycle, reclaim standards. Troubleshooting electrical refrigeration circuits. Troubleshooting electrical circuits heat pumps. Students completing both HAC I and HAC II should gain the skills and knowledge to pass the EPA certification test to service or repair refrigeration systems. This test to be given at the end of HAC II.
Credit: 3 hours - Two lecture and two lab hours per week.
Prerequisite: HAC 160 - Heating and Air Conditioning I

HISTORY

HIS 116 WESTERN CIVILIZATION T
A survey of social, economic, political, and cultural development of the Western world from earliest times to 1715 will be presented.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

HIS 117 WESTERN CIVILIZATION T
A continuation of Western Civilization-HIS 116 emphasizing social, economic, political, and cultural development of the Western world, from 1715 to the present.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

HIS 214 HISTORY OF THE UNITED STATES T
A study of the major political, social and economic developments of the United States to 1865 is presented.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

HIS 215 HISTORY OF THE UNITED STATES T

A continuation of History of the United States-HIS 214, emphasizing the political, social and economic developments from 1865 to the present.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

HIS 216 AFRICAN-AMERICAN HISTORY T

A survey of African-American history from African backgrounds and slavery through the civil rights movement and the role of African-Americans today with emphasis on their contributions to America's development and culture.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None.

HIS 217 HISTORY OF EASTERN CIVILIZATIONS T

Political, social, economic, and cultural history of Asian world from the Mongols to present. Includes response and adaptation to Western influence, modernization, and revolution.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

HIS 241 HISTORY OF LATIN AMERICA T

A survey of Latin American history from Pre-Columbian times and the Spanish conquest of the ancient Maya, Aztec, and Inca cultures to the nineteenth century wars of Independence. Includes a study of the political, social, economic, and cultural development of the area.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

HEALTH INFORMATION TECHNOLOGY

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 - Three lecture hours per week

Prerequisite: None

HIT 101 INTRODUCTION TO HEALTH INFORMATION

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-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-HIT 101 and acceptance into the HIT program.

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 with a grade of "C" or better.

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-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, 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 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 with a grade of "C" or better.

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's 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: Elementary Statistics-MAT 210 and acceptance into the HIT program.

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: Intro to Health Information-HIT 101 and acceptance into the HIT program.

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: 3 hours - Three lecture hours per week.

Prerequisite: Intro to Health Information-HIT 101 and acceptance into the HIT program.

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: Anatomy and Physiology-BIO 212 and Fundamentals of Medical Science-HIT 215.

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: Intro to Health Information-HIT 101 and Coding-HIT 204

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: 2 hours - Two lecture hours per week.

Prerequisite: Intro to Health Information-HIT 101 and acceptance into the HIT program.

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: Intro to Health Information-HIT 101 and acceptance into the HIT program.

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: Clinical Practicum I-HIT 202

HIT 214 HEALTH INFORMATION IN NON-TRADITIONAL SETTING

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Intro to Health Information-HIT 101 and acceptance into the HIT program.

HIT 215 FUNDAMENTALS OF MEDICAL SCIENCE

Introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings and treatment.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Acceptance into the HIT program.

HEALTH

HLT 111 HEALTH T

This course is designed to assist the individual in his/her responsibility for establishing good health practice and thereby avoiding illness.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

HLT 112 DRUG AND ALCOHOL EDUCATION I T

Study of facts, attitudes, problems, and impact of drug and alcohol use and abuse. Includes identification of stimulants, depressants, hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drugs of abuse and their symptomatic reactions; and identification of helping organizations, institutions, and agencies.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

HLT 115 COMMUNITY HEALTH SYSTEMS T

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

HLT 125 FIRST AID

This course is designed to acquaint the student with basic first aid. Treatments for situations involving breathing problems, shock, soft-tissue injuries, eye injuries, burns, allergic reaction, bleeding and various other health related problems will be covered. Students will learn how to assess the injured person, activate the Emergency Medical Services system and administer first aid to the ill or injured person.

Credit: 1 hour — One lecture hour per week.

Prerequisite: None

HLT 126 FIRST AID REFRESHER

This course is designed to review procedures taught in HLT 125-First Aid, and to acquaint the student with any changes that have occurred in first aid treatment of the ill or injured person.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: First Aid-HLT 125

HOSPITALITY

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: 3 hours -- Three lecture hours per week.

Prerequisite: None

INFORMATION MANAGEMENT

IMS 115 PROOFREADING

The proofreading course provides the instruction and practice needed to improve the student's proofreading and editing skills. The students learn how to proofread to detect errors in capitalization, content, format, grammar, keyboarding, number usage, punctuation, spelling, word division, and word usage. Also the student learns to edit a document for clarity and conciseness via the use of realistic business communications: letters, memorandums, messages, expense reports, itineraries, and income statements. Disk applications give students practical experience in proofreading and editing on the computer screen.

Credit: 1 hour - .5 lecture hours and one lab hour per week.

Prerequisite: None

IMS 116 DATA ENTRY

Data entry teaches students the basic knowledge and skills needed to enter the field of data processing as a beginning data entry operator. Students build keying speed and accuracy. Hands-on experience is received with laboratory simulations of business activities. Statistics for keystrokes per minute and accuracy level will be computed and validated for the student at the end of the course.

Credit: 1 hour - .5 lecture hours and one lab hour per week.

Prerequisite: None

IMS 117 TELEPHONE COMMUNICATION

The telephone communication course has a dual focus on technology and personal communications skills. This course is designed to benefit everyone who comes in contact with customers/clients/associates on the telephone. The student/employee learns how vital he/she is in promoting a good company image, how to make customers feel important, and how to increase sales. Telephone, telecommunications systems, equipment, and technology are discussed. Students listen to dialogues, analyze, and apply problem-solving skills to real world situations.

Credit: 1 hour - .5 lecture hours and one lab 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

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-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 60 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 127 VOICE DICTATION

Upon completion of this course, the student will be able to compose e-mail messages, create reports, draft letters, edit proposals, and more just by speaking.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IMS 128 MACHINE TRANSCRIPTION

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

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

Prerequisite: Office Information Processing I-IMS 227

IMS 191 OFFICE 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 Office 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 192 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 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 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 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 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 - Two lecture and two 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 80 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 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: keyboarding ability

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

INDUSTRY

IND 049 BASIC MATHEMATICS FOR INDUSTRY

A review of fractions, simple equations, measurements and formulas for solving practical problems.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 101 INSTRUMENT AND CONTROL MAINTENANCE MOD. A

Individuals will be able to describe components which make up the distributive control system. Component descriptions and functions such as westation drop, LED indicator and display, distributive processing unit, and Sestnet II Data Highway will also be covered. Discussion of the use of ICONS and System Status Display.

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

Prerequisite: None

IND 102 INSTRUMENT AND CONTROL MAINTENANCE MOD. B

Ability to describe the configuration of all cards contained with the westation drop, including jumper and switch positions and the use of SHC status code display on a westation. Functions of the DPU, utilization, and operation.

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

Prerequisite: None

IND 103 INSTRUMENT AND CONTROL MAINTENANCE MOD. C

Input/output circuits of hardware addressing/understanding functions of a DPU and record types. Also input/output circuits of Q-Line cards. Field wiring and the control panel interpreting information in the following DCS drawings and documents.

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

Prerequisite: None

IND 104 QUALITY CONTROL ASME DYE PENETRANT CERT.

Formal training program which will familiarize students with the fundamental theory, operating procedures and practical applications involved with Liquid Penetrant Inspection.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

IND 105 QUALITY CONTROL "R" STAMP TRAINING

Contents will cover material control, process control, welding control, non-conformance reports, and hydrostatic testing.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

**IND 106 QUALITY CONTROL ASME VISUAL TESTING
CERTIFICATE**

Individuals will be able to describe various weld joints, understand terminology, welding processes and methods. Identify welding and testing symbols, use of inspection and measuring tools, interpret ASME codes and acceptable criteria. Individuals will participate in OJT and be eligible for certification.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

**IND 107 ADVANCED OPERATOR TRAINING/CONTROLLING
BOILER LOSS**

Operators and supervisors will review the effects of boiler efficiency and controllable losses.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

**IND 108 ADVANCED OPERATION TRAINING/TURBINE
EFFICIENCY**

Review of condenser performance and terminal temperature difference to control turbine cycle losses.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 109 OPERATOR TRAINING/PROTECTIVE RELAYS

Describe the purpose of various relays and the sequence of events that cause these relays to operate. Knowledge of normal and abnormal distribution grid conditions.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 110 OPERATOR TRAINING/OIL CIRCUIT BREAKERS

Identification of oil circuit breakers with general descriptions and sources of power feeds to OCB controls. Ability to trouble shoot a loss indication or controls by using prints available.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 111 OPERATOR TRAINING/TURBINE STARTUP

Become familiar with recommended process of starting a turbine generator. Use of G. E. starting and loading charts to bring up units. Routing problems, steam temperatures, and turbine temperatures are also reviewed. Successful startups and fewer occurrences of vibration and other interruptions when getting a unit back on line.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 112 OPERATOR TRAINING/PRINT READING

Identification of symbols, ability to draw and read schematics and diagrams using proper symbols. Knowledge of different types of control systems. Discuss operation of magnetic relay.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

**IND 113 ADVANCED OPERATOR TRAINING/BOILER
EFFICIENCY**

Understand the effects of boiler efficiency so plant efficiency can be increased.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 114 PROGRAMMABLE LOGIC CONTROLLERS

Individuals will cover programmable logic controllers (PLC-5 systems) in the areas of determining rack, group, and slot number for I/O modules, describe interconnections made to the processor data highway, describe indications, and the input/output wiring associated with each I/O modules. Interpret information found on map and schematic diagram and describe PLC-5 ladder logic. Complete performance of system configuration, installing I/O modules, ICOM software startup, locate and force points of ladder logic and trouble shooting.

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

Prerequisite: None

IND 115 TRANSPORTATION CERTIFICATE/LICENSE RENEWAL

Review of principles and techniques in preparation for certification or licensure examinations in the transportation field.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

IND 116 DATA ENTRY FOR INDUSTRY

Data Entry teaches students the basic knowledge and skills needed to enter the field of data processing as a beginning data entry operator. Students build keying speed and accuracy. Hands-on experience is received with laboratory simulations of business activities. Statistics for keystrokes per minute and accuracy level will be computed and validated for the student at the end of the course.

Credit: 1 hour - .5 lecture hours and One lab hour per week.

Prerequisite: None

IND 117 TELEPHONE COMMUNICATION FOR INDUSTRY

The Telephone Communication course has a dual focus on technology and personal communications skills. This course is designed to benefit everyone who comes in contact with customers/clients/associates on the telephone. The student/employee learns how vital he/she is in promoting a good company image, how to make customers feel important, and how to increase sales. Telephone, telecommunications systems, equipment, and technology are discussed. Students listen to dialogues, analyze, and apply problem-solving skills to real world situations.

Credit: 1 hour - .5 lecture hours and One lab hour per week.

Prerequisite: None

IND 118 TEAM BUILDING I

To provide background information and offer the opportunity to practice and integrate information through case analysis role playing and discussion. Attention will be on behaviors and discussion of problem areas for group analysis and problem solving. Possible topics to be addressed will be behavior, effective leadership, increasing work effectiveness, building relationships, planning and implementing, job conflicts, understanding change, and job stress.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 119 PROOFREADING FOR INDUSTRY

The proofreading course provides the instruction and practice needed to improve the student's proofreading and editing skills. The students learn how to proofread to detect errors in capitalization, content, format, grammar, keyboarding, number usage, punctuation, spelling, word division, and word usage. Also, the student learns to edit a document for clarity and conciseness via the use of realistic business communications: letters, memorandums, messages, expense reports, itineraries, and income statements. Disk applications give students practical experience in proofreading and editing on the computer screen.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None

IND 120 PRINCIPLES OF LEADERSHIP I

This course is expected to help managers understand leadership behavior, how to be a visionary, pace setter and a person who takes initiative. Managers will also understand goal setting, developing a purpose statement and relating it to the company's mission and also understanding how to get workers accountable for actions.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 121 PRINCIPLES OF LEADERSHIP II

This course is expected to help managers set meaningful result-oriented expectations, give tactful objectives feedback to strengthen worker performance, understand steps to address a company change and develop methods to provide ways and means to continually improve productivity.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 122 BEGINNING KEYBOARDING/TYPING FOR INDUSTRY

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

IND 123 APPLIED COMMUNICATIONS FOR INDUSTRY

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

**IND 124 SPECIAL TOPICS: EMERGENCY MEDICAL SERVICE
FOR CONTINUING EDUCATION**

This course will provide emergency medical personnel with updated information on contemporary issues related to the health care field utilizing case studies.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 125 BUSINESS MACHINES FOR INDUSTRY

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 - Two lecture and two lab hours per week.

Prerequisite: None

**IND 126 FUNDAMENTAL DC ELECTRONIC CONCEPT FOR
INDUSTRY**

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: None

IND 127 ESTABLISHING A HOME OFFICE

Establishing a Home Office is designed to assist those people running a home-based business. Organization, equipment, office design, start-up costs, legal implications, marketing/promotion, internet usage, and customer relations are among the components of the course.

Credit: 1 hour – One lecture hour per week.

Prerequisite: None

IND 128 INORGANIC CHEMISTRY FOR INDUSTRY

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: None

IND 160 INTRO TO MICROCOMPUTERS FOR INDUSTRY

This course provides the student with an introduction to computer concepts and terminology. Hands-on experience with computer software will be an integral part of the course.

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

Prerequisite: None

IND 161 DECKHAND FOR INDUSTRY

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: 2 hours - Two lecture hours per week.

Prerequisite: None

IND 162 WORDPERFECT FOR INDUSTRY

Students will learn to create, format, edit, save, and retrieve documents in WordPerfect 6.0 for Windows. Formatting features such as margins, tabs, justification, and line spacing will be presented. Utilization of writing tools and headers and footers will be incorporated into the activities.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 163 INTRO TO MICROSOFT WORD FOR INDUSTRY

Students will learn to create, format, edit, save, and retrieve documents in Word for Windows. Formatting features such as: margins, tabs, justification, and line spacing will be presented. Utilization of writing tools and headers and footers will be incorporated into the activities.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 164 BASIC WELDING FOR INDUSTRY

Instruction is given in all position welds using arc and gas welding, cutting processes, equipment and safety.

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

Prerequisite: None

IND 165 AC & REFRIGERATION FOR INDUSTRY

This course will cover 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

IND 166 WELDING SAFETY

This course will help you become familiar with safety requirements that are specified by the OSHA regulations when conducting welding, cutting or brazing operations. Also to perform welding operations without causing personal injury to oneself or to others.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 167 ELECTRICAL SAFETY

This course will cover electrical safe working practices near deenergized and energized parts. Will define lockout and tagging requirements for working on electrical equipment. knowledge of safe use of electrical equipment (portable, electrical power, and lighting circuits, test instruments, and equipment).

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 168 INTRO TO DESKTOP PUBLISHING FOR INDUSTRY

Students will learn to design effective publications utilizing PageMaker 4.0 page layouts and tools. Importing of text and graphics will be introduced along with text formatting techniques. Students will create style sheets and utilize master pages to finalize projects.

Credit: 1 hour - .5 lecture and 1 lab hour per week.

Prerequisite: None

IND 169 INTRO TO LOTUS 1-2-3 FOR INDUSTRY

This course provides an introduction to the concepts of utilizing Lotus 1-2-3 spreadsheet software.

Credit: 1 hour - .5 lecture and 1 lab hour per week.

Prerequisite: None

IND 170 MICROSOFT WINDOWS FOR INDUSTRY

This course provides the student with on-hands training with the Windows operating environment in order to efficiently handle programs which run through the environment as well as proper file management.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 171 INTRO TO MICROSOFT EXCEL FOR INDUSTRY

A study of the use of the Microsoft excel spreadsheet.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 172 INTRO TO PRESENTATION GRAPHICS FOR INDUSTRY

A study of the use of presentation graphics software.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 173 INTRO TO MICROSOFT ACCESS FOR INDUSTRY

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

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 174 INTRO TO MICROSOFT OFFICE FOR INDUSTRY

A study of the use of the Microsoft office suite with an emphasis on producing output by combining objects from separate software packages.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

**IND 175 INTRO TO PROFESSIONAL GRAPHIC SOFTWARE FOR
INDUSTRY**

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

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 176 INTERNET/NETSCAPE NAVIGATOR FOR INDUSTRY

This course provides the student with an introduction to the Internet using the Netscape Navigator World Wide Web browser. It will help the student get introduced to the Internet and Netscape as well as provide insight to searching, retrieving and conversing using the Netscape Navigator. It will also cover the usage and installation of the Eudora Mail system as well as the Netscape Navigator Mail system.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None

IND 177 INTRODUCTION TO WINDOWS 95

This course is designed to introduce the student to Windows operating environment and will concentrate on the Windows 95 package.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 178 CREATING WEB PAGES WITH NETSCAPE

This course provides the student with an in-depth study of creating his or her own web pages using the Netscape Navigator Gold Software. The student will get to create web pages, edit them, add links to other pages and add e-mail links. The usage of tables and graphics will also be discussed.

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

Prerequisite: None

IND 179 MICROSOFT OUTLOOK FOR INDUSTRY

Microsoft Outlook is an integrated electronic mail, calendar, contact, and task management program that can be used to efficiently communicate with others, schedule appointments and tasks, record information about personal and business contacts, and organize the files.

Credit: 1 hour - .5 lecture and one lab hour per week

Prerequisite: None

IND 181 INTERMEDIATE MICROSOFT EXCEL FOR INDUSTRY

In depth formulas and wizards will be discussed and practiced. Absolute, mixed, and relative cell addressing will be introduced. Printing capabilities of worksheets such as titles, margins, header/footers, pages and gridlines will be presented. Students will create and print charts illustrating data presented in worksheets.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 182 INTERMEDIATE WORDPERFECT FOR INDUSTRY

Students will expand on existing WordPerfect 6.0 for Windows features. This course will introduce footnotes/endnotes, columns, table creation and manipulation. WordPerfect templates will be illustrated.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None

IND 183 INTERMEDIATE MICROSOFT WORD FOR INDUSTRY

Students will expand on existing Word for Windows features. This course will introduce footnotes/endnotes, columns, table creation and manipulation. Word templates will be illustrated.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None

IND 189 INTERMEDIATE LOTUS 1-2-3 FOR INDUSTRY

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

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 190 FUNDAMENTALS OF ELECTRICITY

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

IND 191 INDUSTRIAL ELECTRONICS

A study of various transducing and signal acquisition devices as used in an industrial plant.

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

Prerequisite: None

IND 192 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

IND 193 INDUSTRIAL MACHINERY MAINTENANCE

This course will prepare individuals to apply technical knowledge and skills to maintain and repair industrial machinery and equipment, such as pumps, motors, pneumatic tools, conveyor systems, production machinery and distribution systems.

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

Prerequisite: None

IND 194 INDUSTRIAL ELECTRIC/WIRING INSTALLER & REPAIRER

This course will prepare individuals to apply technical knowledge and skills to assemble, install, operate, maintain, and repair electrical/electronic equipment used in industry and manufacturing. Instruction on installing, maintaining, and testing various types of equipment will be delivered. Included in this course will be electrical wiring information as related to the NEC (National Electric Code).

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

Prerequisite: None

IND 201 TRAIN THE TRAINER

This course is designed to help develop a business in-house trainer in delivering a training program for the adult learner. Topics include: needs assessment, understanding the work environment, instructional design and delivery, evaluation of the instruction using both individual and group approaches.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

IND 202 OCCUPATIONAL SAFETY & HEALTH FOR INDUSTRY

This course is designed to serve the metal/non-metal industry needs to retrain or refresh annually all metal/non-metal employees.

Credit: 3 hours – Three lecture hours per week.

Prerequisite: None

IND 215 INTRO TO QUICKEN FOR INDUSTRY

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. The course would lend itself to an eight week format.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 216 INTRO TO PEACHTREE ACCOUNTING FOR INDUSTRY

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 ledge, invoicing, cash receipts, purchasing, cash disbursements, and accounts receivable.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 217 ADVANCED PEACHTREE ACCOUNTING FOR INDUSTRY

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

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 218 TEAM BUILDING II

This course will be a continuation of Team Building I. Issues addressed in earlier sessions will be reviewed and there will be discussions of how new strategies are working.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 220 CARDIOPULMONARY RESUSCITATION FOR INDUSTRY

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: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 221 CPR REFRESHER COURSE FOR INDUSTRY

The course is designed to review the signs of cardiac and respiratory arrest, the actions for survival, and to up-date the student regarding CPR.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: CPR Certification

IND 222 SPORTS SAFETY

This course is to provide course participants with the knowledge and skills to help provide a safe environment for athletes while they are participating in sports, and in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until medical help arrives. The course content and activities will help participants identify and eliminate potentially hazardous conditions, recognize emergencies, and make appropriate decisions for first aid care. The course teaches first aid skills that coaches and other participants need to perform as the first link in the Emergency Medical Services (EMS) system.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

IND 227 OFFICE INFORMATION PROCESSING I FOR INDUSTRY

Seminar on new technology in the workplace and the role of the secretary in this fast changing environment.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

IND 260 DECKHAND FOR INDUSTRY

This course is designed to provide the necessary skills and knowledge to meet the changing needs of business/industry. Training will include marine rigging and crane operations, etc. related to the river industry.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

IND 262 ADVANCED WORDPERFECT FOR INDUSTRY

Students will create macros to better utilize their time in the document creation process. Merge and sort features will be presented along with label and envelope production. Brief introduction to graphics.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None

IND 263 ADVANCED MICROSOFT WORD FOR INDUSTRY

Students will create macros to better utilize their time in the document creation process. Merge and sort features will be presented along with label and envelope production. Brief introduction to graphics.

Credit: 1 hours - .5 lecture and one lab hour per week.

Prerequisite: None

IND 269 ADVANCED LOTUS 1-2-3 FOR INDUSTRY

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

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 271 ADVANCED MICROSOFT EXCEL FOR INDUSTRY

Manipulation of lengthy worksheet by freezing panes, adjusting print settings along with headers/footers, and grouping related sheets for more efficient data entry. Extensive experience with managerial "what-if" analysis tools such as solver, scenario maker and the goal seek.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

IND 273 ADVANCED MICROSOFT ACCESS FOR INDUSTRY

Advanced form features such as customizing form controls, multiple page forms, subforms along with grouped reports producing subtotals and totals. Introduction to macro creation and multitasking with Access using a Switchboard form.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: None

- JOU 212 INTRODUCTION TO FEATURE WRITING T**
 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 T**
 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 T**
 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 T**
 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 T**
 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
- JOU 217 MAGAZINE PRODUCTION I T**
 This course will introduce students to practical aspects of magazine production, including, but not limited to, advertising, layout, publicity and definition of writing, photography and art styles for design purposes.
 Credit: 1 hour - One lecture hour per week.
 Prerequisites: None
- JOU 218 MAGAZINE PRODUCTION II T**
 This course will be a continuation of JOU 217-Magazine Production I and will build upon the practical aspects of magazine production, including, but not limited to, advertising, layout, publicity and definition of writing, photography and art styles for design purposes.
 Credit: 1 hour - One lecture hour per week.
 Prerequisites: JOU 217-Magazine Production I.

LITERATURE

LIT 210 INTRODUCTION TO LITERATURE T

This is a survey course that introduces the student to a wide scope of literary diversity, ranging from the ancient Greek plays of Sophocles to the modern contemporary works of Adrienne Rich. This course is designed to acquaint the student with a mixture of traditional and contemporary works in fiction, poetry, and drama, providing a web of textual connections between the old and the new. Emphasis will be placed on interpreting these connections through focused reading, collaborative discussion, and critical writing.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

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 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 20th Century 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

LIT 220 LITERATURE AND GENDER T
Examination of various types of literary work that reflect the experiences and construction of gender identifying and emphasize selected genres or the literary contributors of a gender defined group (e.g. Women Writers).
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

LIT 221 AFRICAN AMERICAN LITERATURE T
Examination of various types of literary works that reflect the experience and construction of racial and cultural minority identities with special emphasis placed on African-American literature.
Credit: 3 hours - Three lecture hours per week.
Prerequisite: None

MATHEMATICS

MAT 041 INTRODUCTION TO ALGEBRA
This course is an introduction to 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
The course covers the 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 most 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

This course reviews the basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and metrics. Students need to score a 10.6 on the computational math portion of the exit TABE (or complete the course with a grade "A") to advance to MAT 041.

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 GENERAL EDUCATION MATHEMATICS T

This course focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics to be studied in depth include graph theory, geometry, counting techniques and probability, and statistics. Calculators will be used extensively.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: Intermediate Algebra-MAT 114 or equivalent. Any student who has not successfully completed MAT 114 must have a minimum of Algebra II in high school with a grade of B or better.

MAT 111 MATH FOR ELEMENTARY TEACHERS I T

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Introduction to Geometry-MAT 042 and 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 113 QUANTITATIVE LITERACY T

This course provides a conceptual understanding of quantitative reasoning. Develops skills in problem solving, analytical thinking, and analyzing data using graphs; descriptive statistics; using polynomial, exponential, and logistic functions and systems of equations and inequalities to model and solve real-world problems; logic, estimating, and judging reasonableness of answers; using the graphing calculator and/or computer to facilitate problem solving.

Credit: 4 hours - Four lecture hours per week.

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

MAT 114 INTERMEDIATE ALGEBRA

This course is an 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 115 PRE-CALCULUS**T**

An integrated college-level course in the elementary functions of College Algebra and Trigonometry. Includes a study of number systems, equation and inequality solving, functions and graphing, linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions, systems of equations and inequalities, binomial expansions, analytic trigonometry, and applications of trigonometry. This course should not be taken by a student who has completed College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of "C" or better. Graphing calculators will be used in this course.

Credit: 5 hours - Five lecture hours per week.

Prerequisites: Geometry-MAT 042 and Intermediate Algebra-MAT 114 with a grade of "C" or better or satisfactory math background in high school.

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. **This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115.** Graphing calculators will be used in this class.

Credit: 4 hours - Four 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. Graphing calculators will be used in this class.

Credit: 5 hours - Five lecture hours per week.

Prerequisite: Pre-Calculus-MAT 115, 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, degree and radian measure; solution of triangles; vectors; and powers and roots of complex numbers. **This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115.** Graphing calculators will be used in this class.

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**

Introductory course in analysis for business, life science, and social science students. This course includes set theory, counting and elementary probability theory, vectors, systems of linear equations and matrices, Markov chains, and game theory, systems of inequalities and an introduction to linear programming, logic and statistics. Graphing calculators will be used in this class.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: College Algebra-MAT 116 or Pre-calculus-MAT 115 with a grade of "C" or better.

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. Graphing calculators will be used in this class.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: College Algebra-MAT 116 or Pre-calculus-MAT 115 with a grade of "C" or better or equivalent with consent of the instructor.

MEDICAL LABORATORY TECHNICIAN

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 – Two lecture and two lab hours 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 – Two lecture and two lab hours 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 – Two lecture and two lab hours 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 – Three lecture and two lab hours 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 – Three lecture and two lab hours 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 – Three lecture and two lab 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 - Three lecture and two lab 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 - One lecture and two lab 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

MUSIC

- 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 piano.
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	

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 COLLEGE 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 211 INTRODUCTION TO RECORDING TECHNIQUES T

Introduction to basic techniques and procedures encounter in today's home and commercial recording studios. Topics include: multi-track recording, signal processing, microphone selection and usage, Analogue, Digital, and Hard Disk Recording. Emphasis will be placed on the process of recording.

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

Prerequisite: None.

MUS 212 TECHNIQUES OF TEACHING GENERAL MUSIC T

Methods and materials for teaching general music classes in elementary and secondary schools.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

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
- MUS 215 RECITAL PERFORMANCE/PREPARATION T**
 Involves preparation and performance of a music recital. Includes music selection, proper recital protocol, press release information, performance philosophies and techniques.
 Credit: 1 hour - One lecture hour per week.
 Prerequisites: None
- MUS 216 CONDUCTING T**
 Development of basic techniques for conducting instrumental and vocal ensembles. Includes readings, score analysis, and conducting experience.
 Credit: 2 hours - Two lecture hours per week.
 Prerequisite: Instructor consent
- MUS 217 MIDI APPLICATION T**
 Introduction to Musical Instrument Digital Interface (MIDI) with emphasis on digital syntheses and microcomputer applications. Includes principles of sound syntheses, operations and programming of digital synthesizers, and use of specially designed computer software.
 Credit: 3 hours - Two lecture and two lab hours per week.
 Prerequisites: None
- MUS 218 MUSIC BUSINESS T**
 Introductory course for students interested in the commercial aspects of the music industry. Topics of study include management, contracts, publishing and basics of sound reinforcement and recording. Students will go to Nashville, TN and participate in various activities related to the music industry. Tour will include stops at a recording studio, publishing house, performing rights society and record company.
 Credit: 3 hours - Two lecture and two lab hours per week.
 Prerequisite: Music Major or Instructor Consent

NURSING

- NUR 114 INTRAVENOUS THERAPY FOR NURSES**
 The purpose of the Intravenous Therapy for Nurses course is to provide the nurse with the appropriate knowledge and skills to perform selected tasks in intravenous therapy. Upon completion of the class, the student will be able to calculate fluid and drug administration rates and demonstrate safe use of IV equipment, practicing the principles of infection control.
 Credit: 2 hours - One and a half lecture and one lab hour per week.
 Prerequisite: Current nursing license/license pending.
- NUR 115 ADVANCED INTRAVENOUS THERAPY**
 This course provides the practicing nurse with current information related to trends in intravenous therapy. Information to enhance the nurse's knowledge and expertise related to IV therapy skills is presented in a workshop format.
 Credit: .5 hours - .5 lecture hours per week.
 Prerequisite: Successful completion of a nursing program or permission of instructor.

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 133 NURSE ASSISTANT INSTRUCTOR

This course is designed to prepare registered nurses to teach nursing assistants. The course will focus on necessary teaching skills including the teaching-learning process, behavioral objectives and educational outcomes, teaching methods and tools, utilization of audio-visual equipment, and evaluating learning. Application to the clinical laboratory will be included. Students will be required to prepare written assignments, present oral reports and complete all class assignments. A basic review of Alzheimer's Disease and appropriate nursing care of Alzheimer's patients is included in this course. This course meets the Illinois Department of Public Health's requirements for teachers of the state approved Nursing Assistant course.

Credit: 2 hours – Two lecture hours per week.

Prerequisite: RN licensure in the State of Illinois. Two years of nursing experience in a long-term care setting.

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.

Credit: 4 hours - Four lecture hours per week.

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

HORTICULTURE

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

OHT 199 HORTICULTURE INTERNSHIP

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

Credit: 2 hours - Four lab hours per week.

Prerequisites: Career Development-INT 111 and Instructors's approval.

OCCUPATIONAL THERAPY ASSISTANT

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 - Two lecture and three lab 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/clients 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 - Six lab hours per week.

Prerequisite: Activities of Daily Living-OTA 112, Occupational Therapeutic Media-OTA 120, 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 as 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, Occupational Therapy Theory I-OTA 210, and Intro to Human Anatomy-BIO 210

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

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. This course will be taught within a block format.

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 behavioral 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: Activities of Daily Living-OTA 112, Occupational Therapeutic Media-OTA 120, 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 or 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 Therapy Theory I-OTA 210, Clinical Observation I-OTA 110, and Intro to Human Anatomy-BIO 210

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 Therapeutic Media-OTA 120, 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: Admission to the Occupational Therapy Assistant Program

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 Therapeutic Media-OTA 120, 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. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for six weeks in each of two different sites (I and II) for a total of twelve weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Fieldwork Experience I must be successfully completed within 18 months of the academic course.

Credit: 3 hours - Forty clinic hours for 6 weeks.

Prerequisite: Successful completion of ALL academic coursework of first three program semesters, Successful completion of any portion of Occupational Therapy Group Process and Occupational Therapy Administration provided prior to Fieldwork in the final semester schedule, Valid and current CPR card.

OTA 216 FIELDWORK EXPERIENCE II

Development of professional skills through supervised application of treatment principles. Fieldwork is divided into two sections (Experience I and Experience II). Students will spend forty hours a week for six weeks in each of two different sites (I and II) for a total of twelve weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician." General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Fieldwork Experience II must be successfully completed within 18 months of the academic course.

Credit: 3 hours - Forty clinic hours weekly for 6 weeks.

Prerequisite: Successful completion of ALL academic coursework of first three program semesters, Successful completion of any portion of Occupational Therapy Group Process and Occupational Therapy Administration provided prior to Fieldwork in the final semester schedule, Valid and current CPR card.

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. This course will be taught within a block format.

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

PHYSICAL EDUCATION

- 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 hour - 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 T**
A basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball.
Credit: 1 hour - Two lab hours per week.
Prerequisite: None
- PE 211 PHYSICAL EDUCATION/DANCE I T**
This course consists of exercise for physical fitness. Dance exercises for cardiovascular system and lungs, and weight loss are emphasized.
Credit: 1 hour - Two lab hours per week.
Prerequisite: None

- PE 212 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 to 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
- PE 220 WEIGHT TRAINING III 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
- PE 221 WEIGHT TRAINING IV 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

PHLEBOTOMY

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

Prerequisite: Certified Nursing Assistant, EMT, LPN, RN or other appropriate health care background.

PHILOSOPHY

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

PHYSICAL SCIENCE

PHS 111 PHYSICAL SCIENCE - CHEMISTRY 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 - PHYSICS 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

PHYSICS

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, sound and heat. This is a non-calculus based course in physics for students in technology and/or who need to prepare for university physics.

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

Prerequisite: Intermediate Algebra-MAT 114 (Pre-calculus-MAT 115 or 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 or equivalent, Pre-calculus-MAT 115 or 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 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: Introduction to Physics I-PHY 116 or equivalent and Analytic Geometry and Calculus I-MAT 117.

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 relativity.

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

Prerequisite: University Physics I-PHY 216 and Analytic Geometry and Calculus II-MAT 211 or concurrent enrollment

PRACTICAL NURSING

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 and current CPR certification.

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 and current CPR certification.

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 they 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 and current CPR certification.

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 - Five lecture and two lab hours per week.

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.

Co-requisite: FOS 116 - Nutrition.

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.

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. This course provides career mobility for the certified Nurse Assistant who has a GED or high school diploma.

Credit: 1.5 hours - One lecture and one lab hour 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.

POWER SYSTEMS

PST 111 ENERGY MANAGEMENT & SYSTEM TECHNOLOGY

This course provides the student with an overview of energy fuels and the areas of utilization in preparing individuals to apply basic engineering principles and technical skills in support of engineers and other professional engaged in developing energy efficient systems or monitoring energy use. Instruction is included in principles of energy conservation, instrument calibration, monitoring systems and testing procedures, energy loss inspection procedures, and energy economics and conservation techniques.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

PST 113 ELECTRIC POWER GENERATION

This course is an introduction to the various power plant systems and equipment. Topics include lubrication and water purification systems, pumps, air removal equipment, piping systems control systems for level, flow and pressure and heat exchangers.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

PST 114 POWER EQUIPMENT LAB

This course provides the student with an introduction to power plant systems including the disassembly, repair and reassembly of the various pumps, valves, monitor systems and control systems that would be encountered in a modern power generation plant.

Credit: 3 hours - Six lab hours per week.

Prerequisite: None

PST 160 INDUSTRIAL MAINTENANCE

This course will prepare the student to apply basic engineering principles and technical skills in support of other professional engaged in maintaining the various systems and control systems that would be encountered in a modern power generation plant.

Credit: 4 hours - Four lecture hours per week.

Prerequisite: None

PST 190 POWER 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 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.

PSYCHOLOGY

PSY 124 BEHAVIOR - ASSESSMENT/MODIFICATION T

This is an introductory course in the study of techniques that effect change in human behavior. It will include an emphasis on defining problems in terms of measurable behaviors, acquiring a strong knowledge base of data collection and the principles of behavior change, understanding environmental influences on treatment procedures, and a practical application of behavior modification techniques.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

- PSY 211 INTRODUCTION TO PSYCHOLOGY T**
 An introduction to the study of human and animal 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 216 SOCIAL PSYCHOLOGY T**
 A systematic introduction to theory and research on the ways social factors influence individuals and group behavior. Examines attitudes, social perception, the establishment of norms, conformity, leadership, group dynamics, and research methods, emphasizing their effects on the individual.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite: None
- PSY 217 DEVELOPMENTAL PSYCHOLOGY: LIFESPAN T**
 This course provides a systematic study of behavior from conception through death. Physical, social/emotional, and intellectual growth of humans as they progress through these milestones will be addressed in each unit. The interrelatedness of theory, research, and application as it impacts on the development process will be emphasized as well as cross-cultural comparisons.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite: None
- PSY 218 HUMAN GROWTH AND DEVELOPMENT-CHILD 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

REAL ESTATE

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. (30 contact hours)

Prerequisite: None

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 salespersons, 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. (30 contact hours)

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. (15 contact hours)

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. (15 contact hours)

Prerequisite: Valid real estate salesperson license

REP 222 REAL ESTATE APPRAISAL

Principles and techniques of real estate appraisal.

Credit: 1 hours - One lecture hours per week. (15 contact hours)

Prerequisite: Valid real estate salesperson license

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. (15 contact hours)

Prerequisite: Valid real estate salesperson license

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. (15 contact hours)
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. (30 contact hours)
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. (30 contact hours)
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. (30 contact hours)
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. (30 contact hours)
Prerequisite: None

REP 229 ILLINOIS E: 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. (30 contact hours)

Prerequisite: None

REP 230 CONTINUING EDUCATION APPRAISAL RENEWAL

This course is designed for individuals seeking continuing education for appraisal licensure renewal. The course covers uniform standards of professional practices updates and up-dates on state regulations.

Credit: 2 hours - Two lecture hours per week. (Part A: 25 contact hours -USPAP and Part B: 3 contact hours of Fair Housing/Fair Lending)

Prerequisite: None

REP 231 IL VI: RESIDENTIAL REPORT WRITING

This course is a residential report writing course designed to provide a basic understanding of effective writing as it pertains to residential real estate appraisals. This curriculum is required for Illinois licensure as a Certified Residential Appraiser. The course includes instruction in completing residential appraisal forms, cover narrative reporting relative to residential property, especially clarifying a form type appraisal; and methods and techniques in writing in a clear and concise manner.

Credit: 1 hour - One lecture hour per week. (15 contact hours)

Prerequisite: None

REP 232 IL VII: NON-RESIDENTIAL REPORT WRITING

This course is a non-residential report writing course designed to provide a basic understanding of effective writing as it pertains to non-residential real estate appraisals. This curriculum is required for Illinois licensure as a Certified General Appraiser. The course includes instruction in completing non-residential appraisal forms; cover narrative reporting relative to non-residential property; and methods and techniques in writing in a clear and concise manner.

Credit: 1 hour - One lecture hour per week. (15 contact hours)

Prerequisite: None

REFRIGERATION

RFG 162 REFRIGERATION I

This course is designed to prepare individuals to apply technician knowledge and skills to repair, install, service, and maintain the operations of refrigeration systems, cap-tub refrigeration 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

RFG 163 REFRIGERATION II

This course is designed to provide the student with laboratory experience in the proper diagnostic service procedures, use of testing equipment and electronics as they relate to the repair of refrigeration systems required in modern refrigeration service.

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

Prerequisite: RFG 162-Refrigeration I.

SEMINAR

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

SOCIAL WORK

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 125 SPECIAL TOPICS IN PUBLIC/SOCIAL SERVICE

Application of public/social service 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 - Three lecture hours per week.

Prerequisite: None

SW 224 INTRODUCTION TO SERVICE AGENCIES

This course is designed to study the relationship of effective leadership in effective community service, the decision-making process, and the principles at work in local and state governments. Discussions of allied facilities constitutes the major portion of this course through regularly scheduled guest speakers.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

SOCIOLOGY

SOC 122 INTRODUCTION TO SOCIAL PROBLEMS T

A study of the major social problems in 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 123 SUBSTANCE ABUSE T

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

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 its practices.

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

SOC 218 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 all major population groups, their culture and social structure. The outcomes of prejudice and discrimination will be explored.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

SPANISH

SPA 110 CONVERSATIONAL SPANISH T

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

- SPA 111 SPANISH T**
 An introductory course designed to facilitate conversation from the beginning, with adequate emphasis on writing. The course is taught in Spanish with translation only where necessary.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite: None
- SPA 112 SPANISH T**
 A continuation of Spanish 111. Increased stress on reading in order to inculcate idiomatic use of the language. Constant oral practice is encouraged.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite: Spanish-SPA 111
- SPA 211 SPANISH T**
 Intermediate Spanish. Continued major emphasis on conversation with beginning writing.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite: Spanish-SPA 112
- SPA 212 SPANISH T**
 A continuation of 211. Increased use of contemporary oral and written Spanish material from Latin America.
 Credit: 4 hours - Three lecture and two lab hours per week.
 Prerequisite: Spanish-SPA 211

SPEECH

- SPC 111 SPEECH T**
 This course is the study of the theory and practice in developing the skills needed for public speaking. Major attention is devoted to the basic principles of audience, analysis, perception, listening, organization, delivery and evaluation of oral communication. Students will present demonstration, informative, persuasive, impromptu, and special occasion speeches.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite: None
- SPC 112 ORAL INTERPRETATION T**
 The analysis and use of the audible and visible aspects of interpreting various types of literature are explored. Emphasis is placed on determining the intellectual and emotional meanings of the literature and expressing these meanings to an audience.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite: None
- SPC 113 CREATIVE DRAMA T**
 Modern and ancient plays are studied with emphasis on dramatic conventions and devices used to give form and meaning to human experience.
 Credit: 3 hours - Three lecture hours per week.
 Prerequisite: None

**ORT 122 PRINCIPLES AND PRACTICE OF SURGICAL
 TECHNOLOGY**

This course intends to introduce the student to the practice of surgical technology. The focus of this course is on skills that are specifically those of the scrub and circulating role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for the practice and testing of the skills is required.

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

Prerequisite: None

ORT 123 SURGICAL PROCEDURES I

This course is designed to prepare students for clinical practice training. Instruction combines lecture and lab to introduce students to all surgical specialties.

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

Prerequisite: None

ORT 124 SURGICAL PROCEDURES II

This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in its first course.

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

Prerequisite: None

ORT 125 CLINICAL ROTATION IN SURGICAL TECHNOLOGY I

This is a course designed to provide the student with a solid introduction to the operation room and its routines. This course functions to expand knowledge gained in the Introduction of Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology courses.

Credit: 8 hours - Twenty-four lab hours per week.

Prerequisite: None

ORT 126 CLINICAL ROTATION IN SURGICAL TECHNOLOGY II

This course is a continuation of Clinical Rotation in Surgical Technology I. It is designed to provide the student with continued exposure to the operating room and its routines. This course functions to expand knowledge gained to Introduction to Surgical Technology, Principles and Practice of Surgical Technology and Clinical Rotation in Surgical Technology I.

Credit: 8 hours - Twenty-four lab hours per week.

Prerequisite: Clinical Rotation in Surgical Technology I-ORT 125

ORT 127 PHARMACOLOGY FOR HEALTH PROFESSIONS

Provides basic knowledge of the most commonly used medications. Discusses commonly prescribed medications such as sedatives, antidepressants, antianxiety agents, etc. Includes indications, potential adverse reactions, dietary response to treatment and desired effect.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

SURVEYING

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

TRUCK DRIVING

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 167 TRUCK DRIVER/CDL REFRESHER

This course is designed to evaluate abilities of persons who possess current commercial drivers license and to provide additional training if necessary.

Credit: .5 hours - One lab hour per week.

Prerequisite: Must possess current CDL and DOT physical

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

TEACHER AIDE

TEA 112 TEACHING MATERIALS AND THEIR USE T

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 T

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 T

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 - Ten lab hours per week.

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

VITICULTURE TECHNOLOGY

VIN 111 VINEYARD ESTABLISHMENT & MAINTENANCE

This course will explore the factors in establishing a commercial vineyard and in maintaining its health and productivity, once established. Topics covered will include site selection and preparation, vineyard design and trellis systems, planting, and initial training of vines, disease control and cost production income parameters.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

VIN 113 PRINCIPLES OF VITICULTURE I

Course is designed to provide students entering the field of viticulture with a practical knowledge of the fundamental principles of viticulture. The course material has been selected to serve as foundation for those who seek to further their training in this area, and includes the following topics: grapevine growth cycle, climatic and soil requirements, vineyard start-up and layout, and water requirements. Several field and laboratory experiences are included in this course.

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

Prerequisite: Vineyard Establishment & Maintenance-VIN 111

VIN 115 PRINCIPLES OF VITICULTURE II

Course designed to train students that already have a practicing knowledge of the fundamental principles of viticulture in the implementation of scientific and commercial practice in the region. The course includes cultivar selection, methods of training, basic vine propagation, practical irrigation, mineral and carbohydrate nutrition, flower development and fruit set, grape vine propagation, viral and fungal disease and insect control, and harvest planning. Laboratory and field component is part of the course.

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

Prerequisite: Principles of Viticulture I-VIN 113

VIN 213 VINEYARD PRACTICES IN SOUTHERN IL

Course intended to update students or practitioners of viticulture about methods used in the southern region of the state of Illinois, including current research developments within a potentially new appellation region in the Midwest. Students are expected to have a working knowledge of fundamentals of viticulture or horticulture in general. The course emphasis is on the local conditions that affect the vine growth cycle, climate and soils in southern Illinois, vine training, propagation, cultivar selection, dissemination of research information on new and emerging varieties, and prevalent pests and diseases. Several field and laboratory experiences are included in this course.

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

Prerequisite: None

VIN 215 INDUSTRIAL VITICULTURE

Course designed to provide students with a comprehensive view of the grape industry around the world, including history, practices, procedure types and sensory evaluation. It also includes application of organic and inorganic chemistry to grape juice analysis, fertilizers, soils, pesticides, and other elements. Hands-on laboratory experience will be provided as part of this course.

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

Prerequisite: None

VOLUNTEER SERVICE

VOL 201 VOLUNTEER SERVICE T

A community service learning experience that will encourage the personal, academic and professional development of the individual. Students will select and be placed with an agency, community based organization, business or institution based upon the student's interest, knowledge and skills. Service opportunities may include, but not be limited to: tutoring, literacy training, neighborhood improvement, youth activities, increasing environmental safety, animal shelter care, elderly and disabled assistance, hospital or mental health care.

Credit: 1 hour - Two lab hours per week.

Prerequisite: None

WEB MASTER

WEB 299 WEB MASTER INTERNSHIP

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Web Master 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:

WELDING

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 163 WELDING SAFETY

Become familiar with safety requirements that are specified by the OSHA regulations when conducting welding, cutting or brazing operations. Also to perform welding operations without causing personal injury to oneself or to others.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: None

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

***COURSES
OFFERED
ON-DEMAND***



COURSES ON DEMAND

ACCOUNTING

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: Financial Accounting-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 institution. Includes preparation and analysis of the Statement of Condition; components of the Income Statement, depository accounting; commercial mortgage; installment loans; cash records and control; and principles of recording business transactions.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Managerial Accounting-ACC 112

AGRICULTURE

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

AUTOMOTIVE

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.

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

Prerequisite: None

AUT 130 AUTO BODY I

This course is designed to assist students in learning the basic techniques, skills and procedures needed for auto body repair.

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

Prerequisite: None

AUT 131 AUTO BODY II

This course is a continuation of Auto Body I. In Auto Body II, the student will also be assisted in learning how to develop a shop, as well as the organization and management of an auto body shop.

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

Prerequisite: Auto Body-AUT 130

BUSINESS

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

Prerequisite: None

BUS 135 PRINCIPLE CENTERED LIVING

This course will provide an overview of Stephen Covey's work on seven habits of highly effective people and addresses the need to develop self-mastery if we are to function effectively with others in the workplace.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 136 SUCCESSFUL TEAM BUILDING

This course presents a review of the use of teams in business and industry, the roles of team members, how to select and train team members, and how to ascertain the benefit of work teams in an organization.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 137 APPLICATION OF TECHNICAL INFORMATION

Applications of Technical Information is designed to increase study competence in analyzing the various types of technical information encountered by managers in technical fields.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 138 COMPUTERIZED MANAGEMENT SCIENCE

Role and use of computer applications in solving a variety of management decisions. Topics include query writing, forecasting, break-even analysis, decision making under uncertainty, and inventory modeling.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 139 TOTAL QUALITY MANAGEMENT

This course shows how integrating initiatives into a systematic quality improvement process and can benefit every phase of a business.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

BUS 140 MANAGEMENT/SUPERVISION OPERATIONS

This course is designed to assist individuals in understanding leadership behavior while making the transition from manager to leader. Train managers to focus on missions and goals, understand accountability, set meaningful, result-oriented expectations, analyze functions and set standards for performance as well as develop steps to address change and improve productivity.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: Non

BUS 260 HUMAN RELATIONS IN BUSINESS AND INDUSTRY

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

CARDIAC LIFE SUPPORT

CAI 101 BASIC CARDIAC/ARRHYTHMIA INTERPRETATION

This course is designed to provide increased knowledge and skills in cardiac function, anatomy, physiology, and pathophysiology and assist the participant to function effectively in the interpretation of a cardiac arrhythmia and ACLS treatment guidelines.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: BLS Certification

CLS 210 ADVANCED CARDIAC LIFE SUPPORT

This course is designed for health care professionals who are responsible for patients who may potentially experience a cardiac or respiratory arrest. Emergency cardiac care and air-way management is instructed to all students according to the American Heart Association. Students will have the opportunity to demonstrate their proficiency of ACLS skills.

Credit: 1 hour - .5 lecture and one lab hour per week.

Prerequisite: Basic Cardiac Life Support

COMPUTERS

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: .5 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 - .5 hour lecture and one lab hour 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 - .5 hour lecture and one lab hour 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 - .5 hour lecture and one lab hour per week

Prerequisite: None

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 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 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 234 BUILDING AND UPGRADING COMPUTERS

This course introduces the student to the construction or upgrading of computers from finding and specifying the parts, to the assembly of the computer. The student will be able to build a new computer or learn what is involved in doing an upgrade by working on his or her own as lab work. An example new computer will be built by the instructor during the class.

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

Prerequisite: None

CRIMINAL LAW ENFORCEMENT

CLE 110 SECURITY AND SAFETY

Study of modern security techniques for inn-keeping. 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 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

CUSTODIAL SERVICES

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

ELECTRONICS

ELT 111 INTRODUCTION TO AMATEUR RADIO

This course is designed to teach the students the basics of Amateur Radio, including assembly and operation of transceivers, towers, and antenna. It introduces the students to a course load of basic electronics including resistors, capacitors, inductors, Ohms Law, DC and AC electricity, radio principles, signal propagation, and frequencies. It also covers FCC rules and regulations on the Novice and Technician's class license as well as instructions on the International Morse Code, learning speeds up to 7 words per minute. At the conclusion of this course, the student will take the FCC test for the Novice, Technician or Nocode Technicians test. Operation of an Amateur radio station will also be demonstrated on HF and VHF.

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

Prerequisite: None

ELT 160 ELECTRICAL SAFETY

This course will cover electrical safe working practices near de-energized and energized parts. Will define lockout and tagging requirements for working on electrical equipment. Knowledge of safe use of electrical equipment (portable, electrical power, and lighting circuits, test instruments, and equipment).

Credit: .5 hours - .5 lecture 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 211 ADVANCED AMATEUR RADIO

Amateur Radio operator on advanced principles and modes of transmission, and station options of Amateur Radio. It delves further into special modulation techniques for Packet, Pactor, SSTV, FSTV, RTTY, and more. It will also teach the students advanced techniques of antennas, feed lines, and test equipment in use by Amateur Radio operators. The student will also increase International Code Speed up to 13 words per minute and beyond to 20 words per minute to achieve the General, Advanced, or Extra class license. FCC exams will be given.

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

Prerequisite: ELT 111 - Introduction to Amateur Radio

ELT 232 PROGRAMMABLE LOGIC CONTROLLERS

A study of the use and application of programmable logic controllers. The student will learn about the programming and mechanics of programmable logic controllers, as well as the related circuitry and signal conditioning.

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

Prerequisite: Industrial Electronics-ELT 129

ELT 235 HOME ENTERTAINMENT SERVICE AND REPAIR

This course is designed to acquaint the student with the servicing and maintenance of a variety of home entertainment equipment.

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

Prerequisite: None

ELT 240 FCC GENERAL CLASS LICENSE PREPARATION

This course is designed to prepare the student to take the General Radio Telephone Operator's Exam administered by the FCC. After successful completion of the course, the student will be eligible to sit for the exam at an FCC testing site.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

ENGLISH

ENG 210 SPECIAL TOPICS AND FILMS T

Topics will vary but could include women in literature, film and literature and others not covered by existing literature courses. Topics may be suggested by students or faculty. The course may be taken no more than four times and the topics must be different each time it is taken.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

FOOD SERVICE

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 132 FOOD SANITATION REFRESHER COURSE

Upon completion of this course, the student will meet the certification criteria that will allow renewal of his/her Illinois Food Service Manager Certification.

Credit: .5 hours - .5 lecture hours per week.

Prerequisite: Food Service Sanitation Manager Certification

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 231 USDA DIETARY GUIDELINES II

This course will be a continuation of FOS 230, providing an opportunity for students to apply the basic information and skills acquired during their introductory course to meet the 1990 Dietary Guidelines for Americans and USDA federal nutrition standards. Recipes and menus will be analyzed, standardized and printed using the USDA approved computer software program to assure state approval for meeting the guidelines.

Credit: 1 hour - Two lab hours per week.

Prerequisite: FOS 230-USDA Dietary Guidelines

GUN SAFETY

GS 101 GUN SAFETY

This course will give individuals the opportunity to learn basic principles of safe hunting. The course includes instruction in wildlife management, firearms safety, hunter ethics, game identification, first aid, survival techniques and regulations.

Credit: 1 hour - One lecture hour per week

Prerequisite: None

HEAD START

HST 112 THE HEADSTART EXPERIENCE

"The Head Start Experience" is designed to provide an in-depth working knowledge of the basic services of Head Start. The three areas of the Head Start performance standards are introduced, child development and health services, family & community partnerships, and program management and design. This course is designed to be preparatory for employment within a Head Start program.

Credit: 3 hours – Three lecture hours per week.

Prerequisite: Approval of instructor

HST 115 HEADSTART – CDA

Headstart-CDA is designed to provide information regarding the Child Development Associate (CDA) Credential to Headstart employees. Information presented will include information about the CDA Credentialing process for center and home-based staff, and family daycare providers. This course is designed to prepare students for starting the CDA process and will include a review of the CDA Competency Goals in preparation for the student's CDA assessment. It is also designed to improve Headstart staff's job skills.

Credit: 3 hours – Three lecture hours per week.

Prerequisite: Approval of instructor

HOME MAINTENANCE

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

HAZARDOUS MATERIALS

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.

INFORMATION MANAGEMENT

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 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 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: Beginning Shorthand/Speedwriting-IMS 124 or prior shorthand/speedwriting; keyboarding ability.

INVESTMENT

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-9000

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: .5 hour - .5 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: 2.5 hours - Two and .5 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

LITERATURE

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

MENTORING

MET 101 MENTORING

This course is designed to develop and/or strengthen skills of individuals desiring to become mentors in an educational, community or personal setting. Individuals will learn methods of developing a mentoring relationship and access resources needed to be successful in the dominant society. Completers of this course will be qualified for employment under designated grant funding.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: None

MENTAL HEALTH

MHT 101 INTRODUCTION TO MENTAL HEALTH

This course introduces the student to the concepts of mental illness and developmental disabilities. Emphasis is placed on therapeutic communication, the habilitation process, performance appraisal, and safety and legal issues pertaining to mentally ill or developmentally disabled persons.

Credit: 1 hour – One lecture hour per week.

Prerequisite: Instructor Consent

MHT 102 BEHAVIORAL ISSUES FOR MENTAL HEALTH

This course introduces the student to the study of both adaptive and maladaptive behavior in mental health recipients. An overview of the various mental illness and developmental disabilities will be presented. The student will study the various behavioral responses of the mental health recipient in areas of death and dying, sexuality, and interactions with family and staff members.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Instructor Consent

MHT 103 PHYSICAL ACTIVITIES FOR MENTAL HEALTH

This course will provide students with the instruction necessary to meet the basic physical needs of mental health recipients at an introductory level. Topics to be covered include: feeding, personal hygiene, transferring and positioning, the use of physical restraints, housekeeping and infection control, admission and discharge, and leisure time activities.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Instructor Consent

MHT 104 INTRODUCTION TO DISEASE PROCESS FOR MENTAL HEALTH

An overview of the signs, symptoms and treatment of diseases that are frequently found in mental health recipients will be presented. Emphasis will be placed on the responsibilities of the student in response to various diseases or physical problems, along with the reporting and documentation process.

Credit: 2 hours - Two lecture hours per week.

Prerequisite: Instructor Consent

PHILOSOPHY

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

PSYCHIATRIC REHABILITATION

PRC 101 SURVEY OF PSYCHIATRIC REHABILITATION

This course is the first in the series of the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The survey course has four major themes: 1) Understanding psychiatric disability and current approaches to treatment, 2) the mental health system and surrounding legal issues, 3) psychiatric rehabilitation through vocational and skills training, and 4) family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health.

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Instructor Consent

REAL ESTATE

REP 120 REAL ESTATE REFRESHER

Real estate salesman and broker refresher course.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

REP 122 INTERMEDIATE REAL ESTATE PRACTICES

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite: Introduction to Real Estate Sales-REP 121 or a valid real estate salesperson license.

SPEECH

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

PILOT TRAINING

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

WOODWORKING

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

WASTEWATER TECHNOLOGY

WWT 120 INTRODUCTION TO WATER/WASTEWATER TECHNOLOGY

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

Credit: 2 hours - Two lecture hours per week.

Prerequisite: None

WWT 121 BASIC WASTEWATER TREATMENT

A course 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 Water 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

PROFESSIONAL STAFF



ACTON, Ann - ext. 280
Director of Student Resources
B.A., Southern Illinois
University
M.P.A., Southern Illinois
University

ADKINSON, Hattie - ext. 238
Secretarial Science
B.S., Southern Illinois University
M.S., Southern Illinois
University

ANDERSON, Nancy - ext. 273
Medical Office Assistant
B.S., Southern Illinois University
M.S. Ed., Southern Illinois
University

ARMSTRONG, Lori - ext. 262
Life Science
B.S., Southern Illinois University
M.S., Southern Illinois
University

BARFIELD, Sue - 524-3003
Director of Metro Center
B.A., Southern Illinois
University

BASHAM, Treina - ext. 233
Director of Management
Information System
B.S., Murrury State University

BAUGHMAN, Angie - ext. 244
Recruiter
B.S., Southern Illinois University
MBA, Southern Illinois
University

BELL, Loretta - 634-9587
Early Childcare Center Coord.

BELLAMEY, Tim - ext. 207
Assoc. Vice President of Adult
and Continuing Education
B.S., University of Tennessee
M.S., Southern Illinois Univ.

BELT, Brad - ext. 229
Mathematics/Science Divisional
Chairperson
B.A., Southern Illinois Univ.
M.S., University of Notre Dame

BELT, Carol - ext. 277
Allied Health
Divisional Chairperson
ASSOC, Mortuary Science,
Southern Illinois University
BSN, Bellamine College,
Louisville
MSN, Southeast Missouri State

BENNETT, Myra Wood -
ext. 329
Social Work/Sociology/Social &
Human Services
B.S., Murray State University
M.S.W., Southern Illinois
University

BENSHOFF, Sharon - 942-6902
Director of Occupational
Therapy Assistant Program
B.S., University of North Dakota
M.Ed., University of Pittsburg

BISHOP, Dale - ext. 226
Social Science
B.S., NE Missouri State
Teachers College
M.S., Southern Illinois
University

BLAKELY, Dedria - ext. 247
Director of Admissions &
Advisement
B.S., Southern Illinois University
M.S., Southern Illinois
University

BOUSLOG, Wade - ext. 261 am
310 pm
Head Men's Basketball Coach/
Part-time AV Graphics Techn.
B.S., Middle Tennessee State

BOYD, Jean Ellen - ext. 240
Assoc. Vice President of
Occupational Education
B.S., Southern Illinois University
M.S., Southern Illinois
University

BRADLEY, Craig - ext. 333
Electronics & Computer Science
B.S., Southern Illinois University

BRIDGEMAN, Maria - ext. 298
Registrar
B.A., Southwest Baptist Univ.

BRIDGES, Edward - ext. 258
Sciences
B.A., Berea College
M.S., University of Kentucky
Ph.D., University of Kentucky

BULLARD, Eugene - ext. 241
Psychology/Sociology
Divisional Chairperson
B.A., Southeast Missouri State
M.S., Southern Illinois
University
Ph.D., Southern Illinois
University

CAPPS, Tammy - ext. 299
Payroll/Payables Accountant
M.B.A., Southern Illinois
University
B.S., Southern Illinois University

CHOATE, Larry - ext. 219
Vice President of Instructional
Services
B.A., Southern Illinois
University
M.S., Southern Illinois
University
Ph.D., Southern Illinois
University

CHRISTIE, Roberta - ext. 328
Mathematics
B.A., Bemidji State University
M.S., University of Wisconsin at
Madison

CLARK, Patty - ext. 257
Art
B.S., Murray State University

DARDEN, James - ext. 320
Alternative High School
Coordinator
Assoc. in Theology, Central
Christian University
B.S., Central Christian
University
M.S., Central Christian
University at Blytheville, AK

DENNY, Don - ext. 231
Director of SBDC/Economic
Development
B.S., Southeast Missouri State

DIEFENBACH, Richard -
ext. 317
Mathematics
B.A., Southern Illinois
University
M.S., Southern Illinois
University

DILLOW, Darrell - ext. 259
Agriculture
B.S., Southern Illinois University
M.S., Southern Illinois
University

DILLOW, Rhonda - ext. 331
Mathematics
Scholar Bowl Coach
B.S., Southeast Missouri State
University
M.S., Southeast Missouri State
University

DUMAS, James - ext. 245
Vice President of Student &
Administrative Services
B.A., LeTourneau College
M.S., Southern Illinois
University

FAUGHN, Dale - ext. 281
Electronics
B.S.E.E., Georgia Institute of
Technology

FERGUSON, Ron - ext. 262
Law Enforcement
B.S., University of Missouri
M.A., University of Illinois
D.M., Bethany Theological
Seminary

FITZGERALD, Mike -
833-3399
Director of Anna & Johnson
County Extension
Centers/Foundation
B.S., Murray State University
M.S., Southwest University in
Louisiana

FLOYD, George - ext. 236
Director of AEP/Executive
Assistant to President
B.S., Tennessee A & I State
University
M.S., Southern Illinois
University

GERARD, Anthony - ext. 268
Biology
B.S., Morehead State University
M.S., Southern Illinois
University

GILTNER, Alyce - ext. 263
Secretarial Sciences
B.S., Southeast Missouri State
University
M.A., Southeast Missouri State
University

GUETERSLOH, Kim - ext. 252
Welfare-to-Work Case Manager
B.S., Southern Illinois University

HAYDUK, Jeannine - ext. 200
Director of Nursing
B.S., Penn State University
M.S., Southern Illinois
University
MSN, Bellarmine College
Ph.D., Southern Illinois
University

HOLM, Carolyn - ext. 249
Speech/English
B.S., Murray State University
M.S., Murray State University

HOLM, Ted - ext. 234
Computer Science
B.S., Murray State University

HOLMAN, Diane - ext. 327
Nursing
B.S.N., Southern Illinois
University

HONEY, Beth - ext. 224
Executive Administrative
Assistant to President and Board/
Personnel Officer

HUBBARD, Annie - ext. 228
Special Needs Counselor
B.A., Grambling State University
M.S., Southern Illinois
University

JOHNSON, Julia - ext. 271
Librarian
B.S., Southern Illinois University
M.S., Southern Illinois
University
Ph.D., Southern Illinois
University

JOYNER-KEENE, Faye - ext. 285
Retention Counselor
B.S., Southern Illinois University
M.A., Southern Illinois University

KESSEL, Ruth - ext. 235
Food Service Technology
B.S., Southern Illinois University
M.S., Southern Illinois University

KOCH, Warren - ext. 230
Physical Education/Coach
B.S., Union University
M.S., University of Illinois

LOHSTROH, Tracy - ext. 203
Nursing
B.S., Murray State University

LOWRY, Linda - ext. 202
Nursing
B.S.N., St. Olaf College
M.S.N., University of Virginia

LUDWIG, Terry - ext. 221
President
Ph.D., University of Illinois
B.A., Western Illinois University
M.A., University of Illinois

LUEBKE, Pat - 942-6902
Director of Medical Laboratory
Technology Program (SICCM)
B.A., Southern Illinois University
M.T., American Society of
Clinical Pathologists

MALONE, Sherri - ext. 234
Computer Science
B.S., Southeast Missouri State University

MARAGNI, Ben - ext. 284
B.S., Southern Illinois University
M.B.A., Southern Illinois University at Edwardsville

MORNINGSTAR, Joan - ext. 274
Psychology
B.S., Hanover College
M.S., Indiana University

NAEGER, Kae - ext. 251
Early Childhood Care
B.S., Southeast Missouri State
M.S., Southern Illinois University

NEWCOMB, Zenobia - ext. 309
Assistant Placement/Assessment
Coordinator
B.S., Southern Illinois University

O'CONNOR, Pam - ext. 222
Information, Retention and
Referral Counselor
B.A., Southern Illinois University

OROS, Fran - ext. 313
Biology
B.S., Southeast Missouri State
B.A., Southeast Missouri State
M.S., Southern Illinois University

PONCE, David - ext. 216
Physics
B.S., Universidad Nacional De
Ingenieria - Peru
M.S., Georgia Institute of
Technology
Ph.D., University of Michigan

REAGAN, Kim - ext. 332
Allied Health
B.S.N., Southeast Missouri State University
M.S.A., Southeast Missouri State University
M.S.N. - Southeast Missouri State University

RESCH, Sharon - ext. 248
Secretarial Science/Div. Chair
B.S., Southeast Missouri State
University
M.S., Southern Illinois
University

RIECHMAN, Thomas - ext. 270
Director of Public Relations/
Learning Assistance Center
B.S., Southern Illinois University
M.S., Southern Illinois
University

ROBERTS, Jack - ext. 286
Coordinator of Truck Driving
USAF Ret.
CDL and Aviation Pilot License

ROBERTS, Marti - 833-3399
Counselor/Communications
Instructor/Forensics
B.S., Southern Illinois University

ROEGER, Libby - ext. 201
English/Speech
B.S., Indiana University
M.A., Southeast Missouri State
University

ROGERS, Gary - ext. 265
Student Resource Specialist
B.A., Southern Illinois
University

RYAN, Betty - ext. 269
Business Manager

ST. ARBOR, Donald - ext. 314
Coordinator of Deckhand
Pilot's License

SANDER, Phyllis - ext. 334
Computer/Business Information
Systems
B.S., Southeast Missouri State
University
M.S., Southeast Missouri State
University

SHAFER, Clyde - ext. 256
Automotive Technology
Certificate, Bailey Technical
School
A.S., Shawnee Comm. College
ASE-CMAT
MACS

SHELBY, Patsy - ext. 255
Cosmetology
Certificate, Instructor's Degree in
Cosmetology
A.S., Shawnee Comm. College

SHEPPARD, Greg - ext. 244 am
310 pm
Men's Baseball Coach/Part-time
Recruiter
B.S., Southern Illinois University

SLIFE, Madonna - ext. 218
Bookstore Manager
B.S., Southern Illinois University

SMITH, Jim - ext. 335
Webmaster
B.A., Southern Illinois
University

SPARKMAN, Anne - ext. 211
AEP Transfer Counselor
B.A., Murray State University
M.A., East Tennessee State
University

STOTTS, Ann - ext. 330
English
B.A., University of Illinois
M.A., University of Illinois

STRICKLAND, Judy - ext. 237
English
B.S., Southeast Missouri State
University
M.S., Southeast Missouri State
University

SULLIVAN, Mary - 942-6902
Director, Health Information
Technology
B.S., Illinois State University
M.S., Southern Illinois
University

ULEN, Mike - ext. 278
Advisor
B.S., Southeast Missouri State
University

URY, Amie - ext. 242
Grants Monitor
B.S., Murray State University

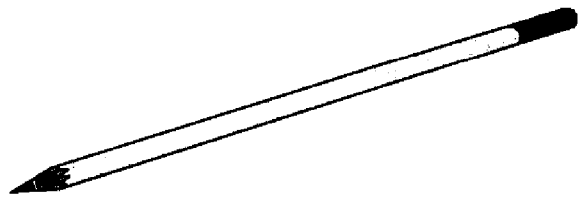
WILBURN, Sandy - 634-9076
Older Adults Program Director

WINDINGS, John - ext. 206
Music
B.S., Southern Illinois University
M.S., Southeast Missouri State
University

WOLFE-MUNGER, Sarah -
ext. 205
Academic Enhancement Program
Tutor
B.A., McKendree College

WRIGHT, Morton - ext. 253
Associate Vice President of
Learning Resources
B.S., Southern Illinois University
M.S., Southern Illinois
University

INDEX



INDEX

Academic Enhancement Program (AEP), 17
Academic Honors (President's List/Vice President's List), 56
Academic Warning, 56
Academic Year, 37
Accounting, 76
Addictions Counseling, 77, 109
Administration, 5-6
Administrative Assistant, 78
Admission for Baccalaureate-Oriented Curricula, 21
Admission to Selected College Programs, 26
Admissions, 20-25
Adult Basic Education (ABE), 17-18
Adult Secondary Education, 18
Advanced Placement, 57
Affirmative Action, 11
After School and Summer School Programs, 18
Agriculture, 79-80
Aircraft Maintenance, 109
Allied Health Programs of Study, 70-74
Alternative High School, 18
American College Test (ACT), 25
Appeal of Financial Aid Decisions, 37
Associate Degree Nursing, 28
Associate in Engineering Science Degree, 63
Associate of Applied Science and Certificates, 69
Associate of Applied Science and Related Certificate Programs, 69
Associate of Arts Degree, 61-62
Associate of Fine Arts Degree (Music Education), 64
Associate of Fine Arts Degree (Music Performance), 65
Associate of General Studies Degree, 67
Associate of Science Degree, 61-62
Attendance, 54-55
Audit Policy, 53
Automotive, 81-82
Basic Nurse Assistant Proficiency Examination, 58
Board of Trustees, 5
Bookstore, 15
Business, Occupational, and Technical Programs of Study, 75-103
Calendar, 7-9
Catalog Requirements-Student Responsibility, 31
Center for Workforce Development, 16
Certificate of Course Completion, 118
Certified Nurse Assistant, 105, 109
Change of Curriculum, 47
Class Schedules, 56-57
Classification - Course Load, 30
Clubs and Organizations, 50
College Level Examination Program (CLEP), 58
Community Education Admission, 25
Community Education, 19-20
Computer Aided Drafting, 115
Computers, 84-86

Conservation Game Management, 115
Conservation Law Enforcement Technology, 87
Construction Management Technology, 109
Contents, 2-4
Cooperative Programs of Study, 108-115
Cosmetology, 28, 29, 88
Counseling, 47
Course Descriptions, 122-224
Courses Offered On-Demand, 225-240
Credit by Examination, 57, 58
Cultural Diversity, 12
Day Care, 14, 15
Deckhand Training, 106
Dental Hygiene, 109
Dental Technology, 109
Dislocated Workers Center, 16, 17
Early Admission, 24
Early Childhood Care, 89
Educational Counseling, 47
Educational Guarantees, 59
Educational Internships/Externships, 49
Electronics, 90
English and Math Assessment, 25, 26
Entrance Examinations, 25-29
Environmental Resource Management, 91
Escrow Admission, 23
Extension Centers, 14
Federal Pell Grants, 37, 38
Federal Supplemental Educational Opportunity Grants, (FSEOG), 38-39
Financial Aid Grievance Procedure, 46-47
Financial Assistance, 35-37
Food Service, 92
Full-Admission, 21-22
 Full-time, 71
 Full-time, 73
General Admission Requirements, 21
General Education Development (GED), 17, 58
General Studies Program, 67
Grade Reports - Official Transcripts, 55
Grading, 52-57
Graduation Fee, 32
Graduation, 56
Grants and Scholarships, 37-39
Guideline for Accepting Transfer Credit, 24-25
Health Care Management, 109
Health Information Technology, 110
History, 12-13
Home-Schooled Admission, 22
Honors Escrow Program Admission, 23, 24
Horticulture Technician, 117
Hospitality/Food Management, 92
Hotel/Motel Management, 117
Illinois Articulation Initiative, 66
Illinois Student Assistance Commission (ISAC) Grants, 38
Incompletes, 52, 53

Independent Study, 53
Information Processing, 93-95
Instructional Programs General Information, 58, 59
Intercollegiate and Intramural Athletics, 51
International Student Admission, 22, 23
Internet Classes and Telecourses, 19
Job Training Partnership Program (JTPA), 16
Laboratory Fees, 32
Law Enforcement, 96
Law Enforcement/Correctional Officer Training, 115
Learning Resource Center (LRC), 14
Learning Skills Center (LSC), 20
Legal Administrative Assistant, 97
Less-Than-One-Year Certificates of Completion, 104-107
Machine Tool Technology, 115
Medical Administrative Assistant, 98
Medical Laboratory Technology, 29, 112
Medical Office Assistant, 74
Medical Transcription, 74
Mid-Management, 99
Mortuary Science and Funeral Services, 109
Muse, 51
Nurse Assistant Program, 27
Occupational Programs of Study, 68, 69
Occupational Therapy Assistant, 29, 113, 114
Occupational, 59
Office Assistant, 99
Office of Economic, Small Business, and Workforce Development, 15
Other Financial Aid Programs, 41
 Part-time, 72
 Part-time, 73
Pass/Fail, 53
Payment, 33
PC Technician/Computer Assembly, 106
Personal Counseling, 47
Philosophy and Mission, 10-11
Physical Therapy Assistant, 109
Physicians Assistant, 109
Placement Center, 48
Placement Testing, 26
Power Systems, 100
Practical Nursing, 27
Private Alternative Loans, 41
Professional Staff, 241-247
Programs/Courses on Demand, 116-118
Provisional Admission, 22
Radiological Technology, 109
Refund Policy, 33-35
Regional Literacy Initiative, 18
Registration, 29, 30
Repeated Courses, 54
Residency, 30
Respiratory Therapy, 109
Sales, 100
Scholarships, 39

Scholastic Bowl, 51
Semester Plan, 13
Shawnee Community College Alumni Association , 13-14
Shawnee Community College Distance Learning Network, 19
Shawnee Community College Foundation Scholarships, 40
Shawnee Community College Foundation, 13
Small Business Development Center (SBDC), 15
Social and Human Support Services, 101
Southern IL Collegiate Common Market (SICCM) Allied Health Program Fees, 32-33
Southern Illinois Telecommunication Network (SITN), 19
Special Populations Programs, 47, 48
Special Programs and Community Services, 16-20
Standards of Satisfactory Academic Progress for Financial Aid Recipients, 42-46
Student Ambassadors, 50
Student Conduct, 57
Student Organizations and Activities, 49-51
Student Publications, 50
Student Records/Family Education Rights and Privacy Act, 55, 56
Student Senate, 49, 50
Surgical Technology, 29, 111
Teacher Aide, 101
Tech Prep, 58
Transfer Center, 20
Transfer Degrees, 62
Transfer of Credits to Four-Year Institutions, 57
Transfer Programs of Study, 60-65
Transfer Student Admission, 24
Transfer, 59
Truck Driving, 107, 109
Tuition and Fees, 31-35
Tuition Waivers, 35
Tutorial Program, 18, 19
Veterans Programs, 41
Vocational Programs, 26, 27
Vocational Skills Courses, 119-121
Webmaster, 102
Welding (Combination), 83
Wildlife Technology, 103
Withdrawal, 54
Workstudy Programs, 41



SHAWNEE
COMMUNITY
COLLEGE

8364 Shawnee College Road
William, OH 42992