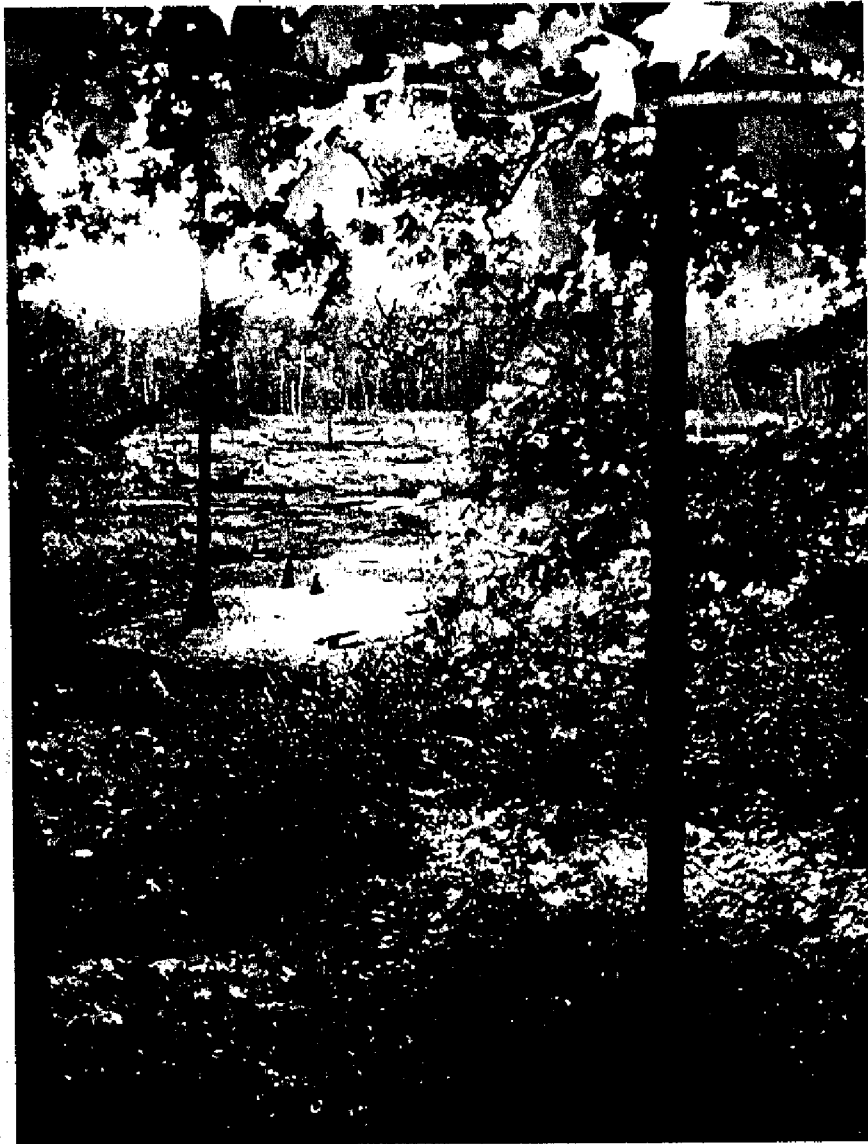




SHAWNEE COMMUNITY COLLEGE

*Quality Education
for Every Student*



2005-2007 Catalog

SHAWNEE COMMUNITY COLLEGE
2005-2007 CATALOG

Volume XXIV

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

Shawnee Community College
8364 Shawnee College Road
Ullin, Illinois 62992

(618) 634-3200

(618) 634-3300 (fax)

(800) 481-2242

<http://www.shawneecc.edu>

Accredited by:

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

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DIRECTIONS TO SCC DISTRICT

The Shawnee Community College main campus is located nine miles east of Ullin, IL.

To get to Shawnee College from:

Carbondale/Marion, IL, get on I-57 south. Go to Ullin exit 18. Turn Left. Shawnee College is approximately 9 miles due east on your right.

Charleston, MO. travel on I-57 north past Cairo, IL. to Ullin exit 18 (approximately 35 miles total). Turn right (east) at exit 18. Shawnee College is 9 miles due east on your right.

Paducah, KY and Metropolis IL, get on IL. Rt. 45 North. Follow Rt. 45 approximately 15 miles to Rt. 169. Turn left on Rt. 169. Travel through Karnak. The road will end at Rt. 37. Turn left (south) on Rt. 37. Travel 1 mile, turn right on Shawnee College Road. The college will be on the left approximately 1/2 mile.

From Cape Girardeau, MO, cross the Cape Bridge at the "T-Stop" turn left onto IL. Rt. 3 north. Travel north on Rt. 3 to the McClure Elementary School. Turn right at the school. This road is the "Grapevine Trail." Follow the trail 14 miles until you reach Tamms. At Tamms, cross the railroad tracks and make an immediate left. Follow to the Stop sign. This is Rt. 127. Turn left onto Rt. 127 (north). Travel 2.5 miles to the Ullin-Tamms blacktop. There is a green sign indicating Ullin 4 miles. Turn right onto the Ullin-Tamms blacktop. When you enter Ullin, you will cross the railroad tracks. Turn immediately to your right. When you come to the stop sign, turn right onto Rt. 51 (south). You will travel only 1/4 mile until you reach the sign indicating I-57 and Shawnee College. Turn left. Travel east on this road 9 miles. Shawnee is on the right.

It should be understood that information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The information in this catalog is not to be considered final, nor does it constitute a contract between the student and Shawnee Community College.

BOARD OF TRUSTEES

Dr. Richard Trampe, Chairman	Massac County
Scott Farmer, Vice Chairman	Massac County
Wesley Wright, Secretary	Union County
Don Patton, ICCTA Delegate	Alexander County
Dr. Manul Goins	Johnson County
Harry "Skip" Junkerman	Pulaski County
Maxine Russell	Massac County

ADMINISTRATION

Dr. Larry D. Choate
President

Tim Bellamey
Vice President of Instructional Services

Dr. Elaine Johnson
Vice President of Institutional and Economic Development

Dr. Richard Massie
Vice President of Student and Administrative Services

Jean Ellen Boyd
Associate Vice President of Instructional Services

Sue Barfield
Director of Metro Center

Dedria Blakely
Director of Admissions and Advisement

Monica Brahler
Director of Recruitment and Retention

Tammy Capps
Director of Student Resources

Chris Clark
Director of Management Information System

James Darden
Director of Alternative Instruction

Don Denny
Director of Small Business Development Center/Economic Development

Mike Fitzgerald
Director of Anna Extension Center/Foundation

Carolyn Kindle
Director of Educational Talent Search

Sarah Mulford
Public Relations Coordinator

Betty Ryan
Business Manager

Bomani Spell
Director of Academic Enhancement Program

Harold Tilley
Director of GEAR-UP

SHAWNEE COMMUNITY COLLEGE

2005-2007 CALENDAR

FALL SEMESTER 2005

Registration Begins.....	April 4
Faculty In-Service.....	August 11
Instruction Begins.....	August 15
Registration Closes.....	August 17
Last Day to Drop Without Financial Penalty.....	August 19
Holiday.....	September 5
Late Start Instruction Begins.....	September 12
SCC Day (no classes).....	October 6
Regional Educators' Institute (no classes).....	October 7
Holiday.....	October 10
Mid-Semester.....	October 12
Last Day to Drop Without Academic Penalty.....	October 19
Pell Status Day.....	October 21
Registration for Spring 2006.....	October 24
Pell Checks Mailed.....	November 3
Holiday.....	November 11
Holiday.....	November 23/24/25
Final Exams.....	December 12/13/14/15
End of Semester.....	December 16

SPRING SEMESTER 2006

Registration Begins.....	October 24
Faculty In-Service.....	January 5
Instruction Begins.....	January 9
Registration Closes.....	January 11
Last Day to Drop Without Financial Penalty.....	January 13
Holiday.....	January 16
Late Start Instruction Begins.....	February 6
Holiday.....	February 20
Spring Break.....	March 6-10
Mid-Semester.....	March 13
Last Day to Drop Without Academic Penalty.....	March 20
Pell Status Day.....	March 22
Pell Checks Mailed.....	April 6
Registration for Summer/Fall 2006.....	April 10
Holiday.....	April 14
Final Exams.....	May 8/9/10/11
Commencement.....	May 12

SHAWNEE COMMUNITY COLLEGE

2005-2007 CALENDAR Continued

SUMMER SESSION 2006

Registration Begins	April 10
Faculty In-Service	June 1
Instruction Begins	June 5
Registration Closes/Last Day Drop Without Financial Penalty	June 7
Mid-Semester	June 29
Holiday.....	July 4
Last Day to Drop Without Academic Penalty	July 6
Pell Status Day	July 10
Pell Checks Mailed	July 18
Final Exams.....	July 27/28
End of Semester	July 28

FALL SEMESTER 2006

Registration Begins	April 10
Faculty In-Service	August 10
Instruction Begins	August 14
Registration Closes	August 16
Last Day to Drop Without Financial Penalty	August 18
Holiday.....	September 4
Late Start Instruction Begins.....	September 11
SCC Day (no classes).....	October 5
Regional Educators' Institute (no classes)	October 6
Holiday.....	October 9
Mid-Semester	October 10
Last Day to Drop Without Academic Penalty	October 17
Pell Status Day	October 19
Registration Begins for Spring Semester 2007.....	October 23
Pell Checks Mailed	November 2
Holiday.....	November 10
Holiday.....	November 22/23/24
Final Exams.....	December 11/12/13/14
End of Semester	December 15

SHAWNEE COMMUNITY COLLEGE

2005-2007 CALENDAR Continued

SPRING SEMESTER 2007

Registration Begins.....	October 23
Faculty In-Service.....	January 4
Instruction Begins.....	January 8
Registration Closes.....	January 10
Last Day to Drop Without Financial Penalty.....	January 12
Holiday.....	January 15
Late Start Instruction Begins.....	February 5
Holiday.....	February 19
Spring Break.....	March 5-9
Mid-Semester.....	March 12
Last Day to Drop Without Academic Penalty.....	March 19
Pell Status Day.....	March 21
Pell Checks Mailed.....	April 5
Holiday.....	April 6
Registration for Summer/Fall 2007.....	April 9
Final Exams.....	May 7/8/9/10
Commencement.....	May 11

SUMMER SESSION 2007

Registration Begins.....	April 9
Faculty In-Service.....	June 7
Instruction Begins.....	June 11
Registration Closes/Last Day to Change/Drop Classes.....	June 13
Holiday.....	July 4
Mid-Semester.....	July 5
*Last Day to Drop Without Academic Penalty.....	July 12
Pell Status Day.....	July 16
Pell Checks Mailed.....	July 24
Final Exams.....	August 2/3
End of Semester.....	August 3

PHILOSOPHY, VALUES AND PURPOSES

Shawnee Community College promotes student learning through the values of the community college concept, recognizing the uniqueness of each individual and the diversity of his/her needs. The College is 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. Education is the key to preparing individuals to confront the economic, social, and multicultural issues of this century. The College takes pride in providing quality educational and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and district residents.

Shawnee Community College is dedicated to providing quality, cost-effective, comprehensive programs to all individuals within the district and the region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement. 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 dedicated to a major role in the district's future.

Purpose 1. Shawnee Community College values life-long learning. As a consequence, the College provides comprehensive programs, including curriculums in liberal arts and sciences, career and technical education, as well as, adult, developmental, and community education and training.

Purpose 2. Shawnee Community College values its role as a change agent for the public good. As a consequence, the College facilitates area economic development, promotes cohesiveness within the community, and improves the quality of life for all citizens.

Purpose 3. Shawnee Community College values equal access to educational opportunities for all citizens. As a consequence, the College provides equal educational opportunities for all citizens to the extent permitted by available resources.

Purpose 4. Shawnee Community College values multicultural diversity within a pluralistic society. As a consequence, the College provides programs and activities that encourage and preserve multicultural diversity within a unified American society.

Purpose 5. Shawnee Community College values the dignity and worth of each individual. As a consequence, the College develops programs and services which address the needs of all segments of the college community.

Purpose 6. Shawnee Community College values a systematic and participatory management approach to decision making. As a consequence, the College solicits input from all constituencies, reaches decisions based upon all available information, and communicates such decisions to the public in an orderly manner.

Purpose 7. Shawnee Community College values its reciprocal relationship with the community, including business, civic, social, and religious aspects. As a consequence, the College fosters community partnerships in which each organization benefits from its mutual affiliation with the other.

Purpose 8. Shawnee Community College values the prudent utilization of resources. As a consequence, the College develops and administers programs, services, and facilities which are consistent with the district's financial base and which benefit the greatest number of individuals.

Purpose 9. Shawnee Community College values the pursuit of excellence. As a consequence, the College organizes and administers high quality programs and recruits and retains highly qualified personnel in all positions.

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 Richard Massie, Vice President of Student and Administrative Services, 634-3245.

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 I community college in September of 1967. Created to serve Southern Illinois and its people, the college district covers all of Alexander, Massac, Pulaski, Union 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 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 153 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 provided a biology laboratory, a nursing laboratory, general classrooms, and one large-group meeting room. 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 brought 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. During his tenure, the college experienced continued growth in numbers of students, staff, programs, and grants. The college also opened the 33,000 square foot Educational Center in August of 2000, secured funding of the 10,500 square foot Metropolis Regional Education and Training Center in Metropolis City Industrial Park, opened a computer lab and fitness facility in the Alexander County Housing Authority in Cairo, Illinois, and planned a Regional Education Center in Cairo, Illinois. Shawnee Community College provides a dynamic learning environment incorporating advanced technology that ensures students of all ages the greatest chance of success.

Dr. Larry D. Choate assumed the duties of the fifth president of Shawnee Community College on January 1, 2005. Prior to this appointment, Dr. Choate served as the vice president of instruction since January 1, 1988. During his tenure at SCC, Dr. Choate worked alongside the college presidents assisting with the success of building initiatives such as an additional classroom building, educational center, and the Metropolis Regional Education and Training Center. Dr. Choate supported the expansion of instructional services to students with the addition of internet courses, interactive television, and telecourse offerings.

SEMESTER PLAN

Shawnee Community College operates on the semester plan with two regularly scheduled semesters of instruction per academic year plus one 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 semester.

SHAWNEE COMMUNITY COLLEGE ALUMNI ASSOCIATION

The Shawnee Community College Alumni Association was started with the main purpose of awarding scholarships to incoming freshman at Shawnee Community College. The Alumni Association consists of ten board members (two from each county) and two co-directors (employees of the college). There are two types of Alumni memberships. First is the Regular membership, this is for students with 30 credit hours or more and all faculty and staff. The second membership is the Friends membership, this is for anyone who wants to help the association and may or may not have attended college at Shawnee Community College. There are numerous discounts and benefits provided by local merchants for the members of the alumni association.

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. Mike Fitzgerald is Executive Director of the Foundation and can be reached at (618) 833-3399.

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

COLLEGE CAMPUS

The Learning Resource Center (LRC/Library)

The Learning Resource Center (LRC/Library) at Shawnee Community College offers access to a comprehensive field of information. The LRC's collections in print format include more than 40,000 books, 140 magazine titles, and 12 newspapers. Through computer access from the library PC and laptop workstations, information can be retrieved from more than 15 specialized databases, Internet sites, and CD-ROMs. Special features include an excellent collection of videos, local history and children's literature. Telecourse tapes may be rented from the bookstore and checked-out from the library. The library has two viewing/study/meeting rooms, which are available on first come first

serve basis. SCC's LRC/Library is a member of the Shawnee Regional State Library System, which allows our students and staff access to the use of materials in libraries throughout the state of Illinois.

District residents of Shawnee Community College over 18 years of age are welcome to use the resources of SCC LRC/Library at no charge. A proof of residence (such as a driver's license) is required prior to issuing a card to district residents. Everyone is encouraged to visit and enjoy our learning resources and services. The congenial staff of librarians and student workers provides assistance in the use of the library and its resources.

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 and the Cairo Computer Center, and the Metropolis Regional Education and Training 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.

Bookstore

The bookstore is operated by the college and carries required textbooks, reference books, software, instructional materials 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 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 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

BUSINESS AND INDUSTRY TRAINING CENTER

The Business and Industry Training Center 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.

SPECIAL PROGRAMS AND COMMUNITY SERVICES

Workforce Investment Act (WIA)

The Workforce Investment Act of 1998 replaced the Job Training Partnership Act (JTPA) effective July 1, 2000. Eligible clients may obtain individual training account vouchers to pay for training provided by institutions certified by the local workforce investment board. Shawnee Community College is certified to offer training programs under WIA. Interested persons may visit or contact the local One Stop Center in Cairo or the Shawnee Community College Placement Center/One Stop Affiliate Center.

Dislocated Workers

Dislocated workers are also served through the WIA one stop center. The dislocated workers program serves clients who have been terminated and are unlikely to return to their prior industry or occupation; have been laid off or terminated due to plant closure or substantial layoff; are formerly self-employed but now unemployed; or are displaced homemakers. In order to receive services, additional eligibility requirements must be

met. Interested persons should contact the local One Stop Center in Cairo or the Shawnee Community College Placement Center.

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 classroom materials are provided.

Adult Basic Education (ABE)

Classes are offered to students who have not completed high school and desire to improve their skills in mathematics, reading, and writing. This program is designed to remedy basic skills deficiencies and prepare students for the GED test. Individualized instruction is provided. Classes are open-entry, open-exit. Day and evening classes are provided at several locations throughout the college district each semester. Tuition and fees for these classes are waived and classroom materials are provided.

Adult Secondary Education (ASE)

Alternative High School

Classes for high school credit are offered 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 readers 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, and the Metro 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)

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

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

Telecourses - The college offers an alternative form of instruction through telecourses. A telecourse is a college-level course for the individual who may enjoy earning college credit at home. Telecourses may be viewed on videocassette. 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 coursework 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 sites fully interact with the instructor and students in the distance learning classroom at the originating site.

Southern Illinois Collegiate Common Market (SICCM)

Shawnee Community College students enrolled in a SICCM 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 Collegiate Common Market 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 SICCM class or program should contact an advisor 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.

Student Success Center

The Student Success Center at Shawnee Community College is available to both students and faculty as a supplement to the classroom learning experience.

The Student Success Center has three components:

1. SSC – Tutoring
2. SSC – Testing
3. SSC – Writing Lab/AEP Tutoring

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. Proof of high school completion via official transcript.
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

Since Fall 1993, students who enter Shawnee Community College in a baccalaureate-oriented program are admitted in one of two categories: full admission or provisional admission.

Full Admission

Students will be granted full admission provided they have met at least one of the following requirements:

1. earned a high school diploma or GED, met the minimum high school pattern requirements listed above and scored above the minimum levels on the ASSET/COMPASS to show proficiency in math, English and reading.
2. earned a high school diploma or GED and have taken the ACT exam and received a 21 or better composite score.
3. 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 do not score at the minimum levels on the ASSET/COMPASS test will be granted admission on a provisional basis.

Students who do not submit a high school transcript which can be evaluated to determine the status of the student's high school pattern requirements will be admitted on a provisional basis, pending receipt of said transcript.

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.

Successful completion of all developmental classes will grant 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. Home-

schooled students are encouraged to contact the Admissions 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. Score of 520 or better on the TOEFL test or 190 on the computerized TOEFL test.
3. Apply for admission to SCC.
4. Provide official transcripts covering all school work (high school and college) complete with English translations from an accredited third party entity as approved by the Director of Admissions.
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 or COMPASS examination with the required score to enter ENG 111, transfer level math, 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 and a parent/guardian.
8. Students must maintain a Shawnee Community College GPA of 2.0 or above to continue in the Escrow Program.

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

Advanced Honors Program Admission

For a student to be admitted into the Shawnee Community College Advanced 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. Nine semester hours of credit is the maximum number of hours in which a high school student can enroll during any given semester.

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

1. Fill out an application for the Advanced 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 Registrar of Shawnee Community College.

Accelerated College Enrollment Program Admission

The Accelerated College Enrollment Grant (ACE) is intended to allow Shawnee Community College to expand its service to private and home-schooled students who desire to take college-level classes prior to receiving their high school diploma or equivalency. Tuition and fees will be covered by the ACE grant. Three students from each county in the college district who are enrolled in high school level classes and who are not affiliated with a public high school will be selected as ACE Grant Honors Escrow students.

Program guidelines are:

1. 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 scores or have an ACT score of 21 or above 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 aged 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 private/home school.
8. Fill out an application for the Honors Program.
9. Have a minimum cumulative high school GPA (grade point average) of 3.25, based on a 4.0 scale.

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. A student who plans to register only for community education courses does not need to apply for regular admission.

Enrollment requirements are established by the nature of the particular course and student interest is the primary admission criterion. Additional information may be obtained by contacting the Director of Adult 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, the Office of Admissions and Advisement at Shawnee Community College, or www.ACT.org.

Placement Testing

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 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.

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 by the end of the first week of the semester. 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.

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
8. Massage Therapy

Applicants interested in these programs should contact the appropriate department for further information concerning test dates.

Certified Nurse Assistant Program

Persons seeking admission to the Certified 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 applications for the Practical Nursing Program will be selected based upon the criteria outlined below:

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282; 800-481-2242).
2. All application materials must be hand delivered to the Nursing Department Secretary by the date designated in the admission packet, including a Shawnee Community College Admission Form.
3. The applicant must be a high school graduate proven with a transcript or GED scores.

4. The applicant must successfully complete the admission examination "Psychological Services Bureau Aptitude for Practical Nursing Examination." (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. The applicant must complete with a "C" or better BIO 210 (Introduction to Human Anatomy) prior to the beginning of the fall Practical Nursing classes.
7. The applicant must submit to a criminal background check and drug testing after admission into the program.

Further information can be obtained by calling the Nursing Department at the numbers listed in "1" above.

Associate Degree Nursing

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

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282; 800-481-2242).
2. All application materials must be hand delivered to the Nursing Department Secretary by the date designated in the admission packet, including a Shawnee Community College Admission Form.
3. The applicant must demonstrate successful completion of an approved program of Practical Nursing.
4. The applicant must successfully complete the admission examination "Nursing School Aptitude Examination (RN)" (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. Admission to the Associate Degree Nursing Program is conditional pending successful completion of an approved school of Practical Nursing and the Nursing Skills Review Course (ADN 201), which will be offered in the summer semester prior to entry.
7. The applicant must submit to a criminal background check and drug testing after admission into the program.

Further information can be obtained by calling the Nursing Department at the numbers listed in "1" above.

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 1.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Meet all admission policies and complete all required admission forms of the college by April 15.
5. Submit to a criminal background check and drug testing after admission into the program.

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 April 15.
5. Submit to a criminal background check and drug testing after admission into the program.

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 by April 15.
5. Submit to a criminal background check and drug testing after admission into the program.

Massage Therapy

Persons seeking admission to the Massage Therapy program are required to:

1. Be a graduate of an accredited high school or have attained the GED.
2. Be at least 18 years of age.
3. Submit a Massage Therapy program application by April 15.
4. Take the Health Occupations Aptitude Exam – Revised.
5. Submit the results of a fingerprint background check after admission into the program.
6. Submit documentation of having received a professional full body therapeutic massage after admission into the program.

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 advised. Advisement and pre-registration for the next semester will take place during the final weeks of the previous semester. New and continuing students planning to enroll should schedule advising appointments.

Students wishing to enroll in online classes must supply the following information:

1. Apply online (www.shawneecc.edu)
2. Submit evidence of placement test and/or successful completion of prerequisite classes as evidence on an official transcript sent to the college registrar.

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 in-district, in-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 an advisor 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. 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 and service fee rate of \$50.00 per credit hour for in-district (effective Summer 2005) and \$86.00 per credit hour for out-of-state/out-of-district (effective Spring 2005). (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:

Laboratory Fee	Varies
Telecourse Fee	\$22.00
Independent Study Fee	\$40.00 per credit hour

Students wishing to enroll in independent study or repeat ineligible courses should contact the bursar for information about tuition and fee charges.

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

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
CPT Coding	\$20
Medico Legal Aspects	\$20
Quality 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
Immunohematology	\$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, mailed to Shawnee Community College, Bursar's Office, 8364 Shawnee College Road, Ullin, IL 62992, or online using the FACTS tuition management system. Checks or money orders should be made payable to Shawnee Community College and should include the student's social security number or SCC ID# on the check or money order. Visa, Discover, Mastercard, and American Express 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 would be unable to attend college without such aid. 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, 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.
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. 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 36-40.
6. Document financial need status for the individual financial aid programs through a valid Student Aid Report (SAR) or federal Institutional Student Information Report (ISIR).
7. 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 accessible on the internet at www.shawneecc.edu.

Students applying for graduation who have received financial aid will be required to be cleared by the Financial Aid Services Office before the graduation application will be processed. Students who have received loans will be required to complete an Exit Interview.

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 once each fall and spring semester. Pell payments may also be made for the summer semester if the student has an award amount remaining by attending less than full-time during the fall and/or spring semester.

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).

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 - Freshman 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, dependents of correctional workers killed in the line of duty or permanently disabled. Grants for bilingual students may be available as well.

Information for the above programs may be obtained by calling the Springfield office of the Commission at 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

All Shawnee Community College scholarships are listed in the Scholarship Booklet, which can be found on the SCC website (www.shawneecc.edu) or a printed copy may be obtained in the Financial Aid Services Office.

Various other scholarships that are not awarded through the college or the foundation may be available from civic and fraternal organizations (e.g.: Rotary International, Shawnee College Education Association, etc.). Students should seek out reference materials on scholarships in the SCC Transfer Center, the Student Success Center, the Learning Resource Center and on the Internet. Students are encouraged to contact organizations and parents' employers directly for information on scholarship opportunities.

Shawnee Community College awards the following scholarships:

- Academic Enhancement Program (AEP)
- Alvin Herren Memorial
- Ambassador
- Andy "Charlie Brown" Helman
- Anna Moose Lodge
- Art
- Award of Excellence
- Cheerleading
- COAD
- Dance Team
- Daniel F. Dumas, Sr. Memorial
- Dean Betts Memorial
- Electric Energy, Inc.
- Faculty
- Foundation Sports Information
- Goodall
- Holcomb-Kiwanis
- Jack Hill
- Journalism
- Judy Quesenberry Memorial
- Lifelong Learning
- Music
- Private Alternatives
- Sabrina Dawn Atkinson Credit for Escrow
- Salutatorian
- SCC
- Scholastic Bowl
- Southern Illinois Electric Cooperative (SIEC)
- Spirit Squad
- Student Senate
- Student Trustee
- Ted Holm Memorial
- Terra's Angels
- Trustee
- Ullin Veteran's Memorial
- Valedictorian
- Vice President's GED
- Vice President's Non-Traditional
- Walter Ligett Rotary
- Warren Koch Memorial

- Wayne Duke Memorial
- William Fred Hannan memorial
- Zonta Club of the Paducah Area

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 watching for job postings on the job board at the main campus and at the extension centers and completing the Free Application for Federal Student Aid (FAFSA). A valid federal Institutional Student Informative Report (ISIR) 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 and financial aid eligibility.

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 WIA 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 laws 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 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. Students who have attended SCC in the past, whether or not they received financial aid, will be assessed prior to receiving aid. 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 related to grades and percentage of hours earned based only upon courses attempted at Shawnee Community College. Certificate or degree completion will be assessed on Shawnee Community College hours and on hours formally transferred and accepted by 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 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 51 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, by the end of the first full academic year of attendance (one fall and one spring semester) and each year thereafter, have successfully earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day of each semester. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid Probation for one 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 enroll in and pass enough hours to have successfully earned 67% of attempted hours by the end of the semester. If the student does not attain the 67% level 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.

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 and Community Education courses are not counted as credits successfully completed. Repeated courses are counted in the assessment of grade point averages and as an attempted course. All other credited courses, including pass/fail courses and remedial courses, are also 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 (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

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 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 attempting 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 67% of attempted hours will be reinstated after they have successfully earned 67% of attempted hours.

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 and the status of all enrolled students on probation 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 in annual increments (at the end of the spring semester) except for the progress of students in less-than-two-year programs, which is monitored at the end of each 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 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.

ADVISEMENT

Educational Advisement

To ease entry into the college and to assist in choosing courses and an appropriate curriculum, an educational planning interview with a advisor 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.

Change of Curriculum

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

PERKINS 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, (8) travel, and (9) daycare services.

To qualify for these services, students must be enrolled in targeted vocational programs, and be either disadvantaged, handicapped, non-traditional, single parent, limited English proficient (LEP), or a dislocated worker.

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 limited English proficient (LEP) category, 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 and one representative from each extension center. Three sophomores will be elected annually during the spring semester and four freshmen will be elected at the beginning of the fall semester. 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 carrying 9 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 or be freshman representative.
2. Failure to meet these requirements means automatic loss of senate membership.
3. 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.
4. 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
- College Bowl
- Electronics Club
- Math/Science Club
- Nu Alpha Alpha Phi Beta Lambda
- Phi Theta Kappa, Academic Honor Society
- Social Work Club
- Student Education Association
- 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.

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. All teams participate in a Division II Region 24 and National Tournaments.

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:

<u>GRADE</u>			<u>GRADE POINTS</u>
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.

GPA=total quality points earned for A,B,C,D, and F grades
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 advising department for additional information. Independent Study courses have special fees. An additional \$40 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:

1. 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
2. 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 Advisor.

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 not attending classes regularly may be dropped from class.

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.

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 is available on Saints Online. 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 Director of Admissions and Advisement 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 must file an "Application for Graduation" form at the Admissions Desk early in the term prior to the semester in which they anticipate graduation, but the student 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 enrolled in an Associate degree or certificate program whose GPA is 3.5 or better 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. Students can also access schedules and fee statements on Saints Online.

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

Credit by examination is subject to the following:

1. Credit by examination may not duplicate credit earned at Shawnee Community College or received in transfer.
2. Credit by examination may not be given for a lower level course by students who have received credit in the subject area beyond the course in which the examination is requested.
3. A student currently enrolled in a course but desiring to earn credit by examination must apply for and complete the examination by the end of the fourth week of classes.
4. A student cannot receive credit by examination and subsequently enroll in the course and earn a grade.
5. A proficiency examination may not be attempted more than twice in a given course.
6. Course credit earned by examination will be recorded as "Proficiency Credit" or "CLEP Credit." No transcript record is entered unless the examination is completed successfully. No grade is recorded, nor can a prior grade be changed or removed by credit by examination. Credit earned by examination is not included in the computation of a student's grade point average (GPA).
7. A maximum of 30 credit hours toward an associate degree or one-half of the credit hours for a certificate may be credited.
8. A person seeking credit by examination must have previously completed courses in which credits have been earned at Shawnee Community College.

Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on campus advisor to obtain an Application for Proficiency Examination. The student should then pay the \$20 Proficiency Examination Fee at the Bursar's Office. The Division Chair responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Division Chair responsible for the course subject to the approval of the Vice President for Academic Affairs based on the degree to which competency or ability in a given area can be adequately evaluated by a proficiency exam. The Division Chair will assign a full time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and therefore does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examination will appear on the student's transcript.

College Level Examination Program (CLEP)

College credit may be awarded through the College Level Examination Program (CLEP). Shawnee Community College administers CLEP examinations to current or prospective students. All high school graduates (or the equivalent) are eligible to participate in the College Level Examination Program. CLEP examination credit will not be awarded for

any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited. Information on fees and testing dates and locations may be obtained from the Student Success Center. Students seeking CLEP credit must request that an original score report be sent to the Registrar.

Advanced Placement

Shawnee Community College accepts credit from Advanced Placement Examinations based on the American Council on Education guidelines. This program allows high school students to earn college credit by successfully completing the Advanced Placement Examination. Students seeking Advanced Placement credit must request that an original score report be sent to the Registrar. Credit received from Advanced Placement Examinations will not count in the current semester hours and therefore does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Advanced Placement will appear on the student's transcript.

Tech Prep

Tech Prep is a cooperative program with the Five County Regional Vocational System and the 12 area high schools. The program is designed to give college credit while still in high school for selected courses in the areas of accounting, information processing, automotive technology, agriculture, and nursing. (Students should contact the counseling department for articulation 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.

REQUIREMENT FOR COMPUTERS IN AUDITORIUM AND HOME COMPUTER TO ACCESS SCC

Laptop or desktop with:

- Pentium-based computer or equivalent (e.g. Celeron or AMD-K6)
- Windows 9x/Me/NT/2000/XP
- 500 MHz or higher processor
- 64MB or better RAM
- 500 MB available hard disk space
- (at least) 28.8 modem connection (off-campus dial up) or a 10 Base-T Ethernet adapter card for Auditorium connections
- (IE 5.x or above) or (Netscape 4x or above)

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's general education program seeks to provide students with the knowledge and skills that will assist them in achieving personal and professional goals what will enable them to function in today's global society. The goals of the general education program include the development of communication, analytical and technical skills as experienced through general education degree requirements in communication, social sciences, fine arts, humanities, mathematics and science. The outcomes of the college's general education program encompass values formation, lifelong learning, and an appreciation of cultural diversity.

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

Associate of Arts or Associate of Science Degree

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

1. Successful completion of sixty-four (64) hours of college credit transfer courses;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College;
4. (a) Passing an examination or (b) completing (with a passing grade) a specified course pertaining to patriotism, principles of representative government, proper use and display of the American flag, and methods of voting. If such examination is clearly evidenced on an Illinois high school transcript or an Illinois high school equivalent certificate, it may be noted on the college transcript in lieu of (a) or (b) above;
5. Making application for graduation three (3) weeks prior to the end of the graduating semester;
6. Payment of all tuition and fees.

Associate of Engineering Science (ASE 0092)

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)

- | | |
|--|---------------------------------------|
| ___ ART 114 – Art Appreciation | ___ ANT 216– Anthropology |
| ___ ART 117 – Art History Survey I | ___ ECO 211 – Macro Economics |
| ___ ART 118 – Art History Survey II | ___ ECO 212 – Micro Economics |
| ___ MUS 115 – Music Appreciation | ___ GOV 117 – American Government |
| ___ MUS 118 – Survey of Music Literature | ___ PSY 211 – Intro to Psychology |
| ___ LIT 210 – Introduction to Literature | ___ SOC 122 –Intro to Social Problems |
| ___ LIT 211 – Introduction to Poetry | ___ SOC 212 – Sociology |
| ___ LIT 212 – Modern Fiction | ___ SOC 217 –Marriage and Family |
| ___ LIT 213 – Introduction to Drama | ___ SOC 218 –Cultural Diversity |
| ___ LIT 214 – English Literature | ___ HIS 116 – West. Civilization |
| ___ LIT 215 – English Literature | ___ HIS 117 – West. Civilization |
| ___ LIT 216 – American Literature | ___ HIS 214 – History of the U. S. |
| ___ LIT 217 – American Literature | ___ HIS 215 – History of the U. S. |
| ___ LIT 218 – World Literature | ___ HIS 217 – Eastern Civilization |
| ___ LIT 221 –African American Literature | |
| ___ PHI 215 – Philosophy | |
| ___ PHI 216 – Logic | |
| ___ PHI 218 –Intro to Ethics and Values | |

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

Seminar (Must have at least one course)

- ___ LRC 112 –The Library as an Information Source
- ___ SEM 111 – College Orientation
- ___ VOL 201 –Volunteer Service

Associate of Fine Arts (AFA 0093) **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 – Ecology
- BIO 213 – Botany
- BIO 216 – Survey of the Animal Kingdom

Physical Sciences:

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

Humanities (minimum 3 hours)

- | | |
|---|--|
| <input type="checkbox"/> HIS 117 – Western Civilization | <input type="checkbox"/> LIT 216 – American Literature |
| <input type="checkbox"/> LIT 210 – Introduction to Literature | <input type="checkbox"/> LIT 217 – American Literature |
| <input type="checkbox"/> LIT 211 – Introduction to Poetry | <input type="checkbox"/> LIT 218 – World Literature |
| <input type="checkbox"/> LIT 212 – Modern Fiction | <input type="checkbox"/> LIT 221 – African American Literature |
| <input type="checkbox"/> LIT 213 – Introduction to Drama | <input type="checkbox"/> PHI 215 – Philosophy |
| <input type="checkbox"/> LIT 214 – English Literature | <input type="checkbox"/> PHI 216 – Logic |
| <input type="checkbox"/> LIT 215 – English Literature | <input type="checkbox"/> PHI 218 – Intro to Ethics and Values |

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

- | | |
|---|---|
| <input type="checkbox"/> ANT 216 – Anthropology | <input type="checkbox"/> HIS 215 – History of the U.S. |
| <input type="checkbox"/> ECO 211 – Macro Economics | <input type="checkbox"/> HIS 217 – Eastern Civilization |
| <input type="checkbox"/> ECO 212 – Micro Economics | <input type="checkbox"/> PSY 211 – Introduction to Psychology |
| <input type="checkbox"/> GOV 117 – American Government | <input type="checkbox"/> SOC 122 – Intro to Social Problems |
| <input type="checkbox"/> HIS 116 – Western Civilization | <input type="checkbox"/> SOC 212 – Sociology |
| <input type="checkbox"/> HIS 214 – History of the U.S. | <input type="checkbox"/> SOC 217 – Marriage and Family |
| | <input type="checkbox"/> SOC 218 – Cultural Diversity |

Other certification requirements: (minimum 3 hours)

- | | |
|---|---|
| <input type="checkbox"/> HLT 111 – Health | <input type="checkbox"/> LRC 112 – The Library as an Information Source |
| | <input type="checkbox"/> SEM 111 – College Orientation |
| | <input type="checkbox"/> VOL 201 – Volunteer Service |

Core Music Courses (minimum 35 hours)

- MUS 111 - College Choir or MUS 210 - College Band
- MUS 113 - Harmony, Ear Training & 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 (AFA 0094) 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 – Ecology
- BIO 213 – Botany
- BIO 216 – Survey of the Animal Kingdom

Physical Sciences:

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

Humanities (minimum 3 hours)

- | | |
|---|--|
| <input type="checkbox"/> HIS 117 – Western Civilization | <input type="checkbox"/> LIT 216 – American Literature |
| <input type="checkbox"/> LIT 210 – Introduction to Literature | <input type="checkbox"/> LIT 217 – American Literature |
| <input type="checkbox"/> LIT 211 – Introduction to Poetry | <input type="checkbox"/> LIT 218 – World Literature |
| <input type="checkbox"/> LIT 212 – Modern Fiction | <input type="checkbox"/> LIT 221 – African American Literature |
| <input type="checkbox"/> LIT 213 – Introduction to Drama | <input type="checkbox"/> PHI 215 – Philosophy |
| <input type="checkbox"/> LIT 214 – English Literature | <input type="checkbox"/> PHI 216 – Logic |
| <input type="checkbox"/> LIT 215 – English Literature | <input type="checkbox"/> PHI 218 – Intro to Ethics and Values |

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

- | | |
|---|---|
| <input type="checkbox"/> ANT 216 – Anthropology | <input type="checkbox"/> HIS 215 – History of the U.S. |
| <input type="checkbox"/> ECO 211 – Macro Economics | <input type="checkbox"/> HIS 217 – Eastern Civilization |
| <input type="checkbox"/> ECO 212 – Micro Economics | <input type="checkbox"/> PSY 211 – Introduction to Psychology |
| <input type="checkbox"/> GOV 117 – American Government | <input type="checkbox"/> SOC 122 – Intro to Social Problems |
| <input type="checkbox"/> HIS 116 – Western Civilization | <input type="checkbox"/> SOC 212 – Sociology |
| <input type="checkbox"/> HIS 214 – History of the U.S. | <input type="checkbox"/> SOC 217 – Marriage and Family |
| | <input type="checkbox"/> SOC 218 – Cultural Diversity |

Other certification requirements: (minimum 3 hours)

- | | |
|---|---|
| <input type="checkbox"/> HLT 111 – Health | <input type="checkbox"/> LRC 112 – The Library as an Information Source |
| | <input type="checkbox"/> SEM 111 – College Orientation |
| | <input type="checkbox"/> VOL 201 – Volunteer Service |

Core Music Courses (minimum 35 hours)

- MUS 111 - College Choir or MUS 210 - College Band
- MUS 113 - Harmony, Ear Training & 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 advisor 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 (GSD 0080)

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. 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:
 - (a) Mid-term date of Spring Semester for May graduation;
 - (b) Mid-term date of Fall Semester for December graduation;
 - (c) 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 Hours |

OCCUPATIONAL PROGRAMS OF STUDY



Associate of Applied Science

and

Certificates

OCCUPATIONAL PROGRAMS

ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES

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

Career programs grew from the need for technicians and skilled employees in all areas of business, medicine, and industry. Practical, job-preparatory knowledge is emphasized in the community college's career programs. Students can pursue most of these programs either full or part-time.

ASSOCIATE OF APPLIED SCIENCE DEGREES AND RELATED CERTIFICATE PROGRAMS

Associate of Applied Science

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

1. Successful completion of the requirements of the curriculum;
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;
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 (ADN):

Full-Time

Part-Time

Practical Nursing (PN):

Full-Time

Part-Time

Certified Nurse Assistant (CNA)

Massage Therapy

Medical Coding Specialist

Medical Office Assistant

Medical Transcription

NOTE: See pages 121-125 for Medical Lab Technician, Occupational Therapy Assistant, Surgical Technology, and Health Information Technician.

ASSOCIATE DEGREE NURSING (AAS Degree)

(RN 2227)

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 ADN program will transfer into various Bachelor of Science Degree in Nursing (BSN) programs. Interested students should seek advisement.

Full-Time Program

GENERAL STUDIES

		Credit Hours
	Humanities/Social Science Elective	3
*BIO 215	Introduction to Physiology	4
**BIO 218	Microbiology	4
ENG 112	English Composition	3
	TOTAL HOURS	14

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

FALL SEMESTER

		Credit Hours
ADN 229	Community Health Nursing	2
***ADN 239	Introduction to Conceptual Framework	3
ADN 230	Respiratory Nursing Interventions	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2
ADN 235	Gastrointestinal/Genital Urinary Nursing Interventions	3
ADN 238	Cardiovascular Nursing Interventions	3
	TOTAL HOURS	15

SPRING SEMESTER

		Credit Hours
ADN 221	Neurological-Sensory Nursing Interventions	2
ADN 232	Nursing Today & Tomorrow	2
ADN 233	Maternal-Neonate Nursing Interventions	3
ADN 234	Pediatric Nursing Interventions	2
ADN 236	Orthopedic-Dermatological Nursing Interventions	3
ADN 237	Psychiatric Nursing Interventions	3
	TOTAL HOURS	15

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

Prerequisite: *BIO 210-Introduction to Anatomy
*PHS 111-Physical Science Chemistry
**BIO 111-Introduction to Biology
***ADN 201-Nursing Skills Review
CPR 120-CPR for Healthcare Providers
or
CPR 151-Cardiopulmonary Resuscitation II

ASSOCIATE DEGREE NURSING (AAS Degree)**(RN 2227)**

This ADN program will transfer into various Bachelor of Science Degree in Nursing (BSN) programs. Interested students should seek advisement.

Part-Time Program**GENERAL STUDIES**

		Credit Hours
*BIO 215	Introduction to Physiology	4
**BIO 218	Microbiology	4
ENG 112	English Composition	3
	Humanities/Social Science Elective	3
TOTAL HOURS		14

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

First Year

FALL SEMESTER		Credit Hours
ADN 230	Respiratory Nursing Intervention	2
ADN 238	Cardiovascular Nursing Intervention	3
***ADN 239	Intro to Conceptual Framework	3
TOTAL HOURS		8

SPRING SEMESTER		Credit Hours
ADN 221	Neurological-Sensory Nursing Interventions	2
ADN 233	Maternal-Neonate Nursing Interventions	3
ADN 234	Pediatric Nursing Interventions	2
TOTAL HOURS		7

Second Year

FALL SEMESTER		Credit Hours
ADN 229	Community Health Nursing	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2
ADN 235	Gastrointestinal/Genital-Urinary Nursing Interventions	3
TOTAL HOURS		7

SPRING SEMESTER		Credit Hours
ADN 232	Nursing Today & Tomorrow	2
ADN 236	Orthopedic-Dermatological Nursing Interventions	3
ADN 237	Psychiatric Nursing Interventions	3
TOTAL HOURS		8

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

Prerequisite: *BIO 210-Introduction to Anatomy
 *PHS 111-Physical Science Chemistry
 **BIO 111-Introduction to Biology
 ***ADN 201-Nursing Skills Review
 CPR 120-CPR for Healthcare Providers
 or
 CPR 151-Cardiopulmonary Resuscitation II

PRACTICAL NURSING (One-Year Certificate)**(PN 2127)**

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		Credit Hours
CPR 120	CPR for Healthcare Providers	1
FOS 116	Nutrition	3
PN 114	Growth and Development of PNs	2
***PN 115	Clinical Nursing-Part 1	3
*PN 121	Fundamentals of Nursing	2
**PN 126	Introduction to Pharmacology	2
PN 128	Nursing Procedures	2
PN 170	Geriatric Nursing	1
*SEM 111	College Orientation	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ENG 111	English Composition	3
***PN 116	Clinical Nursing-Part II	4
***PN 117	Obstetric Clinical	1
PN 125	Introduction to Mental Health	1
PN 129	Medical-Surgical Nursing I	3
PN 131	Nursing Care of Mother and Newborn	2
PN 132	Nursing Care of the Child	2
PN 133	Pharmacology	2
TOTAL HOURS		18

SUMMER SEMESTER		Credit Hours
***PN 119	Clinical Nursing-Part III	3
PN 137	Medical-Surgical Nursing II	2
PSY 211	Introduction to Psychology	3
TOTAL HOURS		8

*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.

***CPR 120-CPR for Healthcare Providers.

PRACTICAL NURSING (One-Year Certificate) Continued (PN 2127)

Part-Time Program

First Year

FALL SEMESTER		Credit Hours
PN 114	Growth & Development for PNs	2
PN 115	Clinical Nursing I (7 days)	3
PN 121	Fundamentals of Nursing	2
PN 128	Nursing Procedures	2
TOTAL HOURS		9

SPRING SEMESTER		Credit Hours
PN 115	Clinical Nursing I (8 days)	*
PN 117	Obstetric Clinical	1
PN 131	Nursing Care of Mother and Newborn	2
PN 132	Nursing Care of the Child	2
TOTAL HOURS		5

SUMMER SEMESTER		Credit Hours
General Education Courses		

Second Year

FALL SEMESTER		Credit Hours
PN 116	Clinical Nursing II (10 days)	4
PN 126	Introduction to Pharmacology	2
PN 170	Geriatric Nursing	1
TOTAL HOURS		7

SPRING SEMESTER		Credit Hours
PN 116	Clinical Nursing II (10 days)	*
PN 125	Introduction to Mental Health	1
PN 129	Medical/Surgical Nursing I	3
PN 133	Pharmacology	2
TOTAL HOURS		6

SUMMER SEMESTER		Credit Hours
PN 119	Clinical Nursing III	3
PN 137	Medical/Surgical Nursing II	2
TOTAL HOURS		5

NEED TUTORING?

The Tutorial Program promises renewed hope for students who are having difficulty completing their college course work. In most cases, peer tutors either work individually or in group study sessions with their tutees. The Tutorial Program offers this service free of charge to registered students of Shawnee Community College.

Contact the Student Success Center at 634-3316
or Room H2082

CERTIFIED NURSE ASSISTANT

(PN 2126)

This program is designed to teach and train the student to function as an integral part of a health care team, under the 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.

FIRST SEMESTER		Credit Hours
*PN 120	Basic Nurse Assistant	6
CPR 120	CPR for Healthcare Providers	1
TOTAL HOURS		7

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

*80 hours - theory

40 hours - clinic (will be held off-campus)

Admission Requirements:

AGE: Be at least 16 years of age.

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.

Start your college education by applying on-line at:
www.shawneecc.edu/ADMISSI/default.asp

Call for a free catalog today!

MESSAGE THERAPY (One-Year Certificate)**(MTP 2141)**

This curriculum is an intense program designed to introduce the student to the history, current trends, basic principals, and techniques of massage. Students will explore ethical issues, laws and ordinances, as well as marketing strategies. This 525-hour program meets national certification requirements.

FALL SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
HLT 125	First Aid	1
MTP 101	Intro to Massage Therapy	3
MTP 102	Massage Therapy Laws and Ethics	2
MTP 103	Ancillary Modalities	3
MTP 104	Massage Therapy Techniques I	4
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
MTP 201	Adv. Massage Therapy	3
MTP 202	Massage Therapy Anatomy	3
MTP 203	Massage Therapy Business Practices	2
MTP 204	Massage Therapy Techniques II	4
TOTAL HOURS		12

SUMMER SEMESTER		Credit Hours
MTP 205	Massage Therapy Techniques III	4
TOTAL HOURS		4

MEDICAL CODING SPECIALIST (One-Year Certificate)**(HIT 2224)**

This one-year curriculum is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coding specialist. After successful completion of this program, the student will be eligible to sit for the CCA (Certified Coding Associate) exam. It is strongly recommended that students have at least six months coding experience in a healthcare organization before taking the exam.

FIRST SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Introduction to Health Information Technology	3
HIT 109	Introduction to Coding	2
IMS 121	Beginning Keyboarding	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
BIO 212	Anatomy & Physiology	3
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
HIT 209	Intermediate Coding	4
TOTAL HOURS		17

SUMMER SEMESTER		Credit Hours
HIT 194	Medical Coding Internship	2
TOTAL HOURS		2

MEDICAL OFFICE ASSISTANT (One-Year Certificate) (MRS 2102)

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		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Intro to Health Info. Technology	3
HIT 109	Introduction to Coding	2
IMS 121	Beginning Keyboarding	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
HIT 104	Advanced Medical Terminology	3
HIT 105	Medical Transcription	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
TOTAL HOURS		16

SUMMER SEMESTER		Credit Hours
IMS 125	Business Machines	3
HIT 192	Medical Office Assistant Internship	2
TOTAL HOURS		5

MEDICAL TRANSCRIPTION (One-Year Certificate) (SEC 2104)

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		Credit Hours
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 105	Medical Transcription	3
IMS 115	Proofreading	1
IMS 121	Beginning Keyboarding	3
IMS 127	Voice Dictation	1
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
COM 280	Microsoft Word	2
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
HIT 104	Advanced Medical Terminology	3
HIT 110	Advanced Medical Transcription	3
IMS 122	Document Formatting	3
IMS 227	Office Information Processing I	3
TOTAL HOURS		17

SUMMER SEMESTER		Credit Hours
HIT 193	Medical Transcription Internship	2
TOTAL HOURS		2

ENTREPRENEURSHIP STUDIES FOR TODAY'S “ENTREPRENEUR”

This section will provide individuals that are interested in starting their own career an opportunity to develop a plan and gain the entry-level skills needed.



APPLIANCE REPAIR

(ELT 2162)

This certificate will provide basic knowledge into the repair of household appliances.

FIRST SEMESTER		Credit Hours
APP 101	Appliance Repair I	3
APP 102	Appliance Repair II	3
TOTAL HOURS		6

AUTO BODY

(AUT 2106)

Individuals will be trained to apply technical knowledge and skills to repair, reconstruct, and finish automobile bodies, fenders, and external features. Individuals will be instructed in all phases of body work preparation, finishing, shop safety, and appraising damage.

FIRST SEMESTER		Credit Hours
AUT 130	Auto Body I	3
AUT 131	Auto Body II	3
TOTAL HOURS		6

BASIC AQUACULTURE

(AQU 2114)

This certificate program is designed to give the students the basic knowledge and skills required to successfully begin prawn/fish culture production management.

FIRST SEMESTER		Credit Hours
AQU 102 or AQU 201	Freshwater Prawn Production or Fish Farm Design, Construction, and Maintenance	3
AQU 103	Aquaculture Water Quality	1
AQU 107	Aquaculture Tools and Equipment	2
TOTAL HOURS		6

BASIC ELECTRICITY

(ELT 2161)

This certificate will provide basic knowledge to install, operate, and maintain basic residential wiring.

FIRST SEMESTER		Credit Hours
BEL 161	Basic Electricity I	3
BEL 162	Basic Electricity II	3
TOTAL HOURS		6

BASIC HORTICULTURE

(AGR 2117)

This certificate will prepare individuals to produce and maintain the growth of flowers and foliage for ornamental purposes and landscape design.

FIRST SEMESTER		Credit Hours
OHT 120	Pruning	2
OHT 123	Landscape Design	2
OHT 130	Greenhouse Management	2
TOTAL HOURS		6

BASIC INTRODUCTORY ENTREPRENEURSHIP

(BUS 2225)

Business endeavors are more diverse today. This certificate will cover writing your business plan, cash flow management, and how to develop that customer base.

FIRST SEMESTER		Credit Hours
BUS 129	Business Organization	2.5
ACC 219	Quickbooks	.5
TOTAL HOURS		3

CATERING

(FOS 2125)

Individuals will be prepared to book, plan, and manage the preparation of food and service for special occasions. Instruction will include safety, sanitation, presentation of food, transporting, and basic cooking techniques.

FIRST SEMESTER		Credit Hours
FOS 121	Food Service Sanitation & Safety	2
FOS 123	Cooking Technology	2
FOS 222	Catering	2
TOTAL HOURS		6

HEATING AND AIR CONDITIONING

(ELT 2163)

This certificate will provide the basic fundamentals of heating/air conditioning including servicing and installation. Individuals completing both courses should gain the skills and knowledge to pass the EPA certification to service and repair refrigeration system.

FIRST SEMESTER		Credit Hours
HAC 160	Heating/Air Conditioning I	3
HAC 260	Heating/Air Conditioning II	3
TOTAL HOURS		6

REAL ESTATE – APPRAISAL

Shawnee Community College and McKissock, Inc. have partnered to offer the following coursework as required by the IL Department of Professional Regulation for individuals seeking licensure.

Associate Appraiser Certificate (REP 2224) (75 hours)

Prerequisite: No experience required.

FIRST SEMESTER		Credit Hours
REP 224	Standards of Professional Practices (15 hrs)	1
REP 225	Foundation of Real Estate Appraisal (30 hrs)	2
REP 226	Residential Real Estate Appraisal (30 hrs)	2
TOTAL HOURS		5

Certified Residential Appraiser Certificate (REP 2245) (120 hours = 75 from above plus 45 from below)

Prerequisite: minimum of 2,500 hours gained over a period of not less than 24 months.

FIRST SEMESTER		Credit Hours
REP 227	Real Estate Appraisal Methods (30 hrs)	2
REP 231	Residential Report Writing (15 hrs)	1
TOTAL HOURS		3

Certified General Appraiser Certificate (REP 2246) (180 hours = 120 from above plus 60 from below)

Prerequisite: minimum of 3,000 hours gained over a period of not less than 30 months.

FIRST SEMESTER		Credit Hours
REP 228	Market Analysis (15 hrs)	1
REP 229	Appraisal Income Application (15 hrs)	1
REP 232	Narrative Report Writing (15 hrs)	1
	Elective (15 hrs)	1
TOTAL HOURS		4

NOTE: Please check with the Office of Banks and Real Estate website www.obre.state.il.us for changes in requirements.

BUSINESS, OCCUPATIONAL, AND TECHNICAL PROGRAMS OF STUDY



*Accounting Administrative Assistant Agriculture
Alcohol and Other Drug Abuse Aquaculture Automotive
Business Management Combination Welding Computers
Conservation Law Cosmetology Criminal Justice
Early Childhood Education E-Business Electronics Enology
Environmental Resource Management Information Processing
Legal Administrative Assistant Medical Administrative Assistant
Network Specialist Office Assistant Paraprofessional
Power Systems Tech Social and Human Support Services
Truck Driving Viticulture Webmaster Wildlife Technology*

ACCOUNTING (AAS Degree)**(ACC 2211)**

The Associate of Applied Science in Accounting is a two-year curriculum, designed to provide the student with entry-level skills for employment as a bookkeeper or accounting technician. Upon successful completion of the program, the student will have a basic knowledge of accounting as it pertains to payroll, taxes, accounts receivables, accounts payable, general accounting, sales, depreciation, and inventory. Computerized accounting packages, such as QuickBooks and Peachtree, are incorporated into the curriculum. **This program has been identified as a TECH PREP program.**

First Year

FIRST SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
IMS 125	Business Machines	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

Second Year

FIRST SEMESTER		Credit Hours
ACC 213	Cost Accounting	3
ACC 224	Computerized Accounting Applications	3
BUS 217 or BUS 232	Entrepreneurship or Supervision	3
COM 111	Business Computer Systems	4
COM 281	Excel	2
MAT 110, MAT 121, or MAT 210	General Education Mathematics, Technical Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		18/19

SECOND SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
ACC 121	Payroll Accounting	2
ACC 219	Quickbooks	2
BUS 125	Business Environmental Procedures	2
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Comm. II or English Composition	3
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
ACC 223	Tax Accounting	3
BUS 211	Intro to Finance	3
BUS 215	Legal and Social Environment of Business	3
ECO 211	Economics (Micro)	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
ACC 199	Accounting Internship	2
TOTAL HOURS		17

INTRODUCTION TO ACCOUNTING

(ACC 2222)

The Introduction to Accounting less-than-one-year certificate is designed to provide entry level skills for the person seeking work as a payroll clerk or in a general office with some minor accounting responsibilities. This program is also especially valuable for the person exploring the educational field of accounting since it includes eight hours of transferable accounting principles courses.

FIRST SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
IMS 125	Business Machines	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
ACC 121	Payroll Accounting	2
ACC 219	Quickbooks	2
BUS 125	Business Environmental Procedures	2
BUS 230	Human Resources Management	3
TOTAL HOURS		13

NOTES

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

ADMINISTRATIVE ASSISTANT (AAS Degree)**(SEC 2207)**

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, composing correspondence, making decisions, preparing reports/presentations, setting up and conducting meetings, and assisting in the employment process. This person should be able to serve as the employer or executive's voice and handle many tasks without a lot of direction. **This program has been identified as a TECH PREP program.**

First Year

FIRST SEMESTER		Credit Hours
BUS 214	Business Law I	3
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

Second Year

FIRST SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
COM 168	Introduction to Desktop Publishing	1
IMS 123	Speedwriting I	3
IMS 125	Business Machines	3
IMS 127	Voice Dictation	1
IMS 128	Machine Transcription	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		17/18

SECOND SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition or Technical Communication II	3
IMS 117	Telephone Communication	1
IMS 223	Document Production	3
IMS 227	Office Information Processing I	3
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		16/17

SECOND SEMESTER		Credit Hours
BUS 125	Business Environmental Procedures	2
BUS 128	Introduction to Management	3
COM 281	Microsoft Excel	2
IMS 226	Administrative Support Procedures	4
PSY 211 or PSY 224	Intro to Psychology or Practical psychology	3
IMS 192	Administrative Assistant Internship	2
TOTAL HOURS		16

AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree) (AGR 2215)

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 program has been identified as a TECH PREP program.**

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

First Year

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

Second Year

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

SECOND SEMESTER		Credit Hours
AGR 113	Soil Science	3
AGR 116	Agriculture Economics	3
AGR 117	Conservation of Natural Resources	3
ENG 112 or ENG 221	English Composition or Technical Communication II	3
	Elective	3
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
BUS 211	Introduction to Finance	3
COM 111	Business Computer Systems	4
HLT 125	First Aid	1
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
	Elective	3
AGR 195	Agri-Business Internship	2
TOTAL HOURS		16

Note: Developmental courses can not be counted as electives.

AGRICULTURE SCIENCES (AAS Degree)**(AGR 2218)**

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 program has been identified as a TECH PREP program.

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

First Year

FIRST SEMESTER		Credit Hours
AGR 112	Crop Science	3
AGR 115	Animal Science	3
ENG 111 or ENG 124	English Composition or Technical Communication I	3
HLT 111	Health	2
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		16/17

SECOND SEMESTER		Credit Hours
AGR 113	Soil Science	3
AGR 116	Agriculture Economics	3
AGR 117	Conservation of Natural Resources	3
BIO 111	Introduction to Biology	4
ENG 112 or ENG 221	English Composition or Technical Communication II	3
TOTAL HOURS		16

Second Year

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

SECOND SEMESTER		Credit Hours
BIO 112	Biology	4
COM 111	Business Computer Systems	4
HLT 125	First Aid	1
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
	Elective	2
AGR 197	Agriculture Internship	2
TOTAL HOURS		16

ALCOHOL AND OTHER DRUG ABUSE (Certificate)**(ACP 2140)**

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		Credit Hours
ACP 111	Orientation to Human Services	3
ACP 125	Intro 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	3
TOTAL HOURS		21

SECOND SEMESTER		Credit Hours
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	3
TOTAL HOURS		17

NEED FINANCIAL AID?

The one-stop site for students - and their parents - at any phase in the financial aid cycle!

www.ed.gov/studentaid

www.collegezone.com

Free scholarship search: www.fastweb.com

Refer to pages 34-42

or

visit the SCC website and click on financial aid.

ALCOHOL AND OTHER DRUG ABUSE (AAS Degree)**(ACP 2240)**

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		Credit Hours
ACP 111	Orientation to Human Services	3
BIO 111	Introduction to Biology	3
ENG 111 or ENG 124	English Composition or Technical Communication I	3
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
SPC 210	Interpersonal Communication	3
INT 111	Career Development	3
TOTAL HOURS		18

Second Year

FIRST SEMESTER		Credit Hours
ACP 126	Pharmacology for Addictions Counselor	4
ACP 128	Addictions Counseling I	4
ACP 197	Field Study in Human Services	3
HLT 111	Health	3
SOC 217	Marriage and Family	3
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ACP 125	Introduction to Addictions Counseling	4
ENG 112 or ENG 221	English Composition or Technical Communication II	3
MAT 110	General Education Mathematics	4
PSY 219	Abnormal Psychology	3
SOC 212	Sociology	3
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ACP 120	Current Trends in Social Services	3
ACP 127	Clinical Skills for Addictions Counselor	4
ACP 129	Addictions Counseling II	4
ACP 217	Group Dynamics and Social Relations	3
ACP 291	Practicum in Human Services	3
TOTAL HOURS		17

AQUACULTURE (Certificate)**(AQU 2214)**

The aquaculture one-year certificate program is designed to give the students the knowledge and skills required to successfully begin fish culture production management. The course subject areas will cover the fundamental basics of aquaculture with classroom and field instruction.

FIRST SEMESTER		Credit Hours
AQU 105	Cultured Species	3
AQU 106	Limnology and Water Quality	3
AQU 107	Aquaculture Tools and Equipment	2
ENG 124	Technical Communication I	3
MAT 121	Technical Mathematics	3
SEM 111	College Orientation	1
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
AQU 201	Farm Design, Construction, and Maintenance	3
AQU 202 or AQU 102	Fish Health or Freshwater Prawn Production	3
BUS 238	Principles of Sales	3
HLT 125	First Aid	1
INT 111	Career Development	1
AQU 199	Aquaculture Internship	2
TOTAL HOURS		13

AUTOMOTIVE TECHNICIAN ASSISTANT (Certificate)**(AUT 2158)**

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 First Eight Weeks:		Credit Hours
AUT 122	Engine Performance/ Tune-up	3
AUT 225	Engine Performance/ Computer Control I	4
SEM 111	College Orientation	1

SPRING SEMESTER First Eight Weeks:		Credit Hours
AUT 132	Electrical/Electronic Systems	3
AUT 137	Engine Repair	3
AUT 138	Manual Drive Train and Axles	3

Second Eight Weeks:		Credit Hours
AUT 135	Brakes	3
AUT 230	Engine Performance/ Computer Control II	4
TOTAL HOURS		15

Second Eight Weeks:		Credit Hours
AUT 133	Automatic Transmission/ Transaxle	3
AUT 136	Suspension and Steering	3
TOTAL HOURS		15

SUMMER SEMESTER		Credit Hours
INT 111	Career Development	1
AUT 129	Engine Performance/ Fuel Systems	3
AUT 139	Auto Heating & AC	3
AUT 197	Automotive Internship	2
TOTAL HOURS		9

AUTOMOTIVE TECHNOLOGY (AAS Degree)**(AUT 2256)**

The Automotive Technology program is designed to provide the student with the necessary knowledge and skills for employment as a line technician, diagnostic technician, and 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. This program is ASE certified.**

First Year

FALL SEMESTER		Credit Hours
First Eight Weeks:		
AUT 122	Engine Performance/ Tune-up	3
AUT 225	Engine Performance/ Computer Control I	4
ENG 124	Technical Communication I	3
SEM 111	College Orientation	1

Second Eight Weeks:		
AUT 135	Brakes	3
AUT 230	Engine Performance/ Computer Control II	4
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
First Eight Weeks:		
AUT 132	Electrical/Electronic Systems	3
AUT 137	Engine Repair	3
AUT 138	Manual Drive Train and Axles	3

Second Eight Weeks:		
AUT 133	Automatic Transmission/ Transaxle	3
AUT 136	Suspension and Steering	3
ENG 221	Technical Communications II	3
TOTAL HOURS		18

SUMMER SEMESTER		Credit Hours
AUT 129	Engine Performance/ Fuel Systems	3
AUT 139	Auto Heating & AC	3
MAT 121	Technical Math	3
TOTAL HOURS		9

Second Year

FALL SEMESTER		Credit Hours
First Eight Weeks:		
AUT 141	Auto Lab (Co-Op)	4
SPC 210	Interpersonal Communication	3

Second Eight Weeks:		
AUT 143	Auto Lab (Co-Op)	4
TOTAL HOURS		11

SPRING SEMESTER		Credit Hours
First Eight Weeks:		
AUT 145	Auto Lab (Co-Op)	4
PSY 224	Practical Psychology	3

Second Eight Weeks:		
AUT 147	Auto Lab (Co-Op)	4
TOTAL HOURS		11

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.

BASIC SECURITY OFFICER TRAINING (Certificate)**(LAW 2118)**

This certificate consists of the 12 modules that meet or exceed the IL Department of Professional Regulations requirements for individuals wishing to work as a security officer in the state of Illinois.

FIRST SEMESTER		Credit Hours
CLB 110	Security and Safety	3
CPR 122	Heartsaver CPR	1
HLT 125	First Aid	1
TOTAL HOURS		5

BUSINESS MANAGEMENT (AAS Degree)**(BUS 2210)**

Managers function in all sectors of work environments including health care, manufacturing, retailing, government, and business services. This program will help provide the skills and knowledge necessary to successfully achieve organizational goals. Learning to work with people in areas of financing, staffing, planning, and information management, with respect to diversity, is emphasized. This program has been identified as a TECH PREP program.

First Year**Second Year**

FIRST SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 116	Principles of Marketing	3
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

FIRST SEMESTER		Credit Hours
ACC 224	Computerized Accounting Applications	3
BUS 217 or BUS 232	Entrepreneurship or Supervision	3
BUS 238	Principles of Sales	3
COM 111	Business Computer Systems	4
COM 281	Excel	2
MAT 110, MAT 121, or MAT 210	General Education Mathematics, Technical Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		18/19

SECOND SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
ACC 219	Quickbooks	2
BUS 125	Business Environmental Procedures	2
BUS 129	Business Organization	2
BUS 212	Advertising	2
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Comm. II or English Composition	3
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
BUS 211	Intro to Finance	3
BUS 215	Legal and Social Environment of Business	3
ECO 211	Economics (Micro)	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
SPC 210 or SPC 111	Interpersonal Communication or Speech	3
BUS 195	Mid-Management Internship	2
TOTAL HOURS		17

INTRODUCTION TO MANAGEMENT (Certificate)**(BUS 2223)**

The purpose of this certificate program is to offer an introduction into the field of management that will help prepare the students for immediate job readiness.

FIRST SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 116	Principles of Marketing	3
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
ACC 219	Quickbooks	2
BUS 125	Business Environmental Procedures	2
BUS 129	Business Organization	2
BUS 212	Advertising	2
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Comm. II or English Composition	3
TOTAL HOURS		14

COMBINATION WELDING (Certificate)**(WEL 2147)**

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		Credit Hours
DRA 131	Blueprint Reading	3
MAT 121	Technical Mathematics	3
WEL 123	Arc Welding I	4
WEL 126	Gas Welding and Gas Tungsten Welding	5
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ENG 124	Technical Communication I	3
HLT 125	First Aid	1
WEL 124	Arc Welding II and Low Hydrogen	5
WEL 125	Gas Metal Arc Welding (MIG)	3
	Welding Elective	3
	Elective	1
WEL 199	Welding Internship	2
TOTAL HOURS		18

Electives: WEL 128-Pipe Welding
WEL 122-Maintenance Welding

COMPUTER INFORMATION SYSTEMS (AAS Degree) (COM 2221)

The computer information systems 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 program has been identified as a **TECH PREP** program.

This 2+2 program will transfer into the Information Management Systems program at SIU-C.

First Year

FIRST SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
COM 111	Business Computer Systems	4
ENG 111	English Composition	3
MAT 110 or MAT 210	General Education Mathematics or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

Second Year

FIRST SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 225	Systems Analysis	3
COM 227	D-Base Management	3
COM 241 or COM 270	Microsoft Server Networking or Novell Networking	3
COM 281	Microsoft Excel	2
	*Programming Elective	3
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
COM 161	Intro to Command Prompt/DOS	1
COM 201	Windows Operating Systems	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 283	Microsoft Access	2
ENG 112	English Composition	3
SPC 210	Interpersonal Communication	2
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
COM 168	Introduction to Desktop	1
COM 230	Data Communication	3
COM 244	A+ Certification	3
ECO 211	Economics (Macro)	3
PSY 211	Introduction to Psychology	3
	*Programming Elective	3
COM 196	Computer Information Systems Internship	2
TOTAL HOURS		18

*Programming electives are to be chosen from: COM 231 – C Programming, COM 233 – Basic Programming, or COM 239 – JAVA.

COMPUTER INFORMATION SYSTEMS GENERALIST (Certificate)
(COM 2121)

The computer information systems 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		Credit Hours
ACC 111 or BUS 124	Financial Accounting or Bookkeeping	3/4
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
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 Elementary Statistics	3/4
SEM 111	College Orientation	1
INT 111	Career Development	1
	TOTAL HOURS	16/18

SECOND SEMESTER		Credit Hours
COM 161	Intro to Command Prompt/DOS	1
COM 168	Introduction to Desktop	1
COM 222	Computer Logic	3
COM 280	Microsoft Word	2
COM 281	Microsoft Access	2
COM 283	Microsoft Excel	2
	*Programming Elective	3
COM 196	Computer Information Systems Internship	2
	TOTAL HOURS	16

*Programming electives are to be chosen from: COM 231 – C Programming, COM 233 – Basic Programming, or COM 239 – JAVA.

COMPUTER SYSTEM TECHNICIAN (Certificate)**(CST 2122)**

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 computers, diagnose problem of C's and external peripheral devices, install, configure and maintain computer systems, install software, and supply support for computer user personnel in an organization.

FIRST SEMESTER		Credit Hours	SECOND SEMESTER		Credit Hours
COM 111	Business Computer Systems	4	COM 161	Intro to Command Prompt/DOS	1
COM 201	Windows Operating Systems	1	COM 230	Data Communications	3
COM 241 or COM 270	Microsoft Server Networking or Novell Networking	3	COM 244	A+ Certification	3
ELT 120	Fundamentals of DC Electronic Concepts	3	COM 261	Advanced Command Prompt/DOS	1
ENG 124 or ENG 111	Technical Comm. I or English Composition	3	ELT 125	Digital Circuit Fundamentals	4
SEM 111	College Orientation	1	ELT 238	Micro-Computer Interfacing Technician	5
INT 111	Career Development	1	CST 199	Computer Systems Internship	2
TOTAL HOURS		16	TOTAL HOURS		19



CONSERVATION LAW ENFORCEMENT TECHNOLOGY (AAS Degree)
(AGR 2219)

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		Credit Hours
AGR 227	Introduction to Wildlife	3
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
CLE 123	Introduction to Crime Control	3
CLE 125	Criminal Behavior	3
HLT 111	Health	2
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
AGR 117	Conservation of Natural Resources	3
AGR 228	Wildlife Management	3
CLE 115	Interpersonal Relations	3
ENG 112 or ENG 221	English Composition or Technical Comm. II	3
MAT 121, MAT 110, or MAT 210	Technical Mathematics, General Education Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		15/16

Second Year

FIRST SEMESTER		Credit Hours
AGR 225	Introduction to Forestry	3
CLE 111	Criminal Law I	3
CPR 122 or HLT 125	Heartsaver CPR or First Aid	1
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
SPC 111	Speech	3
	Elective	3
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
AGR 229	Wildlife Management II	3
AGR 234	Outdoor Recreation and Park Management	3
CLE 211	Criminal Law II	3
SOC 212	Sociology	3
AGR 198	Conservation Law Enforcement Internship	2
TOTAL HOURS		14

COSMETOLOGY (Certificate) **(COS 2139)**

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

FIRST SEMESTER		Credit Hours
COS 120	Cosmetology Theory I	3
COS 123	Cosmetology Lab I	9
TOTAL HOURS		12

SECOND SEMESTER		Credit Hours
COS 121	Cosmetology Theory II	3
COS 124	Cosmetology Lab II	9
TOTAL HOURS		12

THIRD SEMESTER		Credit Hours
COS 122	Cosmetology Theory III	3
COS 125	Cosmetology Lab III	9
TOTAL HOURS		12

COSMETOLOGY TECHNOLOGY (AAS Degree)**(COS 2128)**

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. This program has been identified as a **TECH PREP** program.

FIRST SEMESTER		Credit Hours
COS 120	Cosmetology Theory I	3
COS 123	Cosmetology Lab I	9
TOTAL HOURS		12

FOURTH SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
COS 230	Advanced Cosmetology	3
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
MAT 121, MAT 110, or MAT 210	Technical Mathematics, General Education Mathematics, or Elementary Statistics	3/4
TOTAL HOURS		12/13

SECOND SEMESTER		Credit Hours
COS 121	Cosmetology Theory II	3
COS 124	Cosmetology Lab II	9
TOTAL HOURS		12

FIFTH SEMESTER		Credit Hours
BUS 124	Bookkeeping	3
BUS 128	Introduction to Management	3
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
SPC 111	Speech	3
TOTAL HOURS		12

THIRD SEMESTER		Credit Hours
COS 122	Cosmetology Theory III	3
COS 125	Cosmetology Lab III	9
TOTAL HOURS		12

CRIMINAL JUSTICE (Certificate)**(LAW 2119)**

The criminal justice technology certificate program is designed to provide the student with sufficient background for employment in the law enforcement profession.

FIRST SEMESTER		Credit Hours
CLE 111	Criminal Law I	3
CLE 123	Intro to Crime Control	3
CLE 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
SOC 212	Sociology	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
CLE 115	Interpersonal Relations	3
CLE 211	Criminal Law II	3
ENG 112 or ENG 221	English Composition or Technical Comm. II	3
SPC 111	Speech	3
	Elective	3
CLE 199	Law Enforcement Internship	2
TOTAL HOURS		17

CRIMINAL JUSTICE TECHNOLOGY (AAS Degree)**(LAW 2120)**

This two-year curriculum leads to an Associate of Applied Science degree in Criminal Justice Technology and is designed to provide the student with sufficient background and competencies required for employment in the law enforcement profession. **This program has been identified as a TECH PREP program.**

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		Credit Hours
CLE 111	Criminal Law I	3
CLE 123	Intro to Crime Control	3
CLE 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
SOC 212	Sociology	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

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

Second Year

FIRST SEMESTER		Credit Hours
CLE 113	Ethics in Criminal Justice	3
CLE 213	Criminal Investigations	3
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	3
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SPC 111	Speech	3
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
CLE 222	Police/Community Relations	3
CLE 223	Intro to Corrections	3
PE 218	Weight Training	1
SPA 110	Conversational Spanish	2
	Elective	2
	Science Elective	4
CLE 299	Law Enforcement Internship	2
TOTAL HOURS		17

DIRECT SUPPORT PROVIDER (Certificate)**(DSP 2123)**

The DSP certificate program trains individuals to work with the developmentally disabled population in a variety of settings such as living facilities and workshops. Students enrolled must work in a facility so that the mandatory on-the-job training component of this program can be met. This program meets guidelines designed by the Department of Human Services.

FIRST SEMESTER		Credit Hours
DSP 111	Basic Health and Safety	2
DSP 120	Intro to Developmental Disabilities	1
DSP 121	Medication Administration	1
DSP 122	Abuse and Neglect Prevention	1
DSP 123	Human Rights	1
DSP 124	Human Interaction and Communication	1
DSP 125	Individual Service Plan Development	1
TOTAL HOURS		8

EARLY CHILDHOOD EDUCATION – TEACHER AIDE OPTION**(Certificate)****(TEA 2101)**

This one-year certificate is designed to prepare the student for employment as a teacher aide in the Illinois public or private school system and in Head Start. This constitutes completion of the first year requirements of the Early Childhood Education program (AAS).

FIRST SEMESTER		Credit Hours
ECE 101	Intro to Early Childhood Education	3
ECE 114	Child Growth and Development	3
ENG 111	English Composition	3
PSY 213	Education of Exceptional Child	3
SPC 210	Interpersonal Communication	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
COM 280	Microsoft Word	2
ECE 126	Curriculum for Preschool Program	3
ECE 127	Child, Family, and Community	3
ECE 128	Child Guidance/ Discipline	3
ECE 129	Assessment in Early Childhood Education	3
PSY 211	Introduction to Psychology	3
TOTAL HOURS		17

The Early Childhood Education program is designed to be a stepping stone system for obtaining coursework necessary for various professional intentions in the field of early childhood education.

The completion of ECE 101, ECE 114, and ECE 128 will meet Child Development Association (CDA) requirements pending advisor approval.

It is strongly recommended that the coursework be taken in the order listed above to help ensure the success of the student.

EARLY CHILDHOOD EDUCATION (AAS Degree)**(ECE 2110)**

Early childhood educators encourage the development of young children, ages birth through eight years, with guided experiences and environments. This 2-year program leads to an Associate in Applied Science (AAS) degree. The curriculum provides students with the background in child development and general studies necessary for a career in early childhood education and childcare. It prepares students for employment as directors, teachers and assistants in child care programs, Head Start and school-age programs.

First Year

FIRST SEMESTER		Credit Hours
ECE 101	Intro to Early Childhood Education	3
ECE 114	Child Growth and Development	3
ENG 111	English Composition	3
PSY 213	Education of Exceptional Children	3
SPC 210	Interpersonal Communication	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

Second Year

FIRST SEMESTER		Credit Hours
ECE 215	Language Arts for the Young Child	3
ECE 216	Art/Music Activities	3
ECE 217	Science/Math Activities	3
ECE 218	Health, Nutrition, & Safety for Young Child	3
ECE 219	Infants and Toddlers: Curriculum and Teaching	3
SOC 217	Marriage and Family	3
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
COM 280	Microsoft Word	2
ECE 126	Curriculum for Preschool Program	3
ECE 127	Child, Family, and Community	3
ECE 128	Child Guidance/Discipline	3
ECE 129	Assessment in Early Childhood Education	3
PSY 211	Intro to Psychology	3
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ECE 221	Child Care Center Administration	3
ECE 222	Children's Literature	3
ENG 112	English Composition	3
MAT 110	General Education Math	4
ECE 199	Early Childhood Education Internship	2
TOTAL HOURS		15

Note: It is strongly recommended that the coursework be taken in the order listed above to help ensure the success of the student.

Completion of the two-year degree qualifies the student to be eligible to apply for Illinois Director Credential Level I status. Additional coursework – ECE 299 Director Practicum – is required if the application is approved. Application may be made through the Early Childhood Education Department or INCCRRA (Illinois Network of Child Care Resource and Referral Agencies).

ELECTRONICS TECHNICIAN (Certificate)

(ELT 2160)

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		Credit Hours
ELT 120	Fundamental DC Electronic Concepts	3
ELT 122	Fundamental AC Electronic Concepts	3
ELT 124	Electronic Systems Analysis	3
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
	Elective	4
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
ELT 125	Digital Circuit Fundamentals	4
ELT 127	Solid State Circuits and Devices	3
ELT 129	Industrial Electronics	3
MAT 115	Pre-Calculus	5
ELT 199	Electronics Internship	2
TOTAL HOURS		17



ELECTRONICS TECHNOLOGY (AAS Degree)**(ELT 2260)**

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		Credit Hours
ELT 120	Fundamental DC Electronic Concepts	3
ELT 122	Fundamental AC Electronic Concepts	3
ELT 124	Electronic Systems Analysis	3
ENG 111 or ENG 124	English Composition or Technical Communication I	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		14

Second Year

FIRST SEMESTER		Credit Hours
COM 244	A+ Certification	3
ELT 223	Advanced Industrial Electronics	3
ELT 236	Microprocessor Fundamentals	6
PHY 116	Introductory Physics I	4
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
COM 231	C Programming	3
ELT 125	Digital Circuit Fundamentals	4
ELT 127	Solid State Circuits and Devices	3
ELT 129	Industrial Electronics	3
MAT 115	Pre-Calculus	5
TOTAL HOURS		18

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

Note: For transfer to SIU-C, the following courses should be taken: PSY 211-Introduction to Psychology, SOC 212-Sociology, PHI 216-Logic, or ART 114-Art Appreciation, ENG 111-English Composition instead of ENG 124-Technical Communication I.

ENOLOGY ASSISTANT (Certificate)**(VIN 2026)**

This one-year certificate is designed to prepare the student with necessary skills in the science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the small winery employee interested in career development.

FIRST SEMESTER		Credit Hours
VIN 146	Introduction to Enology	2
VIN 118	Cellar Sanitation & Maintenance	2
VIN 217	Fall Winery Technology	3
MAT 121	Technical Mathematics	3
PHS 112	Physical Science – Physics	4
SEM 111, LRC 112, or VOL 201	College Orientation or The Library as an Information Source or Volunteer Service	1
INT 111	Career Development	1
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
VIN 126	Intermediate Enology	2
VIN 219	Winter Winery Technology	3
VIN 216	Sensory Evaluation	3
	Chemistry or Viticulture and Enology Electives	4
TOTAL HOURS		12

NOTES

ENVIRONMENTAL RESOURCE MANAGEMENT (AAS Degree)
(AGR 2220)

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

Second Year

FIRST SEMESTER		Credit Hours
AGR 225 or BIO 212	Intro to Forestry or Intro to Fisheries Science	3
AGR 230	Application and Use of Ag. Chemicals	3
PHS 111 or CHE 114	Physical Science or Inorganic Chemistry	4/5
GRY 214, GEO 213, or GEO 215	Physical Geography, Geology, or Intro to Environmental Geology	3/4
HLT 125	First Aid	1
TOTAL HOURS		14/15/16

SECOND SEMESTER		Credit Hours
AGR 117	Conservation of Natural Resources	3
AGR 227	Wildlife Management	3
AGR 234	Outdoor Recreation and Park Management	3
BIO 112	Biology	4
ENG 112 or ENG 221	English Composition or Technical Comm. II	3
	Elective	1
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
AGR 113	Soil Science	3
BIO 211	Ecology	3
BIO 214	Field Biology	2
CLE 112	Conservation Law	3
SUR 120	Introduction to Surveying	3
AGR 196	Wildlife Technology Internship	2
TOTAL HOURS		16

FIRE FIGHTING (Certificate) **(FS 2180)**

This program will include firefighting safety, fire behavior, ventilation, fire apparatus, water, hoses, and etc.

FIRST SEMESTER		Credit Hours
FS 124	Basic Firefighting	3
CPR 122	Heartsaver CPR	1
HLT 125	First Aid	1
TOTAL HOURS		5

INFORMATION PROCESSING (Certificate)**(IMS 2108)**

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 in a general office environment with computer software application skills as required.

FIRST SEMESTER		Credit Hours
BUS 124	Bookkeeping	3
COM 111	Business Computer Systems	4
ENG 124 or ENG 111	Technical Comm. I or English Composition	3
IMS 115	Proofreading	1
IMS 120	Records Management	3
IMS 121	Beginning Keyboarding	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

SECOND SEMESTER		Credit Hours
BUS 125	Business Environment Procedures	2
COM 168	Introduction to Desktop	1
COM 201	Windows Operating Systems	1
COM 281	Microsoft Excel	2
ENG 221 or ENG 112	Technical Comm. II or English Composition	3
IMS 122	Document Formatting	3
IMS 227	Information Processing I	3
IMS 197	Information Processing Internship	2
TOTAL HOURS		17

Note: COM 111-Business Computer Systems, IMS 227-Office Information Processing I, BUS 124-Bookkeeping, and BUS 125-Business Environment Procedures are the articulated Tech Prep courses. Interested students should seek advisement.

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

INFORMATION PROCESSING - TECHNICIAN (AAS Degree)**(IMS 2209)**

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 Electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a processor of information using automated/electronic technology. **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.

TECHNICIAN OPTION**First Year**

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

Second Year

FIRST SEMESTER		Credit Hours
ACC 224	Computerized Accounting Application	3
BUS 214	Business Law I	3
COM 172	Intro to Presentation Graphics	1
COM 281	Microsoft Excel	2
IMS 125	Business Machines	3
IMS 223	Document Production	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 161	Intro to Command Prompt/DOS	1
COM 261	Advanced Command Prompt/DOS	1
ENG 112	English Composition	3
IMS 122	Document Formatting	3
IMS 227	Office Information Processing I	3
MAT 116 or MAT 210	College Algebra or Elementary Statistics	4
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
COM 168	Intro to Desktop Publishing	1
COM 283	Microsoft Access	2
COM 268	Advanced Desktop Publishing	1
IMS 226	Administrative Support Procedures	4
PSY 211	Intro to Psychology	3
SPC 111 or SPC 210	Speech or Interpersonal Communications	3
IMS 192	Administrative Assistant Internship	2
TOTAL HOURS		16

Note:

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

INFORMATION PROCESSING - MANAGEMENT (AAS Degree) (BUS 2212)

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 electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a manager of information using automated/electronic technology. 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.

MANAGEMENT OPTION

First Year

Second Year

FIRST SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
COM 111	Business Computer Systems	4
ENG 111	English Composition	3
MAT 116 or MAT 210	College Algebra or Elementary Statistics	4
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		17

FIRST SEMESTER		Credit Hours
BUS 214	Business Law I	3
COM 168	Intro to Desktop Publishing	1
COM 225	Systems Analysis	3
COM 227	Database Management Systems	3
IMS 236	Office Information Processing II	3
SPC 111 or SPC 210	Speech or Interpersonal Communications	3
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
BUS 116	Principles of Marketing	3
COM 161	Intro to Command Prompt/DOS	1
COM 261	Adv. Command Prompt/DOS	1
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition	3
IMS 227	Office Information Processing I	3
PSY 211	Intro to Psychology	3
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
BUS 210	Principles of Management	3
BUS 211	Intro to Finance	3
BUS 215	Legal & Social Environment of Business	3
BUS 195	Business Management Internship	2
ECO 211	Economics (Macro)	3
	*Programming Elective	3
TOTAL HOURS		17

*Programming electives would be chosen from COM 231-C Programming, COM 233-Visual Basic Programming, or COM 239-JAVA Programming.

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

LEGAL ADMINISTRATIVE ASSISTANT (AAS Degree)**(IMS 2205)**

The two-year Legal Administrative Assistant curriculum is designed to prepare a student to work in the legal office environment. Upon completion of the program, the student will be able to prepare preliminary legal documents, compose routine correspondence, take dictation, transcribe dictated material, schedule appointments, bill clients, prepare for and conduct meetings, and demonstrate decision-making skills. This person will serve as a valuable assistant to the employer. This program has been identified as a **TECH PREP** program.

First Year

FIRST SEMESTER		Credit Hours
BUS 214	Business Law I	3
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

Second Year

FIRST SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
COM 168	Introduction to Desktop Publishing	1
IMS 123	Speedwriting	3
IMS 125	Business Machines	3
IMS 127	Voice Dictation	1
IMS 128	Machine Transcription	3
IMS 236	Office Information Processing II	3
TOTAL HOURS		17/18

SECOND SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition or Technical Communication II	3
IMS 117	Telephone Communication	1
IMS 223	Document Production	3
IMS 227	Office Information Processing I	3
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		16/17

SECOND SEMESTER		Credit Hours
BUS 125	Business Environment Procedures	2
BUS 215	Legal & Social Envir. Of Business	3
COM 281	Microsoft Excel	2
IMS 229	Legal Administrative Procedures	4
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
IMS 193	Legal Administrative Assistant Internship	2
TOTAL HOURS		16

MEDICAL ADMINISTRATIVE ASSISTANT (AAS Degree) (IMS 2206)

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. This program has been identified as a TECH PREP program.

First Year

FIRST SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
HIT 100	Medical Terminology	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		19

Second Year

FIRST SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
BIO 212	Anatomy and Physiology	3
HIT 109	Coding	2
IMS 123	Speedwriting	3
IMS 127	Voice Dictation	1
IMS 128 or HIT 105	Machine Transcription or Medical Transcription	3
IMS 236	Office Information Processing II	2
TOTAL HOURS		18/19

SECOND SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition or Technical Communication II	3
HIT 106	Principles of Insurance	3
IMS 117	Telephone Communication	1
IMS 223	Document Production	3
IMS 227	Information Processing I	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	2
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
BUS 125	Business Environmental Procedures	2
IMS 125	Business Machines	3
IMS 226 or HIT 107	Administrative Support Procedures or Medical Office Procedures	4
MAT 110 or MAT 121	General Education Math or Technical Math	3/4
IMS 194	Medical Administrative Assistant Internship	2
TOTAL HOURS		14/15

NETWORK SPECIALIST (Certificate)**(CIS 2271)**

The network specialist certificate is designed to provide the student with the knowledge and skills required to construct, maintain, and administer a computer network system. The configuration of the hardware components of a network system and the software necessary to operate and control the network will be covered in detail. After successful completion of this program, the student will be eligible to sit for the CompTia A+ certification exam, Novell CNA certification exam, CISCO CCNA certification exam, and Microsoft 2000 Server certification exam.

FIRST SEMESTER		Credit Hours
COM 201	Windows Operating Systems	1
COM 270	Novell	3
CIS 101	Network Fundamentals	3
CIS 102	Routing Theory	3
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
INT 111	Career Development	1
SEM 111	College Orientation	1
TOTAL HOURS		15

SECOND SEMESTER		Credit Hours
COM 241	Windows 2000 Server	3
COM 244	A+ Certification	3
CIS 201	LAN Switching	3
CIS 202	Advanced Projects	3
CIS 199	Network Internship	2
TOTAL HOURS		14

OFFICE ASSISTANT (Certificate)**(IMS 2107)**

The office assistant program is designed to provide students with an intensive training plan of relatively brief duration, which equips them with the skills necessary to obtain employment in the general office area of the business and industry environment.

FIRST SEMESTER		Credit Hours
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 121	Beginning Keyboarding	3
IMS 125	Business Machines	3
IMS 128	Machine Transcription	3
SEM 111	College Orientation	1
INT 111	Career Development	1
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
COM 168	Introduction to Desktop Publishing	1
COM 281	Microsoft Excel	2
IMS 117	Telephone Communication	1
IMS 122	Document Formatting	3
IMS 227	Office Information Processing I	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
IMS 191	Office Assistant Internship	2
TOTAL HOURS		15

PARAPROFESSIONAL EDUCATOR (Certificate)

(PPE 2301)

This program is designed to provide individuals with the knowledge, skills and abilities to effectively assist in the classroom instruction of K-12 students in the areas of reading, writing, math and/or school readiness. Students who complete this program will meet the requirements for Paraprofessional Educators in Title I schools/districts as established by the federal *No Child Left Behind (NCLB)* legislation.

This curricula is not designed for transfer into a baccalaureate teacher preparation program. Please contact the college's program coordinator for details regarding course by course transfer to other institutions. Students interested in transfer education programs, should consult their academic advisor.

FIRST SEMESTER			SECOND SEMESTER		
		Credit Hours			Credit Hours
EDU 110	Intro to Education	3	CEP 198	Cooperative Education	1
ENG 111	English Composition	3	COM 111	Business Computer Systems	4
MAT 111	Math for Elementary Teachers I	4	ECE 215 or ECE 222	Language Arts for the Young Child or Children's Literature	3
SOC 218	Cultural Diversity	3	ECE 220	Heads Up! Reading	3
PSY 213	Education of Exceptional Children	3	PSY 218	Human Growth and Development – Child	3
SEM 111	College Orientation	1	INT 111	Career Development	1
	TOTAL HOURS	17		TOTAL HOURS	15



PARAPROFESSIONAL EDUCATOR (AAS Degree)**(PPE 2300)**

This program is designed to provide individuals with the knowledge, skills and abilities to effectively assist in the classroom instruction of K-12 students in the areas of reading, writing, math and/or school readiness. Students who complete this program will meet the requirements for Paraprofessional Educators in Title I schools/districts as established by the federal *No Child Left Behind (NCLB)* legislation. **This program has been identified as a TECH PREP program.**

This curricula is not designed for transfer into a baccalaureate teacher preparation program. Please contact the college's program coordinator for details regarding course by course transfer to other institutions. Students interested in transfer education programs, should consult their academic advisor.

First Year

FIRST SEMESTER		Credit Hours
ENG 111	English Composition	3
MAT 111	Math for Elementary Teachers I	4
PSY 211	Intro to Psychology	3
PSY 213	Education of Exceptional Children	3
SEM 111	College Orientation	1
	CTE Elective	3
TOTAL HOURS		17

SECOND SEMESTER		Credit Hours
ENG 112	English Composition	3
CEP 198	Cooperative Education	1
MAT 112	Math for Elementary Teachers II	4
PSY 218	Human Growth and Development – Child	3
	**Humanities Elective	3
INT 111	Career Development	1
TOTAL HOURS		15

Second Year

FIRST SEMESTER		Credit Hours
SPC 111	Speech	3
COM 111	Business Computer Systems	4
EDU 110	Introduction to Education	3
ECE 215 or ECE 222	Language Arts for the Young Child or Children's Literature	3
SOC 218	Cultural Diversity	3
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
ECE 220	Heads Up! Reading	3
	CTE Electives	12
TOTAL HOURS		15

** Humanities Elective (choose one – 3 credit hours):

- | | |
|---|--|
| <input type="checkbox"/> HIS 117 – Western Civilization | <input type="checkbox"/> LIT 217 – American Literature |
| <input type="checkbox"/> LIT 210 – Introduction to Literature | <input type="checkbox"/> LIT 218 – World Literature |
| <input type="checkbox"/> LIT 211 – Introduction to Poetry | <input type="checkbox"/> LIT 219 – Contemporary Multicultural Literature |
| <input type="checkbox"/> LIT 212 – Modern Fiction | <input type="checkbox"/> LIT 221 – African American Literature |
| <input type="checkbox"/> LIT 213 – Introduction to Drama | <input type="checkbox"/> PHI 215 – Philosophy |
| <input type="checkbox"/> LIT 214 – English Literature | <input type="checkbox"/> PHI 216 – Logic |
| <input type="checkbox"/> LIT 215 – English Literature | <input type="checkbox"/> PHI 218 – Intro to Ethics and Values |
| <input type="checkbox"/> LIT 216 – American Literature | <input type="checkbox"/> PHI 219 – American Religions |

CTE Electives (choose 15 credit hours):

- ECE 101 – Intro to Early Childhood Education (3)
- ECE 127 – Child, Family, and Community (3)
- PSY 219 – Abnormal Psychology (3)
- SOC 123 – Substance Abuse (3)
- SOC 217 – Marriage and Family (3)
- HLT 111 – Health (2)
- BIO 111 – Biology (4)

POWER SYSTEMS TECHNICIAN (AAS Degree)**(PST 2213)**

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. **This program has been identified as a TECH PREP program.**

First Year

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

Second Year

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

SECOND SEMESTER		Credit Hours
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	4
PST 111	Energy Mgt. & System Tech.	3
PST 113	Electric Power Generation	3
TOTAL HOURS		16/17

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

SOCIAL AND HUMAN SUPPORT SERVICES (AAS Degree) (SST 2201)

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 students for employment in welfare agencies, municipal/recreation programs, social development projects, church-sponsored youth programs, and other private or public enterprises of human welfare. **This program has been identified as a TECH PREP program.**

This program capstones to the rehabilitation program in the social work department at SIU'C. Interested students should seek advisement.

First Year

FIRST SEMESTER		Credit Hours
ENG 111 or ENG 124	English Composition or Technical Comm. I	3
MAT 121 or MAT 210	Technical Mathematics or Elementary Statistics	3/4
SOC 122	Intro to Social Problems	3
SW 121	Intro to Social Work	3
SW 225	Community Health Systems	3
SEM 111	College Orientation	1
TOTAL HOURS		16/17

SECOND SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ENG 112 or ENG 221	English Composition or Technical Comm. II	3
PSY 211	Intro to Psychology	3
SOC 212	Sociology	3
SOC 215	Death and Dying	2
TOTAL HOURS		16

Second Year

FIRST SEMESTER		Credit Hours
BIO 111	Introduction to Biology	4
PSY 218	Human Growth & Development-Child	3
PSY 219	Abnormal Psychology	3
SPA 111	Elementary Spanish I	4
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
INT 111	Career Development	1
TOTAL HOURS		18

SECOND SEMESTER		Credit Hours
BUS 155	Personal Finance	3
PSY 216	Social Psychology	3
SOC 217	Marriage and Family	3
SOC 218	Cultural Diversity	3
SW 224	Intro to Social Service Agencies	2
SW 199	Social and Human Support Services Internship	2
TOTAL HOURS		16

TRUCK DRIVING (Certificate)**(TDR 2100)**

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		Credit Hours
TDR 165	Orientation to Truck Driving	2
TDR 166	Truck Driving	6
CPR 122	Heartsaver CPR	1
HLT 112	Drug & Alcohol Education I	1
HLT 125	First Aid	1
MAT 161	Applied Vocational Math	1
TDR 168	Load Securement	1
TDR 199	Externship	3
TOTAL HOURS		16

Admission Requirement

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

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

EDUCATION: High school diploma or GED.

SUBSTANCE ABUSE: 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.

APPLIED VITICULTURE (Certificate)**(VIN 2025)**

This one-year certificate is designed to prepare the student to (a) become an owner/operator of a vineyard or, (b) seek employment in a commercial vineyard. Topics include current practices for establishing a commercial vineyard while maintaining its health and productivity. The practical field experience feature leads the student through the entire growing season from pruning in early spring to harvest in the summer.

FIRST SEMESTER		Credit Hours
VIN 111	Vineyard Establishment and Maintenance	3
VIN 113	Spring Viticulture Technology	3
AGR 113	Soil Science	3
MAT 121	Technical Mathematics	3
SEM 111, LRC 112, or VOL 201	College Orientation or The Library as an Information Source or Volunteer Service	1
INT 111	Career Development	1
TOTAL HOURS		14

SECOND SEMESTER		Credit Hours
VIN 115	Summer Viticulture Technology	3
VIN 213	Midwest Vineyard Management	2
PHS 112	Physical Science – Physics	4
	Viticulture and Enology Electives	4
TOTAL HOURS		13

NOTES

WEBMASTER (Certificate)**(COM 2021)**

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 SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 182	Macromedia Flash	3
COM 239	JAVA Programming	3
COM 227	Management Systems	3
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

SECOND SEMESTER		Credit Hours
COM 236	Web Page Authoring w/ FrontPage	2
COM 237	Image Enhancement for Web Page	2
COM 178	Macromedia Dreamweaver	2
COM 283	Microsoft Access	2
COM 190	Publisher	1
MAT 110, MAT 121, or MAT 210	General Ed. Math, Technical Math, or Elementary Statistics	3/4
SPC 210	Interpersonal Communications	3
WEB 299	Web Master internship	2
TOTAL HOURS		17/18

Visit the Shawnee Community College Virtual Campus
www.shawnecc.edu

WILDLIFE TECHNOLOGY (AAS Degree)**(AGR 2216)**

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. This program has been identified as a **TECH PREP** program.

First Year

FIRST SEMESTER		Credit Hours
AGR 224	Ag. Power Operation & Maintenance	1
BIO 111	Introduction to Biology	4
ENG 124 or ENG 111	Technical Communication I or English Composition	3
MAT 121 or MAT 110	Technical Mathematics or General Education 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		Credit 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		Credit Hours
AGR 117	Conservation of Natural Resources	3
AGR 228	Wildlife Management	3
SUR 120	Introduction to Surveying	3
ENG 221 or ENG 112	Technical Communication II or English Composition	3
AGR 234	Outdoor Recreation and Park Management	3
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
AGR 229	Wildlife Management II	3
AGR 113	Soil Science	3
BIO 112	Biology	4
CLE 111 or CLE 112	Criminal Law I or Conservation Law & Environment Protection	3
AGR 196	Wildlife Technology Internship	2
HLT 125	First Aid	1
TOTAL HOURS		16

CERTIFICATION PREPARATION COURSES

A+ CompTia

CNA

CCNA

NET+ CompTia

MCP

MOS

Security+ CompTia

Computer Hardware and Operating Systems

Novell Certified Network Administrator

Certified CISCO Network Associate

Networking Essentials

Microsoft Certified Professional

Microsoft Office User Specialist

Foundation level certification of IT professionals who have day-to-day information security responsibilities

COOPERATIVE PROGRAMS OF STUDY



*East St. Louis Higher Education Center
International Brotherhood of Electrical Workers
Illinois Department of Corrections
Lakeland Community College/University of IL
Institute of Aviation
Southern Illinois University
Southeastern Illinois College
Southwestern Illinois College
Southern Illinois Collegiate Common Market*

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS

PROFESSIONAL INSIDE WIREMAN (AAS Degree)

(PIW 2250)

The Professional Inside Wireman AAS degree is a two-year program offered at the community college within the Southern Illinois Collegiate Common Market (SICCM). This apprenticeship program will provide students with the appropriate training in safety procedures, methods, and use of equipment and materials. Only individuals employed by IBEW are eligible to enroll.

First Year

FIRST SEMESTER		Credit Hours
PIW 101	IBEW Professional Inside Wireman I	3
PIW 107	Electrician Apprenticeship I	2
**MAT 116 or MAT 115	College Algebra or Pre-Calculus	4/5
TOTAL HOURS		9/10

SECOND SEMESTER		Credit Hours
PIW 102	IBEW Professional Inside Wireman II	4
	*Elective	3
TOTAL HOURS		7

Second Year

FIRST SEMESTER		Credit Hours
PIW 103	IBEW Professional Inside Wireman III	3
PIW 108	Electrician Apprenticeship II	2
TOTAL HOURS		5

SECOND SEMESTER		Credit Hours
PIW 104	IBEW Professional Inside Wireman IV	4
**ENG 111	English Composition	3
TOTAL HOURS		7

Third Year

FIRST SEMESTER		Credit Hours
PIW 105	IBEW Professional Inside Wireman V	3
PIW 109	Electrician Apprenticeship III	2
TOTAL HOURS		5

SECOND SEMESTER		Credit Hours
PIW 106	IBEW Professional Inside Wireman VI	4
**SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		7

Fourth Year

FIRST SEMESTER		Credit Hours
PIW 201	IBEW Professional Inside Wireman VII	3
PIW 205	Electrician Apprenticeship IV	2
TOTAL HOURS		5

SECOND SEMESTER		Credit Hours
PIW 202	IBEW Professional Inside Wireman VIII	4
PIW 100	History of the Labor Movement	3
TOTAL HOURS		7

Fifth Year

FIRST SEMESTER		Credit Hours
PIW 203	IBEW Professional Inside Wireman IX	3
PIW 206	Electrician Apprenticeship V	2
TOTAL HOURS		5

SECOND SEMESTER		Credit Hours
PIW 204	IBEW Professional Inside Wireman X	4
***WELD 1207	Welding	4
**PSY 216	Social Psychology	3
TOTAL HOURS		11

*Suggested Elective Courses:

GOV 117 – Intro to American Government

PHI 218 – Ethics & Core Values

HLT 111 – Health

Appropriate class for specific college. *Taken through Rend Lake College.

ILLINOIS DEPARTMENT OF CORRECTIONS

CORRECTIONAL OFFICER/YOUTH SUPERVISOR (AAS Degree)

(DOC 2116)

This two-year program is recommended for students that are current employees or persons accepted for employment as a correctional officer/youth supervisor with the Illinois Department of Corrections (IDOC).

Academy Courses		Credit Hours
*DOC 110	Orientation to Corrections	3
*DOC 111	Security Procedures I	3
*DOC 112	Security Procedures II	3
*DOC 113	Crisis Management	3
*DOC 114	Weapons Proficiency	2
*DOC 115	Orientation to Youth Supervision	3
PSY 216	Social Psychology	3
TOTAL HOURS		20

Occupational/Technical Requirements		Credit Hours
BUS 210	Principles of Management	3
BUS 232	Supervision	3
CLE 111	Criminal Law I	3
CLE 123	Intro to Crime Control	3
COM 111	Business Computer Systems	4
SOC 122	Intro to Social Problems	3
HLT 111 or SOC 123	Health or Substance Abuse	2/3
PSY 219	Abnormal Psychology	3
TOTAL HOURS		21/22

General Education Requirements		Credit Hours
ENG 111	English Composition	3
ENG 221 or ENG 112	Technical Communication II or English Composition	3
MAT 110 or MAT 116	General Education Mathematics or College Algebra	4
SOC 212 or PSY 211	Sociology or Intro to Psychology	3
SPC 111	Speech	3
TOTAL HOURS		16

Electives		Credit Hours
CLE 213	Criminal Investigation	3
CLE 224	Juvenile Justice	3
EMT 163	Automated Defibrillation	1
HLT 127	DOC First Aid Refresher	.5
PE 218	Weight Training I	1
SPA 110	Conversational Spanish	2
TOTAL HOURS		10.5

*These courses are completed only through the IDOC Training Academy.

CORRECTIONS – PAROLE OFFICER (AAS Degree)**(DOC 2115)**

This two-year program is recommended for students that are current employees or persons accepted for employment as parole officer with the Illinois Department of Corrections (IDOC).

Academy Courses		Credit Hours
*DOC 110	Orientation to Corrections	3
*DOC 116	Topics in Social Science	3
*DOC 117	Firearms Training	2
*DOC 118	Special Topics in Criminal Justice	1
*DOC 119	Special Topics in Protective Services/Security	3
*DOC 120	Special Topics in Addiction Studies	1
SOC 212	Sociology	3
TOTAL HOURS		16

Occupational/Technical Requirements		Credit Hours
BUS 210	Principles of Management	3
BUS 232	Supervision	3
CLE 111	Criminal Law I	3
CLE 116	Parole/Probation	3
CLE 123	Intro to Crime Control	3
CLE 224	Juvenile Justice	3
COM 111	Business Computer Systems	4
PSY 219	Abnormal Psychology	3
TOTAL HOURS		25

General Education Requirements		Credit Hours
ENG 111	English Composition	3
ENG 221 or ENG 112	Technical Communication II or English Composition	3
HLT 111	Health	2
MAT 110 or MAT 116	General Education Mathematics or College Algebra	4
PSY 211	Intro to Psychology	3
SPC 111	Speech	3
TOTAL HOURS		18

Electives		Credit Hours
EMT 163	Automated Defibrillation	1
ENG 112	English Composition	3
IND 132	DOC First Aid Refresher	.5
PE 218	Weight Training I	1
SPA 110	Conversational Spanish	2
TOTAL HOURS		7.5

*These courses are completed only through the IDOC Training Academy.

**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.

**ADVANCED TECHNICAL STUDIES
AUTOMOTIVE TECHNOLOGY
AVIATION MANAGEMENT
AVIATION TECHNOLOGIES
DENTAL HYGIENE
ELECTRONIC SYSTEMS TECHNOLOGIES
FIRE SCIENCE MANAGEMENT (OFF-CAMPUS ONLY)
HEALTH CARE MANAGEMENT
INFORMATION SYSTEMS TECHNOLOGIES
MORTUARY SCIENCE AND FUNERAL SERVICES
RADIOLOGIC SCIENCES**

SOUTHEASTERN ILLINOIS COLLEGE

CONSERVATION GAME MANAGEMENT (AAS Degree)

SOUTHWESTERN ILLINOIS COLLEGE

CONSTRUCTION MANAGEMENT TECHNOLOGY

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

**HEALTH INFORMATION TECHNOLOGY
SURGICAL TECHNOLOGY
MEDICAL LABORATORY TECHNOLOGY
OCCUPATIONAL THERAPY ASSISTANT**

HEALTH INFORMATION TECHNOLOGY (AAS Degree) (HIT 2202)

The Health Information Technology Degree in Applied Science program is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). Students are admitted from each college (John A. Logan, Rend Lake, Southeastern Illinois, Shawnee Community College). Students take general education courses on their own campuses and HIT courses together in a central classroom.

The health information technician possesses both administrative and technical skills necessary to maintain components of health record systems consistent with the medical, administrative, ethical, and legal, accreditation, and regulatory requirements of the health care delivery system. The individual plays an important role in ensuring the health care facility receives maximum reimbursement for treatment rendered. Since reimbursement is based on the diagnoses listed in the medical record, this is accomplished by analyzing and coding the medical record accurately.

Health information technicians have traditionally been employed in hospitals. However, with changing health care needs, professionals have chosen careers in physicians' group practices, managed care groups, home health care, hospices, long-term care and ambulatory surgery. Additionally, careers in health information management go beyond health care facilities. Professionals work in insurance companies, peer review organizations, accounting firms, consulting companies, law firms, computer equipment companies, prisons, and contracted service agencies.

The SICCM Health Information Technology Program is accredited by the American Medical Association and the American Health Information Management Association. Graduates of the program will qualify to sit for the national certification examination. Successful completion of this exam confers the title of Registered Health Information Technician.

First Year

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

Second Year

FIRST SEMESTER		Credit Hours
ENG 111	English Composition	3
HIT 201	Health Data and Statistics	2
HIT 202	Clinical Practicum I	2
HIT 203	Management in Health Care	3
HIT 204	Coding	5
HIT 211	Medico Legal Aspects	2
TOTAL HOURS		17

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

SECOND SEMESTER		Credit Hours
ENG 112	English Composition	3
HIT 210	CPT Coding	3
HIT 212	Quality Management	3
HIT 213	Clinical Practicum II	2
HIT 214	Health Information in Non-Traditional Setting	2
	Elective (Social Science, Math or Physical Science)	3
TOTAL HOURS		16

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

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.

A criminal background check and drug screening will be required after admission into the program.

This program has been identified as a TECH PREP program.

SURGICAL TECHNOLOGY (Certificate)**(ORT 5199)**

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, and clinics and physicians offices. The program is offered off-campus in a central laboratory. The SICCM Surgical Technology Program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Accreditation Review Committee on Education in Surgical Technology. Graduates of an accredited S.T. program are eligible to sit for the National Certifying Exam for Surgical Technologists. The exam is given year round by appointment. It is administered by the Liaison Council on Certification for the Surgical Technologist (LCC-ST) which is accredited by the National Commission for Certifying Agencies (NCAA). Successful completion of this exam confers the title of Certified Surgical Technologist (CST).

NOTE: Students must have completed BIO 210-Introduction to Anatomy with a grade of "C" or better before beginning the Surgical Technology program.

FIRST SEMESTER		Credit Hours
**BIO 215	Intro to Human Physiology	4
STP 127	Pharmacology for the Health Professions	3
STP 121	Introduction to Surgical Technology	3
STP 122	Principles and Practices of Surgical Technology	6
TOTAL HOURS		16

SECOND SEMESTER		Credit Hours
***BIO 218	Introduction to Microbiology	4
*STP 125	Clinical Rotation in Surgical Technology I	5
STP 123	Surgical Procedures I	5
TOTAL HOURS		14

THIRD SEMESTER		Credit Hours
STP 124	Surgical Procedures II	3
STP 126	Clinical Rotation in Surgical Technology II	5
TOTAL HOURS		8

Students must be certified in CPR before starting clinical rotations.

*Prerequisite: BIO 210-Introduction to Human Anatomy.

**BIO 215 must be completed by the end of the first semester.

***BIO 218 must be completed by the end of the second semester.

Retention in the ST program requires that students must earn a grade of "C" or better in all STP and general education courses.

A criminal background check and drug screening will be required after admission into the program.

MEDICAL LABORATORY TECHNOLOGY (AAS Degree) (MLT 2204)

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.

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

First Year

FALL SEMESTER		Credit Hours
BIO 210	Introduction to Human Anatomy	4
CHE 114	Inorganic Chemistry	5
MAT 116	College Algebra	4
MLT 120	Intro to Clinical Laboratory	3
SEM 111	College Orientation	1
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BIO 215	Intro to Human Physiology	4
CHE 115	Inorganic Chemistry & Qualitative Analysis	5
BIO 218	Intro to Microbiology	4
MLT 121	Serology (second eight weeks)	1.5
MLT 122	Clinical Microscopy	3
MLT 123	Phlebotomy (first eight weeks)	1.5
TOTAL HOURS		19

SUMMER SEMESTER		Credit Hours
ENG 111	English Composition	3
SPC 111	Speech	3
TOTAL HOURS		6

Second Year

FALL SEMESTER		Credit Hours
MLT 223	Immunohematology (first 10 ½ weeks)	4
MLT 224	Hematology (first 10 ½ weeks)	4
MLT 251	Clinical Rotation I (last 6 ½ weeks)	3
MLT 227	Coagulation (first 10 ½ weeks)	2
TOTAL HOURS		13

SPRING SEMESTER		Credit Hours
MLT 225	Clinical Chemistry (first 10 ½ weeks)	4
MLT 226	Applied Clinical Microbiology (first 10 ½ weeks)	4
MLT 252	Clinical Rotation II (last 6 ½ weeks)	3
PSY 211	Intro to Psychology	3
TOTAL HOURS		14

A criminal background check and drug screening will be required after admission into the program.

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree) (OTA 2237)

The Associate in Applied Science Degree in Occupational Therapy Assistant is offered at four community colleges through Southern Illinois Collegiate Common Market. Five students are admitted from each college for an entering total of twenty. Admitted students take general education courses on their own campuses and OTA courses together in a central laboratory. After classes and fieldwork internship are completed, they graduate at their entering college.

The OTA courses have both lecture and hands-on laboratory components. Portions of the lecture section of several OTA courses are web-based. During the program, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive, or developmental disabilities.

The profession tailors rehabilitation individually for each client. Through evaluation and treatment, it seeks to restore or improve function in occupational performance. Treatment is provided within the context of the client's life environments and relationships. Occupation may be defined as the ordinary things people do each day to work, to play, and to take care of themselves. Occupational therapy is based on the idea that our personal identity and feeling of value is closely tied to what we are able to do. We all choose many "occupational" roles that are important to us and make us excited to engage in life. When our function becomes impaired, we may lose both our independence and sense of self-worth.

The practice of OT utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include restoration of performance abilities; instruction in compensatory techniques; adaptation of tasks, processes, or environments; disability prevention techniques; and health promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will directly work with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability.

OT serves a diverse population in a wide variety of settings such as hospitals; clinics; facilities for rehabilitation, extended, and long-term care; sheltered workshops; schools; camps; private homes; physician's offices; community programs; and private practice.

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 1st, 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 criminal history background check, drug screen, 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. ACOTE's phone number is c/o AOTA 301-652-AOTA. Program graduates will qualify to sit for the National Board of Certification in Occupational Therapy, Inc. (NBCOT) national certification examination. This computer-delivered examination will be delivered on-demand, after determining eligibility. 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 exam results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree) Continued

First Year

FALL SEMESTER		Credit Hours
BIO 210	Introduction to Human Anatomy	4
HIT 100	Medical Terminology	3
OTA 100	Intro to Occupational Therapy	3
OTA 110	Clinical Observation I	2
OTA 210	Occupational Therapy Theory I	4
PSY 211	Intro to Psychology	3
SEM 111	College Orientation	1
TOTAL HOURS		20

SPRING SEMESTER		Credit Hours
BIO 215	Intro to Human Physiology	4
OTA 112	Activities of Daily Living	3
OTA 120	Occupational Therapeutic Media	3
OTA 122	OT Group Process	2
OTA 202	OT in Physical Disabilities	4
SPC 210	Interpersonal Communication	3
TOTAL HOURS		19

SUMMER SEMESTER		Credit Hours
ENG 111	English Composition	3
SOC 212	Sociology	3
TOTAL HOURS		6

Second Year

FALL SEMESTER		Credit Hours
OTA 111	Clinical Observation II	2
OTA 200	Psychosocial Therapy and Practice	3
OTA 205	OT in Pediatrics	4
OTA 211	OT Theory II	3
PSY 218	Human Growth and Development	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
*OTA 217	Fieldwork Experience I	4
*OTA 218	Fieldwork Experience	4
OTA 250	OT Administration	3
TOTAL HOURS		11

* Must be completed within 18 months of academic coursework.

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

A criminal background check and drug screening will be required after admission into the program.

COURSES

Certificate of Course Completion

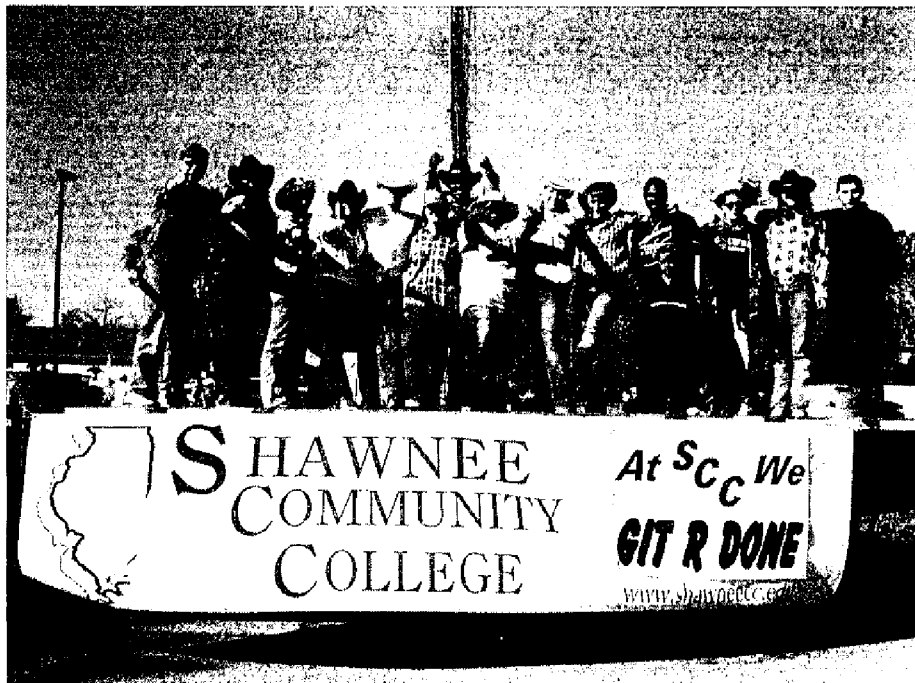
A certificate of course completion is awarded to individuals who successfully complete a prescribed number of credit hours in a specific area designed for career or personal development.

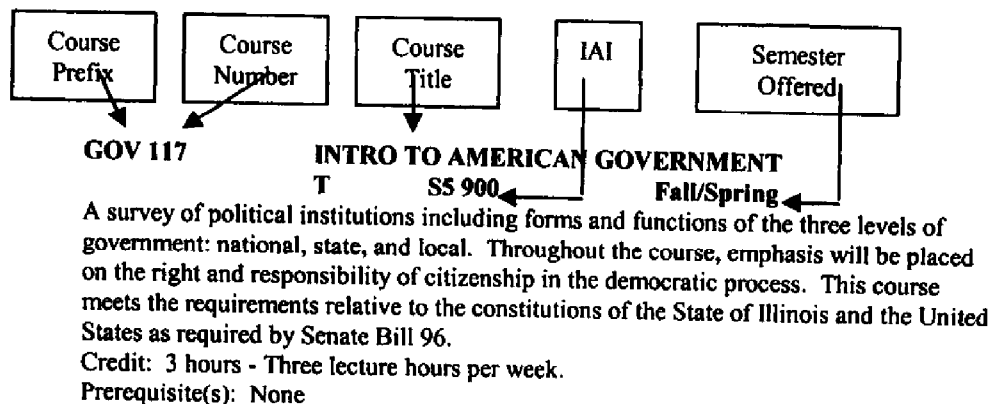
Requirements for awarding a Certificate of Completion include the following:

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.

NOTES

COURSE DESCRIPTIONS





Semester Credits

Each course description reflects the number of semester credits that will be earned upon successful completion of the course. In addition, the description reflects the number of hours per week spent on lecture/lab activities.

Prerequisite(s)

In order to ensure that students are adequately prepared for courses, some courses require completion of foundation courses or demonstrated skill levels prior to enrollment. These prerequisite(s) requirements are listed at the end of each course description if applicable.

IAI Code

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 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 or thereafter.

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

IAI C – Communications	IAI M - Mathematics
IAI F – Fine Arts	IAI P – Physical Science
IAI H – Humanities	IAI S – Social Behavioral Sciences
IAI L – Life Science	

Transfer "T"

Transfer courses that are generally accepted as major, minor, or elective credit by four-year collegiate institutions.

COURSE PREFIX

Academic Enhancement	AEP
Accounting	ACC
Agriculture	AGR
Alcohol and Other Drug Abuse	ACP
Anthropology	ANT
Aquaculture	AQU
Art	ART
Associate Degree Nursing	ADN
Astronomy	AST
Automotive	AUT
Basic Electricity	BEL
Biology	BIO
Business	BUS
Cardiopulmonary Resuscitation	CPR
Career Development	INT
Chemistry	CHE
Computers	COM
Computer Information Systems	CIS
Computer Systems Technician	CST
Correctional Officer/Parole Officer	DOC
Cosmetology	COS
Criminal Justice	CLE
Direct Support Provider	DSP
Drafting	DRA
Early Childhood Education	ECE
Economics	ECO
Education	CEP/EDU
Electronics	ELT
Emergency Medical Services	EMS/EMT
Emergency Rescue Technician	ERT
Engineering	EGR
English	ENG
Fire Science	FS
Food Service	FOS
French	FRN
Geology	GEO
Geography	GRY
Government	GOV
Headstart	HST
Health	HLT
Health Information Technology	HIT
Heating and Air Conditioning	HAC
History	HIS
Industry	IND
Information Management	IMS

Journalism	JOU
Library	LRC
Literature	LIT
Massage Therapy	MTP
Mathematics	MAT
Medical Laboratory Technician	MLT
Military (ROTC)	MIL
Music	MUS
Network Specialist (CISCO)	CIS
Nursing	NUR
Occupational Therapy Assistant	OTA
Philosophy	PHI
Physical Education	PE
Physical Science	PHS
Physics	PHY
Power Systems	PST
Practical Nursing	PN
Professional Inside Wireman	PIW
Psychology	PSY
Real Estate	REP
Seminar	SEM
Social Work	SW
Sociology	SOC
Spanish	SPA
Speech	SPC
Surgical Technology	STP
Surveying	SUR
Truck Driving	TDR
Viticulture Technology	VIN
Volunteer Service	VOL
Web Master	WEB
Welding	WEL

ACADEMIC ENHANCEMENT PROGRAM

AEP 101 ACADEMIC SUCCESS

By Request

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

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Students enrolled in the Academic Enhancement Program.

ACCOUNTING

ACC 111 FINANCIAL ACCOUNTING

T

Summer/Fall/Spring

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 sheet, 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 assets 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(s): High School Bookkeeping or Bookkeeping-BUS 124

ACC 112 MANAGERIAL ACCOUNTING

T

Summer/Fall/Spring

This course presents accounting as a system of producing information to use internally 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(s): Financial Accounting-ACC 111

ACC 121 PAYROLL ACCOUNTING

Spring

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(s): High School Bookkeeping or Bookkeeping-BUS 124

ACC 199 ACCOUNTING INTERNSHIP

Summer/Fall/Spring

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 an approved worksite during the semester.

Credit: 2 hours — Ten lab hours per week.

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

ACC 213 COST ACCOUNTING

T

Fall

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(s): Managerial Accounting-ACC 112

ACC 219 QUICKBOOKS

Fall/Spring

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

Prerequisite(s): None

ACC 223 TAX ACCOUNTING

Spring

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(s): Financial Accounting-ACC 111

ACC 224 COMPUTERIZED ACCOUNTING APPLICATIONS

Fall/Spring

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(s): Financial Accounting-ACC 111

AGRICULTURE

AGR 112 CROP SCIENCE

T

Fall

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 113 SOIL SCIENCE

T

Spring

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(s): None

AGR 115 ANIMAL SCIENCE

T Fall

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(s): None

AGR 116 AGRICULTURE ECONOMICS

T Spring

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(s): None

AGR 117 CONSERVATION OF NATURAL RESOURCES

T Spring

Conservation of Natural Resources is concerned with the study and conservation of our basic natural resources: air, water, soil, plants, animals, and minerals. The relationship of man and natural resources is emphasized.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 195 AGRI-BUSINESS INTERNSHIP

Summer/Fall/Spring

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(s): Career Development-INT 111 and Instructor's Approval

AGR 196 WILDLIFE TECHNOLOGY INTERNSHIP

Summer/Fall/Spring

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(s): Career Development-INT 111 and Instructor's Approval

AGR 197 ANIMAL AND CROP SCIENCE INTERNSHIP

Summer/Fall/Spring

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(s): Career Development-INT 111 and Instructor's Approval

AGR 198 CONSERVATION LAW ENFORCEMENT INTERNSHIP

Summer/Fall/Spring

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

AGR 224 AGRICULTURE POWER OPERATION AND MAINTENANCE

Fall

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(s): None

AGR 225 INTRODUCTION TO FORESTRY

T

Fall

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 227 INTRODUCTION TO WILDLIFE

Fall

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 228 WILDLIFE MANAGEMENT I

Spring

A study of the balance of nature, habitat improvement, and control of wildlife and their predators.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Wildlife-AGR 227 preferred.

AGR 229 WILDLIFE MANAGEMENT II

Spring

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(s): Wildlife Management-AGR 228

AGR 230 APPLICATION AND USE OF AGRICULTURE CHEMICALS

Fall

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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AGR 234 OUTDOOR RECREATION AND PARK MANAGEMENT

Spring

Policy, development and administration of outdoor recreation as encountered in forest, park and wild lands are presented in this course. Principal topics in the course include outdoor recreation, programs for outdoor recreation and policies for both public and private administration.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ALCOHOL AND OTHER DRUG ABUSE

ACP 111 ORIENTATION TO HUMAN SERVICES

By Request

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.

Prerequisite(s): None

ACP 120 CURRENT TRENDS IN SOCIAL SERVICES

By Request

This course is an examination of the special problems of the poor, the unemployed, the aged, women, and 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(s): Orientation to Human Services-ACP 111

ACP 125 INTRODUCTION TO ADDICTIONS COUNSELING

Fall

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(s): None

ACP 126 PHARMACOLOGY FOR ADDICTIONS COUNSELOR

Fall

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(s): None

ACP 127 CLINICAL SKILLS FOR ADDICTIONS COUNSELOR

Spring

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(s): Consent of instructor

ACP 128 ADDICTIONS COUNSELING I

Spring

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(s): Pharmacology for Addictions Counselor-ACP 126 or consent of instructor

ACP 129 ADDICTIONS COUNSELING II

Summer

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

ACP 197 FIELD STUDY IN HUMAN SERVICES

Spring

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(s): Orientation to Humans Services-ACP 111 and Current Trends in Social Services-ACP 120

ACP 217 GROUP DYNAMICS AND SOCIAL RELATIONS

Fall

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(s): None

ACP 291 PRACTICUM IN HUMAN SERVICES

Summer

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(s): High school diploma or GED and sophomore standing

ANTHROPOLOGY

ANT 216 ANTHROPOLOGY

T S1 901

By Request

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(s): None

AQUACULTURE

AQU 101 INTRODUCTION TO AQUACULTURE

Fall/Spring

Introduction to Aquaculture presents the history, scope, common methods, and future of fish farming in the United States and, more specifically, in Illinois. Since it is new and the second fastest growing industry in agriculture, effective instruction is essential for the success of aquaculture. Illinois is a "water rich" state with extensive aquaculture opportunities. This course prepares prospective fish farmers for a new, budding industry.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

AQU 102 FRESHWATER PRAWN PRODUCTION

Fall/Spring

Students will be introduced to fresh water shrimp farming in southern Illinois. They will learn the design and construction of ponds, sources of water, management of water quality, oxygenation systems, disease control, feeding schedules and harvesting. Also important are the development of budgets, business plans and the marketing of shrimp. Students will be introduced to government regulations and the application of permits.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None.

AQU 103 AQUACULTURE WATER QUALITY

Spring

Aquaculture Water Quality is a one credit hour course that focuses on establishing and maintaining high quality water for aquaculture production. Students will be taught limnological concepts related to water quality. Water source selection, testing procedures and methods to improve water quality will be discussed and demonstrated. In addition, students will learn rules and regulations pertinent to aquaculture operations.

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

Prerequisite(s): None

AQU 104 POND AND CAGE CULTURE

Fall/Spring

Pond and Cage Culture is a one credit hour course that focuses on aquaculture production of food fish utilizing the two most common production methods, pond and cage culture. Students will be taught the fundamentals of proper pond and cage construction, management and harvesting techniques. Selection of culture species will also be addressed. In addition, students will learn rules and regulations pertinent to aquaculture operations.

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

Prerequisite(s): None

AQU 105 CULTURED SPECIES

Fall

This course examines the most common aquatic species cultured in southern Illinois. Students will explore brook stock selection, spawning techniques, hatchery, nursery and grow-out operations of both fish and crustacean species. Production costs, processing requirements and marketability are contrasted and compared. Local, state and federal government regulations are also reviewed.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

AQU 106 LIMNOLOGY AND WATER QUALITY

Fall

An introductory course to the chemical, physical and biological characteristics of freshwater lakes and ponds commonly used for aquaculture in southern Illinois. Students will learn sampling, testing and analysis of collected data to take corrective measures which promote optimum growth and health of cultured species.

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

Prerequisite(s): None

AQU 107 AQUACULTURE TOOLS AND EQUIPMENT

Fall

Students are introduced to common and specialized tools and equipment used in aquaculture production. Hands-on training will give the student a safe and thorough understanding of proper operational procedures for using various types of equipment.

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

Prerequisite(s): None

AQU 199 AQUACULTURE INTERNSHIP

By Request

This course provides the aquaculture student practical experience working with aquaculture businesses within the area. Students will have an opportunity to apply learning objectives of the aquaculture program to real world situations.

Credit: 2 hours – 10 lab hours per week.

Prerequisite(s): Career Development-INT 111 and consent of the instructor.

AQU 201 FISH FARM DESIGN, CONSTRUCTION, AND MAINTENANCE

Spring

Concept, economics, construction and operation are major elements in the development of any business, especially aquaculture. This course explores the different types of fishery designs: closed, semi-closed and open systems are compared and contrast.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

AQU 202 FISH HEALTH

Spring

This course is a discussion of the most common parasitic, bacterial and viral fish diseases. Topics include fish health assessment, laboratory techniques, chemical treatments, and government regulations.

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

Prerequisite(s): None

ART

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

ART 111 DRAWING I

T

Fall

A studio course for the beginning student. Drawing skills will be developed. Emphasis is on the basic techniques of drawing using graphite, charcoal, and pen and ink.

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

Prerequisite(s): None

ART 112 PAINTING I
T

Spring

A studio course for the beginning student. Emphasis is on color theory, color mixing, composition and painting techniques. Media explored will be acrylic and oil.

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

Prerequisite(s): Drawing I-ART 111 or permission of instructor (based on examples of student's drawings)

ART 113 POTTERY AND SCULPTURE
T

Fall

A studio course for the beginning student. Emphasis on the use of materials, design and construction of three-dimensional forms. Hand-built and wheel-thrown pottery is constructed.

Wood, stone, plaster, metal and clay are used in constructing sculptural forms.

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

Prerequisite(s): None

ART 114 ART APPRECIATION
T F2 900

Fall/Spring

Painting, sculpture and architecture from Paleolithic to the present. Intended to provide acquaintance with, and introduction to, the aesthetic attitude toward the arts of the past and contemporary life. Art forms are examined both for their individual qualities and the manner in which they exemplify changes in Western cultural patterns.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ART 115 DESIGN I
T

By Request

An exploration of the fundamental elements and concepts of design. Emphasis on two-dimensional design principles and theories using a variety of media.

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

Prerequisite(s): None

ART 117 ART HISTORY SURVEY I
T F2 901

Fall

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(s): None

ART 118 ART HISTORY SURVEY II
T F2 902

Spring

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(s): Art History Survey I-ART 117

ASSOCIATE DEGREE NURSING

ADN 201 NURSING SKILLS REVIEW

Summer

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(s): Successful completion of a Practical Nursing Program.

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

ADN 221 NEUROLOGICAL-SENSORY NURSING INTERVENTIONS

Spring

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(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 229 COMMUNITY HEALTH NURSING

Fall

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(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 230 RESPIRATORY NURSING INTERVENTIONS

Fall

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(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 231 METABOLIC-ENDOCRINE NURSING INTERVENTIONS

Fall

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(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 232 NURSING TODAY AND TOMORROW

Spring

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(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 233 MATERNAL-NEONATE NURSING INTERVENTIONS

Spring

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 234 PEDIATRIC NURSING INTERVENTIONS

Spring

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

Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 235 GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS

Fall

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(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 236 ORTHOPEDIC-DERMATOLOGICAL NURSING INTERVENTIONS

Spring

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(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 237 PSYCHIATRIC NURSING INTERVENTIONS

Spring

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(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification

ADN 238 CARDIOVASCULAR NURSING INTERVENTIONS

Fall

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(s): Nursing Skills Review-ADN 201 and current CPR certification

ADN 239 INTRODUCTION TO CONCEPTUAL FRAMEWORK

Fall

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(s): Nursing Skills Review-ADN 201 and current CPR certification

ASTRONOMY

AST 111 INTRODUCTION TO ASTRONOMY

T P1 906 Fall/Spring

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: 4 hours - Three lecture and 2 lab hours per week.

Prerequisite(s): None

AUTOMOTIVE

AUT 122 ENGINE PERFORMANCE/TUNE-UP

Fall

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(s): None

AUT 129 ENGINE PERFORMANCE/FUEL SYSTEMS

Fall

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(s): None

AUT 132 ELECTRICAL/ELECTRONIC SYSTEMS

Spring

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(s): None

AUT 133 AUTOMATIC TRANSMISSION/TRANSAXLE

Spring

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(s): None

AUT 135 BRAKES

Fall

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(s): None

AUT 136 SUSPENSION AND STEERING

Spring

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 two lab hours per week.

Prerequisite(s): None

AUT 137 ENGINE REPAIR

Spring

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(s): None

AUT 138 MANUAL DRIVE TRAIN AND AXLES

Spring

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(s): None

AUT 139 AUTO HEATING AND AC

Spring

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(s): None

AUT 141 AUTO LAB CO-OP

Fall

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(s): Engine Performance/Tune-up-AUT 122, Engine Performance/Fuel Systems-AUT 129

AUT 143 AUTO LAB CO-OP

Fall

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(s): Brakes-AUT 135, Suspension and Steering-AUT 136, and Manual Drive Train and Axles-AUT 138

BASIC ELECTRICITY

BEL 161 BASIC ELECTRICITY I

Fall

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(s): None

BEL 162 BASIC ELECTRICITY II

Spring

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(s): Basic Electricity I-BEL 161

BIOLOGY

BIO 111 INTRODUCTION TO BIOLOGY

T L1 900L Fall/Spring/Summer

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(s): College Prep Reading II-ENG 042 and College Prep Composition II-ENG 044 or placement test score equivalents

BIO 112 BIOLOGY

T Spring

This course is an extension of Biology 111. The emphasis is placed on organism development, inheritance, importance of DNA and biotechnology, evolution, population and communities.

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

Prerequisite(s): Introduction to Biology-BIO 111

BIO 210 INTRODUCTION TO HUMAN ANATOMY

T Fall/Spring/Summer

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 other mammals.

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

Prerequisite(s): Introduction to Biology-BIO 111 with a grade of "C" or better. (Physical Science Chemistry-PHS 111 or equivalent also recommended). Students who averaged B or better in two years of high school biology that included dissections may bypass BIO 111 with the consent of the instructor.

BIO 211 ECOLOGY

T L1 905 Fall

Ecology is the study of relationships of organisms to each other and their environment. The ecology of individual organisms, populations, communities, and habitat types will be studied. Current ecological problems will also be addressed through reading articles from recent periodicals.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Biology-BIO 112 recommended

BIO 212 ANATOMY AND PHYSIOLOGY

T Spring

The structure and function of organs and systems will be systematically surveyed. Discussions will provide a basic overview of the gross as well as the cellular and sub-cellular components of the human body. The course is an introduction and may benefit to disciplines, including but not limited to those in the medical administrative assistant program, massage therapy, and physical education. This course is abbreviated, yet all systems presented are discussed in depth.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BIO 213 BOTANY

T L1 901L By Request

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(s): Introduction to Biology - BIO 111 (Biology-BIO 112 recommended)

BIO 214 FIELD BIOLOGY

T Fall/Spring

This course is designed to introduce the student to local organisms and ecosystems. 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(s): None.

Note: Parts of this course are physically strenuous.

BIO 215 INTRODUCTION TO HUMAN PHYSIOLOGY

T Fall/Spring

Human physiology is the scientific basis for understanding the proper function of the human body. The course of study relates the structure of the organs and systems of the human body in relation to their proper functions. Topics discussed include the physical and chemical composition of the body, genetics, membrane transport, electrolyte balance, and organ systems. Anatomical references will be used. Homeostatic mechanisms are integrated into the study of each system. The course is designed to benefit students of biology, health care disciplines, and physical education.

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

Prerequisite(s): Introduction to Human Anatomy-BIO 210 with a grade of "C" or better and Physical Science Chemistry-PHS 111 or equivalent

BIO 216 SURVEY OF THE ANIMAL KINGDOM

T L1 902L Spring

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(s): Introduction to Biology-BIO 111 or a strong background in high school biology.

BIO 217 INTRODUCTORY FISHERIES SCIENCE

Fall

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(s): Introduction to Biology-BIO 111

BIO 218 INTRODUCTION TO MICROBIOLOGY

T Fall/Spring/Summer

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(s): Introduction to Biology-BIO 111

BIO 219 WEST INDIAN FIELD BIOLOGY

T Spring (alternate)

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(s): Introduction to Biology - BIO 111 or equivalent.

Note: Parts of this course are often physically strenuous.

BIO 220 NEO-TROPICAL ECOLOGY

Spring (alternate)

This course will examine the ecology of neo-tropical systems, both terrestrial and aquatic. Rain forest and coral reef ecology will be stressed. The scope of this course includes a discussion of human ecology as it relates to neo-tropical systems as well as contemporary problems in human ecology from articles found in periodicals. Evolution of ecological systems and populations are covered.

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

Prerequisite(s): Introduction to Biology-BIO 111. Biology-BIO 112 is recommended.

BUSINESS

BUS 112 LEADERSHIP PRINCIPLES I

By Request

This course is expected to provide individuals with an understanding of leadership behavior, how to be a visionary, how to be a pace setter and a person who takes initiative. Individuals will also develop an understanding of goal setting, gain knowledge on how to develop a purpose statement and relating it to a mission.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): None

BUS 116 PRINCIPLES OF MARKETING

T Fall/Spring/Summer

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(s): None

BUS 121 BASIC KEYBOARDING

Fall/Spring/Summer

This course introduces the student to data entry fundamentals, including key to diskette stations.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): None

BUS 124 BOOKKEEPING

Fall/Spring/Summer

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. Students will complete several comprehensive problems to demonstrate text material understanding.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BUS 125 BUSINESS ENVIRONMENT PROCEDURES

Spring

Communication in today's fast-paced, competitive workplace requires a solid understanding of effective communication principles, as well as knowledge of the jargon of the workplace. Focus is given to communication, distance learning, research, e-mail, reports, customer service, multi-tasking, and other contemporary business issues. With a focus on SCANS skills, this course addresses the essential writing, speaking, and listening skills needed to excel in today's business environment. The course provides hands-on experience with a variety of workplace documents – control sheets, bidder sheets, purchase requisitions, purchase orders, contracts, and credit reports.

Credit: 2 hours – 2 lecture hours per week.

Prerequisite(s): None.

BUS 128 INTRODUCTION TO MANAGEMENT

T

Fall/Spring/Summer

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(s): None

BUS 129 BUSINESS ORGANIZATION

T

Fall

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: 2 hours - Two lecture hours per week.

Prerequisite(s): None

BUS 154 SALES PROMO ESSENTIALS

By Request

Students are introduced to practical, tested techniques on how to create high-impact advertising utilizing such forms as newspaper and magazine ads, flyers, brochures for direct mail, radio, catalogs, and e-mail. Internet and desktop publishing techniques are emphasized.

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

Prerequisite(s): None

BUS 155 PERSONAL FINANCE

Spring

This course is designed to assist the student in evaluating personal financial issues like credit cards, insurance, retirement, estate planning, and investments. Stock market information is thoroughly discussed, and stock investment practices are simulated through an online portfolio.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

BUS 195 MID-MANAGEMENT INTERNSHIP

Fall/Spring/Summer

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(s): Career Development-INT 111 and Instructor's Approval

BUS 210 PRINCIPLES OF MANAGEMENT

T

Fall/Spring

Fundamental principles and concepts that apply to all management, including the four managerial functions of planning, organizing, leading, and controlling are discussed. Students learn how to apply these four functions in all types of businesses-sole proprietorships, partnerships, and corporations.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BUS 211 INTRODUCTION TO FINANCE

T

Spring

This course introduces the students to the world of business through financial principles and methods. Integration of economic theories and accounting; financial analysis and management; and financial markets-stocks, bonds, and other securities are thoroughly discussed.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

BUS 212 ADVERTISING: PRINCIPLES AND TECHNIQUES

Spring

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: 2 hours - Two lecture hours per week.

Prerequisite(s): None

BUS 214 BUSINESS LAW I

T

Fall/Spring/Summer

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(s): None

CARDIOPULMONARY RESUSCITATION

CPR 120 CPR FOR HEALTHCARE PROVIDERS

Fall/Spring/Summer

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 verify performance in management of Basic Cardiac Life Support.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

CPR 121 CPR RENEWAL FOR HEALTHCARE PROVIDERS

Fall/Spring/Summer

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

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

Prerequisite(s): CPR 120 - Cardiopulmonary Resuscitation I.

CPR 122 HEARTSAVER CPR

By Request

The Heartsaver CPR course is designed to teach CPR and relief of foreign-body airway obstruction (FBAO) of adults and children. This course particularly applies to those who are expected to respond to emergencies in the workplace.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

CPR 151 CARDIOPULMONARY RESUSCITATION II

By Request

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(s): Cardiopulmonary Resuscitation I-CPR 120

CPR 152 AUTOMATED EXTERNAL DEFIB INSTRUCTOR COURSE

By Request

This course is designed to teach participants to train adult lay persons in the use of an automated external defibrillator (AED) outside of a hospital setting. This course meets the AED requirements of the American Heart Association.

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

Prerequisite(s): CPR 151 - Cardiopulmonary Resuscitation II

CPR 154 CPR INSTRUCTOR RENEWAL

By Request

The American Heart Association Basic Life Support (BLS) Instructor renewal course is designed to ensure ongoing instructor competency in the performance of basic life support skills and delivery of educational programs specific to the American Heart Association. The course includes updates on new course content and review of training center and local and national emergency cardiovascular care information as well as a review of materials and resources available to support the American Heart Association Chain of Survival.

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

Prerequisite(s): CPR 151 - Cardiopulmonary Resuscitation II

CAREER DEVELOPMENT

INT 111 CAREER DEVELOPMENT

Fall/Spring/Summer

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

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

INT 112 PROFESSIONAL IMAGE AND BEHAVIOR

By Request

Professional Image and Behavior is for students interested in learning about topics such as resume writing, professional dress, job interviewing, dining with clients, and visual and vocal images. The course is designed to teach students the manners, etiquette and common procedures necessary for success in the professional world.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Career Development-INT 111

CHEMISTRY

CHE 114 INORGANIC CHEMISTRY

T P1 902L Fall

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(s): Physical Science Chemistry-PHS 111 and Intermediate Algebra-MAT 114 or satisfactory high school equivalences for both

CHE 115 INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS

T Spring

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(s): Inorganic Chemistry-CHE 114 and College Algebra-MAT 116 or consent of instructor.

CHE 211 ORGANIC CHEMISTRY I

T By Request-Fall

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(s): Inorganic Chemistry-CHE 114

CHE 212 ORGANIC CHEMISTRY II

T

By Request-Spring

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(s): Organic Chemistry- CHE 211 or equivalent

CHE 213 ORGANIC LABORATORY I

T

By Request-Fall

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(s): Inorganic Chemistry and Qualitative Analysis-CHE 115 or equivalent (Organic Chemistry I-CHE 211 must be taken concurrently)

CHE 214 ORGANIC LABORATORY II

T

By Request-Spring

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(s): Inorganic Chemistry and Qualitative Analysis-CHE 115 or equivalent (Organic Chemistry II-CHE 212 must be taken concurrently)

CHE 216 QUANTITATIVE ANALYSIS

T

By Request

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(s): Inorganic Chemistry and Qualitative Analysis-CHE 115 and College Algebra-MAT 116 or equivalent courses.

COMPUTERS

COM 101

INTRODUCTION TO ESSENTIAL COMPUTER SKILLS

Fall/Spring/Summer

This course will cover an introduction to the Internet, essential terms and technologies related to email; strategies for success in collegiate coursework, research methods and techniques, issues and policies, and key reference sites.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

COM 178 MACROMEDIA DREAMWEAVER

Spring

This course provides the student with an in-depth study of creating their own website using the Macromedia Dreamweaver software. Students will create websites using forms, tables, frames, cascading style sheets, templates and various different extensions used to add functionality to Macromedia Dreamweaver.

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

Prerequisite(s): Business Computer Systems – COM 111.

COM 180 E-COMMERCE

Fall/Spring

This course is designed for students/business owners interested in selling/buying on the Web. The course introduces communication options, networks, Internet/Web, and e-commerce software/hardware. Online payment options, transaction processing systems, and electronic data exchange will be studied. Issues, concerns, security, and problems with e-commerce will be discussed along with present and emerging trends in the field.

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

Prerequisite(s): COM 111-Business Computer Systems.

COM 182 MACROMEDIA FLASH

Fall

Macromedia Flash is a multimedia tool designed to let you create vector-based animations with built-in interactivity. Flash incorporates many innovations from the way you draw artwork to how you make interactive buttons. It's extremely capable, and the file sizes are small, the perfect tool for the Web. This course focuses on simple animations and basic interactivity.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

COM 189 NETWORKING TECHNOLOGIES

Fall/Spring

This course provides the knowledge needed to configure and operate a variety of networking products. It covers a wide range of vendor and product neutral networking technologies that can also serve as a prerequisite(s) for vendor-specific IT certifications.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

COM 190 MICROSOFT PUBLISHER

Fall

This course provides students with the tools to make their own business publications. For example, business cards, letterhead stationery and invoice forms can be customized for any business application. There is a section of the course that deals with making flyers and even their own web page. The use of word art and clip art will be discussed.

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

Prerequisite(s): Basic computer knowledge is recommended.

COM 196 COMPUTER INFORMATION SYSTEMS INTERNSHIP

Fall/Spring/Summer

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

COM 201 WINDOWS OPERATING SYSTEMS

Fall/Spring/Summer

This course provides the student with hands-on training using the Windows 2000 operating environment. Students learn to efficiently handle programs that run through the environment as well as proper file management, customizing desktops, and maintaining hardware.

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

Prerequisite(s): None

COM 218 SECURITY+ CERTIFICATION

Fall

The Security+ Certification is an international validation of the technical knowledge required of foundation-level security practitioners. A Security+ certified individual has successfully proven holding a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): COM 189 or COM 230 and COM 241 or COM 270. The prerequisites may be waived in lieu of two years of verifiable job experience in the computer networking field.

COM 222 COMPUTER LOGIC

T

Spring

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Business Computer Systems-COM 111, Intermediate Algebra-MAT 114 or Instructor approval.

COM 225 SYSTEMS ANALYSIS

T

Fall

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(s): Business Computer Systems-COM 111, advanced operating systems, programming elective.

COM 227 DATABASE MANAGEMENT SYSTEMS

T

Fall

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(s): Business Computer Systems-COM 111, Advanced DOS-COM 261, programming elective.

COM 230 DATA COMMUNICATIONS
T Spring

This is an introductory course dealing with the different areas of data communications. Topics include different LAN/WAN topology designs, protocols for data transmission, and IEEE standards for data transmission, OSI model layers and networking hardware and software setup. Lab work will include email, computer faxing, downloading files, compressing/expanding files as needed, chats, newsgroup participation, bulletin board posting and creation and posting of streaming video. Credit: 3 hours-Two lecture and two lab hours per week.
Prerequisite(s): Business Computer Systems – COM 111 and Systems Analysis – COM 225 or consent of instructor

COM 231 C PROGRAMMING
T Spring

An introduction to the C programming language, which will include simple input/output, decision-making structures as well as looping, will be covered. Array processing along with subroutines and calling of functions and returning values to previously called functions will be introduced. Error analysis design will be implemented into every C program created and executed. Credit: 3 hours-Two lecture and two lab hours per week.
Prerequisite(s): Business Computer Systems – COM 111 and Computer Logic – COM 222 or consent of instructor

COM 233 BASIC PROGRAMMING
Spring

This course provides the student with an introduction to the Visual Basic .NET Programming language platform. 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. Students will create reusable components within different class structures as well as being introduced to ASP .NET. Credit: 3 hours-Two lecture and two lab hours per week.
Prerequisite(s): Business Computer Systems – COM 111 and Computer Logic – COM 222 or consent of instructor

COM 236 WEB PAGE AUTHORIZING WITH FRONTPAGE
Spring

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(s): Business Computer Systems-COM 111 or instructor consent

COM 237 IMAGE ENHANCEMENT FOR WEB PAGE
Spring

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

COM 239 JAVA PROGRAMMING

Fall

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(s): Business Computer Systems - COM 111 and Computer Logic – COM 222 or instructor consent

COM 241 MICROSOFT SERVER NETWORKING

Fall/Spring

This course provides students with the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Server Networking. Successful completion of all course material will prepare students to take Microsoft Certification Exam 70-215 Installing, Configuring, and administering Microsoft Server Networking.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

COM 244 A+ CERTIFICATION

Fall/Spring

This course is a study of the hardware and software aspects of a digital computer system to enable the student to pass the A+ Certification test. Topics included are what is A+ Certification, system components, digital storage concepts, optical storage concepts, communication concepts, printer and monitor operations, DOS/WINDOWS system operation, PC repair and software tools.

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

Prerequisite(s): None

COM 261 ADVANCED COMMAND PROMPT/DOS

Spring

This course provides the student experience with using the command line utility to create high-end batch files to be used to expedite the configuration settings of a microcomputer system. Also, front-end access to the registry through the use of the command line utility will be covered. Use of the command line utility to create recovery diskettes for a system will also be practiced.

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

Prerequisite(s): Introduction to Command Prompt/DOS – COM 161

COM 268 ADVANCED DESKTOP PUBLISHING

Fall/Spring/Summer

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(s): Introduction to Desktop Publishing-COM 168

COM 270 NOVELL NETWORKING

Fall

This course covers installation of a Novell NetWare server, creation of the NDS organizational structure, along with maintenance of the directory and file structure on a Novell network. Rights and file attributes will be assigned to users for proper access to objects within the network. Login scripts will be created, compiled and executed for specific users or groups. Novell network printing will be established and implemented on the LAN. This course prepares students for the CNA certification exam.

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

Prerequisite(s): Business Computer Systems – COM 111 and Introduction to Command Prompt/DOS – COM 161 or consent of instructor

COM 280 MICROSOFT WORD

Fall/Spring/Summer

A thorough exploration of word processing concepts for creating and editing simple text documents to the techniques of mail merge, copy/cut and paste, borders and bullets, and use of the program's writing tools. Creation of long reports with table of contents, indexes and outlines will be covered. The use of Word art, graphics, and columns and borders are introduced.

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

Prerequisite(s): None.

COM 281 MICROSOFT EXCEL

Fall/Spring/Summer

This course provides the student with hands-on experience with Microsoft Office XP-Excel.

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

Prerequisite(s): None.

COM 283 MICROSOFT ACCESS

Fall/Spring/Summer

This course provides the student with the skills needed for Access core and advanced skills.

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

Prerequisite(s): None.

COMPUTER SYSTEMS TECHNICIAN

CST 199 COMPUTER SYSTEMS TECHNICIAN INTERNSHIP

By Request

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(s): Career Development-INT 111 and Instructor's Approval

COSMETOLOGY

COS 120 COSMETOLOGY THEORY I

Fall/Spring/Summer

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(s): None

COS 121 COSMETOLOGY THEORY II

Fall/Spring/Summer

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(s): Cosmetology Theory I-COS 120

COS 122 COSMETOLOGY THEORY III

Fall/Spring/Summer

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(s): Cosmetology Theory II-COS 121

COS 123 COSMETOLOGY LABORATORY I

Fall/Spring/Summer

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(s): None

COS 124 COSMETOLOGY LABORATORY II

Fall/Spring/Summer

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(s): Cosmetology Laboratory I-COS 123

COS 125 COSMETOLOGY LABORATORY III

Fall/Spring/Summer

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(s): Cosmetology Laboratory-COS 124

COS 220 COSMETOLOGY INSTRUCTOR TRAINING I

Fall/Spring/Summer

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(s): Licensed Cosmetologist

COS 221 COSMETOLOGY INSTRUCTOR TRAINING II

Fall/Spring/Summer

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(s): Licensed Cosmetologist

COS 230 ADVANCED COSMETOLOGY

Fall/Spring/Summer

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(s): Licensed Cosmetologist or consent of instructor

COS 231 CONTINUED COSMETOLOGY EDUCATION

Fall/Spring/Summer

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(s): Licensed Cosmetologist or consent of instructor

CRIMINAL JUSTICE

CLE 111 CRIMINAL LAW I

T

Fall

Consideration of legal aspects of law enforcement. Laws of arrest, search and seizure and constitutional due process, entrapment and informers, wire tapping, interrogation, evidence, and examination of court procedures with special implications for criminal justice professionals.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

CLE 112 CONSERVATION LAW AND ENVIRONMENTAL PROTECTION

By Request

The purpose of this course is to review state and national natural resources and environmental protection regulations and laws. Each sovereign state has a separate and distinct set of laws and regulations which must be properly integrated with United States federal law and regulations.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

CLE 113 ETHICS IN CRIMINAL JUSTICE

Fall

This course is a study of the fundamentals of ethical theory. It is an introduction to the ways and means of making moral judgments in the fields of policing, corrections, probation, and parole.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

CLE 213 CRIMINAL INVESTIGATIONS

Fall

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(s): None

CLE 221 PATROL PROCEDURES/TRAFFIC

By Request

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(s): None

CLE 222 POLICE/COMMUNITY RELATIONS

Spring

Role of 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(s): None

CLE 223 INTRODUCTION TO CORRECTIONS

Spring

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(s): None

CLE 224 JUVENILE JUSTICE

Spring

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(s): None

CLE 299 LAW ENFORCEMENT TECHNOLOGY INTERNSHIP

Fall/Spring/Summer

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

DIRECT SUPPORT PROVIDER

DSP 111 BASIC HEALTH AND SAFETY

By Request

The purpose of this course is to prepare direct support providers (DSP) to perform basic personal care for individuals with developmental disabilities in a variety of residential settings. This course meets the requirements of the Developmental Disabilities Aide Training program of the Illinois Department of Human Services.

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

Prerequisite(s): None

DSP 120 INTRO TO DEVELOPMENTAL DISABILITIES

By Request

To provide an introduction to developmental disabilities and a general overview of the role of a Direct Support Provider for developmentally disabled individuals.

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

Prerequisite(s): None

DSP 121 MEDICATION ADMINISTRATION

By Request

The purpose of this course is to prepare non-licensed direct support providers to administer medications, under the supervision of a Registered Nurse, to individuals with developmental disabilities in community residential settings. This course prepares direct support providers to administer medications safely and accurately and to recognize and report medication-related observations.

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

Prerequisite(s): Successful completion of the theory portion of DSP 111-Basic Health and Safety.

DSP 122 ABUSE AND NEGLECT PREVENTION

By Request

The purpose of this course is to prepare non-licensed direct support care staff persons to recognize, report, and prevent abuse, neglect and exploitation of individuals.

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

Prerequisite(s): None

DSP 123 HUMAN RIGHTS

By Request

The purpose of this course is to prepare non-licensed direct support staff to recognize and protect the rights of the individuals they assist in the developmental disability support system.

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

Prerequisite(s): None

DSP 124 HUMAN INTERACTION AND COMMUNICATION

By Request

The purpose of this course is to prepare non-licensed direct support staff to understand principles of human interaction and communication and how to apply these effectively while providing supports to persons with developmental disabilities.

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

Prerequisite(s): None

DSP 125 INDIVIDUAL SERVICE PLAN DEVELOPMENT

By Request

The purpose of this course is to prepare non-licensed direct support staff to effectively support individuals in programs through appropriately developed and implemented service plans.

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

Prerequisite(s): None

DRAFTING

DRA 128 INTRODUCTION TO COMPUTER ASSISTED DRAFTING

T

By Request

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(s): None

DRA 131 BLUEPRINT READING

By Request

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(s): None

DRA 136 ELECTRIC, HYDRAULIC, AND PNEUMATIC CONTROLS

T

By Request

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(s): None

EARLY CHILDHOOD EDUCATION

ECE 101 INTRO TO EARLY CHILDHOOD EDUCATION

T

Fall

This course provides an overview of the history and philosophy of the different types of early childhood care centers and educational settings including past, present and future programs for young children and their families. The overview will include the basic values, structure, organization and programming in early childhood settings. This course reviews the role of the early childhood professional in assessing and planning developmentally appropriate practices to serve young children. Knowledge is also gained in regard to current trends and important influences impacting program quality. Guidance and observational skills will be fostered through direct observations in field experiences.

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

Prerequisite(s): None

ECE 110 CDA ORIENTATION

By Request

The purpose of this course is to provide prospective preschool CDA candidates with the foundation for preparation of the CDA (Child Development Associate) Credential program. The course content includes explaining the steps required to compile the resource file which includes writing the autobiography, the six competency statements and collecting the items for the resource collection. The course content also includes a basic assignment from each of the thirteen functional areas that comprise the core of the demonstration of the teaching competencies.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

ECE 114 CHILD GROWTH AND DEVELOPMENT

T Fall

This course is designed to provide the student with an understanding of the total development of the young child. This course focuses on the physical, cognitive, language, creative, and social/emotional aspects of the young child's development. The course content provides knowledge of the different theoretical positions and principles on child development, including Piaget, Erikson, Vygotsky, Skinner and others. It also includes knowledge of the biological, environmental, cultural, and social influences impacting children's growth and development from conception through age eight. Some study will include early adolescence.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECE 126 CURRICULUM FOR PRESCHOOL PROGRAMS

Fall

This course is a study of the principles and concepts underlying curriculum planning for preschool programs. The early childhood educator will be provided with a wide range of developmentally appropriate 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(s): None

ECE 127 CHILD, FAMILY AND COMMUNITY

Fall

This course focuses on the child in the context of family and community. This course concentrates on the educator's role in building relationships with the child's family and community. It is designed to provide insight into parent involvement in education and to help the educator develop skills in working with parents. The course content stresses communication, diversity, parent education, professionalism, working with diverse family structures, and social policy. It specifies criteria and methods for effective ways to involve families and include them in school/family interactions. It will promote awareness and effective use of community resources.

Credit: 3 hour - Three lecture hour per week.

Prerequisite(s): None

ECE 128 CHILD GUIDANCE/DISCIPLINE

Fall

This course reviews the theories and practices of effective methods of guiding children's behavior both individually and as a group. Emphasis is applied to various techniques that promote positive and supportive relationships with and among children. The course content covers teaching behavior, environment manipulation and modification techniques based on the developmental and special needs of children.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECE 129 ASSESSMENT IN EARLY CHILDHOOD EDUCATION

Fall

This course deals with authentic assessment as the core for teaching and learning in the early childhood setting. The content will cover the issues of why, what, when and how in regards to assessment information. The processes of collecting, interpreting and using the assessment information will also be discussed. Emphasis will be placed on assembling, organizing, and maintaining portfolios.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECE 199 EARLY CHILDHOOD EDUCATION INTERNSHIP

Fall/Spring/Summer

The purpose of the internship is to provide on-the-job-training in early childhood education in an approved setting practicing the principles, skills, and techniques developed in previous courses. Students will learn by applying their knowledge, developing lesson plans, and carrying out their plans in an actual center-based child care program, Head Start, or public school.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): All courses required for the Early Childhood Education program.

ECE 215 LANGUAGE ARTS FOR THE YOUNG CHILD

Spring

This course is designed to introduce students to content and teaching methodology in the area of language arts. Emphasis is on the language arts in the early childhood discipline. The course includes a study of how the young child's language develops. The student will learn techniques for encouraging development of language skills in the young child.

Credit: 3 hours - Three lecture hours per week.

Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 216 ART/MUSIC ACTIVITIES

Spring

The purpose of this course is to provide knowledge and application of practices that promote creative activities appropriate for the young child. The course reinforces the importance of specific curriculum criteria for activity selection. The student will learn methods to use to encourage self-expression and participation for integration in program planning.

Credit: 3 hours - Three lecture hours per week.

Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 217 SCIENCE/MATH ACTIVITIES

Spring

The purpose of this course is to provide knowledge and application of practices that promote science and math activities appropriate for the young child. The course reinforces the importance of specific curriculum criteria for activity selection. The student will learn methods to help the young child gain an understanding of the natural world through increased interest, curiosity and exploration. Students will become acquainted with basic mathematics and science concepts.

Credit: 3 hours - Three lecture hours per week.

Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 218 HEALTH, NUTRITION AND SAFETY

Spring

This course is intended to provide knowledge and application of practices about current concepts in the areas of health, safety, and nutritional needs and their relationship to the young child in a group setting. It is also intended to help adults learn how to assist young children to develop good habits and attitudes to assume the lifelong responsibility for their own well-being. The course content studies the basic factors that affect the health of children, including nutritional needs for development, hygiene, childhood diseases, first aid/safety, physical health, mental health, dental health, arrangement of indoor/outdoor environments, and health status screening procedures.

Credit: 3 hours - Three lecture hours per week.

Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 219 INFANTS/TODDLERS-CURRICULUM/TEACHING

Fall

This course is intended to provide knowledge in all facets of growth and development in the first three years of a child's life. The student will learn teaching activities to foster the optimum growth and development of infants and toddlers. The course content studies adult strategies necessary to enhance child development according to how the infant's psychological world differs from that of older children and adults.

Credit: 3 hours - Three lecture hours per week.

Recommended: Students are encouraged to take ECE 101-Introduction to Early Childhood Education, ECE114-Child Growth and Development and ECE 126-Curriculum for Preschool Programs prior to enrolling in this course.

ECE 220 HEADS UP! READING

Spring

This course will present the researched-based principles and practices for providing children, birth through age 5, a strong foundation in early reading and writing within a developmentally appropriate approach. The purpose of this course is to prepare current or future early childhood teachers and caregivers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development, and their skills in teaching early literacy to young children.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

ECE 221 CHILD CARE CENTER ADMINISTRATION

Spring

This course offers an examination of current trends in organizing and administering a child care center. This includes administration skills, policy formation, personnel selection and supervision, budgeting and record-keeping, purchasing and facilities, state licensing standards, program evaluation techniques, staff training, and community resources.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Can only be taken in the student's final semester.

ECE 222 CHILDREN'S LITERATURE

T Spring

The purpose of this course is to provide students with the realization that children's literature is to provide enjoyment and entertainment as well educational value. It will strive to encourage students to help children develop a love of literature and, therefore become lifelong readers of books. Course content will stress that "the love of reading is caught, not taught." Course content will provide information that will allow future educators to provide children with appropriate reading models and exposure to well written, appropriate literary works. This course will deal with content (knowledge of children's books) and with method (how to use those books with children).

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECONOMICS

ECO 211 ECONOMICS (MACRO)

T S3 901 Fall/Spring/Summer

Macro-economics: American capitalism, money, banking, economic growth, national income, and fiscal policy.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

ECO 212 ECONOMICS (MICRO)

T S3 902 Fall/Spring/Summer

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(s): None

EDUCATION

CEP 198 COOPERATIVE EDUCATION I

T Fall/Spring

This course is designed to give the student an opportunity to obtain further knowledge and skills in his/her field through a planned and supervised work experience. The instructor may assist the student in finding employment. This course will serve baccalaureate students who could benefit from supervised work experiences directly related to the field of study.

Credit: 4 hours -

Prerequisite(s): Co-Op participant; consent of instructor.

CEP 199 COOPERATIVE EDUCATION II

T Fall/Spring

This course is a continuation of Cooperative Education I.

Credit: 4 hours -

Prerequisite(s): Co-Op participant; consent of instructor.

ELT 127 SOLID STATE CIRCUITS AND DEVICES

Spring

A study of the application and circuit requirements of special semiconductor devices such as JFETs, MOSFETs, UJT, 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(s): Electronics Systems Analysis-ELT 124

ELT 129 INDUSTRIAL ELECTRONICS

Spring

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(s): Fundamental DC Electrical Concepts-ELT 120

ELT 130 HARDWARE MAINTENANCE

Spring

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(s): Business Computer Systems-COM 111 and sophomore status.

ELT 131 FUNDAMENTAL NETWORK CABLING AND WIRING

Fall

This course is a study of the various methods available for communication in a network environment. Included methods are both wire-based and fiber-based techniques. Also the basic theories involved in optical communications will be covered so that the student will have a basic understanding of the use of fiber optic cables. Hands on work with termination of both wire and fiber is included.

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

Prerequisite(s): None

ELT 199 ELECTRONICS INTERNSHIP

Fall/Spring/Summer

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

ELT 223 ADVANCED INDUSTRIAL ELECTRONICS

Fall

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(s): Fundamental DC Electrical Concepts-ELT 120

ELT 236 MICROPROCESSOR FUNDAMENTALS

Fall

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(s): Digital Circuit Fundamentals-ELT 125

ELT 237 COMMUNICATIONS THEORY

Spring

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(s): Electronic Systems Analysis-ELT 124

ELT 238 MICRO COMPUTER INTERFACING TECHNIQUES

Spring

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(s): Microprocessor Fundamentals-ELT 236

ELT 239 MICRO COMPUTER MAINTENANCE

T

Spring

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(s): None

EMERGENCY MEDICAL SERVICES

EMD 101 EMERGENCY MEDICAL DISPATCH

By Request

This course is designed to elevate trained and experienced public safety telecommunicators to effectively dispatch resources for medical emergencies. This course focuses on obtaining information from callers, selecting the proper protocol, dispatching proper resources and giving telephone medical instructions. Other areas of significance are the basic philosophy of EMD, legal concepts important to the EMD's job and basic medical concepts necessary for understanding the medical content of emergency medical dispatch.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Prefer prior training in public safety telecommunications

EMS 120 EMERGENCY COMMUNICATIONS REGISTERED NURSE
By Request

This course will prepare registered nurses to monitor telecommunications from and give voice orders to emergency medical services (EMS) personnel, under the authority of the EMS Medical Director and in accordance with EMS System protocols.

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

Prerequisite(s): Current registered nurse licensure in the state of Illinois, minimum of two years experience in emergency room, critical care unit or pre-hospital, current CPR, current ACLS, current TNS or equivalent.

EMT 160 EMERGENCY MEDICAL TECHNICIAN – BASIC
By Request

The material covered in this course is designed to comply with the requirements of the Illinois Department of Transportation's one hundred and ten (110) hour Emergency Medical Technician-B course. The completion of this course will allow the student to take the examination administered by the State of Illinois Department of Public Health.

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

Prerequisite(s): Cardiopulmonary Resuscitation Certification

EMT 161 EMERGENCY MEDICAL TECHNICIAN REFRESHER
By Request

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(s): Emergency Medical Technician-EMT 160

EMT 162 EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE
By Request

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, EGTA's and an overview of endotracheal intubation.

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

Prerequisite(s): Emergency Medical Technician - EMT 160

EMT 163 AUTOMATED DEFIBRILLATION
By Request

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(s): Licensed EMT-A with sponsorship by ambulance service.

EGR 214 ENGINEERING DYNAMICS**T Fall**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Statics-EGR 219

EGR 215 INTRODUCTION TO CIRCUIT ANALYSIS**T By Request**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): University Physics II-PHY 217 and Calculus III-MAT 212

EGR 218 ENGINEERING THERMODYNAMICS**T Spring**

A study of concepts and principles of thermodynamics, includes law of thermodynamics, kinetic theory analysis, open and closed systems, reversibility, entropy and power systems.

Credit: 3 hours - Three lecture hours per week.

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

EGR 219 ENGINEERING STATICS**T Spring**

A study of force systems through the principles of static mechanics, includes resultants of force systems; analysis of forces acting on members of trusses, frames, and machines; forces due to friction; centroids; and moments of inertia.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introductory Physics I-PHY116 or University Physics-PHY 216 and Calculus I-MAT 117

ENGLISH**ENG 041 COLLEGE PREP READING I****Fall/Spring/Summer**

ENG 041 is a strategy-oriented class for developing readers who have not yet achieved a functional level of reading to meet the demands of college classes or for students who wish to improve their reading skills. This class is designed to improve reading through discussion and active participation in reading. 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(s): Based on skills assessment

ENG 042 COLLEGE PREP READING II**Fall/Spring/Summer**

ENG 042 is a strategy-oriented class for developing readers who have not yet achieved a competent level of reading to meet the demands of college classes or for students who wish to improve their reading skills. This class is designed to improve reading through discussion and active participation in reading. This course is a continuation of College Prep Reading I – ENG 041 and continues to emphasize vocabulary, comprehension, study skills, and fluency.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): College Prep Reading I-ENG 041 with a minimum grade of "C" or diagnostic test placement

ENG 043 **COLLEGE PREP COMPOSITION I**
Fall/Spring/Summer

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(s): None

ENG 044 **COLLEGE PREP COMPOSITION II**
Fall/Spring/Summer

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(s): College Prep Composition I-ENG 043 with a minimum grade of "C" or placement as per diagnostic test results.

ENG 045 **READING REVIEW**
Fall/Spring

Reading Review is an independent laboratory reading class option for those students who score 70-76 on the COMPASS reading placement test or 34-37 on the ASSET reading placement test, or for students who want to improve their reading skills even though they did not test into the developmental reading course.

Credit: 1 hour – Two lab hour per week.

Prerequisite(s): Skills assessment or the consent of the instructor.

ENG 111 **ENGLISH COMPOSITION**
T C1 900 Fall/Spring/Summer

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(s): 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 C1 901 Fall/Spring/Summer

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(s): English Composition-ENG 111 with a minimum grade of C.

ENG 124 TECHNICAL COMMUNICATION I

By Request

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(s): Satisfactory ASSET/COMPASS score

ENG 125 CAREER ENGLISH

By Request

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(s): Technical Communication I-ENG 124 with a minimum grade of C

ENG 126 CREATIVE WRITING

T

By Request

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(s): None

ENG 221 TECHNICAL COMMUNICATION II

By Request

This advanced course is a continuation of ENG 124 and is designed to teach technical writing skills to vocational, occupational, and technical students. Class work will include analysis of the communication problems particular to technical writing. Students will study the techniques of writing memos, letters, proposals, and various types of reports, and making oral presentations in the workplace. Attention will be given to pre-writing, audience analysis, language, organization, development, and editing, and presenting (visually or orally) various types of technical materials.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Technical Communication I-ENG 124 or English Composition-ENG 111

FIRE SCIENCE

FS 120 FIREFIGHTING II ORIENTATION - MODULE A

By Request

The student will learn fire department structure and procedure, what comprises the elements of a fire and the extinguishment theory, how to use a fire extinguisher and principle knowledge of extinguishing agents, be able to communicate on telephone and radio and how to tie various fire service knots.

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

Prerequisite(s): None

FS 121 FIREFIGHTING II EQUIPMENT & SAFETY - MODULE B

By Request

When given certain tools and equipment, the student will exercise proper techniques in tool use and use recommended safety procedures. Students will also be taught firefighter personal safety to be used at the station, in route to, and when operating at the emergency scene.

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

Prerequisite(s): None

FS 122 FIREFIGHTING II ADVANCED OPERATIONS – MOD. C

By Request

The student will learn how to develop a building-wide plan to be used in the event of a fire, learn how to develop a water supply for municipal needs and for fire service needs, learn proper use of fire hose and maintenance of same, learn how to suppress a fire using the various types of fire streams, learn how to properly handle a hazardous materials spill and how to take care of personal property and merchandise using the proper salvage techniques.

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

Prerequisite(s): None

FS 123 ADVANCED FIREFIGHTING OPERATIONS

By Request

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

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

Prerequisite(s): None

FS 124 BASIC FIREFIGHTING

By Request

This course will include firefighting orientation and safety, fire behavior, ventilation, ladders, fire apparatus familiarization, water supply, hoses, nozzles, and self contained breathing apparatus.

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

Prerequisite(s): None

FS 130 BASIC FIREFIGHTING SKILLS

By Request

This course provides the student with basic fire fighting skills and practices they need to safely perform duties of a fire fighter. Topics to include but not limited to the following: use of SCBA, apparatus, forcible entry, etc.

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

Prerequisite(s): None

FOOD SERVICE

FOS 116 NUTRITION

T

Fall/Spring

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

GOVERNMENT

GOV 117 **INTRO TO AMERICAN GOVERNMENT**
T **S5 900** **Fall/Summer/Spring**

This course is a survey of the governing process and institutions of the United States of America. The course is intended to prepare students to continue their studies in a full spectrum of Social Science curriculums. Students successfully completing this course will also develop a perspective of American governance that is applicable in their daily lives. This course meets the requirements for review of the constitution of the State of Illinois and the United States as required by Illinois State Senate Bill 96.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

GOV 118 **COMPARATIVE GOVERNMENT**
T **By Request**

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(s): None

GOV 210 **AMERICAN FOREIGN POLICY**
T **By Request**

This course will provide students with an explanation and analysis of the basic elements of American foreign policy. The class will highlight the governmental elements essential to the development, implementation and assessment of the nation's foreign policy. Students will also learn how various interest groups, both American and foreign, shape policy. The course will begin with study of the institutions incorporated in the formation of foreign policy. It will continue with case studies of critical foreign policies and how they have molded today's international relationships.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): GOV 117 - Intro to American Government.

HEALTH

HLT 111 **HEALTH**
T **Fall/Spring/Summer**

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(s): None

HLT 112 **DRUG AND ALCOHOL EDUCATION I**
T **By Request**

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(s): None

HLT 113 FOUNDATION OF HEALTH AND FITNESS
T By Request

Study of principles of physical and mental health. Includes concepts of personal, family, and community hygiene; mental health; diet and nutrition; physical fitness and exercise, rest, and relaxation; disease prevention; and holistic health and wellness.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

HLT 117 STRESS MANAGEMENT
By Request

This course addresses practical information about stress and how to manage it. Topics include the definition and characteristics of stress, as well as the changes it causes in the body. Students will learn the difference between functional and dysfunctional techniques for managing stress, then focus on five areas of functional techniques. Students will learn to develop personal stress management plans.

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

Prerequisite(s): None

HLT 125 FIRST AID
Fall/Spring

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(s): None

HLT 126 FIRST AID REFRESHER
By Request

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(s): First Aid-HLT 125

HEALTH INFORMATION TECHNOLOGY

HIT 100 MEDICAL TERMINOLOGY
T Fall/Spring

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(s): None

HIT 101 INTRODUCTION TO HEALTH INFORMATION
Fall

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(s): None

HIT 102 HEALTH RECORDS SYSTEMS

Spring

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(s): Introduction to Health Information-HIT 101 and acceptance into HIT Program.

HIT 103 HEALTH RECORDS SYSTEMS LAB

Spring

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(s): Introduction to Health Information-HIT 101 and acceptance into the HIT program.

HIT 104 ADVANCED MEDICAL TERMINOLOGY

Spring

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(s): Medical Terminology-HIT 100 with a grade of "C" or better.

HIT 105 MEDICAL TRANSCRIPTION

Fall/Spring

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(s): Beginning Keyboarding-IMS 121.

Co-requisites: Business Computer Systems – COM 111 and Medical Terminology – HIT 100.

HIT 106 PRINCIPLES OF INSURANCE

Spring

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(s): None

HIT 107 MEDICAL OFFICE PROCEDURES

Spring

This course will introduce students to medical office procedures and practices. Students will study procedures, forms, communications, and other aspects of administrative duties that are expected for medical office settings. This course includes a computerized practice management simulation applying office management/appointment scheduling, billing procedures, and medical practice report generation. Development of information management techniques and decision-making skills are stressed.

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

Prerequisite(s): Keyboarding ability.

HIT 109 INTRODUCTION TO CODING

Fall

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(s): None

HIT 110 ADVANCED MEDICAL TRANSCRIPTION

Spring

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(s): Medical Transcription-HIT 105 with a grade of "C" or better.

HIT 161 CODING CPC EXAM PREPARATION COURSE

By Request

The study of CPT-4 outpatient coding in order to support the student in the preparation of the Certified Professional Coder Examination given by the American Academy of Professional Coders.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIT 192 MEDICAL OFFICE ASSISTANT INTERNSHIP

Summer/By Request

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

HIT 193 MEDICAL TRANSCRIPTION INTERNSHIP

Summer/By Request

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

HIT 194 MEDICAL CODING SPECIALIST INTERNSHIP

Summer/By Request

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

Credit: 2 hours - Ten lab hours per week.

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

HIT 201 HEALTH DATA AND STATISTICS

Fall

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

HIT 202 CLINICAL PRACTICUM I

Fall

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

HIT 203 MANAGEMENT IN HEALTH CARE

Fall

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

HIT 204 CODING

Fall

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

Credit: 5 hours - Four lecture and two lab hours per week.

Prerequisite(s): Anatomy and Physiology-BIO 212 and Fundamentals of Medical Science-HIT 215.

HIT 209 INTERMEDIATE CODING

Spring

This course concentrates on analyzing medical chart documentation, assigning diagnostic/procedure codes, and maximizing reimbursement. An in-depth look will be presented of ICD-9-CM, CPT and HCPCS coding systems, along with DRG assignment. Emphasis will be placed on the development of critical thinking skills required for mastery level coding.

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

Prerequisite(s): Medical Terminology - HIT 100 and Introduction to Coding - HIT 109

HIT 210 CPT CODING

Spring

This course covers the principles of coding with CPT. Students will develop an understanding of coding and classification systems in order to assign valid CPT/HCPCS procedures codes used to report reimbursable services.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Intro to Health Information-HIT 101 and Coding-HIT 204

HIT 211 MEDICO - LEGAL ASPECTS

Fall

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

HIT 212 QUALITY MANAGEMENT

Spring

Study of quality management systems. Includes the purpose and philosophy of quality improvements; utilization management, performance improvement and risk management in the acute care facility; coordination of quality management activities with physician credential/reappointment and employee performance evaluation; quality management requirements for acute care facilities in specific program areas; quality management in the non-acute facility; confidentiality of quality management information; and the expanding quality management function.

Credit: 3 hours - Three lecture hours per week.

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

HIT 213 CLINICAL PRACTICUM II

Spring

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(s): Clinical Practicum I-HIT 202

HIT 214 HEALTH INFORMATION IN NON-TRADITIONAL SETTING

Spring

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

HIT 215 FUNDAMENTALS OF MEDICAL SCIENCE

Spring

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(s): Acceptance into the HIT program.

HEATING AND AIR CONDITIONING

HAC 160 HEATING AND AIR CONDITIONING I

By Request

Basic fundamentals of heating and air conditioning 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: 4 hours - Three lecture and two lab hours per week.

Prerequisite(s): None

HAC 260 HEATING AND AIR CONDITIONING II
By Request

Servicing and installing heating and air conditioning systems, refrigerant controls, heat pumps, theory, heat pump controls, superheat, metering devices, motor controls, trouble shooting external diagnosis and servicing air conditioning 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: 4 hours - Three lecture and two lab hours per week.

Prerequisite(s): HAC 160 - Heating and Air Conditioning I

HISTORY

HIS 108 TWENTIETH CENTURY AMERICAN HISTORY
Fall/Spring

This course is a college level introduction to Modern America. Students will explore America's rise to superpower status, its struggles with economic crisis, war and social conflict. While developing a better understanding of Modern America, students will also expand their abilities to think critically while studying social science curriculums. Twentieth Century American History will expand students' horizons or serve as an excellent basis for further study in the social sciences.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

HIS 109 TWENTIETH CENTURY WORLD HISTORY
T Fall/Spring

This course provides an understanding of the events, issues and personalities, which have, and are, shaping the world in which we live. The century's critical events are examined to reveal both historic importance and to better understand the validity of the past in our daily lives. Students will develop or expand a number of skills critical in the modern world, including applying an enhanced understanding of geography, building critical thinking skills as well as sharpening writing skills. Twentieth Century World History is an excellent first or only college level history class.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

HIS 116 WESTERN CIVILIZATION
T S2 902 Fall

This course is a survey of Western History. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic and technical progress of western civilization from the beginning of recorded history to 1715.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIS 117 WESTERN CIVILIZATION
T S2 903 Spring

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(s): None

HIS 130 **SPECIAL TOPICS IN SOCIAL SCIENCE**
On-Demand

This course will provide students with a greater understanding of the locations, artifacts, and technologies of American and World History. The class will be conducted in conjunction with trips to museums, historical sites, or other significant and relevant facilities.

Credit: 3 hours – Six lab hours per week.

Prerequisite(s): None

HIS 214 **HISTORY OF THE UNITED STATES**
T **S2 900** **Fall**

This course is a survey of the history of the United States of America from its European roots to the conclusion of the Civil War. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums particularly American history from reconstruction to the present. This course will address the social, cultural, political, economic and technological progress of the nation from the colonial period through early 1860. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIS 215 **HISTORY OF THE UNITED STATES**
T **S2 901** **Spring**

This course is a survey of the history of the United States of America from the Civil War to the modern era. This course will address the social, cultural, political, economic and technological progress of the nation. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIS 216 **AFRICAN-AMERICAN HISTORY**
T **By Request**

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(s): None.

HIS 217 **HISTORY OF EASTERN CIVILIZATIONS**
T **S2 908N** **By Request**

This course is a survey of the history of the Asian continent with particular emphasis on monsoon Asia. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic and technical progress of the Asian continent from the Mongols to the modern era.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIS 241 **HISTORY OF LATIN AMERICA**
T **By Request**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

HIS 250 SPECIAL READINGS IN SOCIAL SCIENCE

By Request

This course is designed to provide students interested in further studies in social sciences with a better grounding in critical readings as well as better basic skills. This class is taken concurrently with an advanced social science class. The advanced class provides a framework for study from which the advanced readings can be based. This class begins with the student and instructor developing a course of study which insures that the student is exposed to expanded discussion of critical topics while expanding the students' personal interests in topics related to the core class. The class may be repeated for additional credit in other social science core classes, as long as a grade of C or better is maintained.

Credit: 3 hours – Six lab hours per week.

Prerequisite(s): None

HORTICULTURE

OHT 120 INTRO TO PRUNING

By Request

This course focuses on the principles and practices used to prune woody ornamental shrubs and trees in the landscape. Students will learn about proper timing and plant responses to pruning a variety of common landscape plants. Majority of the work will be hands-on. A pair of bypass hand pruners are required.

Credit: 1 hour – Two lab hours per week.

Prerequisite(s): None

OHT 124 INTRO TO PROPAGATING PLANTS

By Request

This course is designed to teach students a variety of common plant propagation techniques. Techniques include preparing seeds, dividing perennials, working with bulbs, grafting, layering and rooting cuttings. It is a hands-on course.

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

Prerequisite(s): None

OHT 130 GREENHOUSE MANAGEMENT

By Request

A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

INDUSTRY

IND 114 PROGRAMMABLE LOGIC CONTROLLERS

By Request

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 troubleshooting.

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

Prerequisite(s): None

IND 118 TEAM BUILDING I

By Request

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(s): None

IND 132 DOC FIRST AID REFRESHER

By Request

This course is designed to review the skills of First Aid and Cardiopulmonary Resuscitation and to acquaint the student with any updates that have occurred. This course is for Illinois Department of Corrections employees only.

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

Prerequisite(s): Previous first aid and CPR training.

IND 170 MICROSOFT WINDOWS FOR INDUSTRY

By Request

This course provides the student with hands-on 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(s): None

IND 171 INTRO TO MICROSOFT EXCEL FOR INDUSTRY

By Request

A study of the use of the Microsoft Excel spreadsheet.

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

Prerequisite(s): None

IND 172 INTRO TO PRESENTATION GRAPHICS FOR INDUSTRY

By Request

A study of the use of presentation graphics software.

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

Prerequisite(s): None

IND 173 INTRO TO MICROSOFT ACCESS FOR INDUSTRY

By Request

A study of the use of the Microsoft Access database management system.

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

Prerequisite(s): None

IND 186 GRANT WRITING FOR INDUSTRY

By Request

This course is offered to individuals, employees of municipalities, businesses, schools, agencies, and others who want to learn the basics of grant writing. Topics covered will include how to locate potential funding sources using the Internet, and how to write the component sections of a competitive grant proposal.

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

Prerequisite(s): None

IND 187 WORKING WITH DIGITAL IMAGES FOR INDUSTRY

By Request

Participant will understand sending, receiving and improving digital attached images. General instruction for digital camera will be discussed. You will learn to scan images into your computer for printing. Additional topics include cropping, resizing, and adding borders.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

IND 202 OCCUPATIONAL SAFETY & HEALTH FOR INDUSTRY

By Request

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(s): None

IND 215 INTRO TO QUICKEN FOR INDUSTRY

By Request

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(s): None

IND 220 CARDIOPULMONARY RESUSCITATION FOR INDUSTRY

By Request

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(s): None

IND 221 CPR REFRESHER COURSE FOR INDUSTRY

By Request

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

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

Prerequisite(s): CPR Certification

IND 223 FINANCIAL INVESTING

By Request

This course is being offered to assist individuals in setting financial and investment goals. This class also will provide a summary of the most common investments used by individuals in reaching their objectives.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

IND 230 CPR FOR HEALTHCARE PROVIDERS

By Request

The Basic Life Support for Healthcare Providers course is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

IND 231 CPR RENEWAL FOR HEALTHCARE PROVIDERS

By Request

The course is designed to update the student in CPR techniques required by the healthcare provider. These skills include CPR ventilation with a barrier device, bag-mask device and oxygen, use of an automated external defibrillator (AED), and relief of foreign body airway obstruction.

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

Prerequisite(s): Cardiopulmonary Resuscitation I-CPR 120 or CPR for Healthcare Providers-IND 230.

IND 232 HEARTSAVER CPR

By Request

The Heartsaver CPR course is designed to teach CPR and relief of foreign-body airway obstruction (FBAO) of adults and children. This course particularly applies to those who are expected to respond to emergencies in the workplace.

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

Prerequisite(s): None

IND 233 HEARTSAVER AED

By Request

Heartsaver AED is designed to teach Cardiopulmonary Resuscitation, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace. It is specifically designed for lay rescuers who are required to obtain a course completion card (a credential) documenting completion of a CPR AED course.

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

Prerequisite(s): None

INFORMATION MANAGEMENT

IMS 115 PROOFREADING

Fall

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(s): None

IMS 117 TELEPHONE COMMUNICATION

Spring

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(s): None

IMS 120 RECORDS/INFORMATION MANAGEMENT

Fall

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 complete 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(s): None

IMS 121 BEGINNING KEYBOARDING

T

Fall/Spring/Summer

Basic keyboarding and formatting techniques are introduced. The keyboard, techniques of developing speed and accuracy, centering, tables, letters, and manuscripts are emphasized. Minimum five 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(s): None

IMS 122 DOCUMENT FORMATTING

T

Fall/Spring/Summer

A continuation of Beginning Keyboarding with emphasis on straight copy as well as timed production work. Included in this course are letters, tables, memos, forms, and reports. Minimum five 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(s): Beginning Keyboarding-IMS 121 or previous keyboarding experience

IMS 123 BEGINNING SHORTHAND/SPEEDWRITING I

Fall

A complete course in speedwriting 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(s): Keyboarding ability

IMS 125 BUSINESS MACHINES

Fall/Spring/Summer

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

Credit: 3 hours - 3 lecture hours per week

Prerequisite(s): None

IMS 127 VOICE DICTATION

Fall

Using voice recognition software and the micro-computer, 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(s): Beginning Keyboarding – IMS 227 or Consent of instructor.

IMS 128 MACHINE TRANSCRIPTION

Fall

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(s): Office Information Processing I-IMS 227

IMS 191 OFFICE ASSISTANT INTERNSHIP

Fall/Spring/Summer

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 an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

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

IMS 192 ADMINISTRATIVE ASSISTANT INTERNSHIP

Fall/Spring/Summer

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 an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

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

IMS 193 LEGAL ADMINISTRATIVE ASSISTANT INTERNSHIP

T

Fall/Spring/Summer

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 an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

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

IMS 194 MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP

T

Fall/Spring/Summer

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

Credit: 2 hours - Ten lab hours per week.

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

IMS 197 INFORMATION PROCESSING INTERNSHIP

Fall/Spring/Summer

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 an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

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

JOURNALISM

JOU 113 VIDEO PRODUCTION

T

By Request

This course will teach the student to plan and script a 15 minute instructional or promotional video, operate a state-of-the art digital video camera with appropriate lens choices and lighting techniques, incorporate audio recording, and process and edit the video using non-linear digital editing software.

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

Prerequisite(s): None

JOU 115 JOURNALISM

T

Fall/Spring

This class is designed to introduce the basics of print journalism. Emphasis is placed upon writing news stories. Students learn to collect facts, write, edit, and proofread stories. The class writes for the student newspaper. Typing is required for all work.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

JOU 116 JOURNALISM

T

Fall/Spring

This class is a continuation of JOU115. More emphasis is placed upon interviewing techniques and writing stories after conducting interviews. Public relations and publicity writing are also taught in this course. The class writes for the student newspaper. Typing is required for all work.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Journalism-JOU115

JOU 211 INTERPRETIVE NEWS WRITING

T

Fall/Spring

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Journalism-JOU 115 and/or JOU 116

JOU 212 INTRODUCTION TO FEATURE WRITING

T

Fall/Spring

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(s): Interpretive News Writing-JOU 211

JOU 213 PUBLICATIONS PRODUCTION I

T

Fall/Spring

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

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): None

JOU 214 PUBLICATIONS PRODUCTION II

T

Fall/Spring

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

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): Publications Production I- JOU 213

LIT 211 INTRODUCTION TO POETRY
T H3 903 By Request

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(s): None

LIT 212 MODERN FICTION
T H3 901 Fall/Spring

Representative fiction is examined and studied in terms of style, structure, and contribution to modern civilization. Aspects of the authors' backgrounds and historical events will be studied.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

LIT 213 INTRODUCTION TO DRAMA
T H3 902 By Request

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(s): None

LIT 214 ENGLISH LITERATURE
T H3 912 By Request

Literature 214 is a survey of English literature from its early beginnings through 1798. "English" literature means literature from the British Isles.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 215 ENGLISH LITERATURE
T H3 913 By Request

Literature 215 is a survey of English literature from 1798 through modern English writers. "English" literature means literature from the British Isles.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 216 AMERICAN LITERATURE
T H3 914 Fall

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(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 217 AMERICAN LITERATURE
T H3 915 Spring

Literature 217 is a continuation of Literature 216 and is designed for the study of writers and literary documents that contribute to an understanding of the American heritage from the Civil War period until the present. A survey is made of American writers of fiction and nonfiction. Short stories, poetry, diaries, journals, and other forms of American literature are explored. Aspects of the authors' backgrounds and historical settings are studied in order to understand why the authors wrote as they did. Emphasis will be placed on various multicultural aspects of literature.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 218 WORLD LITERATURE

T H3 906 By Request

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(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 219 CONTEMPORARY MULTICULTURAL LITERATURE

T H3 910D By Request

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(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 220 LITERATURE AND GENDER

T By Request

Examination of various types of literary work that reflect the experiences and construction of gender identity 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(s): Successful completion of ENG 111 with a grade of "C" or better.

LIT 221 AFRICAN AMERICAN LITERATURE

T H3 910D By Request

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(s): Successful completion of ENG 111 with a grade of "C" or better.

MASSAGE THERAPY

MTP 100 BASIC MASSAGE THERAPY

On-Demand

This course is designed to introduce students to basic theories and techniques for the lay person to perform massage. Students will learn definitions and principles necessary to perform massage safely. Techniques for massaging someone in both seated and reclining positions will be taught. This course is for anyone who wants to learn simple techniques to perform massage on family and friends, and is also strongly recommended for students considering entering the Massage Therapy program.

Credit: 1 hour – one lecture hour per week.

Prerequisite(s): None

MTP 101 INTRODUCTION TO MASSAGE THERAPY

Fall

This course is designed to introduce students to the history of massage therapy, current trends, and basic principles and techniques of therapeutic massage. Students will learn medical terminology, communication skills, how to conduct a client consultation and assessment, and what to document in client records. Students will study pathology and the indications and contraindications for massage.

Credit: 3 hours – three lecture hours per week.

Prerequisite(s): None

MTP 102 MASSAGE THERAPY ETHICS AND LAWS

Fall

This course is designed to explore ethical issues and laws that affect massage therapists including professional standards, therapeutic relationships and boundaries. Students will discuss behaviors that are ethical and unethical. Missouri and Illinois laws will be covered. Other topics include hygiene and universal precautions, HIV, hepatitis, and the importance of continuing education and professional development.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

MTP 103 ANCILLARY MODALITIES

Fall

This course addresses various topics related to the practice of massage therapy. Students will learn about stretching, hydrotherapy, nutrition and metabolism, aromatherapy, time management and stress management. Also included is an introduction to Traditional Chinese Medicine.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

MTP 104 MASSAGE THERAPY TECHNIQUES I

Fall

This course is designed to provide the initial training in therapeutic massage. Students will learn Swedish massage techniques and how to apply them to various body parts. Other topics include use of equipment and supplies, positioning, draping, palpation, pressure, effects of massage, and self-care for massage therapists, including body mechanics and avoiding burnout.

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

Prerequisite(s): None

MTP 201 ADVANCED MASSAGE THERAPY

Spring

This course is designed to provide the student with the opportunity to learn various massage techniques such as sports massage, seated massage, positional release and myofascial release. Students will also learn the characteristics of deep tissue massage.

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

Prerequisite(s): Successful completion of Introduction to Massage Therapy-MTP 101, Massage Therapy Techniques I-MTP 104, and Anatomy and Physiology-BIO 212

MTP 202 MASSAGE THERAPY ANATOMY

Spring

This course is designed to focus on the tissues most affected by massage therapy – muscles and fascia. Students will study the origins, insertions, and actions of major muscles, and will trace meridians of fascia through the body. Emphasis will be placed on muscle actions and kinesiology.

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

Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212

MTP 203 MASSAGE THERAPY BUSINESS PRACTICES

Spring

This course is designed to explore the various aspects of developing and maintaining a successful therapeutic massage practice. Topics include career decisions, job hunting skills, record keeping, starting a massage business, and marketing strategies.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

MTP 204 MASSAGE THERAPY TECHNIQUES II

Spring

This course is designed to expand the skills of students in treatment planning and performing therapeutic massages. Students will learn the differences between massage for relaxation and therapeutic massage, and how to develop a treatment plan. Other topics include joint mobilization, massage in medical settings, newborn massage, prenatal massage and techniques for various pathologies. Students will be required to work in clinical settings outside of class.

Credit: 4 hours – One lecture and 6 lab hours per week.

Prerequisite(s): Successful completion of Introduction to Massage Therapy-MTP 101, Massage Therapy Techniques I-MTP 104, and Anatomy and Physiology-BIO 212

MTP 205 MASSAGE THERAPY TECHNIQUES III

Summer

This course is designed to provide the student with the opportunity to apply the principles, techniques and procedures learned in previous massage courses. Emphasis will be on performing full body massages that meet the client's needs and goals. Muscle locations will be reviewed, and students will study trigger points and pain referral patterns. The structure and functions of the body systems will be reviewed.

Credit: 4 hours – Two lecture and 4 lab hours per week.

Prerequisite(s): Successful completion of Introduction to Massage Therapy-MTP 101, Massage Therapy Techniques I-MTP 104, Advanced Massage Therapy-MTP 201, Massage Therapy Anatomy-MTP 202, Massage Therapy Techniques II-MTP 204 and Anatomy and Physiology-BIO 212

MATHEMATICS

MAT 041 INTRODUCTION TO ALGEBRA

Fall/Spring/Summer

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 - Three lecture hours per week.

Prerequisite(s): None

MAT 042 INTRODUCTION TO GEOMETRY

Fall/Spring

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

Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better.

MAT 046 DEVELOPMENTAL MATH

Fall/Spring

Review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and metrics. Students are placed into this course by their placement scores. In order to advance to the next mathematics course (MAT 0041), students must complete this course with a grade of "A", or a comparable score on the exit exam for this course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

MAT 110 GENERAL EDUCATION MATHEMATICS

T M1 904 Fall/Spring/Summer

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, counting techniques and probability, statistics, and finance or geometry. Calculators will be used extensively.

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 111 MATH FOR ELEMENTARY TEACHERS I

T Fall

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: 4 hours - Four lecture hours per week.

Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 112 MATH FOR ELEMENTARY TEACHERS II

T M1 903 Spring

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

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): Math for Elementary Teachers-MAT 111 recommended.

MAT 113 QUANTITATIVE LITERACY

T M1 901 Fall/Spring

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(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 114 INTERMEDIATE ALGEBRA

Fall/Spring/Summer

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: 5 hours - Five lecture hours per week.

Prerequisite(s): Introduction to Algebra-MAT 041 with grade of C or better or 1 year of high school algebra with grade of C or better, or equivalent.

MAT 115 PRE-CALCULUS

T

Fall/Spring

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.

Prerequisite(s): 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

Fall/Spring

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(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

MAT 117 CALCULUS I

T

M1 900

Fall/Spring

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(s): Pre-Calculus-MAT 115, or a combination of College Algebra-MAT 116 and Trigonometry-MAT 118, or equivalent math background in high school.

MAT 118 TRIGONOMETRY

T

Spring

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(s): College Algebra-MAT 116 or equivalent.

MAT 119 FINITE MATHEMATICS

T

M1 906

Spring

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(s): College Algebra-MAT 116 or Pre-calculus-MAT 115 with a grade of "C" or better.

MAT 121 TECHNICAL MATHEMATICS

Fall

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better.

MAT 122 APPLIED BASIC MATHEMATICS

Spring/Summer

This course includes topics in mathematics that are frequently encountered in many vocational areas. It is especially suitable for students in nursing and food service programs. The topics covered include fractions, mixed numbers, decimals, percents, metrics measurements, and ratios and proportions. Approximately a third of this course will be devoted to real problems from the student's career program.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

MAT 161 APPLIED VOCATIONAL MATH

By Request

Study of math concepts as applied to practical problems in the technical and occupational fields.

Credit: 1 hour - One lecture hour per week

Prerequisite(s): None

MAT 210 ELEMENTARY STATISTICS

T M1 902 Fall/Spring/Summer

This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binominal and normal distributions, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used in this course.

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

Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background.

MAT 211 CALCULUS II

T M1 900 Spring/Summer

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

Credit: 5 hours - Five lecture hours per week.

Prerequisite(s): Calculus I-MAT 117 with a grade of "C" or better

MAT 212 CALCULUS III

T M1 900 Fall

Parametric equations, vector functions, multiple integrals, partial differentiation, 3-space, vector calculus, curvilinear motion, and an introduction to differential equations.

Credit: 5 hours - Five lecture hours per week.

Prerequisite(s): Calculus II-MAT 211 with a grade of "C" or better

MLT 121 SEROLOGY

Spring

This course covers an introduction to immunology with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions, and serological procedures most widely performed in the clinical laboratory will be covered in the eight week course.

Credit: 1.5 hour - One lecture and one lab hour per week

Prerequisite(s): Introduction to Clinical Laboratory-MLT 120

MLT 122 CLINICAL MICROSCOPY

Spring

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(s): Introduction to Clinical Laboratory-MLT 120

MLT 123 INTRODUCTION TO PHLEBOTOMY

Spring

This course will cover the phlebotomist's role in health care, confidentiality and ethics, Patient's Bill of Rights, Quality Assurance, basic anatomy and physiology of the circulatory system, safety, infection control, isolation techniques, OSHA Standards, handling accidental needle stick exposures, phlebotomy equipment, phlebotomy technique such as the routine venipuncture, dermal punctures, drawing difficult patients, specimen collection and handling, compliance, customer service, patient identification procedures, and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will only observe arterial draws in the clinical setting.

Credit: 1.5 hour - One lecture and one lab hour per week

Prerequisite(s): Certified Nursing Assistant, EMT, LPN, RN or other appropriate health care background.

MLT 223 IMMUNOHEMATOLOGY

Fall

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(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 224 HEMATOLOGY

Fall

An introduction to the study of clinical hematology, which 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 are stressed. The collection, handling, and processing of samples are covered in detail.

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

Prerequisite(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 225 CLINICAL CHEMISTRY

Spring

An introduction to the study of clinical chemistry. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and the interpretation of test results.

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

Prerequisite(s): Hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 226 APPLIED CLINICAL MICROBIOLOGY

Spring

A study of the normal and pathogenic micro flora of man with emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the types of media used for culturing microorganisms, 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(s): Hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

MLT 227 COAGULATION

Fall

Coagulation will provide the student with the essential aspects of hemostasis and coagulation. The course curriculum will focus on the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimes, and laboratory methods for the analysis of clinical conditions.

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

Prerequisite(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

MLT 251 CLINICAL ROTATION I

Fall

Clinical Rotation I is a supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor.

Credit: 3 hours - Fifteen lab hours per week

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

MLT 252 MLT CLINICAL ROTATION II

Spring

Clinical Rotation II is a supervised clinical experience in chemistry/urinalysis and in microbiology/serology. The supervision is done by the clinical site coordinator/lab director/instructor.

Credit: 3 hours - Fifteen lab hours per week.

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

MILITARY (ROTC)

MIL 101 THE AIR FORCE TODAY

T

By Request

Survey course briefly treating chief topics relating to the Air Force and defense. It focuses on the organizational structure and mission of the Air Force organizations, officership and professionalism and includes an introduction to communicative skills.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

MIL 102 THE AIR FORCE TODAY LAB
T By Request

Weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies.

Credit: 1 hour – Two lab hour per week.

Prerequisite(s): None

MIL 201 EVOL OF US AIR FORCE/SPACE POWER
T By Request

Features topics on Air Force heritage and leaders; introduction to air and space power through examination of competencies and functions; and continued application of communication skills. Its purpose is to instill an appreciation of the development and employment of air power and to motivate sophomore students to transition from Air Force ROTC cadet to Air Force ROTC officer candidate. In addition, aspects of the 200 course begin to prepare cadets for tier experiences at field training.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

MIL 202 EVOL OF US AIR FORCE/SPACE POWER LAB
T By Request

Weekly laboratory consisting of Air Force customs and courtesies, health and physical fitness and field training orientation.

Credit: 1 hour – Two lab hour per week.

Prerequisite(s): None

MUSIC

MUS 110 MUSIC IN THE ELEMENTARY SCHOOL
T By Request

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(s): None

MUS 111 COLLEGE CHOIR
T Fall/Spring

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: 2 hours - Four lab hours per week.

Prerequisite(s): None

MUS 112 FUNDAMENTALS OF MUSIC
T By Request

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(s): None

MUS 211 INTRODUCTION TO RECORDING TECHNIQUES

T Spring

Introduction to basic techniques and procedures encountered 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(s): None.

MUS 212 TECHNIQUES OF TEACHING GENERAL MUSIC

T Spring

Methods and materials for teaching general music classes in elementary and secondary schools.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

MUS 213 HARMONY, EAR TRAINING AND SIGHT SINGING III

T Fall

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(s): Harmony, Ear Training and Sight Singing II-MUS 114

MUS 214 HARMONY, EAR TRAINING AND SIGHT SINGING IV

T Spring

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(s): Harmony, Ear Training and Sight Singing III-MUS 213

MUS 215 RECITAL PERFORMANCE/PREPARATION

T Spring

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.

Prerequisite(s): None

MUS 216 CONDUCTING

T Fall

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(s): Instructor consent

MUS 217 MIDI APPLICATION

T Fall

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.

Prerequisite(s): None

MUS 218 MUSIC BUSINESS

T

Spring

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(s): Music Major or Instructor Consent

MUS 219 MIDI IN THE PUBLIC SCHOOL

T

By Request

An introduction of MIDI basics that includes hardware, software, sound generator, computer requirements and setup. Emphasis will be placed on how MIDI can be implemented in the music classroom. Included will be a survey of software (Sequencing, Notation, Educational) and application.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

NETWORK SPECIALIST (CISCO)

CIS 101 NETWORK FUNDAMENTALS

Fall

This course introduces the seven layers of the OSI networking model and relates network hardware components and networking protocols to the proper layer of the OSI model. Logical network addressing schemes will be covered using IP class addresses and subnetting of IP network address for organization of a network. This course will include lecture, computer assisted-learning with CISCO online curriculum and hands-on lab work.

Credit: 3 hours- Three lecture hours per week.

Prerequisite(s): None

CIS 102 ROUTING THEORY

Fall

This course introduces the methods of configuring CISCO routers for proper utilization within a network or an internetwork. Students will manually configure as well as update configuration of CISCO routers through transfer of text-edited files. Proper encapsulation of transmission lines and routing protocols will be implemented in the router configurations. This course will include lecture, computer assisted-learning with CISCO online curriculum and hands-on lab work.

Credit: 3 hours- Three lecture hours per week.

Prerequisite(s): Networking Fundamentals – CIS 101

CIS 199 NETWORK INTERNSHIP

Fall/Spring/Summer

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

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development-INT 111 and instructors approval

CIS 201 LAN SWITCHING

Spring

This course introduces the concepts of CISCO switch settings and configuration of the switch to allow for easier maintenance and security of a network. LANs within a switch or between switches will be created during hands-on labs. Also, students will compile ACLs on router ports to build a hardware firewall for securing the functions of the TCP/IP protocol suite to specified hosts or subnetworks on the internetwork. This course will include lecture, computer assisted-learning with CISCO online curriculum and hands-on lab work.

Credit: 3 hours- Three lecture hours per week.

Prerequisite(s): Routing Theory – CIS 102

CIS 202 ADVANCED PROJECTS

Spring

This course applies the fundamentals of LAN and WAN configuration while implementing various routing and routed protocols. NetWare's IPX routed protocol along with the IP routed protocol is implemented on router ports with dividing ports into sub-ports. Students will complete a Case Study for a California School District proposing a LAN/WAN setup to meet CISCO guidelines. The web-based project will be submitted through ftp to the CISCO site. This course will include lecture, computer assisted-learning with CISCO online curriculum and hands-on lab work.

Credit: 3 hours- Three lecture hours per week.

Prerequisite(s): LAN Switching – CIS201

NURSING

NUR 114 INTRAVENOUS THERAPY FOR NURSES

By Request

This intravenous therapy course allows for the expanded role of the licensed practical nurse and serves as a refresher for the registered nurse. The course includes the administration of intravenous fluid treatments, pursuant to prescription and in accordance with the laws of the states of Illinois, Missouri, and Kentucky. Through didactic and practical experiences, knowledge, skills and competencies in administration of IV therapy, which will qualify licensed nurses to perform this procedure safely, will be presented.

Credit: 3 hours – 1.5 lecture and .5 lab hours per week.

Prerequisite(s): Current nursing license/license pending.

NUR 115 ADVANCED INTRAVENOUS THERAPY

By Request

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(s): Successful completion of a nursing program or permission of instructor.

NUR 133 NURSE ASSISTANT INSTRUCTOR

By Request

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(s): RN licensure in the State of Illinois. Two years of nursing experience.

NUR 214 NURSING LEADERSHIP AND MANAGEMENT

By Request

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(s): Graduates of a state approved Practical or Registered Nursing Program.

OCCUPATIONAL THERAPY ASSISTANT

OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY

Fall

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(s): Admission to the OTA program

OTA 110 CLINICAL OBSERVATION I

Fall

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(s): Admission to the OTA program

OTA 111 CLINICAL OBSERVATION II

Fall

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(s): Activities of Daily Living-OTA 112, Occupational Therapeutic Media-OTA 120, Occupational Therapy Group Process-OTA 122, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 112 ACTIVITIES OF DAILY LIVING

Spring

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

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

Prerequisite(s): 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

Spring

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(s): 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 122 OCCUPATIONAL THERAPY GROUP PROCESS

Spring

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

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

Prerequisite(s): 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 200 PSYCHOSOCIAL THERAPY AND PRACTICE

Fall

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(s): Activities of Daily Living-OTA 112, Occupational Therapeutic Media-OTA 120, Occupational Therapy Group Process-OTA 122, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 202 OCCUPATIONAL THERAPY IN PHYSICAL DISABILITIES

Spring

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(s): 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 205 OCCUPATIONAL THERAPY IN PEDIATRICS

Fall

An analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance.

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

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 210 OCCUPATIONAL THERAPY THEORY I

Fall

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(s): Admission to the Occupational Therapy Assistant Program

OTA 211 OCCUPATIONAL THERAPY THEORY II

Fall

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(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, and Occupational Therapy in Physical Disabilities-OTA 202

OTA 217 FIELDWORK EXPERIENCE I

Spring

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 eight weeks in each of two different sites (I and II) for a total of sixteen weeks.

Fieldwork is designed to provide the opportunity to make the transition from "student to clinician."

Within the eight weeks students are expected to perform the functions of a practicing therapist. It is expected that at the end of the eight weeks the student should be functioning at entry-level with close supervision needed. 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. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience. Fieldwork Experience I must be successfully completed within 18 months of academic coursework.

Credit: 4 hours – 40 clinic hours for 8 weeks.

Prerequisite(s): Successful completion of ALL academic coursework of first three program semesters, successful completion of any portion of Occupational Therapy Administration provided prior to Fieldwork in the final semester schedule, valid and current CPR card.

OTA 218**FIELDWORK EXPERIENCE II****Spring**

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 eight weeks in each of two different sites (I and II) for a total of sixteen weeks. Fieldwork is designed to provide the opportunity to make the transition from "student to clinician" Within the eight weeks students are expected to perform the functions of a practicing therapist. It is expected that at the end of the eight weeks the student should be functioning at entry-level with close supervision needed. 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. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience. Fieldwork Experience II must be successfully completed within 18 months of academic coursework.

Credit: 4 hours – Forty clinic hours weekly for 8 weeks.

Prerequisite(s): Successful completion of ALL academic coursework of first three program semesters, successful completion of any portion of Occupational Therapy Administration provided prior to fieldwork in the final semester schedule, valid and current CPR card.

OTA 250**OCCUPATIONAL THERAPY ADMINISTRATION****Spring**

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 and web-based instruction format.

Prerequisite(s): Occupational Therapy Theory II-OTA 211, Psychosocial Therapy and Practice-OTA 200, Occupational Therapy in Pediatrics-OTA 205, and Clinical Observation II-OTA 111

PARAMEDIC**EMS 111****PARAMEDIC I****Fall/Spring**

This course expands the basic EMT's level of patient assessment skills, including assessment of the trauma patient. Respiratory system anatomy and physiology of disease, injuries and other dysfunctions will be studied. Advanced airway techniques and management and pharmacology will be taught.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Completion of pre-entrance basic skills test with score of 80% or above. Current Illinois EMT-B or EMT-I license. Current CPR certification.

EMS 112 PARAMEDIC II

Fall/Spring

This course expands on the Paramedic I Curriculum by increasing the EMT's knowledge of cardiovascular anatomy and physiology. Extensive training in ECG interpretation and cardio-active pharmacology will be given. Increased training in respiratory anatomy and physiology will be given and assessment-based patient management will be taught. Metabolic, environmental and gynecological emergencies will be covered along with interventions for the geriatric and pediatric population. The student will be taught to recognize and intervene in allergic reactions and poisoning/overdose situations. The student will have training in neurological, abdominal, and behavioral emergencies.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 111-Paramedic I

EMS 113 PARAMEDIC III

Fall/Spring

This course expands on the Paramedic I and Paramedic II courses by increasing the EMT's knowledge base with expanded anatomy and physiology courses and assessment skills. Advanced Pharmacology and advanced airway skills will be taught. The student will be taught clinical decision making skills as well.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 112-Paramedic II

EMS 114 PARAMEDIC IV

Fall/Spring

This course expands on the Paramedic III course by increasing the EMT's knowledge base with expanded cardiology and pulmonology courses and assessment skills. Advanced pharmacology for the cardiac and pulmonary patient will be taught. The student will be taught care for the acute, chronic patient and the pediatric patient. The student will be taught care in gynecology, obstetrics, and neonatology.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 113-Paramedic III

EMS 115 PARAMEDIC V

Fall/Spring

This course expands on the Paramedic IV course by increasing the EMT's knowledge base with assessment skills and interventions for the trauma patient. The student will be taught care for the patient with multi-system trauma injuries as well as body system specific injuries. The student will be taught methods for resuscitating shock trauma patients, neurological assessment and treatments for the head-injured patient. The student will be taught disorders of the hematological, endocrine, nephrological, gastroenterological, and urological systems. This course will prepare the student for state and/or national examination for licensure/certification at the paramedic level. The student will also be instructed in ambulance operations ranging from mass casualty incidents to hazardous material awareness.

Credit: 10 hours – Five lecture and 10 lab hours per week.

Prerequisite(s): Successful completion of EMS 114-Paramedic IV

PHILOSOPHY

PHI 215 PHILOSOPHY

T H4 900

Fall/Spring

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(s): None

PHI 216 **LOGIC**
T **H4 906** **By Request**

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 exercises and the detection of formal and informal fallacies.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

PHI 217 **ETHICS IN HEALTH CARE**
T **By Request**

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(s): None

PHI 218 **INTRODUCTION TO ETHICS AND VALUES**
T **H4 904** **By Request**

Introduction to representative ethic systems, approaches to problems of values and conduct. A study of the principal ethical theories and concepts of human conduct and character as well as critical evaluation of these theories and concepts as they apply to particular moral problems and decisions.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

PHI 219 **RELIGION IN AMERICAN SOCIETY**
T **Fall/Spring**

This course is designed as a survey of the role of religion in the development of American history. Its focus will be on the pluralism of religious beliefs in America as well as the ways in which religion has served as a unifying force throughout American history. It will examine religion from a social, cultural, intellectual and political perspective.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

PHYSICAL EDUCATION

PE 110 **PHYSICAL EDUCATION**
T **By Request**

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(s): None

PE 112 **PHYSICAL EDUCATION/BEGINNING TENNIS**
T **By Request**

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(s): None

PE 113 PHYSICAL EDUCATION/INTERMEDIATE TENNIS

T By Request

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(s): Beginning Tennis-PE 112

PE 114 PHYSICAL EDUCATION/GOLF

T By Request

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(s): None

PE 116 PHYSICAL EDUCATION/VOLLEYBALL

T By Request

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(s): None

PE 190 INTRODUCTION TO COACHING

T By Request

A comprehensive introduction to the arts 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(s): None

PE 210 PHYSICAL EDUCATION/BASKETBALL

T By Request

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(s): None

PE 211 PHYSICAL EDUCATION/DANCE I

T By Request

This course consists of exercise for physical fitness. Dance exercises for cardiovascular system and lungs, and weight loss are emphasized.

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

Prerequisite(s): None

PE 212 PHYSICAL EDUCATION/SOFTBALL/BASEBALL

T By Request

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(s): None

PHYSICAL SCIENCE

PHS 111 PHYSICAL SCIENCE – CHEMISTRY
T P9 900L Fall/Spring/Summer

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(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better.

PHS 112 PHYSICAL SCIENCE – PHYSICS
T P9 900L Spring

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(s): Introduction to Algebra – MAT 041 or equivalent, strongly recommended.

PHYSICS

PHY 116 COLLEGE PHYSICS I
T P1 900L Fall/Spring

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(s): Intermediate Algebra-MAT 114 (Pre-calculus-MAT 115 or Trigonometry-MAT 118 are recommended)

PHY 117 COLLEGE PHYSICS II
T Spring

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(s): Introductory Physics I-PHY 116 or equivalent, Pre-calculus-MAT 115 or Trigonometry-MAT 118

PHY 120 CONCEPTUAL PHYSICS
T By Request

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(s): None

PHY 216 **UNIVERSITY PHYSICS I**
T **P2 900L** **Fall**

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(s): Introduction to Physics I-PHY 116 or equivalent and Calculus I-MAT 117.

PHY 217 **UNIVERSITY PHYSICS II**
T **Spring**

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(s): University Physics I-PHY 216 and Calculus II-MAT 211 or concurrent enrollment.

POWER SYSTEMS

PST 111 **ENERGY MANAGEMENT & SYSTEM TECHNOLOGY**
By Request

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(s): None

PST 113 **ELECTRIC POWER GENERATION**
By Request

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(s): None

PST 114 **POWER EQUIPMENT LAB**
By Request

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

Prerequisite(s): None

PST 160 **INDUSTRIAL MAINTENANCE**
By Request

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(s): None

PST 190 POWER SYSTEMS INTERNSHIP

By Request

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

PRACTICAL NURSING

PN 114 GROWTH AND DEVELOPMENT FOR PNs

Fall

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(s): Admission to the Practical Nursing Program

PN 115 CLINICAL NURSING - PART I

Fall

The purpose of PN 115 is to allow the student the appropriate supervised time to practice in a clinical facility the theory material presented in Fundamentals of Nursing-PN 121, Growth and Development for PNs-PN 114, and Nursing Procedures-PN 128.

Credit: 3 hours - Nine lab hours per week.

Prerequisite(s): Admission to the Practical Nursing Program and current CPR certification.

PN 116 CLINICAL NURSING - PART II

Spring

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(s): Successful completion of the first semester of the Practical Nursing Program and current CPR certification.

PN 117 OBSTETRIC CLINICAL

Spring

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(s): Successful completion of the first semester of the Practical Nursing Program and current CPR certification.

PN 118 FIRST RESPONDER

By Request

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(s): None

PN 119 CLINICAL NURSING PART III

Summer

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(s): Successful completion of the second semester of the Practical Nursing Program and current CPR certification.

PN 120 BASIC NURSE ASSISTANT

Fall/Spring/Summer

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(s): Admission to the Nurse Assistant Program

PN 121 FUNDAMENTALS OF NURSING

Fall

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(s): Admission to the Practical Nursing Program

PN 125 INTRODUCTION TO MENTAL HEALTH

Spring

This course is designed to present materials and create thinking relating to nursing care regarding the patient's mental health and their affective domain. The student will become aware of attitudes and feelings of both self and patients when faced with critical issues and decisions relating to impending surgery, loss of extremity, fright, depression, drug and alcohol abuse, dying, etc. The course includes nursing interventions and communication skills as related to the different situations.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Successful completion of the first semester of the Practical Nursing program.

PN 126 INTRODUCTION TO PHARMACOLOGY

Fall

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(s): Admission to the Practical Nursing Program

PN 128 NURSING PROCEDURES

Fall

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(s): Admission to the Practical Nursing Program.

PN 129 MEDICAL-SURGICAL NURSING – I

Spring

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(s): 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

Spring

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 obstetric division.

Credit: 2 hours - Two lecture hours per week.

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

PN 132 NURSING CARE OF THE CHILD

Spring

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(s): Successful completion of the first semester of the Practical Nursing Program

PN 133 PHARMACOLOGY

Spring

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(s): Successful completion of the first semester of the Practical Nursing Program.

PN 137 MEDICAL-SURGICAL NURSING II

Summer

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(s): Successful completion of the second semester of the Practical Nursing Program.

PN 165 PHYSICAL REHABILITATION AIDE

By Request

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(s): Certified Nurse Assistant

PN 170 GERIATRIC NURSING

Fall

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(s): Admission to the Practical Nursing Program.

PSYCHOLOGY

PSY 110 CAREER DECISION MAKING

T

By Request

Introduction and examination of the career decision making steps. Emphasis on career development, job attainment, job survival, leadership, self-development and personal skill. Competencies Occupational interest survey will be administered during the course.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

PSY 124 BEHAVIOR - ASSESSMENT/MODIFICATION

By Request

This is an introductory course in the study of techniques that affect 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(s): None

PSY 211 INTRODUCTION TO PSYCHOLOGY

T

S6 900

Fall/Spring/Summer

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(s): None

PSY 213 EDUCATION OF EXCEPTIONAL CHILDREN

T

Fall

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(s): None

REAL ESTATE

REP 121 INTRODUCTION TO REAL ESTATE SALES

By Request

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(s): None

REP 123 ADVANCED TRANSACTIONS

By Request

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: 1 hour - One lecture hour per week. (16 contact hours)

Prerequisite(s): Introduction to Real Estate Sales-REP 121 or a valid real estate salesperson license.

REP 124 CONTINUING EDUCATION/CORE COURSE

By Request

Pursuant to the License Act of 2000, Article 5, Section 5-70(d), the CE requirement for brokers and salespersons shall consist of a mandatory core curriculum. In meeting the CE requirements of the act, at least six (6) hours per renewal period or their equivalent shall be completed in the core curriculum. A broker is expected to comply with the core curriculum requirement for their renewal. This core course will cover license law, escrow, aging and fair housing.

Credit: .5 hours - .5 lecture hours per week (6.5 contact hours)

Prerequisite(s): Valid real estate salesperson license

REP 125 CONTINUING EDUCATION/ELECTIVE COURSE

By Request

In meeting the CE requirements of the License Act of 2000, Article 5, Section 5-7(d), the CE requirement for brokers and salespersons shall include at least six (6) hours per renewal period or their equivalent shall be completed in the elective curriculum. This elective course will cover antitrust, residential brokerage, office and advertising regulations, and property management.

Credit: .5 hours - .5 lecture hours per week (6.5 contact hours)

Prerequisite(s): Valid real estate salesperson license

REP 219 CONTRACTS AND CONVEYANCES

By Request

Contracts and Conveyances shall consist of a minimum of 15 class hours and shall be mandatory for all broker candidates. The course will include instruction in deeds, fixtures, contracts, closings, foreclosure and redemption, land use controls, landlord/tenant relationship, cooperative, and condominiums.

Credit: 1 hour - 1 lecture hour per week.

Prerequisite(s): Valid real estate salesperson license

REP 220 BROKERAGE ADMINISTRATION

By Request

Brokerage Administration shall consist of a minimum of 15 class hours and shall be mandatory for all broker candidates. The course will include instruction in Illinois real estate law and licensure, listings, title search, closing, contract forms, and the broker/salesperson relationship.

Credit: 1 hour – 1 lecture hour per week.

Prerequisite(s): Valid real estate salesperson license

REP 221 REAL ESTATE PRINCIPLES

By Request

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(s): Valid real estate salesperson license

REP 222 REAL ESTATE APPRAISAL

By Request

Principles and techniques of real estate appraisal.

Credit: 1 hours - One lecture hours per week. (15 contact hours)

Prerequisite(s): Valid real estate salesperson license

REP 223 REAL ESTATE FINANCING

By Request

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(s): Valid real estate salesperson license

REP 224 IL I STANDARDS OF PROFESSIONAL PRACTICES

By Request

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(s): None

REP 225 IL II FOUNDATION OF REAL ESTATE APPRAISAL

By Request

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(s): None

REP 226 IL III RESIDENTIAL REAL ESTATE APPRAISAL

By Request

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(s): None

REP 227 IL IV REAL ESTATE APPRAISAL METHODS

By Request

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 statistics, site evaluation, cost approval, sales comparison, income approach, and appraisal reports.

Credit: 2 hours - Two lecture hours per week. (30 contact hours)

Prerequisite(s): None

REP 228 IL V PRINCIPLES OF CAPITALIZATION

By Request

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(s): None

REP 229 IL E: APPRAISAL APPLICATIONS

By Request

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(s): None

REP 230 CONTINUING EDUCATION APPRAISAL RENEWAL

By Request

This course is designed for individuals seeking continuing education for appraisal licensure renewal. The course covers uniform standards of professional practices updates and updates 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(s): None

REP 231 IL VI: RESIDENTIAL REPORT WRITING

By Request

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(s): None

REP 232 IL VII: NON-RESIDENTIAL REPORT WRITING

By Request

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(s): None

SEMINAR

SEM 101 COLLEGE SURVIVAL

T

Fall/Spring/Summer

This course is designed to assist in the understanding of what it takes to be a successful student utilizing educational and personal opportunities. Students will develop learning and personal skills in order to become confident in reaching their educational goals.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

SEM 111 COLLEGE ORIENTATION

T

Fall/Spring/Summer

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(s): None

SEM 112 ORIENTATION TO SAFETY

By Request

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(s): None

SOCIOLOGY

SOC 122 INTRODUCTION TO SOCIAL PROBLEMS
T S7 901 Fall

This course includes an analysis of contemporary social problems with an investigation of theories on social organization and conflict. Historical perspectives, significance within current society, and proposed plans of resolution are considered.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 123 SUBSTANCE ABUSE
T By Request

A social-psychological study of the characteristics of substance abuse and its ramifications for society.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 212 SOCIOLOGY
T S7 900 Fall/Spring/Summer

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(s): None

SOC 215 DEATH & DYING IN AMERICAN SOCIETY
T Spring

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(s): None

SOC 217 MARRIAGE AND FAMILY
T S7 902 Fall/Spring

This is a survey of the contemporary family in historical and cross-cultural perspectives. It includes trends in mate selection, marriage, parenting, employment, divorce, gender roles, communication and generational issues within the family. Focus will be given to factors causing change, effect of, and future trends.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

SOC 218 CULTURAL DIVERSITY
T S7 903D Spring

This course includes an analysis of racial, religious, ethnic and other groups, examining persistence of group identity, inter-group relations, social movements, government policy and related social problems.
Credit: 3 hours - Three lecture hours per week.
Prerequisite(s): None

STP 126 CLINICAL ROTATION IN SURGICAL TECHNOLOGY II

Summer

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. This course is offered PASS/FAIL.

Credit: 5 hours - Fifteen lab hours per week.

Prerequisite(s): Certified in CPR, STP 125-Clinical Rotation in Surgical Technology I, BIO 215-Intro to Human Physiology, and BIO 218-Intro to Microbiology.

STP 127 PHARMACOLOGY FOR HEALTH PROFESSIONS

Fall

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(s): STP 121-Introduction to Surgical Technology.

SURVEYING

SUR 120 INTRODUCTION TO SURVEYING

Spring

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(s): None

SUR 130 GPS SATELLITE SURVEYING

By Request

This course is designed to give students a basic knowledge of surveying using the Global Positioning System, which is increasingly required for modern surveying. Students will learn to operate a GPS receiver and measure the necessary triangulation coordinates.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

TRUCK DRIVING

TDR 165 ORIENTATION TO TRUCK DRIVING

Fall/Spring/Summer

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(s): None

TDR 166 TRUCK DRIVING

Fall/Spring/Summer

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 - Four lecture and four lab hours per week for eight weeks

Prerequisite(s): None

TDR 167 TRUCK DRIVER/CDL REFRESHER

Fall/Spring/Summer

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(s): Must possess current CDL and DOT physical

TDR 168 LOAD SECUREMENT

Fall/Spring/Summer

This course is designed to familiarize the student with semi-trailer load placement and securement. The course includes instruction in chaining, strapping, and tarping of loads.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

TDR 199 TRUCK DRIVING EXTERNSHIP

Fall/Spring/Summer

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(s): Truck Driving - DRV 166

VITICULTURE TECHNOLOGY

VIN 111 VINEYARD ESTABLISHMENT & MAINTENANCE

Fall/Spring

This course is designed to introduce students to current practices for establishing a commercial vineyard and maintaining its health and productivity once established. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, vine propagation, weed control, vine disease control, and pruning. Four field sessions consisting of field hands-on experience will be scheduled in area vineyards.

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

Prerequisite(s): None

VIN 113 SPRING VITICULTURE TECHNOLOGY

Spring

This course is designed to provide students initiated in the field of viticulture with an extension of the practical viticulture covered in VIN 111. The content has been selected to serve as a foundation to those who seek to further their training in this area of alternative agriculture, and includes all those topics and activities performed in commercial vineyards during the spring season. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial viticulture.

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

Prerequisite(s): Vineyard Establishment & Maintenance-VIN 111

VIN 115 SUMMER VITICULTURE TECHNOLOGY

Summer

This course is designed to provide students initiated in the field of viticulture with an extension of the practical viticulture covered in VIN 113. The content has been selected to serve as a foundation to those who seek to further their training in this area of alternative agriculture, and includes all those topics and activities performed in commercial vineyards during the summer. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial viticulture.

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

Prerequisite(s): Vineyard Establishment and Maintenance-VIN 111 or consent of the instructor or Spring Viticulture Technology-VIN 113 (recommended)

VIN 118 CELLAR SANITATION AND MAINTENANCE

Fall

This is a course in the basic science and technology of cellar sanitation. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee interested in career development. The home winemaker that has never undergone any formal training on the subject may also benefit from this basic course. The course covers all methods used for cellar sanitation including premises, tanks, pumps, filters, oak barrels and sampling equipment, including but not limited to chemical agents, reagents, and thermal treatments leading to sterile bottling. Environmental issues and compliance are also addressed.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Introduction to Enology (recommended).

VIN 126 INTERMEDIATE ENOLOGY

Spring

This is a 2-credit hour course in the science and technology of winemaking. It is intended for the experienced intermediate winemaker, the winery employee interested in career development, or the advanced home winemaker that is seeking new challenges. Basic organic chemistry, microbiology, and some mathematics familiarity is recommended.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Introduction to Enology-VIN 116.

VIN 146 INTRODUCTION TO ENOLOGY

Fall/Spring

This is an intensive twelve (12) week course in the basic science and technology of winemaking. It is intended for the entrepreneur exploring business opportunities in the grape wine industry, and/or the prospective small winery employee interested in career development. The home winemaker that has never undergone any formal training on the subject may also benefit from this basic course.

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

Prerequisite(s): Vineyard Establishment and Maintenance-VIN 111 (recommended).

VIN 147 HARVEST FRESH VINIFICATION

Fall

This is an intensive five (5) week, all labs, course that covers the technology of winemaking starting from freshly harvested grapes. It is intended for the practitioner interested in acquiring and building vinification skills associated with the harvest season in the Midwest of the United States. This is a hands-on practical course covering harvest to bottling. Lectures will be coordinated in a partnership with a local winery.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Introduction to Enology-VIN 116

VIN 213 MIDWEST VINEYARD MANAGEMENT

Fall

This course is designed to serve as an in-depth study of commercial grape growing in the Midwest of the United States. Topics include detailed study of vine physiology, vineyard soils, climatic factors, balanced pruning, integrated pest management, and advanced canopy management.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): Vineyard Establishment and Maintenance-VIN 111 or consent of the instructor or Spring Viticulture Technology-VIN 115.

VIN 215 VITICULTURE FOR SECONDARY EDUCATORS

Summer

This course is designed to train and inform prospective secondary educators who are interested in starting or expanding a viticulture program at the high school level. Topics covered include course development, student vineyard layout, development of laboratory experiences, field lectures, varietal selection, table grapes, equipment needs, web based resources, and funding sources.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Vineyard Establishment and Maintenance-VIN 111.

VIN 216 SENSORY EVALUATION

Spring

This is a course intended for those individuals who need to develop an understanding of the principles of sensory evaluation used in commercial wine making. It will also be of benefit to the wine enthusiast who is interested in reaching advanced levels of appreciation as well as to the producer, the wine merchant, and ultimately the enologist, who by the nature of the profession needs to discern flavors and establish tasting benchmarks.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Introduction to Enology-VIN 116.

VIN 217 FALL WINERY TECHNOLOGY

Fall

This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as is performed during the period of the fall of the year following the harvest. The student is expected to improve his understanding of the methods and science involved by participating in each of the various activities associated with white and red wine production. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial enology.

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

Prerequisite(s): Introduction to Enology-VIN 116.

VIN 219 WINTER WINERY TECHNOLOGY

Spring

This course is designed to provide students initiated in the field of enology with actual and practical exposure to the technology of wine making as is performed during the passive vineyard periods associated with winter. The student is expected to improve his understanding of the methods and science involved by participating in each of the various activities associated with finished wine production. The course is designed to serve as actual practical exposure and may qualify as experience for those seeking employment in commercial enology.

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

Prerequisite(s): Introduction to Enology-VIN 116.

VIN 230 WORLD VITICULTURE FIELD STUDY

Summer

This is a travel study abroad course designed to introduce viticulture and enology majors and/or entrepreneurs interested in learning first hand about the potential benefits of holistic viticulture to rural economic development. This course will familiarize students with viticulture and enology and the socio-economic impact of alternative agriculture and regions of the world where it has historically succeeded. Study regions targeted are California, Europe (France, Italy, and Spain), South America (Argentina, Peru, and Chile), and Australia.

Credit: Three hours – Three lecture hours per week.

Prerequisite(s): Recommended – Vineyard Establishment and Maintenance-VIN 111 or equivalent.

VOCATIONAL SKILLS

DRV 110 DEFENSIVE DRIVING

By Request

This comprehensive course will provide drivers with knowledge and safe driving techniques to prevent collisions and violations. The course focuses on hazard recognition, application of collision-avoidance techniques, conditions that affect driving, safe following distance, head-on collisions, intersection techniques, pedestrians, railroad crossings, mystery crashes, and alcohol and drug issues.

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

Prerequisite(s): None

TLC 100 TEACHING AND LEARNING STYLES

By Request

This course is designed to introduce individuals to four cognitive learning styles and to foster discussion on how these styles manifest themselves within the instructional setting. Through activities, participants will have the opportunity to discover how learning styles influence success and satisfaction with classroom material and how different instructional strategies create an active learning environment for all students.

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

Prerequisite(s): None

VOLUNTEER SERVICE

VOL 201 VOLUNTEER SERVICE

T

Fall/Spring/Summer

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(s): None

WEB MASTER

WEB 299

WEB MASTER INTERNSHIP

Fall/Spring/Summer

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 an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

Prerequisite(s): Career Development – INT 111 and instructor's approval

WELDING

WEL 120

GAS WELDING AND CUTTING

Fall/Spring

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(s): None

WEL 122

MAINTENANCE WELDING

Fall/Spring

This course includes 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 flux cored arc welding. Instruction in welding is also covered.

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

Prerequisite(s): None

WEL 123

ARC WELDING I

Fall/Spring

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(s): None

WEL 124

ARC WELDING II AND LOW HYDROGEN

Fall/Spring

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(s): Arc Welding I-WEL 123

WEL 125

GAS METAL ARC WELDING

Fall/Spring

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(s): Gas Welding and Cutting-WEL 120 and Arc Welding II and Low Hydrogen-WEL 124

WEL 126 GAS WELDING AND GAS TUNGSTEN WELDING

Fall/Spring

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(s): Gas Welding and Cutting-WEL 120

WEL 127 LOW HYDROGEN ARC WELDING

Fall/Spring

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. The course concentrates flat bend tests, horizontal, vertical up-hill and down-hill welding.

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

Prerequisite(s): Arc Welding II and Low Hydrogen - WEL 124

WEL 128 PIPE WELDING

Fall/Spring

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(s): Arc Welding II and Low Hydrogen-WEL 124 or Low Hydrogen Arc Welding-WEL 127

WEL 129 TIG WELDING

Fall/Spring

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(s): Instructor Approval.

WEL 130 METAL WORKING AND FABRICATIONS

Fall/Spring

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(s): Instructor Approval.

WEL 160 INTRODUCTION TO WELDING

Fall/Spring

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(s): None

WEL 161 WELDING FOR HEAVY EQUIPMENT REPAIR

Fall/Spring

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 descaling is required. This course is designed to give the student a working knowledge in heavy equipment repair.

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

Prerequisite(s): None

WEL 163 WELDING SAFETY

Fall/Spring

The student will become familiar with safety requirements that are specified by the OSHA regulations when conducting welding, cutting, or brazing operations. Also, the student will become aware of safety procedures to be utilized when performing welding operations so personal injury to oneself or to others will not be caused.

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

Prerequisite(s): None

WEL 199 WELDING INTERNSHIP

Fall/Spring

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 an approved worksite during the semester.

Credit: 2 hours - Ten lab hours per week

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

COOPERATIVE COURSES OF STUDY

CORRECTIONAL OFFICER/PAROLE OFFICER
(IL Department of Corrections)

DOC 110 ORIENTATION TO CORRECTIONS

This course will examine current practices in juvenile and adult correctional facilities. Emphasis will be placed on the organizational dynamics of correctional models in Illinois.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 111 SECURITY PROCEDURES I

This course will explore basic security methods and techniques used to carry out prevention, protection, enforcement, inspection, detection, investigation, emergency service, deterrence, reporting and general services functions. Emphasis is placed on the specific role each function has in maintaining a desired level of security.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 112 SECURITY PROCEDURES II

This course is a continuation of studying the career of security and corrections. Emphasis is placed on the contemporary problems or protective services and corrections.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 113 CRISIS MANAGEMENT

This course is an introduction to interpersonal skills and methods of handling a variety of security situations. Emphasis will be placed on the analysis of the problem, research of solutions, and correct choice of solution. Crises intervention techniques and stress management techniques are also included.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 114 WEAPONS PROFICIENCY

Presents the physical, legal and moral hazards associated with the misuse of firearms. Emphasizes general and specific safety rules for handling weapons. Includes supervised practice to develop the student's ability to use firearms effectively and safely.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

DOC 115 ORIENTATION TO YOUTH SUPERVISION

This course is a general orientation to the juvenile justice system in the United States with a concentration on the methods available for dealing with juvenile offenders in the state of Illinois.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 116 TOPICS IN SOCIAL SCIENCE

A survey of major issues currently facing the United States and other nations of the world.

Socioeconomics, political and other perspectives are considered in the study of these global topics.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 117 FIREARMS TRAINING

Presents the physical, legal and moral hazards associated with the misuse of firearms. Emphasizes general and specific safety rules for handling weapons. Includes supervised practice to develop the student's ability to use firearms effectively and safely.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): None

DOC 118 SPECIAL TOPICS IN CRIMINAL JUSTICE

Major issues currently facing correctional employees are explored. These courses consider socioeconomic, political and other perspectives related to protective services, supervision, and the administration of justice.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

DOC 119 SPECIAL TOPICS IN PROTECTIVE SERVICES/SECURITY

Major issues currently facing correctional employees are explored. These courses consider socioeconomic, political and other perspectives related to protective services, supervision, and the administration of justice.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

DOC 120 SPECIAL TOPICS IN ADDICTION STUDIES

Major issues currently facing correctional employees are explored. These courses consider socioeconomic, political and other perspectives related to protective services, supervision, and the administration of justice.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

HEADSTART (Southern Seven Health Department)

HST 112 THE HEADSTART EXPERIENCE

"The Head Start Experience" is designed to provide an in-depth working knowledge of the basic services of Headstart. The three areas of the Head Start performance standards are introduced: child development and health services, family and 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(s): Approval of instructor

HST 113 HEADSTART – GREAT EXPECTATIONS

This course is designed to furnish staff with information regarding the services provided through the Health and Headstart Divisions of Southern Seven Health Department. Staff will gain an understanding of the full range of services provided by our agency to better meet the needs of the families in our area. This class is designed to be the second part of an orientation and training program for Head Start employees.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Approval of instructor

HST 114 EARLY CHILDHOOD BEST PRACTICES

This course is designed to assist the Head Start program attain NAEYC accreditation by training staff in the identification and use of developmentally appropriate "best practices." Information presented will include the NAEYC accreditation process, understanding developmentally appropriate practice and planning appropriate activities. This course is designed to be the third part of an orientation and training program for new Head Start employees and to improve the current staff's job skills.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Approval of instructor

HST 115 HEADSTART – CDA I

Headstart-CDA I 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(s): Approval of instructor

HST 116 HEADSTART – CDA II

This course is a continuation of HST 115-Headstart I. Providing information regarding the Child Development Association (CDA) credentials to headstart employees. A review of the CDA competency goals in preparation for assistance will also be included.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Approval of instructor

HST 117 SPECIALCARE OUTREACH

SpecialCare Outreach is designed to expand natural and inclusive childcare placement options for families of young children with disabilities through replication of the SpecialCare Model of training. SpecialCare is a proven model of training that builds on traditional care giving roles and skills.

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

Prerequisite(s): Approval of instructor

HST 223 INFANT/TODDLER BEST PRACTICES

The quality of teachers depend to a substantial extent on the quality of the supervision and training teachers receive. This course is designed for Early Childhood practitioners, in particular infant/toddler caregivers, who work with infants and toddlers and their families to visualize and implement a high-quality program that is culturally, individually, and developmentally appropriate.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Approval of instructor

PROFESSIONAL INSIDE WIREMAN (IBEW)

PIW 100 HISTORY OF THE LABOR MOVEMENT

This course will be a study of history from the perspective of the labor movement. It will emphasize the affects of labor unions on the economic, political, and social elements in the development of the United States.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 101 IBEW PROFESSIONAL INSIDE WIREMAN I

This course is part of the IBEW Apprenticeship Program. The topics to be covered include job site safety, electrician's tools, materials rigging, basic conduit bending, direct current theory, and series circuit calculations.

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

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program and MATH 1201.

PIW 102 IBEW PROFESSIONAL INSIDE WIREMAN II

This course is part of the IBEW Apprenticeship Program. The topics to be covered include serial and parallel circuits, national electrical code, and basic blueprint reading.

Credit: 4 hours – Three lecture and 2 lab hours per week.

Prerequisite(s): IBEW Professional Inside Wireman I-PIW 101.

PIW 103 IBEW PROFESSIONAL INSIDE WIREMAN III

This course is part of the IBEW Apprenticeship Program. The topics to be covered include codeology as it relates to the National Electrical Code (NEC), measuring processes used in the electrical industry, intermediate conduit bending, and hydraulic, mechanical and hand benders.

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

Prerequisite(s): IBEW Professional Inside Wireman II-PIW 102.

PIW 104 IBEW PROFESSIONAL INSIDE WIREMAN IV

This course is part of the IBEW Apprenticeship Program. The topics to be covered include inductance and capacitance in AC circuits, National Electrical Code (NEC) standards relating to transformers, transformer theory, design, and calculations, and wiring methods and devices.

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

Prerequisite(s): IBEW Professional Inside Wireman III-PIW 103.

PIW 105 IBEW PROFESSIONAL INSIDE WIREMAN V

This course is part of the IBEW Apprenticeship Program. The topics to be covered include DC/AC review, semiconductors, transistors, SCR's, amplifiers, and electronic applications.

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

Prerequisite(s): IBEW Professional Inside Wireman IV-PIW104.

PIW 106 IBEW PROFESSIONAL INSIDE WIREMAN VI

This course is part of the IBEW Apprenticeship Program. The topics to be covered include National Electrical Code (NEC) Article 250, electrical theory to grounding, grounded conducted, service grounding, earth testing, WYE and Delta 3-phase transformers, and load calculations.

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

Prerequisite(s): IBEW Professional Inside Wireman V-PIW 105.

PIW 107 ELECTRICIAN APPRENTICESHIP I

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 108 ELECTRICIAN APPRENTICESHIP II

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 109 ELECTRICIAN APPRENTICESHIP III

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): Acceptance into the IBEW Apprenticeship Program.

PIW 201 IBEW PROFESSIONAL INSIDE WIREMAN VII

This course is part of the IBEW Apprenticeship Program. The topics to be covered include motor constructions, motor installations, protection, controls, and schematic diagrams.

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

Prerequisite(s): IBEW Professional Inside Wireman VI-PIW 106.

PIW 202 IBEW PROFESSIONAL INSIDE WIREMAN VIII

This course is part of the IBEW Apprenticeship Program. The topics to be covered include digital logic, ladder logic, logic circuits and controls, AC motor speed controls, power factoring, power filtering, power harmonics, cable tray, motor control circuits and protection, and hazardous locations.

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

Prerequisite(s): IBEW Professional Inside Wireman VII-PIW 201.

PIW 203 IBEW PROFESSIONAL INSIDE WIREMAN IX

This course is part of the IBEW Apprenticeship Program. The topics to be covered include fire alarm systems operation, installation, maintenance, and troubleshooting; fundamentals of instrumentation and equipment used for calibration; telephone wiring and introduction to TIA/EIA standards and codes; high voltage test equipment; air conditioning systems and basic security systems.

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

Prerequisite(s): IBEW Professional Inside Wireman VIII-PIW 202.

PIW 204 IBEW PROFESSIONAL INSIDE WIREMAN X

This course is part of the IBEW Apprenticeship Program. The topics to be covered include programmable logic controllers (PLC)-basics, operation, and installation; designing and programming PLC; National Electrical Code (NEC) for special conditions; and NEC calculations.

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

Prerequisite(s): IBEW Professional Inside Wireman IX-PIW 203.

PIW 205 ELECTRICIAN APPRENTICESHIP IV

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): IBEW Professional Inside Wireman X-PIW 204.

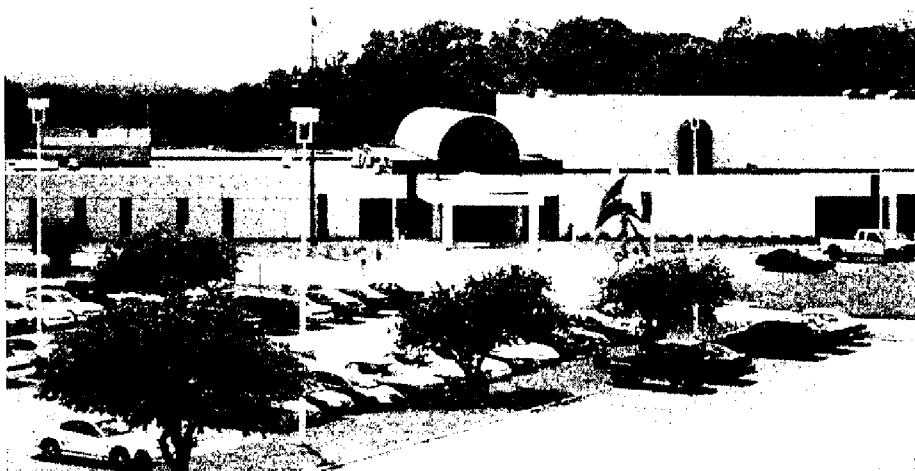
PIW 206 ELECTRICIAN APPRENTICESHIP V

The Electrician Internship course has been developed and established as the on-the-job component of the Electrician Apprenticeship program. The on-the-job component will consist of work relating to the wiring of residential, commercial, industrial and/or specialized electrical systems. All of the on-the-job work-related activities will be performed under the direct supervision of a journey worker.

Credit: 2 hours – 1600 lab hours.

Prerequisite(s): IBEW Professional Inside Wireman V-PIW 205.

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MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.