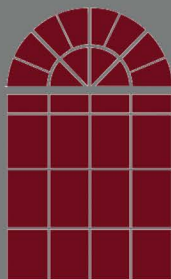


# College Catalog

2017-2018

*Celebrating 50 years of success.  
Your story begins here.*



Shawnee  
Community College

Volume XXXI



8364 Shawnee College Road  
Ullin, IL 62992

**(618) 634-3200**

**(618) 634-3300 (fax)**

**(800) 481-2242**

**<http://www.shawneecc.edu>**

Anna Extension Center  
1150 E. Vienna  
Anna, IL 62906  
(618) 833-3399

Cairo Extension Center  
4201 Sycamore Street  
Cairo, IL 62914  
(618) 734-3660

Metropolis Regional Education and Training Center  
Park Road  
Metropolis, IL 62960  
(618) 524-3003

**Accredited by:**

**The Higher Learning Commission**  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

**Recognized by:**

**Illinois Community College Board**  
**Illinois Board of Higher Education**  
**Illinois State Board of Education**  
**Illinois Department of Veteran Affairs**

**An Institutional Member of:**

**Southern Illinois Collegiate Common Market**  
3213 S Park Avenue  
Herrin, IL 62948  
(618) 942-6902



***Our Mission***

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.

***Student Centered, Community Connected***



# SHAWNEE COMMUNITY COLLEGE FACTS

*Shawnee Community College, located in Ullin, Illinois, is one of 48, two-year, open-admission colleges of the Illinois Community College System, organized under the Illinois Public Community College Act.*

*The College is located on 152 acres of rolling hills and woods just a few miles north of the Ohio river and near the scenic Cache River Wetlands. One of the most beautiful community college campuses in Illinois, Shawnee consist of the original "Rustic Campus" that now houses area agencies, the main campus buildings which covers over 140,000 square feet and a 7,200 square foot Career and Technical Education Center.*

*The main campus also contains athletic fields, a lake, and nature trails. In addition to the main campus, extension centers are located in Anna, Metropolis, and Cairo, Illinois. The area is very rural in nature and is sparsely populated.*

*The population of the Shawnee Community College district is 60,218 with a median household income of \$35,991.00. According to 2010 census data, 14.7% of families fall below the federal poverty level. SCC serves approximately 6,000 individuals annually through credit and non-credit courses. The average age of Shawnee Community College students is 33 and the median age is 25. Approximately 45% of the students are male and 55% are female with approximately 18% being minority.*

|  |   |
|--|---|
| <b>Type of College:</b>  | Public two-year comprehensive community college   |
| <b>Founded:</b>  | 1967  |
| <b>Location:</b>   | Located at 8364 Shawnee College Road, Ullin, IL; (618) 634-3200 or (800) 481-2242   |
| <b>Extension Centers/Phone:</b>                                    | Anna Extension Center located at 1150 E. Vienna, Anna, IL; (618) 833-3399<br>Cairo Extension Center located at 4201 Sycamore Street, Cairo, IL; (618) 734-3660<br>Metropolis Regional Education Center located at 5385 Industrial Park Road, Metropolis, IL; (618) 524-3003 |
| <b>Academic Calendar:</b>  | Current academic calendars are located on SCC website, <a href="http://www.shawneecc.edu">www.shawneecc.edu</a> and in the printed catalog  |
| <b>College District #531:</b>                                      | Alexander, Johnson, Massac, Pulaski, and Union; portion of Jackson  |
| <b>President:</b>  | Dr. Peggy F.J. Bradford- June 14, 2017 to present   |
| <b>Annual Operating Budget:</b>                                    | \$13,441,759  |
| <b>District Equalized Assessed Evaluation:</b>                     | \$576,047,867   |
| <b>Annual Enrollment:</b>  | Approximately 6,000 full and part-time students   |
| <b>Tuition:</b>  | In-district \$115/credit hour for FY2018  |
| <b>Library:</b>  | 36,700 books<br>1,730 AV (DVDs, VHS, audiobooks, CDs)<br>30 print magazine subscriptions<br>9 newspaper subscriptions (local, regional, and national)<br>43 accessible databases  |
| <b>Financial Assistance for Tuition and Fees Awarded Annually:</b> | \$3,295,664   |
| <b>Faculty/Staff:</b>  | 100 full-time; 86 part-time   |
| <b>Courses of Study:</b>   | Associate of Arts<br>Associate of Science<br>Associate of General Studies<br>Associate of Applied Science<br>One-Year Certificates<br>Less-Than-One-Year Certificates   |
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## DIRECTIONS TO SCC

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

### To get to Shawnee Community College from:

**Carbondale/Marion, IL**, travel on I-57 south to Ullin exit 18. Turn left. Shawnee College is approximately 8 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 approximately 6 miles due east on your right.

**Paducah, KY, and Metropolis, IL**, travel 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.

**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 Shawnee Elementary School-South. 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 Community College. Turn left. Travel east on this road 8 miles. Shawnee is on the right.

## BOARD OF TRUSTEES

**Cathleen Belcher**  
Union County

**Steve Heisner**  
Pulaski County

**Michael McMahan**  
Johnson County

**Don E. Patton**  
Alexander County

**Randall Rushing**  
Massac County

**Maxine Russell**  
Massac County

**Andrea Witthoft**  
Union County

**Faith Diel**  
Student Trustee

# ADMINISTRATION

---

**Dr. Peggy F.J. Bradford**  
President

**Dr. Vickie Artman**  
Vice President of Academic Affairs & Student Learning

**Jipaum Askew-Gibson**  
Vice President of Student Success & Services

**Tiffiney Ryan**  
Vice President of Financial and Campus Operations

**Dr. Dedria Blakely**  
Dean of Student Success & Services

**Gabriele Farner**  
Dean of Academic Affairs & Student Learning

**Chris Barr**  
Director of Institutional Research

**Dr. Tammy Capps**  
Director of Financial Aid/Coordinator of Veteran and Military Personnel

**Chris Clark**  
Director of Information Technology

**Candy Eastwood**  
Director of Center for Community and Economic Development

**Lindsay Johnson**  
Director of Anna Extension Center/Recruiter

**Denise Griffith**  
Director of Nursing

**Deborah Johnson**  
Director of Educational Talent Search

**Don Koch**  
Facilities Director

**Erica Poat**  
Director of Auxiliary Enterprises and Bookstore Operations

**Amber Suggs**  
Director of Student Support Services

**Russ Stoup**  
Director of Learning Resources and Instructional Technology

**Dr. Michael Stokes**  
Director of Cairo Extension Center

**Faye Joyner-Keene**  
Director of Metropolis Regional Education Center

**Brandy Woods**  
Director of Business Services

**SHAWNEE COMMUNITY COLLEGE  
2017-2018 ACADEMIC CALENDAR**

**FALL SEMESTER 2017**

Convocation..... August 14

**Registration**

Registration Begins..... April 3  
Evening Registration (4:00 p.m. – 6:30 p.m.)..... August 10, 14-16  
Saturday Registration (8:00 a.m. – 12:00 noon) ..... August 12

**Regular** Start Classes Begin..... August 16  
Registration Closes for Regular Start Classes (4 p.m.) ..... August 16  
Last Day to Add Regular Start Classes for Currently Enrolled Students ..... August 17  
Last Day to Drop without Financial Penalty ..... August 29  
Mid-term for Regular Start Classes ..... October 11  
Last Day to Drop without Academic Penalty..... October 18

**On-Line** Classes Begin .....September 5  
Last Day to Add On-Line Classes.....September 6  
Last Day to Drop On-Line Classes without Financial Penalty.....September 18  
Mid-Term for On-Line Classes..... October 20  
Last Day to Drop On-Line Classes without Academic Penalty ..... October 27

**Late Start** Classes Begins .....September 18  
Last Day to Add Late Start Classes .....September 19  
Last Day to Drop Late Start Classes without Financial Penalty.....September 29  
Mid-Term for Late Start Classes..... October 27  
Last Day to Drop Late Start Classes without Academic Penalty ..... November 3

**First 8 Week** Classes Begin ..... August 16  
Last Day to Add First 8 Week Classes..... August 17  
Last Day to Drop First 8 Week Classes without Financial Penalty..... August 22  
Mid-Term for First 8 Week Classes.....September 8  
Last Day to Drop First 8 Week Classes without Academic Penalty .....September 15

**Second 8 Week** Classes Begin ..... October 16  
Last Day to Add Second 8 Week Classes ..... October 17  
Last Day to Drop Second 8 Week Classes without Financial Penalty .. October 20  
Mid-Term for Second 8 Week Classes ..... November 8  
Last Day to Drop Second 8 Week Classes without Academic Penalty . November 15

**Bookstore**

First Day to Charge to Financial Aid in the Bookstore ..... August 10  
Last Day to Charge to Financial Aid in the Bookstore .....September 22  
Bookstore Buybacks ..... December 11-16, 18

**Financial Aid**

Pell Status Day.....September 27  
Pell Checks Mailed ..... October 13

**Finals**

First 8 Week Finals.....October 12



|                                  |                       |
|----------------------------------|-----------------------|
| Final Exams .....                | December 11-14        |
| End of Semester .....            | December 15           |
| Christmas/New Year's Break ..... | December 21-January 1 |

**Holidays**

|   |                |
|---|----------------|
| Holiday .....   | September 4    |
| Professional Development Day or Regional Educators' Institute (no classes)..... | October 6      |
| Holiday .....   | October 9      |
| SCC Day (no classes) .....  | October 10     |
| Holiday .....   | November 10    |
| Holiday .....   | November 22-24 |
| Registration for Spring 2018 Begins.....  | October 30     |

**SPRING SEMESTER 2018**

|                  |           |
|------------------|-----------|
| Convocation..... | January 8 |
|------------------|-----------|

**Registration**

|  |                 |
|--|-----------------|
| Registration Begins.....                             | October 30      |
| Evening Registration (4:00 p.m. – 6:30 p.m.).....    | January 4, 8-10 |
| Saturday Registration (8:00 a.m. – 12:00 noon) ..... | January 6       |

|   |            |
|---|------------|
| <b>Regular</b> Start Classes Begin.....                                     | January 10 |
| Registration Closes for Regular Start Classes (4 p.m.) .....                | January 10 |
| Last Day to Add Regular Start Classes for Currently Enrolled Students ..... | January 11 |
| Last Day to Drop without Financial Penalty .....                            | January 24 |
| Mid-Term for Regular Start Classes .....                                    | March 13   |
| Last Day to Drop without Academic Penalty.....                              | March 20   |

|   |            |
|---|------------|
| <b>On-Line</b> Classes Begin .....                              | January 22 |
| Last Day to Add On-Line Classes.....                            | January 23 |
| Last Day to Drop On-Line Classes without Financial Penalty..... | February 2 |
| Mid-Term for On-Line Classes.....                               | March 16   |
| Last Day to Drop On-Line Classes without Academic Penalty ..... | March 23   |

|  |             |
|--|-------------|
| <b>Late Start</b> Classes Begin .....                              | February 5  |
| Last Day to Add Late Start Classes .....                           | February 6  |
| Last Day to Drop Late Start Classes without Financial Penalty..... | February 16 |
| Mid-Term for Late Start Classes.....                               | March 23    |
| Last Day to Drop Late Start Classes without Academic Penalty ..... | April 2     |

|  |             |
|--|-------------|
| <b>First 8 Week</b> Classes Begin .....                              | January 10  |
| Last Day to Add First 8 Week Classes.....                            | January 11  |
| Last Day to Drop First 8 Week Classes without Financial Penalty..... | January 17  |
| Mid-Term for First 8 Week Classes.....                               | February 6  |
| Last Day to Drop First 8 Week Classes without Academic Penalty ..... | February 13 |

|   |          |
|---|----------|
| <b>Second 8 Week</b> Classes Begin .....                            | March 14 |
| Last Day to Add Second 8 Week Classes .....                         | March 15 |
| Last Day to Drop Second 8 Week Classes without Financial Penalty .. | March 20 |
| Mid-Term for Second 8 Week Classes .....                            | April 6  |
| Last Day to Drop Second 8 Week Classes without Academic Penalty .   | April 13 |

**Bookstore**

|   |              |
|---|--------------|
| First Day to Charge to Financial Aid in the Bookstore ..... | January 4    |
| Last Day to Charge to Financial Aid in the Bookstore .....  | February 16  |
| Bookstore Buybacks .....                                    | May 7-12, 14 |

**Financial Aid**

Pell Status Day..... February 21  
Pell Check Mailed..... March 2

**Finals**

Finals for First 8 Week Classes ..... March 14  
Final Exams ..... May 7-10  
End of Semester..... May 11  
Commencement..... May 11

**Holidays**

Holiday ..... January 15  
Holiday ..... February 19  
Spring Break..... March 5-9  
Holiday ..... March 30  
  
Registration for Summer/Fall 2017 Begins..... April 2

**SUMMER SESSION 2018**

Convocation..... May 31

**Registration**

Registration Begins..... April 2  
Evening Registration (4:00 p.m. – 6:30 p.m.)..... May 31 & June 4  
Saturday Registration (8:00 a.m. – 12:00 noon) ..... June 2

**Regular** Start Classes Begin..... June 4  
Registration Closes (4 p.m.)..... June 4  
Last Day to Add Regular Start Classes for Currently Enrolled Students ..... June 5  
Last Day to Drop Without Financial Penalty ..... June 8  
Mid-Term..... June 28  
Last Day to Drop without Academic Penalty..... July 6

**Bookstore**

First Day to Charge to Financial Aid in the Bookstore ..... May 29  
Last Day to Charge to Financial Aid in the Bookstore ..... June 21  
Bookstore Buybacks ..... July 30 & 31, August 1

**Financial Aid**

Pell Status Day..... June 25  
Pell Checks Mailed..... July 5

**Finals**

Final Exams ..... July 30-31  
End of Semester..... August 1

**Holidays**

Holiday ..... July 4

Shawnee Community College’s On-Line catalog is the “Official Catalog”. It is recommended that students seek academic advisement.

# MISSION, PHILOSOPHY, VALUES, PURPOSES AND ACTIVITIES STATEMENT FOR SHAWNEE COMMUNITY COLLEGE

(Policy Manual: Section 2000)

## MISSION STATEMENT

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

## VISION STATEMENT

Student Centered, Community Connected

## PHILOSOPHY

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.

## VALUES, PURPOSES, & ACTIVITIES

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

**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.

Specific **activities** to accomplish this purpose include:

- a. providing pre-baccalaureate courses leading to an Associate of Arts, Associate of Science, Associate of

Engineering Science, and Associate of Fine Arts degrees which prepare students to transfer to more advanced institutions.

- b. providing career and technical courses that lead to a certificate or an Associate degree in Applied Science that enable students to obtain, maintain, or regain employment.
- c. providing courses and programs that enable citizens to pursue studies of personal interest, self-enrichment, and personal development.
- d. providing adult education programs designed to alleviate deficiencies in basic skills and accommodate special student needs.
- e. providing an atmosphere favorable to learning and to the open exchange of ideas.
- f. remaining current to the educational needs of the district using the latest technological advances.
- g. providing advisement and counseling to all age groups.
- h. maintaining and improving articulation with all district high schools and appropriate four-year colleges and universities.
- i. providing meaningful assessment and follow-up to students.
- j. utilizing varied technologies to provide accessible education, training, and service to outlying areas within the district.
- k. providing volunteer and community service.

**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.

Specific **activities** to accomplish this purpose include:

- a. serving as a forum for debate and resolution of public issues.
- b. providing workshops and seminars for business and industry.
- c. providing facilities for organizations to conduct meetings.
- d. becoming identified as a regional institution rather than a county institution.
- e. encouraging and supporting innovation and creativity in all spheres of activity.

**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.

Specific **activities** to accomplish this purpose include:

- a. providing a comprehensive financial aid and scholarship program.
- b. adhering to an open-door admission policy.
- c. providing advisement and counseling to ensure proper placement of the student.
- d. providing developmental courses to accommodate students who are academically underprepared.
- e. providing a variety of programs to meet the diverse needs of the district.
- f. designing an admissions program based on student demographics.

- g. developing instructional centers conducive to student access.
- h. providing tutorial assistance to students needing academic support.
- i. offering online and interactive learning opportunities which enable students at a distance to meet their educational goals.
- j. maintaining low cost tuition.

**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.

Specific **activities** to accomplish this purpose include:

- a. supporting student organizations that promote the enhancement of cultural diversity.
- b. displaying cultural artifacts in highly visible display cases.
- c. providing role models.
- d. global, multicultural courses and programs.
- e. displaying respect for all cultural backgrounds within an inclusive society.
- f. continuing to integrate multicultural materials into the Learning Resources Center collection.

**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.

Specific **activities** to accomplish this purpose include:

- a. displaying respect and acceptance for individuals with various cognitive abilities, learning styles, socioeconomic levels, and cultural backgrounds.
- b. providing a wide range of student support services and desirable auxiliary services.
- c. providing tutorial services.
- d. maintaining small classes where individual attention is available.
- e. providing career services to assist students in making realistic career choices.
- f. creating a learning environment conducive to the enhancement of self-esteem.
- g. providing developmental programs essential for academic success.
- h. providing a comprehensive student activities program.
- i. maintaining an effective escrow program for district high school students.
- j. developing and maintaining an honors program for those students who can meet the academic requirements.
- k. promoting a safe and drug-free environment for all students and employees.
- l. promoting a work and academic environment in which all persons are treated equitably and with respect.

**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.

Specific **activities** to accomplish this purpose include:

- a. conducting meetings open to the public.
- b. creating advisory committees that meet on a regular basis.
- c. soliciting input from faculty, staff, and other affected individuals prior to making a decision.
- d. making public via the policy manual the procedures by which the college operates.
- e. collecting current statistical information to assist in decision making.
- f. assessing program need and effectiveness.
- g. developing and maintaining a computerized information system to enhance our decision making, instructional services, and community services.
- h. developing and maintaining effective means of internal communications.
- i. monitoring and modifying, as needed, the committee structure so as to facilitate decision making and planning.

**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.

Specific **activities** to accomplish this purpose include:

- a. providing accessible campus and outreach centers.
- b. cooperating with other educational entities.
- c. supporting activities that enrich the community.
- d. planning educational programs with business and industry to promote the local economic development of the community.
- e. increasing the community's awareness of College programs and activities.
- f. providing cultural and athletic events that enhance the community through enhanced marketing and recruitment plans.

**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.

Specific **activities** to accomplish this purpose include:

- a. operating the college within available resources.
- b. establishing appropriate purchasing and accounting procedures to ensure the wise use of resources.
- c. providing and maintaining safe and adequate facilities which are easily accessible to the public.
- d. supporting the resource development activities of the Shawnee Community College Foundation.
- e. developing new sources of revenue through grants, partnerships, and business and industry.
- f. coordinating the utilization of all institutional resources to assure compliance with applicable regulations and maximize efficiency and effectiveness.

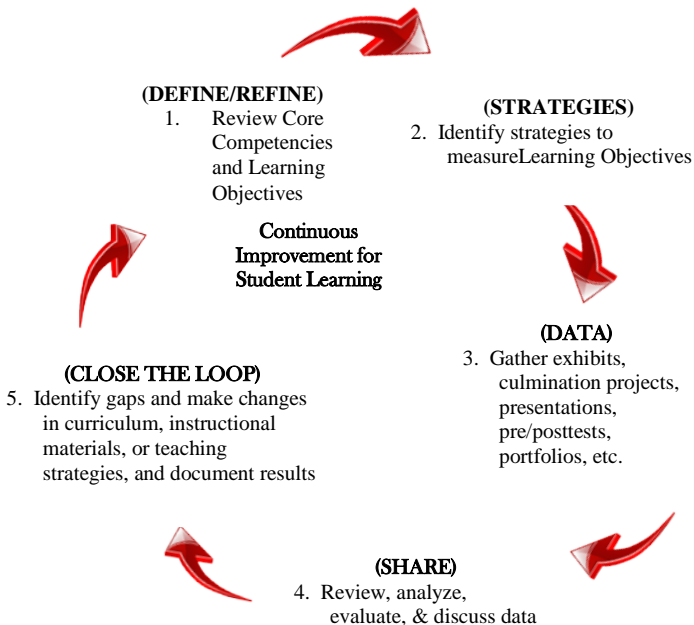
**Purpose 9.** Shawnee Community College **values** the pursuit of excellence. As a consequence, the college organizes and administers high quality programs and recruits and retains highly qualified personnel in all positions.

Specific **activities** to accomplish this purpose include:

- a. supporting faculty evaluations and development.

- b. maintaining a program of assessment and follow-up.
- c. providing educational programs that enable students to succeed in higher level courses.
- d. providing quality programs at minimal cost.
- e. providing and maintaining adequate classrooms, laboratories, and other facilities that are conducive to the learning process.
- f. providing adequate library facilities that serve the needs of students, faculty, and the community and promoting their utilization.
- g. providing an orientation program for faculty and staff.
- h. providing courses and programs that reflect current technological advances.
- i. maintaining current syllabi, texts, and materials to ensure quality and consistency in offerings.
- j. maintaining or exceeding expectations established by accrediting and certified organizations.

## PROCESS OF ASSESSMENT



## CORE COMPETENCIES

Shawnee Community College has enlisted a set of overarching learning outcomes that align with the mission of the institution. These Core Competencies will serve as institutional general education outcomes. The college supports its position of achievement of these outcomes through course-level assessments. Shawnee Community College Core Competencies were developed through an extensive shared governance process.

Shawnee Community College strives to develop life-long learners who exhibit the following:

### Communication

Shawnee Community College graduates will communicate ideas, perspectives, and values while demonstrating mastery of

Standard English in written, oral and visual format. Comprehension of written material is demonstrated with summary and application.

### Global and Cultural Awareness

Shawnee Community College graduates will demonstrate acknowledgment of cultural and societal influences, along with differences in races, nationalities, religions, and sexes; while recognizing that people have different backgrounds, attitudes and experiences.

### Personal Growth and Responsibility

Shawnee Community College graduates will assess their own knowledge skills and abilities; set personal, educational, and career goals in order to identify lifestyle choices that promote self-reliance, physical and mental health.

### Problem-Solving

Shawnee Community College graduates will use critical and creative thinking while applying analytical and quantitative reasoning to address complex challenges and everyday problems.

### Research and Information Literacy

Shawnee Community College graduates will recognize when information is needed and will locate, evaluate, and use it effectively. Developing research and information literacy skills allows students to comprehend how to get information and how to use the information they find in a responsible and effective manner.

## AFFIRMATIVE ACTION

(Policy Manual: Section 4510)

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to his or her race, color, religion, sex, national origin, ancestry, citizen status, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.

Affirmative action shall be undertaken to insure an equitable representation of groups determined by employment utilization analysis to be under-represented.

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

Requests for further information or complaints of affirmative action or Title IX violations should be directed to the Vice-President of Student Success & Services, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

Revised December 2014

## CULTURAL DIVERSITY

America draws its strength and vitality from the diversity of its people. Shawnee Community College is committed to 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 OF SHAWNEE COMMUNITY COLLEGE

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 eight 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, he uplifted the institution and renewed its spirit through his integrity and morale-building leadership. During his presidency, the college expanded extension centers and experienced a large growth in the number of students who attended Shawnee Community College. He initiated and built financial support for the construction of building K which houses the Educational Center, computer labs, the biology lab, general classrooms, and faculty offices. In 1996, Dr. Jack Hill was selected as the first President Emeritus of Shawnee Community College for his initiative and foresight.

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 shared a common goal with Shawnee Community College employees, and that was to make Shawnee Community College the best it can be for the citizens of the district. During his tenure, the college experienced 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 for 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.

**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 Shawnee Community College, 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 also initiated the colleges' continuous quality improvement and strategic planning process. Dr. Choate supported the expansion of instructional services to students with the addition of internet courses, interactive television, and telecourse offerings.

**Dr. Larry Peterson** was named the sixth president of Shawnee Community College in December 2007. He served for 20 years at John A. Logan College – including two months as interim president – before coming to Shawnee Community College. Dr. Peterson took an aggressive approach to growth at Shawnee Community College, challenging the staff to work with him to double enrollment over the next five years. After being named president, Dr. Peterson quickly reached out to the supporters of the college through an effort called “Shawnee United.” He also initiated a vast advertising campaign titled “I am Shawnee Community College” highlighting the success stories of graduates. Dr. Peterson oversaw the relocation to a state-of-the-art Anna Extension Center facility. In addition, Dr. Peterson reached out to economic development entities throughout the college district to create partnerships between the college and business and industry to bring economic growth to the southernmost part of Illinois.

On August 1, 2012, **Dr. Tim Bellamey** assumed the duties of the seventh president of Shawnee Community College. Dr. Bellamey served the college since 1982 in a variety of positions before being named Vice President of Instructional Services in 2005. Dr. Bellamey looked forward to leading the college into a culture of change focused on student success and completion. The preparation of students for the twenty-first century workforce through the development of relevant career and technical career training programs has been identified as a primary goal of Dr. Bellamey. In support of that goal, a new Career and Technical Education Center opened in the fall of 2013 on the main campus.



## **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.

## **COLLEGE CAMPUS**

### **The Learning Resource Center (LRC/Library)**

The Learning Resource Center (LRC) at Shawnee Community College includes the library, the Teaching and Learning Center, Interactive Video classrooms and audio visual services.

The library offers access to a comprehensive field of information. The LRC's collections in print format include over 36,700 books, 30 magazine titles, and 9 newspapers. Through online access from the library's computer lab, information can be retrieved from more than 30 specialized databases. The databases are electronic collections of articles from popular magazines and scholarly journals, with material suitable for personal and academic research. The library also offers more than 1,700 videos and DVDs, a local history collection, and a children's literature collection. SCC's LRC/Library is a member of the Illinois Heartland Library System. Through the system, Shawnee Community College students and staff are able to borrow materials from other member libraries. Materials can also be borrowed from out-of-system libraries.

The library also offers four small rooms for meetings, study groups, and audio-visual material viewing. The rooms are available on a first-come, first-served basis.

Residents of the Shawnee Community College district over 18 years of age are welcome to use the resources of Shawnee Community College's library at no charge. A proof of residence (such as a driver's license) is required to obtain a community user library card. Shawnee Community College students, staff, and community residents are encouraged to visit and utilize the library's print, audio-visual, and on-line material. Library staff members are happy to assist patrons in locating items.

In addition to the library, the LRC includes the Teaching and Learning Center (TLC). From the TLC, the college's educational technology specialist assists faculty with setting up and delivering online courses as well as with integrating technology into traditional instruction. The TLC includes a full-service computer lab and offers training sessions on using a variety of software. The educational technology specialist also assists students who need help with Moodle, the program

through which online courses are offered. The TLC also offers a small makerspace for students, faculty and staff.

The office of the Director of Learning Resources and Instructional Technology is also located in the LRC.

### **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 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 available online and in print. Visit [www.shawneecc.edu](http://www.shawneecc.edu) admissions page.

### **Bookstore**

The Shawnee Community College bookstore provides required textbooks, reference books, software, and supplies needed for classes. 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. During peak registration times the bookstore will have extended hours until 6:30 pm. Dates will be posted.

## **CENTER FOR COMMUNITY AND ECONOMIC DEVELOPMENT**

Shawnee Community College is committed to the economic vitality of southernmost Illinois. Shawnee Community College works to stimulate the region by providing on-going assistance and support to communities with industrial attraction, expansion and retention. Through the Center for Community and Economic Development a variety of services are offered to businesses, industry and the communities within the SCC district. These services include:

**The Business and Industry Training Center** provides workforce development training opportunities for business and industry. A variety of courses are available including computer and general office training, forklift certification, OSHA Safety Courses, Customer Service Training just to name a few or we can customize a program specifically to meet the needs of your business.

**The Illinois Small Business Development Center** provides assistance to small businesses with start-up, expansion, business and marketing plan assistance, accessing financing opportunities, and a variety of seminars and workshops.

**Workkeys Assessments** - Shawnee Community College is also an authorized WorkKeys Service Center. WorkKeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. These skills are valuable for any occupation, and at any level of education.

**Health Services Center** – Shawnee Community College is a Basic Life Support Training Center for the American Heart Association. CPR, First Aid and AED training is available to the community and businesses and industry in the college district.

**Continuing Education Sponsor** – Shawnee Community College is a licensed Continuing Education (CEU)/Continuing Professional Development (CPDU) sponsor for Accounting (#158.002514); Cosmetology (#190.000149); Teachers – ISBE (#101.376) and pre-approved sponsor for Nursing Continuing Education pursuant of Section 1300.130 (N) (P) through Illinois Department of Financial & Professional Regulations. CEU/CPDU hours may also apply to other professions.

**Certiport** – Shawnee Community College is an authorized testing center for Certiport. Certiport is the world leader in performance-based certification testing. Centers are uniquely positioned to provide the highest level of reliable, performance-based testing. Microsoft Office Specialist, IC<sup>3</sup>, Microsoft Technology Associate, HP Accredited Technical Associate, Intuit and Adobe are some of certifications currently offered.

## **SPECIAL PROGRAMS AND COMMUNITY SERVICES**

### **Workforce Investment Opportunity Act (WIOA)**

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 WIOA. Interested persons may visit or contact Shawnee Development Council.

### **Student Support Services**

The Student Support Services (SSS) Program is funded through the U.S. Department of Education Federal TRIO programs. Any Shawnee Community College student who meets one or more of the following eligibility criteria is welcome to apply:

- **First Generation** - Neither parent graduated from a four-year college or university.
- **Income Eligible** - Taxable income does not exceed level established by the U.S. Department of Education.
- **Disability** - Learning or documented disabilities.

SSS is designed to assist eligible Shawnee Community College students with their academic goals and with the transition from the community college to a four-year college or university. The program provides students with a variety of resources and services including the following:

1. Academic advisement
2. Career and transfer assistance
3. Tutorial assistance
4. Cultural exposure
5. Study skills workshops
6. Personal skills enhancement
7. Guidance and mentoring

8. Scholarship
9. Grant Aid

### **High School Equivalency**

High School Equivalency 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 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. Classes are offered at multiple locations in the district. 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 throughout the district. Students must have been referred by their high school principal or guidance counselor.

### **Internet Classes**

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

### **Hybrid Classes**

Any course that has a mix of online and face to face delivery. Hybrid sections are denoted with a “Y” in the section. The predominant mode of instructional delivery drives the section number.

### **Shawnee Community College Distance Learning Network**

Shawnee Community College’s main campus and extension sites share targeted coursework through the interactive video 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 program 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, Kaskaskia Community College, Southern Illinois University at Carbondale and Southern Illinois University at Edwardsville. Students enrolled in SICCM programs take their general education coursework at their home community college and take the program specific courses at a central location in Herrin, IL. Students interested in participating in a SICCM class or program should contact an advisor for additional information concerning registration, enrollment, tuition, and financial aid.

### **Student Success Center**

The Student Success Center has three components that provide services to students: the Testing Lab, the Tutoring Lab, and the Writing Lab.

#### Testing Lab

The Testing Lab offers a wide variety of testing services, including the Compass test, the Asset test, the Psychological Services Bureau, Inc. tests, the TABE test, distance learning tests, and make up testing services. Appointments are required, and a photo I.D. is required for all testing services. The Testing Lab is located in Room H2086.

Shawnee Community College is an authorized testing center for Pearson Vue. Pearson Vue is the global leader in computer-based testing from information technology, academic, government and professional testing programs around the world. Pearson Vue provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in 170 countries.

#### Tutoring Lab

Students who would like to obtain the services of a tutor may receive tutorial assistance through the Student Success Center (SSC) Tutoring Lab. The Tutoring Lab is located in Room H2087 on Main Campus, and tutorial services are also available at the Anna Center, the Cairo Center, and the Metro Center. Both professional tutors and peer tutors are available, and both individual and group tutoring services are available.

All peer tutors must complete the classes they want to tutor with a grade of "B" or higher, complete the Tutor Training Program, and submit written recommendations from their instructors. Additional information may be required as needed, and all

tutoring arrangements are subject to approval by the Student Success Center Coordinator.

#### Writing Lab

The Writing Lab is available to students to work with word processing software and to do Internet research. The Writing Lab may also be reserved to hold classes and workshops and has Smart Board technology for presentations. The Writing Lab is located in Room H2088.

#### e-Tutoring

The Student Success Center also offers online tutoring services. Students can receive assistance in numerous subjects including accounting, anatomy, biology, chemistry, math, physiology, research methods, and writing by accessing the online tutoring website, which will give them a variety of options from which to choose. Students may upload documents for writing feedback, chat with available tutors in a chat room, or post a question for an online tutor to address. The site also includes a resource library, which contains an extensive collection to links for information in many subject areas.

## **ADMISSIONS**

**(Policy Manual: Section 8150)**

Shawnee Community College maintains an open-door policy for all potential students who have obtained a high school diploma or high school equivalency 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 with graduation date.
2. Completing the ACCUPLACER test to determine proper course placement.
3. Students with placement testing scores that are three years or older and have not taken a college-level math or English class with a final grade of "C" or above must retest using SCC placement test or show proof of retest through another institution.

### **Admission for Baccalaureate – Oriented Curricula – (Associate of Arts and Associate of 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.

| High School Subjects | Years of Work | Explanation   |
|----------------------|---------------|---|
| English              | 4             | Written and oral communication, and literature                                      |
| Social Studies       | 3             | Emphasizing history and government  |
| Mathematics          | 3             | Introductory and advanced algebra, geometry, trigonometry, and computer programming |
| Science              | 3             | Laboratory Sciences   |
| Electives            | 2             | Foreign language, music, art or vocational education                                |

Effective Fall 1993, students 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 assessment testing 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 assessment testing 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.

Provisionally admitted students may upgrade to full admission by fulfilling the following requirements:  
Take the designated course at Shawnee Community College that will satisfy the high school unit(s) that are deficient within their first 18 credit hours taken at Shawnee Community College:

- English deficiency – ENG 0047 or 0048
- Math deficiency – MAT 043

### 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 Shawnee Community College.
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 Dean of Student Success & Services.
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. Complete an interview with the Dean of Student Success & Services.

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.

### 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 Dean of Academic Affairs & Student Learning.

Students planning to enroll in both credit and community education courses should follow the regular admissions and registration procedure.

### Early Admission

Shawnee Community College supports high achieving high school students who wish to gain college credit while still in high school. College credit comes in many forms, both career/technical and collegiate transfer. Students and parents

need to be aware that once college credit is earned it is on the student's permanent record.

Expectations for early admission students:

1. Must be at least 16 years of age.
2. Students should remember that a dual credit course is a college course in all respects.
3. Students accepted for enrollment in college-level courses must have appropriate academic qualifications and a high level of motivation with adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.
4. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to ensure they have the same qualifications and preparation as other college students. Dual Credit students should be prepared to participate in the same course an instructor teaches on the college campus.
5. All Dual Credit courses are taught at the high school or at an SCC extension center during regular school hours.
6. The college credit a student receives for successfully completing a dual credit course will always be part of the permanent college record.

### **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 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 assessment testing examination with the required score to enter ENG 111, MAT 110/113/116, or any other academic class and be performing on the required reading level.
5. Submit a copy of high school transcript along with the Admission Information Form and Escrow Form.
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.

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.

Students enrolling for college credit must pay the college's standard tuition rate including fee for each course. Consult the Bursar office (618) 634-3243, for current rate.

### **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. The maximum course load of nine credit hours per semester may be waived during the summer semester following the student's junior year in high school.

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

1. Fill out an application for the Advanced Honors Program.
2. Be ranked in the upper 20% of his/her class (using all high school grades assigned up to the time of application)
3. Have a 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.

### **Transfer Student Admission**

Guidelines for Accepting Transfer Credit

1. Students must produce official transcripts that are sent directly from their college or university to the Shawnee Community College Registrar's Office.
2. Shawnee Community College will only accept credit hours from institutions which are accredited by the Higher Learning Commission or from comparable regional accrediting associations.
3. Credit hours earned from foreign colleges and universities must be translated by an accredited third party entity as approved by the Dean of Student Success & Services, with the final determination being made by the Vice-President of Student Success & Services.
4. 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.
5. 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.
6. 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.

8. If a transfer course has no Shawnee Community College equivalent, the hours earned will be granted as elective hours.
9. Quarter hours will be converted to semester hours on the Shawnee Community College transcript.
10. Credit hours will be granted for military service according to the recommendation of the American Council on Education.
11. Veteran's shall submit an official copy of their DD214 or an official certificate which documents other credit earned during military training.
12. All military service members receive 2 hours of health and 4 hours of physical education with a copy of their DD214.
13. According to the Army/American Council on Education Registry Transcript System (AARTS), other credit may be accepted as recommended by the American Council on Education Guidelines for awarding higher education credit when an equivalent Shawnee Community College course exists.
14. The decision on the awarding of transfer credit may be appealed by the student in writing to the Vice-President of Academic Affairs & Student Learning and the Vice-President of Student Success & Services.

### **Vocational Non-Accredited Programs**

Students who have attended programs which are not regionally accredited may still be able to receive credit for their experience by requesting to take a proficiency exam. Students wishing to take a proficiency exam must meet with their advisor to obtain a "Proficiency Credit Application". Proficiency exams cost \$20 per exam. The advisor will assist the student in arranging a meeting with the lead teacher for the course. Students must successfully complete a proficiency exam for each course they are seeking credit.

### **Experiential Credit**

In an effort to work cooperatively with third party professional training programs, Shawnee Community College has articulated coursework commensurate with specific training. Students who have completed the Police Training Institute receive 6 credit hours of credit for crime control and criminal behavior. Students completing the Department of Corrections Training course receive 6 hours of credit for criminal behavior and corrections coursework. Students completing their Child Development Associate certificate through the Department of Children and Family Services will receive 11 hours of credit toward the AAS in Early Childhood Education. Students who wish to enter the Associate Degree Nursing program and have a Practical Nursing certificate from a vocational school will receive 47 hours of block credit for their PN certificate.

## **DUAL CREDIT**

Dual credit is an opportunity for eligible high school juniors and seniors, who are capable of meeting an increased challenge, to earn college credit through selected high school courses.

1. Students earn college credit.

2. Courses are taught on a collegiate level with collegiate textbooks.
3. Fully accredited courses that fulfill SCC's degree requirements, and are transferable to most other colleges and universities.
4. Low tuition rates. (Dual Credit courses taught at the high school by the high school instructor are of no cost to the student.)
5. All Dual Credit students have access to campus facilities, including the library, computer labs and Student Success Center.
6. All Dual Credit courses are taught at the high school or at an SCC extension center during regular school hours.
7. The college credit a student receives for successfully completing a dual credit course will always be part of the permanent college record.

## **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](http://www.ACT.org).

### **Scholastic Aptitude Test (SAT)**

The Scholastic Aptitude Test (SAT) created by the college board is an entrance exam used by colleges to help students and counselors make admission decisions. These test are administered on seven national testing date 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 at Shawnee Community College, or [www.collegeboard.org](http://www.collegeboard.org).

### **Placement Testing**

Unless otherwise indicated, placement testing is required for program admission. 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 assessment testing 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.

## Career and Technical Education (CTE) Programs

The college provides testing services which are used in the admissions procedure in various CTE programs. The CTE programs utilizing the college's testing services are as follows:

1. Certified Nurse Assistant
2. Practical Nursing
3. Associate Degree Nursing
4. Medical Laboratory Technician
5. Occupational Therapy Assistant
6. Surgical Technology
7. Massage Therapy
8. Veterinary Technology

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. A fingerprint background check prior to beginning the program and a PPD test for TB prior to clinical rotation. The information will be provided at an orientation session prior to the start of the 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) or online at [www.shawneecc.edu](http://www.shawneecc.edu).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet.
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 "Test of Essential Academic Skills (TEAS) for Practical Nursing from the Assessment Technologies Institute, LLC (ATI)." (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) or online at [www.shawneecc.edu](http://www.shawneecc.edu).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet.
3. The applicant must demonstrate successful completion of an approved program of Practical Nursing.
4. The applicant must successfully complete the admission examination "Test of Essential Academic Skills (TEAS) for Registered Nursing from the Assessment Technologies Institute, LLC (ATI)." (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 Orientation and 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.

## Medical Laboratory Technologist (MLT)

Persons seeking admission to the Medical Laboratory Technologist program must meet the following criteria:

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 March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

## Occupational Therapy Assistant (OTA)

Persons seeking admission to the Occupational Therapy Assistant program must meet the following criteria:

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

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 March 1.
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 must meet the following criteria:

1. Be a graduate of an accredited high school or have attained the GED.
2. Be at least 18 years of age.
3. Test into college level reading and writing.
4. Submit the results of a fingerprint background check 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. Submit the admission information form online ([www.shawneecc.edu](http://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 FOR TUITION PURPOSES

(Policy Manual: Section 7300)

### In-District Resident

Students who have occupied a dwelling in the Shawnee Community College District # 531 for at least 30 days prior to the start of the semester will be classified as in-district residents. Verification is made by the address listed on the Admission Information form. The student signature serves as the affidavit that the information provided is correct.

Acceptable Forms of Residency Verification:

1. Property Tax statement showing that taxes were paid to Shawnee Community College District #531
2. Voter Registration Card with in-district address
3. Driver's License with in-district address
4. Rent receipt for an in-district address (If US mail is undeliverable, said residency will be rescinded and student will be moved to out-of-district)

Cities and towns in the Shawnee Community College District # 531:

|              |              |             |
|--------------|--------------|-------------|
| Alto Pass    | Grantsburg   | Ozark       |
| Anna         | Jonesboro    | Perks       |
| Belknap      | Joppa        | Pulaski     |
| Boles        | Karnak       | Simpson     |
| Brookport    | Makanda*     | Tamms       |
| Buncombe     | McClure      | Thebes      |
| Cache        | Metropolis   | Tunnel Hill |
| Cairo        | Mill Creek   | Ullin       |
| Cobden       | Miller City  | Unity       |
| Cypress      | Mound City   | Villa Ridge |
| Dongola      | Mounds       | Vienna      |
| Elco         | New Burnside | Wolf Lake   |
| Goreville    | Olive Branch |             |
| Grand Chain  | Olmsted      |             |
| Grand Tower* |              |             |

\*Towns with asterisks must be verified by Tax Statement or Voter Registration Card showing District #531 because some parts of the town are in Shawnee Community College District 531 and some are not.

## CATALOG REQUIREMENTS - STUDENT RESPONSIBILITY

### Out-of-District Resident

A student whose residency is not within the District of Shawnee Community College # 531, but is within the State of Illinois will be considered as out-of-district students.

### Special Residency

Students enrolled in courses at Shawnee Community College District #531 will be considered in-district if they are employed at least 35 hours per week by an entity located in the district, or are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college. Students must produce a letter from an in-district employer stating that the student does meet the guidelines.

### Changing from Out-of-District to In-District

If changing from out-of-district status, verification and a signed affidavit stating intention of establishing permanent residency are required 30 days prior to the start of the semester.

## ACADEMIC CLASSIFICATION AND COURSE LOAD

(Policy Manual: Section 8150A)

A freshman student 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 college 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-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 during the fall or spring semesters or 9 hours in the summer. To enroll in more than the maximum number of credit hours, the following guidelines are to be followed:

1. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of 3.20 or more may carry up to 21 hours.
2. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of 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 the Vice President of Academic Affairs & Student Learning 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 Academic Affairs & Student Learning 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.

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 Academic Affairs & Student Learning. 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.

All degree seeking students will be given login information for Saints Online, the course management system, and an SCC email at the time of registration. Students **must** use these online resources to obtain end of semester grades, unofficial transcripts, degree audits, financial aid, payment plans and online registration. The college will communicate exclusively through the SCC email that is given to each student therefore it is imperative that students regularly check their SCC email account. Students who do not have or are not aware of their login information need to contact the Admissions and Advisement office.

## 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 as follows:

| Tuition                          |                   |
|----------------------------------|-------------------|
| Residency                        | Cost              |
| In-district                      | \$115/credit hour |
| In-district Citizens 60 or older | Waived            |
| Out-of-District                  | \$176/credit hour |
| Out-of-State                     | \$192/credit hour |
| International Rates              | \$426/credit hour |

| Fees               |                  |
|--------------------|------------------|
| Residency          | Cost             |
| Laboratory         | Varies           |
| Interactive Video  | \$30/course      |
| On-line (internet) | \$30/course      |
| Independent Study  | \$40/credit hour |
| Transcript         | \$3/transcript   |
| Technology         | \$5/credit hour  |

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

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.

### Laboratory Fees

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

### Technology Fees

Technology fees cover technology enhancements at Shawnee Community College. It is charged to all students who attend college. The funds generated from these fees are strictly dedicated to technology improvements which will enhance the learning experience of our students. Some examples are personal computer and software upgrades in labs/classrooms, the addition of smart/multimedia technology in classroom, and increased broadband.

### Southern Illinois Collegiate Common Market Allied Health Program Fees

#### Medical Laboratory Technology Program

| <u>Course</u>                         | <u>Charge</u>  |
|---------------------------------------|----------------|
| MLT 120 Intro to Clinical Lab         | \$150          |
| Campus Insurance Fee                  | \$15           |
| MLT 121 Serology                      | \$150          |
| MLT 122 Clinical Microscopy           | \$150          |
| MLT 123 Introduction to Phlebotomy    | \$150          |
| MLT 223 Immunohematology              | \$150          |
| MLT 225 Clinical Chemistry            | \$150          |
| MLT 228 Hematology and Hemostasis     | \$150          |
| MLT 229 Applied Clinical Microbiology | \$150          |
| MLT 251 Clinical Rotation I           | \$150          |
| Campus Insurance Fee                  | \$15           |
| MLT 252 Clinical Rotation II          | <u>\$150</u>   |
| <b>Total Charges</b>                  | <b>\$1,530</b> |

#### Occupational Therapy Assistant Program

| <u>Course</u>                              | <u>Charge</u> |
|--|---------------|
| OTA 100 Intro to Occupational Therapy      | \$200         |
| OTA 110 Clinical Observation               | \$200         |
| OTA 112 Activities of Daily Living         | \$200         |
| OTA 120 Occupational Therapeutic Media     | \$200         |
| OTA 122 Occupational Therapy Group Process | \$200         |
| OTA 132 Occupational Development           | \$200         |
| OTA 131 Disease and Impact on Occupation   | \$200         |
| OTA 133 Clinical Rotation I                | \$200         |
| Campus Insurance Fee                       | \$15          |
| OTA 134 OT in Physical Disabilities        | \$200         |
| OTA 200 Psychosocial Therapy and Practice  | \$200         |
| OTA 205 OT in Pediatrics                   | \$200         |
| OTA 210 OT Theory I                        | \$200         |

|  |                |
|--|----------------|
| OTA 217 Fieldwork Experience I                 | \$200          |
| OTA 218 Fieldwork Experience II                | \$200          |
| OTA 230 Clinical Rotation II                   | \$200          |
| Campus Insurance Fee                           | \$15           |
| OTA 231 OT Theory II                           | \$200          |
| OTA 232 Aging and Impact on Occup. Performance | \$200          |
| OTA 250 OT Administration                      | <u>\$200</u>   |
| <b>Total Charges</b>                           | <b>\$3,630</b> |

#### Surgical Technology Program

| <u>Course</u>                                     | <u>Charge</u> |
|---|---------------|
| STP 121 Introduction to Surgical Technology       | \$50          |
| STP 122 Principles and Practices of Surgical Tech | \$50          |
| STP 123 Surgical Procedures I                     | \$50          |
| STP 124 Surgical Procedures II                    | \$50          |
| STP 125 Clinical Rotation in Surgical Tech I      | \$50          |
| Campus Insurance Fee                              | \$15          |
| STP 126 Clinical Rotation in Surgical Tech II     | \$50          |
| Campus Insurance Fee                              | \$15          |
| STP 127 Pharmacology for Health Professions       | <u>\$50</u>   |
| <b>Total Charges</b>                              | <b>\$380</b>  |

#### Veterinary Technology

| <u>Course</u>                            | <u>Charge</u>  |
|--|----------------|
| VET 110 Small Animal Nursing I           | \$200          |
| VET 111 Small Animal Nursing II          | \$200          |
| VET 112 Animal Anatomy and Physiology I  | \$200          |
| VET 113 Animal Anatomy and Physiology II | \$200          |
| VET 116 Large Animal Nursing             | \$200          |
| VET 117 Animal Radiography               | \$200          |
| VET 118 Veterinary Practice Management   | \$200          |
| VET 119 Animal Clinical Lab I            | \$200          |
| VET 133 Animal Surgery Technology I      | \$200          |
| VET 138 Animal Pharmacology I            | \$200          |
| VET 219 Animal Clinical Lab II           | \$200          |
| VET 231 Vet Tech Internship I            | \$200          |
| VET 232 Vet Tech Internship II           | \$200          |
| VET 233 Animal Surgical Technology II    | \$200          |
| VET 235 Laboratory Exotic Animals        | \$200          |
| VET 236 Animal Management and Nutrition  | \$200          |
| VET 238 Animal Pharmacology II           | \$200          |
| VET 239 Animal Diseases                  | <u>\$200</u>   |
| <b>Total Charges</b>                     | <b>\$3,600</b> |

### Payment

Payment may be made in person at the bursar's office in the Building H-Administration, or at any of our extension centers, mailed to Shawnee Community College, Bursar's Office, 8364 Shawnee College Road, Ullin, IL 62992. SCC also offers an automatic payment plan through e-Cashier. Call the bursars office at (618) 634-3243 for more information or students can log onto saints online and click on the e-Cashier link. Checks or money orders should be made payable to Shawnee Community College and should include the student's SCC ID# on the check or money order. Visa, Discover, Mastercard, and debit card payments are accepted.

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**

(Policy Manual: Section 7320)

The following schedule and conditions govern the refund of tuition and fees at Shawnee Community College:

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. Tuition and fee charges will be refunded 100 percent under the following conditions:

Class is cancelled by a college official

1. A student drops a class(es) meeting 12 weeks or longer within the first ten (10) instructional days of the semester
2. A student drops a class(es) meeting 8-11 weeks within the first five (5) instructional days of the semester/course
3. A student drops a class(es) meeting 3-7 weeks within the first instructional day of the course
4. A student drops a class(es) meeting less than three (3) weeks prior to the first instructional day of the course

No refund/payment will be authorized for withdrawals or changes made after the respective drop period.

Additionally, no refund/payment will be issues if:

1. A student is withdrawn by the college for disciplinary reasons
2. A student is withdrawn by the college for non-attendance
3. A student has financial obligations to the college

Refunds will be made thirty (30) days from the date of complete withdrawal.

If a student has a monetary obligation to the college, the student will not be allowed to re-enroll for future semesters. In addition, semester grades and official transcripts will be withheld.

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

## **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 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](http://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 Shawnee Community College 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

### Federal Pell Grants

The Federal Pell Grant provides gift money for college-related expenses to students demonstrating financial need. The program is open to Shawnee Community College 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.

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 Shawnee Community College 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 or permanently disabled in the line of duty. 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

(Policy Manual: Section 8510)

All Shawnee Community College scholarships are listed in the Scholarship Booklet, which can be found on the Shawnee Community College website ([www.shawneecc.edu](http://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, Lions, Kiwanis, Black Diamond, etc.). Students should seek out reference materials on scholarships in 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 Excellence—Student Support Services (SSS)
- Advanced Honors
- ADN Program Excellence
- Agriculture & Natural Resource
- Ambassador



- Andy “Charlie Brown” Helman
- Art
- Award of Excellence
- Baseball
- Basketball-Men’s
- Basketball-Women’s
- Bob Eckenberg Memorial
- Connell F. and Mary Jewel Smith
- Criminal Justice
- Dippin’ Dots
- Education (Regular, Special, or Early Childhood)
- Edward M. & Betty Smith
- English
- Holcomb Kiwanis Club
- Leadership-Student Support Services (SSS)
- LPN Program Excellence
- Music
- Pre-Engineering
- Pulaski-Alexander Soil and Water Conservation District
- Ray Hendrick Memorial Agricultural
- Richard and Catherine Trampe
- Sabrina Dawn Atkinson Credit For Escrow
- Salutatorian
- SCC
- Scholastic Bowl
- Softball
- Southern Illinois Electric Cooperative
- Student Senate
- Student Trustee
- Trustee
- Ullin Veteran’s Memorial
- Valedictorian
- Vice President’s Adult Education
- Vice President’s GED
- Vice President’s Non-Traditional
- Walter Liggett Rotary
- Willard Murrie

## **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 WIOA programs, Dislocated Workers, 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**

(Policy Manual: Section 8152)

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 Shawnee Community College 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, 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 each 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. 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.

### 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).

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.

## **COLLEGE DEBT COLLECTION FROM STUDENT**

**(Policy Manual: Section 7180)**

The Vice President of Financial and Campus Operations should make all efforts possible to collect debts owed to the College by any person. After reasonable attempts have been made to collect a debt, the Business Office should use all methods available to it, including a collection agency if necessary.

Regardless of assignment, ultimate authority for all debt collection will remain with the Vice President of Financial and Campus Operations.

## **STUDENT DEBT TO THE COLLEGE**

**(Policy Manual: Section 7330)**

When any student owes money to the College for any reason, including, but not limited to tuition, laboratory fees, library charges (overdue books, and other use charges) and that student does not pay the debt by the prescribed time, his/her semester grades and permanent transcripts will be withheld until all such obligations have been met. Financial obligations are to be paid in the College Business Office except for library charges, which must be paid to the librarian or cleared through the librarian. Students who leave the College with an outstanding debt of any kind will not be allowed to register for future semesters until all obligations have been met.

## **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 Success & Services.
2. Within ten working days of receipt of the documents specified in Part 1 above, the Vice President of Student Success & 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 an 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.

## CARL D. PERKINS PROGRAM

The Carl D. Perkins grant is a federal grant that is designed to improve the economy by building a stronger career and technical workforce. Perkins provides assistance to students through a variety of means such as purchasing nursing uniforms and equipment, reimbursements for mileage to single parents, paying lab fees, and other educational expenses as outlined by the grant.

In order to qualify for Perkins, you must be enrolled full-time (12 hours or more) in a Career and Technical program of study (an Associate of Applied science degree). You must have current documentation showing that you fall into at least one of the following categories, as defined by the Carl D. Perkins Career and Technical Education Improvement Act of 2006:

1. Displaced Homemaker - if managing your household has been your primary occupation, and your primary source of income has changed (possibly due to illness, injury, death, divorce), you may be considered a "Displaced Homemaker"
2. Individual with Limited English Proficiency - if English is your second language, you may be considered an "Individual with Limited English Proficiency"
3. Individual with a Disability - if you have a disability that interferes with a major life function, you may be considered an "Individual with a Disability"
4. Individual with an Economic Disadvantage - if you are receiving financial aid, public aid, living at or below the national poverty level or the self-sufficiency level for the State of Illinois, or qualify for WIOA (Workforce Investment Opportunity Area) benefits, you may be considered "Economically Disadvantaged"
5. Individuals Preparing for Nontraditional Occupations for their Gender - if you are preparing for an occupation where your gender comprises 25% or less of the employees in that occupation, you may be considered an "Individual Preparing for a Nontraditional Occupation"
6. Single Parents, including Single Pregnant Women - if you are unmarried or legally separated and 1) have minor

children for whom you have custody or 2) are pregnant, you may be considered a "Single Parent"

## DISABILITY SERVICES

The Accessibility and Resource Office at Shawnee Community College is dedicated to providing reasonable academic accommodations and support to all currently enrolled students who have a documented disability in accordance to Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990. The Accessibility and Resource Office is here to help college students with disabilities to succeed in their studies by getting the information and support they need while attending the college.

The Accessibility and Resource Office helps coordinate services that include but are not limited to the following:

### Exam Accommodations:

- Extended Test Time for in class and/or online exams/quizzes
- Reduced distraction testing location
- Reduced distraction testing location (with proctor/reader)
- Enlarged print for exams/quizzes
- Use of scribe for exams/quizzes
- Use of computer/laptop with Natural Reader for assignments
- Use of calculator for exams/quizzes unless it compromises the essential function of the course
- No Scantrons for exams/quizzes

### In Class Accommodations:

- Note Taking Services
- Accessible seating
- Assistive Technology
- Use of a digital recorder to record lectures
- Alternate Format for Course Materials

"Reasonable Accommodations" are modifications or adjustments that enable a qualified student an equal opportunity to participate in campus programs and services. Accommodations are approved based on the written documentation as described above in the "Valid Documentation" section of this guide. Faculty Notification forms, which describe needed classroom accommodations, will be developed with the students permission and disseminated to appropriate faculty each semester.

Services are not automatically provided each semester. Students with disabilities **must** meet with the Accessibility and Resource Coordinator/Perkins each semester. Requests for such services as note taking, FM systems, etc. **must** be made, if at all possible, four to six weeks in advance of the beginning of each semester to allow the staff time to obtain the best services.

## **CAREER SERVICES**

Shawnee Community College Career Services offers a variety of services designed to meet the educational and employment needs of our students, 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 employment 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 and include the following:

- help in devising an efficient job-search strategy
- exploration of current job opportunities through the SCC Jobline, a computerized job search database available to students and employers. To access the Shawnee Community College Jobline, go to: [www.shawneecc.edu](http://www.shawneecc.edu), click on Community and Career Services.
- resume critiquing and development
- linkage between business and students
- employee recruitment for employment
- reference materials
- career/job fairs
- one-on-one consultation

The Career Services office assists students, faculty and departments concerning 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 some 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.

## **CLUBS AND ORGANIZATIONS**

(Policy Manual: Section 8530)

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 department representative of those disciplines. The extra-curricular and co-curricular life is as extensive as the students wish to make it.

Representatives for all proposed clubs must file a proposed constitution with the Vice-President of Student Success & Services. This document should contain a statement of purposes for that organization. The Vice-President of Student Success & Services will then forward the constitution to the President along with a recommendation for approval or denial of club recognition and reasons therefore. The President will review the material submitted and either:

1. upon agreement with the Vice-President's recommendation, present pertinent information to the Shawnee Community College Board of Trustees for their consideration and action, or
2. return the material to the Vice-President for revision.

New student organizations may be organized by contacting the Vice-President of Student Success & Services who will work with the organizers to help organize the club.

Organizations that stand recognized as chartered campus organizations are represented below:

- Ag/Advocates Club
- Art Club
- Book Club
- Campus Christian Community
- Cosmetology Club
- Criminal Justice Club
- Drama Club
- Future Teachers Education Organization/Saints Read
- Math/Science Club
- Music Club
- Nursing Student Association
- Phi Beta Lambda
- Phi Theta Kappa
- Scholastic Bowl
- Social Work Club
- Student Senate
- Veteran's Club
- Writers Club

When Appropriate, all clubs should generate funds through dues and/or fund raising activities, but no fund raising activities will be permitted unless approved by the club sponsor and the

Vice President of Student Success & Services. All club funds shall be turned into the College Business Office and expended via the College requisition/purchase order process. Club monies may be used in support of any outside group or individual but must be used in support of the club or the college.

**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 Success & Services.

1. Eligibility -- To be eligible for the Student Senate, a Shawnee Community College student must
  - a. Be a full-time student carrying 12 or more hours.
  - b. be in good standing with the college (must not be on academic or conduct probation).
  - c. have an overall grade point average of 2.50 to gain and maintain membership (Does not apply to first semester freshman).
  - d. Must be initiated in the semester in which it is awarded and can be maintained for 3 consecutive semesters (fall, spring, summer).
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 Success & Services.
4. The Vice President of Student Success & Services or his/her representative must be present for a meeting to be considered official.

**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 I Region 24 and National Tournaments.

**GRADING**  
(Policy Manual: Section 8160)

Final grades are posted on Saints On-line at the close of each term. Grades may be withheld/blocked from view by the college for such reasons as unpaid fees, overdue library books, and incomplete admissions records.

Students are graded according to the following system:

| Grade |   | Grade Points |
|-------|---|--------------|
| A     | Excellent Performance   | 4            |
| B     | Good Performance  | 3            |
| C     | Average Performance   | 2            |
| D     | Inferior Performance  | 1            |
| P     | Passing   | 0            |
| F     | Failing Performance   | 0            |
| *I    | Incomplete Work   | 0            |
| **S   | Satisfactory  | 0            |
| **U   | Unsatisfactory  | 0            |
| W     | Withdrawal from class after mid-term but by the academic penalty date | 0            |
| Au    | Audit   | 0            |

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

$$\text{GPA} = \frac{\text{total quality points earned for A,B,C,D, and F grades}}{\text{total quality hours attempted}}$$

**Incompletes**

A student may receive an "I" indicating an incomplete for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable. Incompletes are rarely given and only for extenuating circumstances. 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.

### **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.

### **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 Academic Affairs & Student Learning. Faculty may drop a student from class at mid-term if the student is not attending regularly or making progress toward successful completion of the course. Any student enrolled after mid-term must withdraw from class following the procedure outlined above.

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 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 cases of prolonged absences, students should notify the office of the Vice President of Student Success & 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 or 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 only. 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 Dean of Student Success & Services in writing within two weeks after the first day of class for the fall term.

### **Graduation**

Commencement is held each year at the completion of the spring semester. Attendance at the commencement program is voluntary. All students who were graduated since the previous year's commencement program are invited to attend. 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 term GPA is 3.5 or better is considered an honor student. Students achieving a 4.0 term GPA will be named to the President's List while those students achieving a term 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.

## AUDIT POLICY

(Policy Manual: Section 7340)

Students must receive approval from the Vice President of Academic Affairs & Student Learning 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

(Policy Manual: Section 8161)

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. An application for Pass/Fail credit must be completed and signed by the student and the advisor at the point of registration.
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 Pass/Fail. Exceptions may be allowed under special circumstances with the written approval of the Vice-President of Academic Affairs & Student Learning.
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.
8. Certain courses may be considered Pass/Fail. These are IND courses, COM 0160-Introduction to
9. Microcomputers, SEM 0111-College Success, VOL 0201-Volunteer Service, degree practicum/internship course, and nursing clinicals.

## REPEATED COURSES

(Policy Manual: Section 8540)

A course in which a student enrolls more than once is considered a repeated course. 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.

For financial aid purposes, 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 or state-funded financial aid, including the federal Pell grant and the state monetary award program grant, unless one or more of the following conditions exist:

- The student is allowed to earn credit for the course more than once.
- It is the first time the student is repeating the course and after earning an "F" the first time.
- A "C" is required to pass the course and the student has previously earned a "D" or "F" in that course.
- The student is evaluated by the Student Counselor or designee to determine student needs, such as tutoring, childcare, or transportation.

Courses repeated because of other conditions shall be considered audited courses and enrollment for such must receive prior approval by the Vice-President of Student Success & Services.

## WITHDRAWAL

(Policy Manual: Section 8520)

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.
4. Not attending class does not constitute a withdrawal from class. Failure to officially withdraw by the academic penalty date will result in failing grade for the semester.

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

## ACADEMIC WARNING

(Policy Manual: Section 8151)

A student who does not maintain a cumulative grade point average of 2.00 will be given academic warning for one semester. If work is unsatisfactory the following semester, the



student will be placed on probation. A student may attend a summer session to raise the G.P.A. 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 they are officially enrolled once registration is completed. Students can also access schedules and fee statements on Saints Online.

## **STUDENT CONDUCT**

(Policy Manual: Section 7230)

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 implemented the Illinois Articulation Initiative, whereby students can transfer freely between institutions 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 requirements for that institution.

## **CREDIT BY EXAMINATION**

(Policy Manual: Section 8150)

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 of 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 Divisional 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 Instruction 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 will not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examinations will appear on the student's transcript.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

(Policy Manual: Section 8210)

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.

## Certified 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 Certified Nurse Assistant Proficiency Examination. Individuals interested in taking this examination should contact the Illinois Department of Public Health in Springfield.

## High School Equivalency

High School Equivalency tests provide an opportunity for adults who did not earn a high school diploma to earn a secondary credential in the form of a High School Equivalency certificate. Illinois currently recognizes three High School Equivalency exams, the GED, the HiSet, and the TASC. The GED and HiSet exams are administered at the Shawnee Community College Testing Center. Students (18 or older) may register for the GED test through the GED Testing Services at GED.com. Students may register for the HiSet test at HiSet.ets.org. Testing fees are paid online directly to the vendor through debit card, credit card, or voucher. Testing fees do not include the cost of the High School Equivalence Certificate (\$10) or the Official Transcript (\$6) that are obtained through the Regional Office of Education that serves the tester's county of residence.

## 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. Shawnee Community College'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

(Policy Manual: Section 4250)

### Baccalaureate/Transfer Program

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 courses.

#### Notification and Conditions

To call the guarantee, the student must submit a letter to the Dean of Student Success & Services stating which credits did not transfer along with a letter from the transfer institution stating why the course(s) did not transfer. If the college verifies that the course should have transferred according to course equivalency guides in effect at the time the course was taken and when the transfer was attempted, and if the college is unable to rectify the problem with the transfer institution, the student's tuition and fees paid for the course will be refunded.

The college will maintain up-to-date transfer information on file in the counseling/advising center, transfer center, and Vice-President of Academic Affairs & Student Learning office and will provide academic advising and counseling to aid students in course selection. It is the responsibility of the students to avail themselves of these services to select courses articulated for transfer to their chosen four-year institution. Students should be aware that since baccalaureate degree completion requirements change over time, transfer agreements may expire and/or students may be expected to complete additional coursework by the transfer institution.

The limit of the college's liability is to compensation stated herein.

### Occupational Program Guarantee

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 exam 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.

#### Notification and Conditions

To call the guarantee, the student shall provide a letter to the Dean of Student Success & Services with needed documentation. The graduate must be employed in a position directly related to the program of study and must submit a letter jointly signed by the employer within two years of program completion certifying that the graduate is lacking entry-level skills guaranteed in the program. Upon the college's verification of eligibility under the guarantee, the college will work with the graduate and, if appropriate, the employer to determine the most appropriate courses that should be taken. The training must be completed within two calendar years of calling the guarantee.

In the case of licensure, the student must attempt to pass the licensure exam at least twice within one year of graduation and submit documentation from the licensing entity of the unsuccessful attempts at passing the licensure exam. If refresher or test preparation courses are available at the college or through a cooperative agreement with another college, the student must also pass those courses prior to calling the guarantee. This guarantee entitles the student a maximum of 12 credit hours of instruction regardless of the number of times a test is taken. This guarantee does not guarantee that the student will meet other non-educational licensure requirements.

The limits of the college's liability is to compensation stated herein.

## **REQUIREMENT FOR CAMPUS WIFI ACCESS**

- Laptops, desktops, tablets, and phones with wireless capabilities are able to connect
- Pop-ups allowed on Shawnee Community College Moodle site

# ***TRANSFER PROGRAMS OF STUDY***



***Associate of Arts***

***Associate of Science***

## TRANSFER PROGRAMS

Transfer programs provide an opportunity for students to complete the first two years of study leading to a baccalaureate degree. The third and fourth years of study will be completed at a four-year college or university to which the student transfers after the completion of his or her program at Shawnee Community College.

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 that 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 the following:

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 fifteen (15) semester hours of credit at Shawnee Community College;
4. Making application for graduation by published deadline;
5. Payment of all tuition and fees.

## 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 (GECC) 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) and information can be obtained through accessing [www.iTransfer.org](http://www.iTransfer.org).

IAI courses are identified in the course description section of the catalog (code example: ENG 111 – English Composition I: C1 900). Illinois Transferable General Education Core Curriculum (37 to 41 semester credit hours):

|   |                       |
|---|-----------------------|
| Communication   | 9 semester hours      |
| Mathematics   | 3 semester hours      |
| Physical and Life Sciences (one course from each discipline)  | 7 to 8 semester hours |
| Humanities and Fine Arts (one course from one discipline and two courses from the other discipline) | 9 semester hours      |
| Social Sciences (taken from two different disciplines)  | 9 semester hours      |

## UNIVERSITY STUDIES OF CONCENTRATION

Because four-year colleges vary in their requirements, students should determine specific course requirements by consulting with their faculty advisor or a college counselor as soon as possible after admission to the college. In order to assist undecided students, Shawnee Community College offers suggested degree plans on the advisement worksheet webpage. The programs listed are Associate of Science or Associate of Arts degrees with the specific requirements for each major. These are general suggestions, however, as requirements differ between universities. For this reason, any student pursuing a degree in the Associate of Arts programs or Associate of Science programs is responsible for consulting with an Shawnee Community College advisor and the appropriate university personnel prior to enrollment to ensure transferability. Those programs with signed articulation agreements will be noted as such.

Students should declare their degree and concentration as early as possible and see their designated advisor during registration to ensure that all necessary coursework is taken. Concentrations offered at Shawnee Community College include (but are not limited to) the following:

|                           |                      |
|---------------------------|----------------------|
| Agriculture               | Pre-Law              |
| Animal Science            | Pre-Medicine         |
| Anthropology              | Pre-Nursing          |
| Architecture              | Pre-Occup Therapy    |
| Art                       | Pre-Optometry        |
| Aviation                  | Pre-Pharmacy         |
| Biology                   | Pre-Physical Therapy |
| Business                  | Pre-Phys Assistant   |
| Chemistry/Biochem         | Pre-Podiatry         |
| Cinema & Photography      | Pre-Veterinary       |
| Comm Disorders            | Psychology           |
| Computer Sciences         | Radio, TV & Media    |
| Criminal Justice          | Radiologic Sciences  |
| Dental Hygiene            | Recreation           |
| Early Childhood Education | Rehabilitation       |
| Elementary Education      | Social Work          |
| Engineering               | Sociology            |
| English                   | Special Education    |
| Foreign Language          | Speech               |
| Forestry                  | Theater              |
| Geography                 | Zoology              |
| Geology                   |                      |
| Health Care Mgt           |                      |
| Health Education          |                      |
| History                   |                      |
| Horticulture              |                      |
| Hospitality/Tourism       |                      |
| Human Nutrition           |                      |
| Industrial Tech           |                      |
| Information Systems       |                      |
| Interior Design           |                      |
| Journalism                |                      |
| Kinesiology               |                      |
| Linguistics               |                      |
| Math                      |                      |
| Microbiology              |                      |
| Mortuary Science          |                      |
| Music                     |                      |
| Paralegal Studies         |                      |
| Philosophy                |                      |
| Phys Therapy Asst         |                      |
| Physics                   |                      |
| Plant Biology             |                      |
| Political Science         |                      |
| Pre-Dentistry             |                      |

# Associate of Arts

Degree Code: AA-0090

Minimum GPA: 2.0

Minimum Hours: 64

An Associate of Arts degree provides students a general liberal arts education that prepares them for a bachelor's degree program at a four-year college or university. In order for credits earned through an Associate of Arts degree to (1) transfer to a four-year college and (2) meet the general education requirements of a bachelor's degree. An Associate of Arts provides students with a foundational education in liberal arts. Studies may include coursework in humanities, social sciences, history, and mathematics, among other subjects. While the Associate of Arts degree helps students gain useful career skills, they are typically designed as a stepping stone into a bachelor's degree program. The general education core curriculum includes coursework approved by the Illinois Articulation Initiative. For an up-to-date listing of classes, please consult the website at [www.itransfer.org](http://www.itransfer.org).

|   |   |  |
|---|---|--|
| <b>Communications</b> 9 hours minimum <u>Must earn at least a "C" in each course to graduate</u> (Must either test out of or take ENG 0041/0047/0048)   |   |  |
| <input type="checkbox"/> ENG 111 – English Composition I  | <input type="checkbox"/> ENG 112 – English Composition II   | <input type="checkbox"/> SPC 111 – Speech  |
| <b>Fine Arts/ Humanities</b> 9 hours minimum (One course from each category)  |   |  |
| <b>Choose One Course</b><br><input type="checkbox"/> ART 114 – Art Appreciation<br><input type="checkbox"/> ART 117 – Art History Survey I<br><input type="checkbox"/> ART 118 – Art History Survey II<br><input type="checkbox"/> MUS 115 – Music Appreciation<br><input type="checkbox"/> MUS 118 – Survey of Music Lit.<br><input type="checkbox"/> MUS 130 – Intro to American Music<br><input type="checkbox"/> SPC 124 – Theater Appreciation   | <b>Choose One Course</b><br><input type="checkbox"/> HIS 108 – Twentieth Century American History<br><input type="checkbox"/> HIS 117 – Western Civilization from 1715<br><input type="checkbox"/> LIT 210 – Intro to Literature<br><input type="checkbox"/> LIT 211 – Intro to Poetry<br><input type="checkbox"/> LIT 212 – Modern Fiction<br><input type="checkbox"/> LIT 213 – Intro to Drama<br><input type="checkbox"/> LIT 214 – British Literature I<br><input type="checkbox"/> LIT 215 – British Literature II<br><input type="checkbox"/> LIT 216 – American Literature I | <input type="checkbox"/> LIT 217 – American Literature II<br><input type="checkbox"/> LIT 218 – World Literature<br><input type="checkbox"/> LIT 219 – Contemporary Multicultural Literature<br><input type="checkbox"/> LIT 220 – Literature and Gender<br><input type="checkbox"/> LIT 221 – African American Literature<br><input type="checkbox"/> PHI 215 – Intro to Philosophy<br><input type="checkbox"/> PHI 216 – Logic<br><input type="checkbox"/> PHI 218 – Intro to Ethics and Values<br><input type="checkbox"/> PHI 219 – Religion in American Society |
| <b>Social Sciences</b> 9 hours minimum (Taken from 2 different disciplines)   |   |  |
| <input type="checkbox"/> ECO 211 – Economics - Macro<br><input type="checkbox"/> ECO 212 – Economics - Micro<br><input type="checkbox"/> GOV 117 – Intro to American Government<br><input type="checkbox"/> HIS 116 – Western Civilization to 1715<br><input type="checkbox"/> HIS 117 – Western Civilization from 1715<br><input type="checkbox"/> HIS 121 – World History Beginning to 1450<br><input type="checkbox"/> HIS 122 – World History from 1450<br><input type="checkbox"/> HIS 214 – History of US to 1877 | <input type="checkbox"/> HIS 215 – History of US from 1877<br><input type="checkbox"/> HIS 217 – History of Eastern Civilization<br><input type="checkbox"/> PSY 211 – Intro to Psychology<br><input type="checkbox"/> PSY 216 – Social Psychology<br><input type="checkbox"/> PSY 217 – Developmental Psychology: Lifespan<br><input type="checkbox"/> PSY 218 – Child Psychology  | <input type="checkbox"/> SOC 212 – Sociology<br><input type="checkbox"/> SOC 217 – Marriage and Family<br><input type="checkbox"/> SOC 218 – Cultural Diversity  |
| <b>Mathematics</b> AA: 3 hours minimum (Must test out of or take MAT 0039/0041/0043)  |   |  |
| <input type="checkbox"/> MAT 110 – General Education Math<br><input type="checkbox"/> MAT 112 – Math for Elem. Teachers II<br><input type="checkbox"/> MAT 113 – Quantitative Literacy  | <input type="checkbox"/> MAT 119 – Finite Mathematics<br><input type="checkbox"/> MAT 209 – Calculus I<br><input type="checkbox"/> MAT 210 – General Elem. Statistics   | <input type="checkbox"/> MAT 211 – Calculus II<br><input type="checkbox"/> MAT 212 – Calculus III<br><input type="checkbox"/> MAT 215 – App Calculus for Bus & Social Science  |
| <b>Sciences</b> AA: 7-8 hours minimum (Must include at least 1 life and 1 physical. At least one class must contain a lab)  |   |  |
| <b>Life Sciences</b><br><input type="checkbox"/> BIO 111 – Intro to Biology<br><input type="checkbox"/> BIO 115 – Human Biology<br><input type="checkbox"/> BIO 211 – Ecology<br><input type="checkbox"/> CHE 111 – Inorganic, Organic and Biochemistry I   | <b>Physical Sciences</b><br><input type="checkbox"/> AST 111 – Introduction to Astronomy<br><input type="checkbox"/> CHE 111 – Inorganic, Organic and Biochemistry I<br><input type="checkbox"/> CHE 114 – Inorganic Chemistry<br><input type="checkbox"/> GEO 213 – Geology<br><input type="checkbox"/> GEO 215 – Intro to Environmental Geology   | <input type="checkbox"/> GRY 214 – Intro to Physical Geography<br><input type="checkbox"/> PHY 116 – College Physics I<br><input type="checkbox"/> PHY 120 – Intro to Real World Physics<br><input type="checkbox"/> PHY 216 – University Physics I  |
| <b>Electives</b> (26-27 hours) Must be chosen from the transfer courses listed in the back of the catalog and noted with a "T". Total Hours for the AA degree must equal 64 hours. Developmental courses will not count as electives for any degree. MAT 115/116/118 may be necessary for some majors, however will not count in the General Education Core. Please consult an advisor prior to enrolling.  |   |  |
| <input type="checkbox"/> _____  | <input type="checkbox"/> _____  | <input type="checkbox"/> _____   |
| <input type="checkbox"/> _____  | <input type="checkbox"/> _____  | <input type="checkbox"/> _____   |
| <input type="checkbox"/> _____  | <input type="checkbox"/> _____  | <input type="checkbox"/> _____   |

# Associate of Science

Degree Code: AS-0091

Minimum GPA: 2.0

Minimum Hours: 64

The Associate of Science degree is designed to complete the lower division (freshman and sophomore) portion of a baccalaureate degree in such disciplines as Chemistry, Biology, Physics and Mathematics. Baccalaureate science programs are highly structured and require extensive mathematics and science courses at the lower-division level. As a result, the AS Degree does not include the entire General Education Core Curriculum. This means that students who complete the AS Degree may need to complete one additional Humanities or Fine Arts course and one additional Social Science or Behavioral Science course to complete the Illinois Articulation Initiative General Education Core Curriculum as part of the requirements for the baccalaureate degree of the university to which they transfer. For an up-to-date listing of classes, please consult the Illinois Articulation Initiative website at [www.itransfer.org](http://www.itransfer.org).

|   |  |   |
|---|--|---|
| <b>Communications</b> 9 hours minimum <u>Must earn at least a "C" in each course to graduate</u> (Must either test out of or take ENG 0041/0047/0048)   |  |   |
| ___ ENG 111 – English Composition I   | ___ ENG 112 – English Composition II   | ___ SPC 111 – Speech  |
| <b>Fine Arts/ Humanities</b> 6 hours minimum (One course from the humanities area and one course from the fine arts area)   |  |   |
| Choose <u>One Course</u>  |  |   |
| ___ ART 114 – Art Appreciation<br>___ ART 117 – Art History Survey I<br>___ ART 118 – Art History Survey II<br>___ MUS 115 – Music Appreciation<br>___ MUS 118 – Survey of Music Lit.<br>___ MUS 130 – Intro to American Music<br>___ SPC 124 – Theater Appreciation  | Choose <u>One Course</u><br>___ HIS 108 - Twentieth Century American History<br>___ HIS 117 – Western Civilization from 1715<br>___ LIT 210 – Intro to Literature<br>___ LIT 211 – Intro to Poetry<br>___ LIT 212 – Modern Fiction<br>___ LIT 213 – Intro to Drama<br>___ LIT 214 – British Literature I<br>___ LIT 215 – British Literature II<br>___ LIT 216 – American Literature I | ___ LIT 217 – American Literature II<br>___ LIT 218 – World Literature<br>___ LIT 219 – Contemporary Multicultural Literature<br>___ LIT 220 – Literature and Gender<br>___ LIT 221 – African American Literature<br>___ PHI 215 – Intro to Philosophy<br>___ PHI 216 – Logic<br>___ PHI 218 – Intro to Ethics and Values<br>___ PHI 219 – Religion in American Society |
| <b>Social Sciences</b> 6 Hours minimum (Taken from 2 different disciplines)   |  |   |
| ___ ECO 211 – Economics - Macro<br>___ ECO 212 – Economics - Micro<br>___ GOV 117 – Intro to American Government<br>___ HIS 116 – Western Civilization to 1715<br>___ HIS 117 – Western Civilization from 1715<br>___ HIS 121 – World History Beginning to 1450<br>___ HIS 122 – World History from 1450<br>___ HIS 214 – History of US to 1877   | ___ HIS 215 – History of US from 1877<br>___ HIS 217 – History of Eastern Civilization<br>___ PSY 211 – Intro to Psychology<br>___ PSY 216 – Social Psychology<br>___ PSY 217 – Developmental Psychology:<br>Lifespan<br>___ PSY 218 – Child Psychology  | ___ SOC 212 – Sociology<br>___ SOC 217 – Marriage and Family<br>___ SOC 218 – Cultural Diversity  |
| <b>**Bachelor's degrees will need to have 9 hours of Fine Arts/Humanities and 9 hours of Social Science courses. The additional 3 hours of humanities and 3 hours of social science courses can be taken in addition to this degree or can be taken later at the senior university.</b>   |  |   |
| <b>Mathematics</b> AS: 2-3 courses with a minimum of 6 Hours (Must test out of or take MAT 0039/0041/0043)  |  |   |
| ___ MAT 110 – General Education Math<br>___ MAT 112 – Math for Elem. Teachers II<br>___ MAT 113 – Quantitative Literacy   | ___ MAT 119 – Finite Mathematics<br>___ MAT 209 – Calculus I<br>___ MAT 210 – General Elem. Statistics   | ___ MAT 211 – Calculus II<br>___ MAT 212 – Calculus III<br>___ MAT 215 – App Calculus for Bus & Social Science  |
| <b>Sciences</b> AS:3 courses with a minimum of 10 Hours. (Must include at least 1 life and 1 physical At least one class must contain a lab)  |  |   |
| <u>Life Sciences</u><br>___ BIO 111 – Intro to Biology<br>___ BIO 115 – Human Biology<br>___ BIO 211 – Ecology<br>___ CHE 111 – Inorganic, Organic and Biochemistry I   | <u>Physical Sciences</u><br>___ AST 111 – Introduction to Astronomy<br>___ CHE 111 – Inorganic, Organic and Biochemistry I<br>___ CHE 114 – Inorganic Chemistry<br>___ GEO 213 – Geology<br>___ GEO 215 – Intro to Environmental Geology   | ___ GRY 214 – Intro to Physical Geography<br>___ PHY 116 – College Physics I<br>___ PHY 120 – Intro to Real World Physics<br>___ PHY 216 – University Physics I   |
| <b>Electives</b> (27 hours) Must be chosen from the transfer courses listed in the back of the catalog and noted with a "T". Total Hours for the AS degree must equal 64 hours. Developmental courses will not count as electives for any degree. MAT 115/116/118 may be necessary for some majors, however will not count in the General Education Core. Please consult an advisor prior to enrolling. |  |   |
| _____<br>_____<br>_____   |  |   |



# ***OCCUPATIONAL PROGRAMS OF STUDY***



***Associate of General Studies***

***Associate of Applied Science***

***Certificates***

# Associate of General Studies

Degree Code: GSD-0080

Minimum GPA: 2.0

Minimum Hours: 64

The Associate in General Studies degree is a degree that is customized to meet the unique needs of students with objectives that are different than those of the transfer degrees or the occupational degrees. This degree is designed with a college counselor to meet a student's objectives such as obtaining a two-year liberal education, obtaining a degree to meet employment needs not possible through other programs and enhancing opportunities for individuals who have completed a certificate program.

|   |  |  |
|---|--|--|
| <b>Communications</b> 9 hours minimum <u>Must earn at least a C in each course to graduate</u> (Must either test out of or take ENG 0041/0047/0048)   |  |  |
| ___ ENG 111 – English Composition I   | ___ ENG 112 – English Composition II   | ___ SPC 111 – Speech   |
| <b>Fine Arts/Humanities</b> 3 hours minimum   |  |  |
| ___ ART 114 – Art Appreciation<br>___ ART 117 – Art History Survey I<br>___ ART 118 – Art History Survey II<br>___ MUS 115 – Music Appreciation<br>___ MUS 118 – Survey of Music Lit.<br>___ MUS 130 – Intro to American Music<br>___ SPC 124 – Theater Appreciation<br>___ HIS 108 – Twentieth Century Am. History<br>___ HIS 117 – Western Civilization from 1715 | ___ HIS 121 – World History Beginning to 1450<br>___ HIS 122 – World History from 1450<br>___ LIT 210 – Intro to Literature<br>___ LIT 211 – Intro to Poetry<br>___ LIT 212 – Modern Fiction<br>___ LIT 213 – Intro to Drama<br>___ LIT 214 – British Literature I<br>___ LIT 215 – British Literature II<br>___ LIT 216 – American Literature I | ___ LIT 217 – American Literature II<br>___ LIT 218 – World Literature<br>___ LIT 219 – Contemporary Multicultural Literature<br>___ LIT 220 – Literature & Gender<br>___ LIT 221 – African American Literature<br>___ PHI 215 – Intro to Philosophy<br>___ PHI 216 – Logic<br>___ PHI 218 – Intro Ethics & Values<br>___ PHI 219 – Religion in American Society |
| <b>Social Sciences</b> 3 hours minimum  |  |  |
| ___ ECO 211 – Macro Economics<br>___ ECO 212 – Micro Economics<br>___ GOV 117 – Intro to American Government<br>___ HIS 116 – Western Civilization to 1715<br>___ HIS 117 – Western Civilization from 1715<br>___ HIS 121 – World History Beginning to 1450   | ___ HIS 122 – World History from 1450<br>___ HIS 214 – History of US to 1877<br>___ HIS 215 – History of US from 1877<br>___ HIS 217 – Eastern Civilization<br>___ PSY 211 – Intro to Psychology<br>___ PSY 216 – Social Psychology  | ___ PSY 217 – Dev. Psychology: Lifespan<br>___ PSY 218 – Child Psychology<br>___ SOC 212 – Sociology<br>___ SOC 217 – Marriage and Family<br>___ SOC 218 – Cultural Diversity  |
| <b>Mathematics</b> 3 hours minimum (Must test out of or take MAT 0039/0041/0043)  |  |  |
| ___ MAT 110 – General Education Math<br>___ MAT 111 – Math for Elem Teachers I<br>___ MAT 112 – Math for Elem Teachers II<br>___ MAT 113 – Quantitative Literacy<br>___ MAT 115 – Pre-Calculus<br>___ MAT 116 – College Algebra   | ___ MAT 118 – Trigonometry<br>___ MAT 119 – Finite Math<br>___ MAT 121 – Technical Mathematics<br>___ MAT 122 – Applied Basic Mathematics<br>___ MAT 209 – Calculus I  | ___ MAT 210 – General Elementary Statistics<br>___ MAT 211 – Calculus II<br>___ MAT 212 – Calculus III<br>___ MAT 215 – Applied Calculus for Bus/Social Science  |
| <b>Sciences</b> 3 hours minimum   |  |  |
| ___ AST 111 – Astronomy<br>___ BIO 111 – Intro to Biology<br>___ BIO 115 – Human Biology<br>___ BIO 210 – Intro. to Human Anatomy<br>___ BIO 211 – Ecology<br>___ BIO 212 – Anatomy & Physiology<br>___ BIO 213 – Botany  | ___ BIO 214 – Field Biology<br>___ BIO 215 – Intro. to Human Physiology<br>___ BIO 216 – Survey of the Animal Kingdom<br>___ BIO 218 – Intro. to Microbiology<br>___ CHE 111 – Inorganic, Organic & Biochemistry I<br>___ CHE 114 – Inorganic Chemistry<br>___ GEO 213 – Geology   | ___ GEO 215 –Intro to Environmental Geology<br>___ GRY 214 – Intro to Physical Geography<br>___ PHY 116 – College Physics I<br>___ PHY 120 – Intro to Real World Physics<br>___ PHY 216 – University Physics I   |
| <b>Electives</b> (43 hours) - Total Hours for the AGS degree must equal 64 hours. Developmental courses will not count as electives for any degree. MAT 115/116/118 may be necessary for some majors, however will not count in the General Education Core. Please consult an advisor prior to enrolling.   |  |  |
| _____   | _____  | _____  |
| _____   | _____  | _____  |
| _____   | _____  | _____  |

# OCCUPATIONAL PROGRAMS

## ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES

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

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

## ASSOCIATE OF APPLIED SCIENCE DEGREES AND RELATED CERTIFICATE PROGRAMS

### Associate of Applied Science

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

1. Successful completion of the requirements of the curriculum;
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 (15) semester hours of credit at Shawnee Community College;
4. Making application for graduation by published deadline;
5. 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. Making application for graduation by published deadline;
5. Payment of all tuition and fees.

## =====NOTES=====

# ***ALLIED HEALTH PROGRAMS OF STUDY***



***Associate Degree Nursing (ADN)***

***Practical Nursing (PN)***

***Certified Nurse Assistant Program***

***Massage Therapy***

***Medical Biller***

***Medical Coder***

***Medical Coding Specialist***

***Medical Office Assistant***

***Medical Transcription***

NOTE: See pages 82-86 for Surgical Technology,  
Medical Lab Technologist, Occupational Therapy Assistant and  
Veterinary Technology programs

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

(PN 2127)

Minimum 47 hours

The SCC PN program will uphold the college’s mission statement by providing the students with skills necessary for safe entry-level LPN employment in healthcare and provide a foundation for registered professional nursing education

Special Admission Program – See Admission Requirements

**ELIGIBILITY**

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 in Phase I.

**Phase I**

1. Complete the SCC Student Information Form.
2. Send your official transcript to SCC, Attn: Registrar, 8364 Shawnee College Road, Ullin IL 62992.
3. Complete a degree audit with admissions.

**Phase II**

1. Complete General Education Courses (per catalog), with a “C” or better.
2. Complete the Application for the Practical Nursing Program available on the SCC Website under Allied Health Programs or Nursing Office, L1006.

| First Semester     |                               | Credit Hours   |
|--------------------|-------------------------------|----------------|
| BIO 210            | Anatomy                       | 4              |
| IND 230            | CPR for Health Care Providers | .5             |
| ENG 111            | English Composition I         | 3              |
| PSY 211            | Intro to Psychology           | 3              |
| HLT 116            | Nutrition                     | 3              |
| PN 101             | Nursing Orientation           | <u>1</u>       |
| <b>TOTAL HOURS</b> |                               | <b>14/14.5</b> |

\*If CPR certification is not current.

3. Take the Test of Essential Academic Skills (TEAS). Contact Testing Center at 618-634-3316 to take the exam. Application and TEAS test Deadline is the end of March of each year for classes beginning the Fall Semester. Study guides can be viewed in SCC Library or purchased in the SCC bookstore or online at [www.atitest.com](http://www.atitest.com). A score of 50 will be the minimal entrance score. An accumulative GPA of 2.0 or greater will be required for entrance into this program.
4. Students will be identified and ranked in the spring before fall enrollment to the LPN program. Points will be awarded based on:
  - Test of Essential Academic Skills (TEAS) Version 5 (Adjusted Individual Total Score)
  - Points will be added to TEAS as follow: A = 3 points, B =2 points to the following courses completed by selection of class in April.
    - BIO 210 Anatomy
    - ENG 111 English Composition I
    - HLT 116 Nutrition
    - PSY 211 Introduction to Psychology

**Phase III**

1. Prior to beginning nursing courses, students must complete phase I and II and provide documentation of physical examination and immunizations specifically required for nursing. If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, the student will not be allowed to attend courses in the program. A current Healthcare Provider CPR certification will be also required and good through the completion of the nursing classes. Criminal background check and drug screens, as well as health insurance, will be required for clinical educational experiences.
2. PN 101 Nursing Orientation will be required the summer before the fall admission.

| First Semester     |                        | Credit Hours |
|--------------------|------------------------|--------------|
| PN 114             | Growth & Development   | 2            |
| PN 115             | Clinical Nursing I     | 3            |
| PN 121             | Fund. Of Nursing       | 2            |
| PN 126             | Intro. To Pharmacology | 3            |
| PN 128             | Nursing Procedures     | 2            |
| PN 170             | Geriatric Nursing      | 1            |
| <b>TOTAL HOURS</b> |                        | <b>13</b>    |

| Second Semester    |                                    | Credit Hours |
|--------------------|------------------------------------|--------------|
| PN 116             | Clinical Nursing II                | 4            |
| PN 117             | Obstetric Care                     | 1            |
| PN 125             | Intro to Mental Health             | 1            |
| PN 129             | Medical-Surgical I                 | 3            |
| PN 131             | Nursing Care of Mother and Newborn | 2            |
| PN 132             | Nursing of the Child               | 2            |
| PN 133             | Pharmacology                       | 2            |
| <b>TOTAL HOURS</b> |                                    | <b>15</b>    |

| Third Semester     |                      | Credit Hours |
|--------------------|----------------------|--------------|
| PN 119             | Clinical Nursing III | 3            |
| PN 137             | Medical-Surgical II  | 2            |
| <b>TOTAL HOURS</b> |                      | <b>5</b>     |

**Program Completion**

|   |                |
|---|----------------|
| Credit Hours from General Education Classes | 14/14.5        |
| Credit Hours from LPN Core Classes          | 33             |
| <b>TOTAL HOURS</b>                          | <b>47/47.5</b> |

NOTE: The LPN Program can also be done part-time over six semesters during the day or evening. Individual interested in part time must seek advisement.

**Upon successful completion of the program, students are required to pass the National Council Licensure Examination (NCLEX) for employment in this field of study.**

**Career Opportunities:** Practical Nurse

**Major Employers:** Hospitals, Community Health Providers' (Skilled Care Homes, Home Health Agencies, Hospice, Clinics, Health Care Providers' Offices), Federal and State government institutions.

Students who complete this program successfully are eligible to take the National Council Licensure Examination for License Practical Nurses (NCLEX-PN) Exam to become a Practical Nurse (LPN).

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29-2061.00

**ASSOCIATE DEGREE NURSING (AAS Degree)**

(RN 2227)

Minimum 65 hours

The SCC ADN program will uphold the college’s mission statement by building on the LPN program to provide registered professional education so the student will be a safe entry-level RN.

Special Admission Program –See admission Requirements

**ELIGIBILITY**

Unencumbered LPN license or currently enrolled in an approved LPN program with a graduation data prior to the start of fall classes. Twenty LPN program hours will be applied to the ADN total program hours.

|                     |                   |                 |
|---------------------|-------------------|-----------------|
| LPN Program Courses | Courses will vary | 20 Credit Hours |
|---------------------|-------------------|-----------------|

**Phase I**

1. Complete the SCC Student Information Form.
2. Send your official transcript to SCC, Attn: Registrar, 8364 Shawnee College Road, Ullin IL 62992.
3. Complete a degree audit with admissions.

**Phase II**

1. Complete General Education Courses (per catalog), with a “C” or better and be placed in the ranking for the program. See admission packet for ADN Program for details on ranking. Ranking will be based on points earned from TEAS and points earned for grades in select General Education Courses as followed:
  - Test of Essential Academic Skills (TEAS) Version 5 (Adjusted Individual Total Score)
  - Points will be added to TEAS as follow: A = 3 points, B =2 points to the following courses completed by selection of class in April.
    - BIO 215 Physiology
    - ENG 112 English Composition II
    - BIO 218 Microbiology
2. Complete the application for the Associate Degree Nursing Program which is available on the SCC website under Allied Health Programs or in the Nursing Department Office, located in L1006.

| First Semester     |                        | Credit Hours |
|--------------------|------------------------|--------------|
| BIO 215            | Physiology             | 4            |
| BIO 218            | Microbiology           | 4            |
| ENG 112            | English Composition II | 3            |
| PSY 211            | Intro to Psychology    | 3            |
| ADN 201            | Orientation            | <u>1</u>     |
| <b>TOTAL HOURS</b> |                        | <b>15</b>    |

3. Take the Test of Essential Academic Skills (TEAS). Contact the Testing Center at 618-634-3316 to take the exam. Application and TEAS test Deadline is the end of March of each year for classes beginning in the fall semester. Study guides can be viewed in the SCC Library or purchased at the SCC bookstore or online at [www.atitest.com](http://www.atitest.com). A score of 50 is the minimal entrance score. An accumulative GPA of 2.0 or greater is required for entrance into this program.
4. Students will be identified and ranked in the spring before fall enrollment to the ADN program based on TEAS scores and additional points earned as outlined in the ADN Admission Packet.

**Phase III**

1. Prior to attending nursing courses, students must provide documentation of physical examination and immunizations specifically required for nursing. If the physical examination indicates that the candidate cannot perform the duties required in a nursing program, the student will not be allowed to attend courses in the program. A current Healthcare Provider CPR certification will also be required and current through the completion of the nursing program. A criminal background check and drug screens, as well as health insurance, will be required for clinical educational experiences.
2. ADN 201 Nursing Orientation (1 Credit Hour) will be required the summer before the fall admission.

| First Semester     |  | Credit Hours |
|--------------------|--|--------------|
| ADN229             | Community Based Nursing Care                           | 2            |
| ADN230             | Respiratory Nursing Interventions                      | 2            |
| ADN231             | Metabolic-Endocrine Nursing Interventions              | 2            |
| ADN235             | Gastrointestinal/Genital Urinary Nursing Interventions | 3            |
| ADN238             | Cardiovascular Nursing Interventions                   | 3            |
| ADN239             | Introduction to Conceptual Framework                   | 3            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

| Second Semester    |   | Credit Hours |
|--------------------|---|--------------|
| ADN221             | Neurological-Sensory Nursing Interventions      | 2            |
| ADN232             | Nursing Today & Tomorrow                        | 1            |
| ADN233             | Maternal-Neonate Nursing Interventions          | 3            |
| ADN234             | Pediatric Nursing Interventions                 | 2            |
| ADN236             | Orthopedic-Dermatological Nursing Interventions | 3            |
| ADN237             | Psychiatric Nursing Interventions               | 3            |
| ADN240             | Introduction to Nursing Informatics             | 1            |
| <b>TOTAL HOURS</b> |   | <b>15</b>    |

### **Program Completion**

|   |           |
|---|-----------|
| Accepted Course Credit Hours from LPN Program         | 20        |
| Required General Education Courses Credit Hours       | 15        |
| Required Program Course Credit Hours from ADN Program | 30        |
| <b>TOTAL HOURS</b>                                    | <b>65</b> |

NOTE: The ADN Program can also be taken part-time over four semesters. Individuals interested in attending part-time must seek advisement.

**Upon successful completion of the program, students are required to pass the National Council Licensure Examination (NCLEX) for employment in this field of study.**

**Career Opportunities:** Registered Nurse

**Major Employers:** Hospitals, Community Health Providers' (Skilled Care Homes, Home Health Agencies, Hospice, Clinics, Health Care Provider's Offices), and Federal and State government institutions.

Students who complete this program successfully are eligible to take the NCLEX Exam to become a Registered Nurse (RN).

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29-1141.00



**CERTIFIED NURSE ASSISTANT (Less-Than-One-Year Certificate) (PN 2126) Minimum 6.5 hours**

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.

|                    |  | Credit Hours |
|--------------------|--|--------------|
| *CNA 120           | Basic Nurse Assistant Training Program | 6            |
| CPR 120            | CPR for Healthcare Providers           | .5           |
| <b>TOTAL HOURS</b> |  | <b>6.5</b>   |

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

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

**Upon successful completion of the program, students are required to pass the Illinois Department of Public Health's Certificate Nursing Assistant Examination for employment in this field of study.**

**Admission Requirements:**

- **AGE:** Be at least 16 years of age.
- **ENTRANCE TEST:** Successfully demonstrate a 9th grade reading level on evaluation.
- **BACKGROUND CHECK:** A fingerprint background check must be initiated prior to starting class. A 2-step PPD test for TB must be completed prior to clinical. There will be an orientation session prior to the start of the class where information will be provided.

**Possible Career Opportunities**

Certified Medication Aide; Certified Nurse Aide; Certified Nurses Aide; Certified Nursing Assistant; Geriatric Nursing Assistant; Licensed Nursing Assistant; Nurses' Aide; Nursing Aide; Nursing Assistant; State Tested Nursing Assistant

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
 SOC Codes: 31-1014.00

Tracy Lohstroh  
 (618) 634-3203  
 tracyl@shawneec.edu

**MASSAGE THERAPY (One-Year Certificate) (MTP 2141) Minimum 33 hours**

This curriculum is an intense program designed to introduce the student to the history, current trends, basic principles, and techniques of massage therapy. Students will explore ethical issues, laws and marketing strategies. This 645 hour program meets requirements for state licensure for Illinois, Kentucky, and Missouri."

| FALL SEMESTER      |                                 | Credit Hours |
|--------------------|---------------------------------|--------------|
| HLT 116            | Nutrition                       | 3            |
| MTP 111            | Introduction to Massage Therapy | 3            |
| MTP 112            | Massage Therapy Anatomy I       | 3            |
| MTP 113            | Massage Therapy Techniques I    | 4            |
| <b>TOTAL HOURS</b> |                                 | <b>13</b>    |

| SPRING SEMESTER    |                                       | Credit Hours |
|--------------------|---------------------------------------|--------------|
| MTP 120            | Massage Therapy Business Practices    | 1            |
| MTP 121            | Complementary Therapy Techniques      | 4            |
| MTP 122            | Massage Therapy Anatomy II            | 3            |
| MTP 123            | Advance Techniques in Massage Therapy | 3            |
| MTP 124            | Massage Therapy Pathology             | 3            |
| <b>TOTAL HOURS</b> |                                       | <b>14</b>    |

| SUMMER SEMESTER    |                                | Credit Hours |
|--------------------|--------------------------------|--------------|
| MTP 130            | Massage Therapy Techniques III | 3            |
| MTP 131            | Massage Therapy Kinesiology    | 3            |
| <b>TOTAL HOURS</b> |                                | <b>6</b>     |

**Upon successful completion of the program, students are required to pass the Massage & Body Exam (MBLEx) for employment in this field of study.**

**Possible Career Opportunities**

Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner (LMP), Registered Massage Therapist, Bodywork Therapist, Clinical Massage Therapist, Hospice Massage Therapist

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
 SOC Codes: 31-9011.00

**MEDICAL BILLER (Less-Than-One-Year Certificate) (HIT 2176) Minimum 11 hours**

This less-than-one-year certificate 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 biller.

| FALL SEMESTER      |                        | Credit Hours |
|--------------------|------------------------|--------------|
| HIT 100            | Medical Terminology    | 3            |
| HIT 109            | Introduction to Coding | 2            |
| <b>TOTAL HOURS</b> |                        | <b>5</b>     |

| SPRING SEMESTER    |                              | Credit Hours |
|--------------------|------------------------------|--------------|
| HIT 104            | Advanced Medical Terminology | 3            |
| HIT 106            | Principles of Insurance      | 3            |
| <b>TOTAL HOURS</b> |                              | <b>6</b>     |

**MEDICAL CODER (Less-Than-One-Year Certificate) (HIT 2174) Minimum 12 hours**

This less-than-one-year certificate 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 coder.

| FALL SEMESTER      |                        | Credit Hours |
|--------------------|------------------------|--------------|
| HIT 100            | Medical Terminology    | 3            |
| HIT 109            | Introduction to Coding | 2            |
| <b>TOTAL HOURS</b> |                        | <b>5</b>     |

| SPRING SEMESTER    |                              | Credit Hours |
|--------------------|------------------------------|--------------|
| HIT 104            | Advanced Medical Terminology | 3            |
| HIT 209            | Advanced Physician Coding    | 4            |
| <b>TOTAL HOURS</b> |                              | <b>7</b>     |

**MEDICAL CODING SPECIALIST (One-Year Certificate) (HIT 2224) Minimum 33 hours**

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.

Graduates of the Medical Coding Specialist program are eligible to sit for the Certified Coding and Billing Specialist certification exam administered by the National Healthcare Association. Successful completion of the exam confers the title of Certified Coding and Billing Specialist (CBCS). Shawnee Community College is an approved testing site for the CBCS exam which is given two times a year (March and August)

| FALL 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            |
| <b>TOTAL HOURS</b> |   | <b>15</b>    |

| SPRING 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 111            | Professionalism in the Medical Office | 1            |
| HIT 209            | Advanced Physician Coding             | 4            |
| <b>TOTAL HOURS</b> |                                       | <b>18</b>    |

**Possible Career Opportunities**

Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29-2071.00

**MEDICAL OFFICE ASSISTANT (One-Year Certificate)**

(MRS 2102)

Minimum 32 hours

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.

| FALL SEMESTER      |                                  | Credit Hours |
|--------------------|----------------------------------|--------------|
| COM 111            | Business Computer Systems        | 4            |
| HIT 100            | Medical Terminology              | 3            |
| HIT 101            | Intro to Health Info. Technology | 3            |
| HIT 105            | Medical Transcription            | 3            |
| HIT 109            | Introduction to Coding           | 2            |
| IMS 121            | Beginning Keyboarding            | 3            |
| <b>TOTAL HOURS</b> |                                  | <b>18</b>    |

| SPRING SEMESTER       |   | Credit Hours |
|-----------------------|---|--------------|
| ENG 124 or<br>ENG 111 | Technical Comm. I or English<br>Composition I | 3            |
| HIT 104               | Advanced Medical Terminology                  | 3            |
| HIT 106               | Principles of Insurance                       | 3            |
| HIT 107               | Medical Office Procedures                     | 4            |
| HIT 111               | Professionalism in the Medical Office         | 1            |
| <b>TOTAL HOURS</b>    |   | <b>14</b>    |

**Possible Career Opportunities**

Coder; Health Information Clerk; Health Information Specialist; Health Information Technician; Medical Records Analyst; Medical Records Clerk; Medical Record Coordinator; Medical Record Director

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29-2071.00

Start your college education by applying on-line at:  
[www.shawneecc.edu/admissions](http://www.shawneecc.edu/admissions)

Call for a free catalog today or access an online  
 catalog at [www.shawneecc.edu/academics/catalog.pdf](http://www.shawneecc.edu/academics/catalog.pdf)

**MEDICAL TRANSCRIPTIONIST (Less-Than-One-Year Certificate) (HIT 2175) Minimum 19 hours**

This less-than-one-year certificate 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 transcriptionist.

| FALL SEMESTER      |                           | Credit Hours |
|--------------------|---------------------------|--------------|
| COM 111            | Business Computer Systems | 4            |
| HIT 100            | Medical Terminology       | 3            |
| HIT 105            | Medical Transcription     | 3            |
| IMS 121            | Beginning Keyboarding     | 3            |
| <b>TOTAL HOURS</b> |                           | <b>13</b>    |

| SPRING SEMESTER    |                               | Credit Hours |
|--------------------|-------------------------------|--------------|
| HIT 104            | Advanced Medical Terminology  | 3            |
| HIT 115            | Medical Documentation Editing | 3            |
| <b>TOTAL HOURS</b> |                               | <b>6</b>     |

**MEDICAL TRANSCRIPTION (One-Year Certificate) (SEC 2104) Minimum 31 hours**

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.

| FALL SEMESTER         |   | Credit Hours |
|-----------------------|---|--------------|
| COM 111               | Business Computer Systems                     | 4            |
| ENG 124 or<br>ENG 111 | Technical Comm. I or English<br>Composition I | 3            |
| HIT 100               | Medical Terminology                           | 3            |
| HIT 105               | Medical Transcription                         | 3            |
| IMS 121               | Beginning Keyboarding                         | 3            |
| <b>TOTAL HOURS</b>    |   | <b>16</b>    |

| SPRING SEMESTER    |                                       | Credit Hours |
|--------------------|---------------------------------------|--------------|
| COM 280            | Microsoft Word                        | 2            |
| HIT 104            | Advanced Medical Terminology          | 3            |
| HIT 111            | Professionalism in the Medical Office | 1            |
| HIT 115            | Medical Documentation Editing         | 3            |
| IMS 122            | Document Formatting                   | 3            |
| IMS 227            | Office Information Processing I       | 3            |
| <b>TOTAL HOURS</b> |                                       | <b>15</b>    |

**Possible Career Opportunities**

Clinical Medical Transcriptionist, Documentation Specialist, Medical Language Specialist, Medical Secretary, Medical Transcriber, Medical Transcription, Medical Transcription Supervisor, Medical Transcriptionist, Radiology Transcriptionist, Transcriptionist

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 31-9094.00

**NEED FINANCIAL AID?**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
[www.isac.org](http://www.isac.org)

Free scholarship search: [www.fastweb.com](http://www.fastweb.com)

**Refer to pages 24-29  
 or  
 visit the SCC website and click on financial aid**

# ***BUSINESS, OCCUPATIONAL, AND TECHNICAL PROGRAMS OF STUDY***

## ***Less-Than-One-Year Certificate***

Auto Body \* Automotive Maintenance and Light Repair \* Basic Residential Electricity \* Computer Aided Drafting \* Cosmetology Instructor Training \* Diesel Technology \* Basic Heating and Air Conditioning \* Internet and Computing Core Prep \* International Logistics \* Logistics Management \* Microsoft Office Prep \* Nail Technology \* Surveying \* Truck Driving \* Welding (Arc, Gas, Tig, Pipe, Mig)

## ***One-Year Certificate***

Office Assistant \* Automotive Technician Assistant \* Cosmetology \* Criminal Justice \* Industrial Electronics & Maintenance Technician \* Information Processing \* Welding

## ***Two-Year Degree (AAS)***

Accounting \* Administrative Assistant \* Agriculture Business and Management \* Automotive Technology \* Business Management \* Computer Systems and Security Specialist \* Criminal Justice \* Fish and Wildlife Management \* Heating/Ventilation/AC/Refrigeration (HVACR) Information Processing Technology \* Logistics and Operations Management \* Social Work

**Note: For Cooperatives with John A. Logan College, Rend Lake College, Southwestern IL College, Southeastern IL College, and Kaskaskia College, please seek advisement.**



**ACCOUNTING (AAS Degree)**

(ACC 2211)

Minimum 61 hours

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. This program has been articulated with SIUC's College of Business, which is an AACSB (the Association to Advance Collegiate Schools of Business) accredited bachelor's degree.

**First Year**

| FALL SEMESTER      |   | Credit Hours |
|--------------------|---|--------------|
| ACC 111            | Financial Accounting                            | 4            |
| BUS 128 or BUS 210 | Intro to Management or Principles of Management | 3            |
| ENG 111            | English Composition I                           | 3            |
| IAI Life Science   | IAI Life Science Course (see below)             | 3/4          |
| <b>TOTAL HOURS</b> |   | <b>13/14</b> |

| SPRING SEMESTER    |                               | Credit Hours |
|--------------------|-------------------------------|--------------|
| ACC 112            | Managerial Accounting         | 4            |
| ACC 121            | Payroll Accounting            | 2            |
| ACC 219            | Quickbooks                    | 2            |
| MAT 210            | General Elementary Statistics | 4            |
| PSY 211            | Intro to Psychology           | 3            |
| SPC 111            | Speech                        | 3            |
| <b>TOTAL HOURS</b> |                               | <b>18</b>    |

**Second Year**

| FALL SEMESTER        |  | Credit Hours |
|----------------------|--|--------------|
| BUS 232              | Supervision                            | 3            |
| BUS 215              | Legal & Social Environment of Business | 3            |
| ECO 211              | Economics (Macro)                      | 3            |
| IAI Physical Science | IAI Physical Science (see below)       | 3/4          |
| IAI Humanities       | IAI Humanities (see below)             | 3            |
| <b>TOTAL HOURS</b>   |  | <b>15/16</b> |

| SPRING SEMESTER    |                          | Credit Hours |
|--------------------|--------------------------|--------------|
| ACC 223            | Tax Accounting           | 3            |
| BUS 211            | Intro to Finance         | 3            |
| BUS 225            | Business Communication   | 3            |
| ECO 212            | Economics (Micro)        | 3            |
| IAI Fine Art       | IAI Fine Art (see below) | 3            |
| <b>TOTAL HOURS</b> |                          | <b>15</b>    |

**IAI Fine Art Options**

- \_\_\_ART 114 – Art Appreciation
- \_\_\_ART 117 – Art History Survey I
- \_\_\_ART 118 – Art History Survey II
- \_\_\_MUS 115 – Music Appreciation
- \_\_\_MUS 118 – Survey of Music Lit.
- \_\_\_MUS 130 – Intro to American Music
- \_\_\_SPC 124 – Theater Appreciation

**IAI Humanities Options**

- \_\_\_HIS 108 – Twentieth Century American History
- \_\_\_LIT 210 – Intro to Literature
- \_\_\_LIT 211 – Intro to Poetry
- \_\_\_LIT 212 – Modern Fiction
- \_\_\_LIT 213 – Intro to Drama
- \_\_\_LIT 214 – British Literature I
- \_\_\_LIT 215 – British Literature II
- \_\_\_LIT 216 – American Literature I
- \_\_\_LIT 217 – American Literature II

**IAI Humanities Options (con't)**

- \_\_\_LIT 218 – World Literature
- \_\_\_LIT 219 – Contemporary Multicultural Literature
- \_\_\_LIT 220 – Literature and Gender
- \_\_\_LIT 221 – African American Literature
- \_\_\_PHI 215 – Intro to Philosophy
- \_\_\_PHI 216 – Logic
- \_\_\_PHI 218 – Intro to Ethics and Values
- \_\_\_PHI 219 – Religion in American Society

**Multicultural Options (for SIUC)**

- \_\_\_EDU 111 – Diversity of Schools/Society
- \_\_\_HIS 214 – History of US to 1877
- \_\_\_MUS 130 – Intro to American Music
- \_\_\_PHI 219 – Religion in American Society
- \_\_\_SOC 217 – Marriage and Family
- \_\_\_SOC 218 – Cultural Diversity

**IAI Life Sciences**

- \_\_\_BIO 111 – Intro to Biology
- \_\_\_BIO 115 – Human Biology
- \_\_\_BIO 211 – Ecology
- \_\_\_CHE 111 – Organic, Inorganic and Biochemistry I

**IAI Physical Sciences**

- \_\_\_AST 111 – Astronomy
- \_\_\_CHE 111 – Organic, Inorganic and Biochemistry I
- \_\_\_CHE 114 – Inorganic Chemistry
- \_\_\_GEO 213 – Geology
- \_\_\_GEO 215 – Intro to Environmental Geology
- \_\_\_GRY 214 – Intro to Physical Geography
- \_\_\_PHY 116 – College Physics I
- \_\_\_PHY 120 – Intro to Real World Physics
- \_\_\_PHY 216 – University Physics I

**Transfer Options:** This degree has been articulated with the Bachelor of Science degree in Accounting at Southern Illinois University at Carbondale under the Capstone Option. Students interested in the Capstone Transfer option to SIUC need to also take MAT 116, MAT 119, MAT 215, a Multicultural course (see above) and HLT 111. The Capstone option allows a student with an articulated AAS in Accounting to complete a bachelor's degree in Accounting in no more than 60 additional hours at the university. Please consult <http://transfer.siu.edu/capstone/> for more information.

**Possible Career Opportunities**

Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 43-3031.00

**OFFICE ASSISTANT (Less Than-One-Year Certificate)**

(SEC 2107)

Minimum 29 hours

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.

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| COM 111            | Business Computer Systems                          | 4            |
| ENG 111 or ENG 124 | English Composition I or Technical Communication I | 3            |
| IMS 115            | Proofreading                                       | 1            |
| IMS 120            | Records/Information Management                     | 3            |
| IMS 121            | Beginning Keyboarding                              | 3            |
| <b>TOTAL HOURS</b> |  | <b>14</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| COM 190            | Microsoft Publisher                                    | 1            |
| COM 281            | Microsoft Excel  | 2            |
| ENG 112 or ENG 221 | English Composition II or Technical Communication II   | 3            |
| IMS 122            | Document Formatting                                    | 3            |
| MAT 121 or MAT 110 | Technical Mathematics or General Education Mathematics | 3/4          |
| SPC 111 or SPC 210 | Speech or Interpersonal Communication                  | 3            |
| <b>TOTAL HOURS</b> |  | <b>15/16</b> |

**ADMINISTRATIVE ASSISTANT (AAS Degree)**

(SEC 2207)

Minimum 62 hours

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.

First Year

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| COM 111            | Business Computer Systems                          | 4            |
| ENG 111 or ENG 124 | English Composition I or Technical Communication I | 3            |
| IMS 115            | Proofreading                                       | 1            |
| IMS 120            | Records/Information Management                     | 3            |
| IMS 121            | Beginning Keyboarding                              | 3            |
| <b>TOTAL HOURS</b> |  | <b>14</b>    |

Second Year

| FALL SEMESTER      |                                     | Credit Hours |
|--------------------|-------------------------------------|--------------|
| BUS 124 or ACC 111 | Bookkeeping or Financial Accounting | 3/4          |
| COM 280            | Microsoft Word                      | 2            |
| PSY 211            | Intro to Psychology                 | 3            |
| IMS 128            | Machine Transcription               | 3            |
| IMS 223            | Document Production                 | 3            |
| IMS 226            | Administrative Support Procedures   | 3            |
| <b>TOTAL HOURS</b> |                                     | <b>17/18</b> |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| COM 190            | Microsoft Publisher                                    | 1            |
| COM 281            | Microsoft Excel  | 2            |
| ENG 112 or ENG 221 | English Composition II or Technical Communication II   | 3            |
| IMS 122            | Document Formatting                                    | 3            |
| MAT 121 or MAT 110 | Technical Mathematics or General Education Mathematics | 3/4          |
| SPC 111 or SPC 210 | Speech or Interpersonal Communication                  | 3            |
| <b>TOTAL HOURS</b> |  | <b>15/16</b> |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| BUS 214            | Business Law                           | 3            |
| BUS 230            | Human Resource Management              | 3            |
| COM 283            | Microsoft Access                       | 2            |
| ECO 211 or ECO 212 | Economics (Macro) or Economics (Micro) | 3            |
| IMS 227            | Office Information Processing I        | 3            |
| IMS 192            | Administrative Assistant Internship    | 2            |
| <b>TOTAL HOURS</b> |  | <b>16</b>    |

Possible Career Opportunities

Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant

O\*NET Links: [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 43-6014

**AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree) (AGR 2215) Minimum 60 hours**

This Associate of Applied Science Degree program is designed to prepare the student as a manager, salesperson, or self-employed dealer in the field of agriculture or agriculture related business. *This Capstone program will transfer into the College of Agriculture program at SIU-C. Interested students should seek advisement.*

**First Year**

| FALL SEMESTER      |                              | Credit Hours |
|--------------------|------------------------------|--------------|
| AGR 113            | Introduction to Soil Science | 4            |
| AGR 116            | Agricultural Economics       | 3            |
| COM 111            | Business Computer Systems    | 4            |
| ENG 111            | English Composition I        | 3            |
| <b>TOTAL HOURS</b> |                              | <b>14</b>    |

| SPRING SEMESTER    |                                       | Credit Hours |
|--------------------|---------------------------------------|--------------|
| AGR 112            | Introduction to Crop Science          | 4            |
| ACC 111            | Financial Accounting                  | 4            |
| MAT 116            | College Algebra                       | 4            |
| PSY 211            | Introduction to Psychology            | 3            |
| SPC 111 or SPC 210 | Speech or Interpersonal Communication | 3            |
| <b>TOTAL HOURS</b> |                                       | <b>18</b>    |

**Second Year**

| FALL SEMESTER      |                              | Credit Hours |
|--------------------|------------------------------|--------------|
| AGR 111            | Introduction to Horticulture | 3            |
| **AGR 228          | Wildlife Management          | 3            |
|                    | Elective(s)                  | 4            |
|                    | Humanities Elective          | 3            |
| <b>TOTAL HOURS</b> |                              | <b>13</b>    |

| SPRING SEMESTER    |   | Credit Hours |
|--------------------|---|--------------|
| AGR 115            | Intro to Animal Science                 | 4            |
| AGR 145            | Introduction to Agribusiness Management | 3            |
| *AGR 211           | Technology in Agriculture               | 3            |
| ECO 211 or ECO 212 | Economics (Macro) or Economics (Micro)  | 3            |
| AGR 197            | Supervised Occupational Experience      | 2            |
| <b>TOTAL HOURS</b> |   | <b>15</b>    |

\*Offered in odd numbered years. See course description in back for details.

\*\*Offered in even numbered years. See course description in back for details.

Fine Arts/Humanities Options

- \_\_\_ ART 114 – Art Appreciation
- \_\_\_ ART 117 – Art History Survey I
- \_\_\_ ART 118 – Art History Survey II
- \_\_\_ MUS 115 – Music Appreciation
- \_\_\_ MUS 118 – Survey of Music Lit.
- \_\_\_ MUS 130 – Intro to American Music
- \_\_\_ SPC 124 – Theater Appreciation
- \_\_\_ HIS 108 – Twentieth Century Am. History
- \_\_\_ LIT 210 – Intro to Literature
- \_\_\_ LIT 211 – Intro to Poetry
- \_\_\_ LIT 212 – Modern Fiction
- \_\_\_ LIT 213 – Intro to Drama

\_\_\_ LIT 214 – British Literature

- \_\_\_ LIT 215 – British Literature
- \_\_\_ LIT 216 – American Literature
- \_\_\_ LIT 217 – American Literature
- \_\_\_ LIT 218 – World Literature
- \_\_\_ LIT 219 – Contemporary Multicultural Literature
- \_\_\_ LIT 220 – Literature & Gender
- \_\_\_ LIT 221 – African American Literature
- \_\_\_ PHI 215 – Intro to Philosophy
- \_\_\_ PHI 216 – Logic
- \_\_\_ PHI 218 – Intro Ethics & Values
- \_\_\_ PHI 219 – Religion in American Society

Multicultural Options (for SIUC)

- \_\_\_ EDU 111 – Diversity of Schools/Society
- \_\_\_ HIS 214 – History of US to 1877
- \_\_\_ MUS 130 – Intro to American Music
- \_\_\_ PHI 219 – Religion in American Society
- \_\_\_ SOC 217 – Marriage and Family
- \_\_\_ SOC 218 – Cultural Diversity

Students interested in attending SIUC and majoring in the following majors may choose to take the following courses prior to transfer:

- Ag Systems & Ag Production may choose to take CHE 111 and 113, Fine Arts and a Multicultural course
- Ag Systems & Ag Technology and General Ag may choose to take: CHE 111, Fine Arts, Multicultural course

Students interested in SEMO and majoring in the following majors may choose to take the following courses prior to transfer:

- Ag Business: ENG 112, HIS 214 or 215, CHE 111, PSY 217
- Ag Education: ENG 112, HIS 214 or 215, CHE 111, PSY 217

**Possible Career Opportunities**

Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquaculture operations, nurseries, timber tracts, or other agricultural establishments. May hire, train, and supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, and financial and marketing activities.

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 11-9013.00



**AUTOMOTIVE MAINTENANCE & LIGHT REPAIR (Less-Than-One-Year Certificate) (AUT 2186) Minimum 16 hours**

This certificate will prepare students for employment in areas of the automotive field such as dealerships, independent garages, service stations, and specialty shops which cover tune-ups and brakes. Students will learn basic shop operations, diagnoses, basic repair, interpretation of manuals, and skillful use of tools and equipment.

|                    |                           | <b>Credit Hours</b> |
|--------------------|---------------------------|---------------------|
| AUT 122            | Engine Performance I      | 3                   |
| AUT 135            | Brakes                    | 3                   |
| AUT 136            | Suspension and Steering   | 3                   |
| AUT 137            | Engine Repair             | 3                   |
| COM 111            | Business Computer Systems | 4                   |
| <b>TOTAL HOURS</b> |                           | <b>16</b>           |

**AUTOMOTIVE TECHNICIAN ASSISTANT (One-Year Certificate) (AUT 2158) Minimum 31 hours**

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.

| <b>FALL SEMESTER</b> |                           | <b>Credit Hours</b> |
|----------------------|---------------------------|---------------------|
| AUT 122              | Engine Performance I      | 3                   |
| AUT 135              | Brakes                    | 3                   |
| AUT 136              | Suspension and Steering   | 3                   |
| AUT 137              | Engine Repair             | 3                   |
| COM 111              | Business Computer Systems | 4                   |
| <b>TOTAL HOURS</b>   |                           | <b>16</b>           |

| <b>SPRING SEMESTER</b> |                                  | <b>Credit Hours</b> |
|------------------------|----------------------------------|---------------------|
| AUT 129                | Engine Performance II            | 3                   |
| AUT 132                | Electrical/Electronic Systems    | 3                   |
| AUT 133                | Automatic Transmission/Transaxle | 3                   |
| AUT 138                | Manual Drive Train and Axles     | 3                   |
| AUT 139                | Auto Heating & AC                | 3                   |
| <b>TOTAL HOURS</b>     |                                  | <b>15</b>           |

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
soc 49-3021

Shawnee Community College's On-Line Catalog is the "Official Catalog".  
It is recommended that students should always seek advisement.

**AUTOMOTIVE TECHNOLOGY (AAS Degree)**

(AUT 2256)

Minimum 61 hours

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.

**First Year**

| FALL SEMESTER      |                           | Credit Hours |
|--------------------|---------------------------|--------------|
| AUT 122            | Engine Performance I      | 3            |
| AUT 135            | Brakes                    | 3            |
| AUT 136            | Suspension and Steering   | 3            |
| AUT 137            | Engine Repair             | 3            |
| COM 111            | Business Computer Systems | 4            |
| <b>TOTAL HOURS</b> |                           | <b>16</b>    |

| SPRING SEMESTER    |                                   | Credit Hours |
|--------------------|-----------------------------------|--------------|
| AUT 129            | Engine Performance II             | 3            |
| AUT 132            | Electrical/Electronic Systems     | 3            |
| AUT 133            | Automatic Transmission/ Transaxle | 3            |
| AUT 138            | Manual Drive Train and Axles      | 3            |
| AUT 139            | Auto Heating and AC               | 3            |
| <b>TOTAL HOURS</b> |                                   | <b>15</b>    |

**Second Year**

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| AUT 150            | Basic Diesel                           | 3            |
| AUT 225            | Engine Performance/ Computer Control I | 3            |
| ENG 111            | English Composition I                  | 3            |
| MAT 110            | General Education Math                 | 4            |
| OSH 102            | OSHA 30 Hour General Industry          | 2            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| AUT 230            | Engine Performance/Computer Control II | 3            |
| AUT 232            | Advanced Electrical/Electronic Systems | 3            |
| PHY 120            | Conceptual Physics                     | 3            |
| PSY 211            | Introduction to Psychology             | 3            |
| SPC 111 or SPC 210 | Speech or Interpersonal Communication  | 3            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

**Possible Career Opportunities**

Automotive Technician, Mechanic, Automotive Service Technician, Shop Foreman, Certified ASE Master Automotive Technician (Certified Automotive Service Excellence Master Automotive Technician), Master Technician, Master Automotive Technician, Truck Technician

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 49-3023.01

**AUTO BODY (Less-Than-One-Year Certificate)**

(AUT 2106)

Minimum 6 hours

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.

Note: No minimum placement test required.

|                    |              | Credit Hours |
|--------------------|--------------|--------------|
| AUT 130            | Auto Body I  | 3            |
| AUT 131            | Auto Body II | 3            |
| <b>TOTAL HOURS</b> |              | <b>6</b>     |

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes 49-3021

**BASIC RESIDENTIAL ELECTRICITY (Less-Than-One-Year Certificate)**

(ELT 2161)

Minimum 17 hours

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

Note: No minimum placement test required.

|                    |                                 | Credit Hours |
|--------------------|---------------------------------|--------------|
| BEL 161            | Basic Electricity I             | 3            |
| BEL 162            | Basic Electricity II            | 3            |
| BEL 163            | Conduit Bending and Fabrication | 2            |
| BEL 164            | Electrical Safety               | 2            |
| BEL 165            | Residential Wiring              | 3            |
| BEL 166            | Codeology                       | 2            |
| OSH 102            | OSHA 30 Hour General Industry   | 2            |
| <b>TOTAL HOURS</b> |                                 | <b>17</b>    |

**Possible Career Opportunities**

Chief Electrician; Control Electrician; Electrician; Industrial Electrician; Inside Wireman; Journeyman Electrician; Journeyman Wireman; Maintenance Electrician; Mechanical Trades Specialist, Electrician; Qualified Craft Worker, Electrician (QCW, Electrician)

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 47-2111

**E-MAIL ACCOUNTS**

All students are given a student e-mail account and are expected to check it on a regular basis. All correspondence with students will be done via the SCC student e-mail account. For questions regarding this, please contact the Donna Brown at (618) 634-3272.

**BUSINESS MANAGEMENT (AAS Degree)**

**(BUS 2210)**

**Minimum 62 hours**

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.

**First Year**

| FALL SEMESTER      |                           | Credit Hours |
|--------------------|---------------------------|--------------|
| BUS 124            | Bookkeeping               | 3            |
| BUS 128            | Intro to Management       | 3            |
| COM 111            | Business Computer Systems | 4            |
| MAT 116            | College Algebra           | 4            |
| SPC 111            | Speech                    | 3            |
| <b>TOTAL HOURS</b> |                           | <b>17</b>    |

| SPRING SEMESTER    |                          | Credit Hours |
|--------------------|--------------------------|--------------|
| ACC 111            | Financial Accounting     | 4            |
| COM 281            | Microsoft Excel          | 2            |
| BUS 210            | Principles of Management | 3            |
| BUS 214            | Business Law             | 3            |
| ENG 111            | English Composition I    | 3            |
| <b>TOTAL HOURS</b> |                          | <b>15</b>    |

**Second Year**

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| BUS 116            | Principles of Marketing                  | 3            |
| BUS 215            | Legal and Social Environment of Business | 3            |
| BUS 232            | Supervision                              | 3            |
| ENG 112            | English Composition II                   | 3            |
| MAT 210            | General Elementary Statistics            | 4            |
| <b>TOTAL HOURS</b> |  | <b>16</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| BUS 225            | Business Communication                 | 3            |
| BUS 211            | Intro to Finance                       | 3            |
| BUS 230            | Human Resource Management              | 3            |
| ECO 211 or ECO 212 | Economics (Macro) or Economics (Micro) | 3            |
| BUS 195            | Mid-Management Internship              | 2            |
| <b>TOTAL HOURS</b> |  | <b>14</b>    |

**Possible Career Opportunities**

Chief Executive Officer (CEO), President, Chief Financial Officer (CFO), Vice President, Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Finance Vice President, General Manager, Operations Vice President

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 11-1011.00

**COMPUTER AIDED DRAFTING (Less-Than-One-Year Certificate) (CAD 2188) Minimum 21 hours**

This certificate is expected to serve students interested in the drafting and design fields. Drafters use software to convert the designs of engineers and architects into technical drawings and plans. Workers specialize in architectural, civil, electrical, or mechanical drafting and use technical drawings to help design everything from microchips to buildings.

| FALL SEMESTER      |   | Credit Hours |
|--------------------|---|--------------|
| DRA 128            | Introduction to Computer Aided Drafting | 3            |
| IMT 145            | Basic Blueprint Reading                 | 3            |
| OSH 102            | OSHA 30 Hour General Industry           | 2            |
| MAT 121            | Technical Mathematics                   | 3            |
| <b>TOTAL HOURS</b> |   | <b>11</b>    |

| SPRING SEMESTER    |                          | Credit Hours |
|--------------------|--------------------------|--------------|
| DRA 121            | Architectural Drafting   | 3            |
| DRA 123            | Civil Drafting           | 2            |
| DRA 134            | Drafting Applications-3D | 3            |
| DRA 135            | Mechanical Drafting      | 2            |
| <b>TOTAL HOURS</b> |                          | <b>10</b>    |

**Possible Career Opportunities**

Design Drafter, Designer, Drafter, Integrated Circuit IC Layout Designer (IC Layout Designer), Layout Designer, Mask Designer, Printed Circuit Board PCB Designer (PCB Designer), Printed Circuit Board PCB Draftsman (PCB Draftsman), Senior Designer, Senior Printed Circuit Board PCB Designer

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 17-3012.01

**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.*

|   |                   |                         |
|---|-------------------|-------------------------|
| <b>COMPUTER SYSTEM AND SECURITY SPECIALIST (AAS Degree)</b> | <b>(COM 2221)</b> | <b>Minimum 65 hours</b> |
|---|-------------------|-------------------------|

The computer systems and security specialist degree includes training in the areas of programming, logic, analysis and design, computer operations, operating systems, database, data communications, advanced computer application packages, networks, security and assurance of system functionality. The curriculum will give the student a thorough background in computers, 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.

**First Year**

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| BUS 210            | Principles of Management                                       | 3            |
| COM 111            | Business Computer Systems                                      | 4            |
| COM 201            | Windows Operating Systems                                      | 1            |
| COM 218            | Security+ Certification  | 3            |
| COM 225            | Systems Analysis   | 3            |
| MAT 110 or MAT 210 | General Education Mathematics or General Elementary Statistics | 4            |
| <b>TOTAL HOURS</b> |  | <b>18</b>    |

| SPRING SEMESTER    |                                   | Credit Hours |
|--------------------|-----------------------------------|--------------|
| COM 133            | Linux Operating Systems & Network | 2            |
| COM 222            | Computer Logic                    | 3            |
| COM 246            | Introduction to Cybersecurity     | 3            |
| COM 265            | Command Prompt-Windows            | 2            |
| COM 281            | Microsoft Excel                   | 2            |
| SPC 111            | Speech                            | 3            |
| <b>TOTAL HOURS</b> |                                   | <b>15</b>    |

**Second Year**

| FALL SEMESTER      |                             | Credit Hours |
|--------------------|-----------------------------|--------------|
| COM 189            | Networking Technologies     | 3            |
| COM 227            | Database Management Systems | 3            |
| COM 231            | C-Programming               | 3            |
| COM 244            | A+ Certification            | 3            |
| ENG 111            | English Composition         | 3            |
| <b>TOTAL HOURS</b> |                             | <b>15</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| BUS 225            | Business Communication                 | 3            |
| COM 239            | JAVA Programming                       | 3            |
| COM 241            | Windows Server Networking              | 3            |
| ECO 211 or ECO 212 | Economics (Macro) or Economics (Micro) | 3            |
| PSY 211            | Introduction to Psychology             | 3            |
| COM 196            | Computer Systems Internship            | 2            |
| <b>TOTAL HOURS</b> |  | <b>17</b>    |

**Possible Career Opportunities**

Systems Analyst, Programmer Analyst, Business Systems Analyst, Computer Systems Analyst, Computer Systems Consultant, Computer Analyst, Information Systems Analyst (ISA), Applications Analyst, Business Analyst, Systems Engineer

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 15-1121.00

**COSMETOLOGY (One-Year Certificate) (COS 2139) Minimum 36 hours**

This certificate 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            |
| <b>TOTAL HOURS</b> |                      | <b>12</b>    |

| THIRD SEMESTER     |                        | Credit Hours |
|--------------------|------------------------|--------------|
| COS 122            | Cosmetology Theory III | 3            |
| COS 125            | Cosmetology Lab III    | 9            |
| <b>TOTAL HOURS</b> |                        | <b>12</b>    |

| SECOND SEMESTER    |                       | Credit Hours |
|--------------------|-----------------------|--------------|
| COS 121            | Cosmetology Theory II | 3            |
| COS 124            | Cosmetology Lab II    | 9            |
| <b>TOTAL HOURS</b> |                       | <b>12</b>    |

Upon successful completion of the program, students are required to pass the Illinois Cosmetology Examination for employment in this field of study.

**COSMETOLOGY INSTRUCTOR TRAINING (Less-Than-One-Year Certificate) (COS 2169) Minimum 24 hours**

The Cosmetology Instructor Training program is designed to provide the student with the required hours, skills, and knowledge needed to become a cosmetology instructor.

|                    |                                    | Credit Hours |
|--------------------|------------------------------------|--------------|
| COS 220            | Cosmetology Instructor Training I  | 12           |
| COS 221            | Cosmetology Instructor Training II | 12           |
| <b>TOTAL HOURS</b> |                                    | <b>24</b>    |

**Possible Career Opportunities**

Cosmetologist, Hairstylist, Hair Stylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist, Nail Technician

O\*NET Links: [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 39-5012.00

**NAIL TECHNOLOGY (Less-Than-One-Year Certificate) (NLT 1128) Minimum 16 hours**

The Nail Technology certificate is designed to prepare students for careers as manicurists and pedicurists by becoming licensed Nail Technicians. Students will learn the theory and application of nail technology in a classroom and clinic setting. Students will enhance their learning by working with other students, mannequin hands, and clients in a clinic setting. Upon successful completion, students will have gained the knowledge and skills necessary to pass the Illinois Department of Financial and Professional Regulation licensing exam.

|                    |                           | Credit Hours |
|--------------------|---------------------------|--------------|
| NLT 130            | Nail Technology Theory I  | 4            |
| NLT 131            | Nail Technology Lab I     | 4            |
| NLT 140            | Nail Technology Theory II | 4            |
| NLT 141            | Nail Technology Lab II    | 4            |
| <b>TOTAL HOURS</b> |                           | <b>16</b>    |

Upon successful completion of the program, students are required to pass the Illinois Nail Technician Examination for employment in this field of study.

**Possible Career Opportunities**

Human Services Career Cluster – Personal Services Pathway – Nail Technician/Specialist and Manicurist

O\*Net Links: [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 39-5092.00

**CRIMINAL JUSTICE (One-Year Certificate)**

**(CJ 2119)**

**Minimum 30 hours**

The criminal justice technology certificate program is designed to provide the student with basic background for employment for some law enforcement professions.

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| CJ 111                | Criminal Law I                                     | 3            |
| CJ 123                | Intro to Crime Control                             | 3            |
| CJ 125                | Criminal Behavior                                  | 3            |
| ENG 111 or<br>ENG 124 | English Composition I or Technical Communication I | 3            |
| CJ 113                | Ethics in Criminal Justice                         | 3            |
| <b>TOTAL HOURS</b>    |  | <b>15</b>    |

| SPRING SEMESTER       |  | Credit Hours |
|-----------------------|--|--------------|
| CJ 211                | Criminal Law II                                      | 3            |
| CJ 215                | Introduction to Forensic Science                     | 3            |
| CJ 224                | Juvenile Justice                                     | 3            |
| ENG 112 or<br>ENG 221 | English Composition II or Technical Communication II | 3            |
| SOC 212               | Sociology  | 3            |
| <b>TOTAL HOURS</b>    |  | <b>15</b>    |

**Possible Career Opportunities**

Police Officer, Patrolman, Patrol Officer, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Officer, Detective, Investigator, Police Detective, Narcotics Detective, Narcotics Investigator, Sex Crimes Detective

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 33-3021.01, 33-3051.01



**CRIMINAL JUSTICE (AAS Degree)**

**(CJ 2120)**

**Minimum 61 hours**

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.

**First Year**

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| CJ 111                | Criminal Law I                                     | 3            |
| CJ 123                | Intro to Crime Control                             | 3            |
| CJ 125                | Criminal Behavior                                  | 3            |
| ENG 111 or<br>ENG 124 | English Composition I or Technical Communication I | 3            |
| CJ 113                | Ethics in Criminal Justice                         | 3            |
| <b>TOTAL HOURS</b>    |  | <b>15</b>    |

| SPRING SEMESTER       |  | Credit Hours |
|-----------------------|--|--------------|
| CJ 211                | Criminal Law II                                      | 3            |
| CJ 215                | Introduction to Forensic Science                     | 3            |
| CJ 224                | Juvenile Justice                                     | 3            |
| ENG 112 or<br>ENG 221 | English Composition II or Technical Communication II | 3            |
| SOC 212               | Sociology  | 3            |
| <b>TOTAL HOURS</b>    |  | <b>15</b>    |

**Second Year**

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| COM 111               | Business Computer Systems                              | 4            |
| CJ 213                | Criminal Investigations                                | 3            |
| HLT 111               | Health   | 2            |
| MAT 110 or<br>MAT 121 | General Education Mathematics or Technical Mathematics | 3/4          |
| PSY 211               | Introduction to Psychology                             | 3            |
| <b>TOTAL HOURS</b>    |  | <b>15/16</b> |

| SPRING SEMESTER    |                                  | Credit Hours |
|--------------------|----------------------------------|--------------|
| CJ 201             | Introduction to Private Security | 3            |
| CJ 223             | Introduction to Corrections      | 3            |
| SEM 200            | Career Decision Making           | 3            |
| SPC 210            | Interpersonal Communication      | 3            |
|                    | Science Elective                 | 4            |
| <b>TOTAL HOURS</b> |                                  | <b>16</b>    |

Note: Students seeking a career in Criminal Justice (specifically law enforcement or corrections) are advised that when seeking employment, most agencies will require an extensive background investigation and physical fitness test. Students are required to pass a basic physical fitness test (the physical test used by Illinois police agencies and academies is the Peace Officer Wellness Evaluation Report (POWER) test). Students who have been convicted of a felony are typically excluded from employment.

Sciences AS::3 courses with a minimum of 10 Hours. Must include at least 1 life and 1 physical At least one class must contain a lab

Life Sciences

- \_\_\_ BIO 111 – Intro to Biology
- \_\_\_ BIO 115 – Human Biology
- \_\_\_ BIO 211 – Ecology
- \_\_\_ BIO 213 – Botany
- \_\_\_ BIO 216 – Survey of the Animal Kingdom

Physical Sciences

- \_\_\_ AST 111 – Introduction to Astronomy
- \_\_\_ CHE 111 – Inorganic, Organic and Biochemistry I
- \_\_\_ CHE 114 – Inorganic Chemistry
- \_\_\_ GEO 213 – Geology
- \_\_\_ GEO 215 – Intro to Environmental Geology

- \_\_\_ GRY 214 – Intro to Physical Geography
- \_\_\_ PHY 116 – College Physics I
- \_\_\_ PHY 120 – Intro to Real World Physics
- \_\_\_ PHY 216 – University Physics I

**Possible Career Opportunities**

Police Officer, Patrolman, Patrol Officer, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Officer, Detective, Investigator, Police Detective, Narcotics Detective, Narcotics Investigator, Sex Crimes Detective

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 33-3021.01, 33-3051.01

**DIESEL TECHNOLOGY (Less-Than-One-Year Certificate)**

(DSL 2197)

Minimum 29 hours

This Diesel Technology certificate is designed to prepare the student for an entry level career in the area of diesel repair and maintenance. The curriculum is offered in an authentic shop environment where students will address real diesel failure. The student will be expected to repair and test all engines which come into the shop.

| FALL SEMESTER      |                                | Credit Hours |
|--------------------|--------------------------------|--------------|
| DSL 145            | Basic Diesel Fuel Systems      | 3            |
| DSL 140            | Electrical Systems             | 3            |
| DSL 150            | Accessories for Diesel Engines | 2            |
| MAT 121            | Technical Math                 | 3            |
| WEL 123            | Arc Welding I                  | 3            |
| <b>TOTAL HOURS</b> |                                | <b>14</b>    |

| SPRING SEMESTER    |   | Credit Hours |
|--------------------|---|--------------|
| DSL 160            | Air Conditioning Systems                | 3            |
| DSL 155            | Diesel Fuel Systems                     | 3            |
| WEL 122            | Maintenance Welding                     | 3            |
| AGR 145            | Introduction to Agribusiness Management | 3            |
| AGR 197            | Supervised Occupational Experience      | 3            |
| <b>TOTAL HOURS</b> |   | <b>15</b>    |

**Possible Career Opportunities**

Bus Mechanic, Diesel Mechanic, Diesel Technician, Fleet Mechanic, General Repair Mechanic, Mechanic, Service Technician, Trailer Mechanic, Transit Mechanic, Truck Mechanic

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 49-3031-00

**EARLY CHILDHOOD EDUCATION (AAS Degree)**

**(ECE 2110)**

**Minimum 68 hours**

**\*\*\*NO NEW ENROLLMENT BEING ACCEPTED. PROGRAM ENDS SPRING 2018\*\*\***

Early childhood educators foster the development of young children, birth through eight years of age, with guided experiences and age-appropriate environments. The content of this degree provides students with knowledge and experience in child development and curriculum methods, both of which are necessary for a career in a child care setting, such as a licensed child care center or Head Start, or as a teacher's aide in a public school.

Completion of the two-year degree qualifies the student for the Illinois Gateways Level IV Credential and provides eligibility 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 INCCRA (Illinois Network of Child Care Resource and Referral Agencies).

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

**First Year**

| FALL SEMESTER      |                                    | Credit Hours |
|--------------------|------------------------------------|--------------|
| ECE 101            | Intro to Early Childhood Education | 3            |
| ECE 114            | Child Growth and Development       | 3            |
| ENG 111            | English Composition I              | 3            |
| EDU 213            | Education of Exceptional Children  | 3            |
| SPC 210            | Interpersonal Communication        | 3            |
| SEM 111            | College Success                    | 1            |
| INT 111            | Career Development                 | 1            |
| <b>TOTAL HOURS</b> |                                    | <b>17</b>    |

| SPRING SEMESTER    |   | Credit Hours |
|--------------------|---|--------------|
| BIO 211            | Ecology                                 | 3            |
| EDU 110            | Introduction to Education               | 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            |
| <b>TOTAL HOURS</b> |   | <b>18</b>    |

**Second Year**

| FALL 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            |
| ENG 112            | English Composition II                        | 3            |
| <b>TOTAL HOURS</b> |   | <b>18</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| ECE 221            | Child Care Center Administration                                 | 3            |
| ECE 222            | Children's Literature  | 3            |
| SOC 217            | Marriage and Family  | 3            |
| MAT 110 or MAT 112 | General Education Mathematics or Math for Elementary Teachers II | 4            |
| ECE 199            | Early Childhood Education Internship                             | 2            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

IAI Fine Art Options

- \_\_\_ART 114 – Art Appreciation
- \_\_\_ART 117 – Art History Survey I
- \_\_\_ART 118 – Art History Survey II
- \_\_\_MUS 115 – Music Appreciation
- \_\_\_MUS 118 - Survey of Music Lit.
- \_\_\_MUS 130 – Intro to American Music
- \_\_\_SPC 124 – Theater Appreciation

IAI Humanities Options

- \_\_\_HIS 108 - Twentieth Century American History
- \_\_\_LIT 210 – Intro to Literature
- \_\_\_LIT 211 – Intro to Poetry
- \_\_\_LIT 212 – Modern Fiction
- \_\_\_LIT 213 – Intro to Drama
- \_\_\_LIT 214 – British Literature
- \_\_\_LIT 215 – British Literature

IAI Humanities Options (con't)

- \_\_\_LIT 216 – American Literature
- \_\_\_LIT 217 – American Literature
- \_\_\_LIT 218 – World Literature
- \_\_\_LIT 219 – Contemporary Multicultural Literature
- \_\_\_LIT 220 – Literature and Gender
- \_\_\_LIT 221 – African American Literature
- \_\_\_PHI 215 – Intro to Philosophy
- \_\_\_PHI 216 – Logic
- \_\_\_PHI 218 – Intro to Ethics and Values
- \_\_\_PHI 219 – Religion in American Society

IAI Life Sciences

- \_\_\_BIO 111 – Intro to Biology
- \_\_\_BIO 115 – Human Biology
- \_\_\_BIO 211 – Environmental Biology

IAI Life Sciences (con't)

- \_\_\_CHE 111 – Organic, Inorganic and Biochem.

IAI Physical Sciences

- \_\_\_AST 111 – Astronomy
- \_\_\_CHE 111 – Organic, Inorganic and Biochemistry
- \_\_\_CHE 114 – Inorganic Chemistry
- \_\_\_GEO 213 – Geology
- \_\_\_GEO 215 – Intro to Environmental Geology
- \_\_\_GRY 214 – Intro to Physical Geography
- \_\_\_PHY 116 – College Physics I
- \_\_\_PHY 120 – Intro to Real World Physics
- \_\_\_PHY 216 – University Physics I

This degree has been articulated with the Capstone Option of the Bachelor of Science degree in Early Childhood Education – Child and Family Services at Southern Illinois University at Carbondale. Students interested in the Capstone transfer option to SIUC need to take these SCC classes in addition to the completed AAS degree: 3 credit hours of IAI approved Humanities, a Physical Science, a Life Science, and 3 credit hours of Fine Arts. The Capstone option allows a student with an articulated AAS in Early Childhood Education to complete a Bachelor's degree in no more than 60 additional hours at the university. Please consult <http://transfer.siu.edu/capstone/> for more information.

**Possible Career Opportunities**

Teacher, Preschool Teacher, Pre-Kindergarten Teacher (Pre-K Teacher), Lead Teacher, Toddler Teacher, Teacher Assistant, Group Teacher, Early Childhood Teacher, Head Start Teacher

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 25-2011.00

**FISH AND WILDLIFE MANAGEMENT (AAS Degree)**

(AGR 2216)

Minimum 60 hours

The fish and wildlife management curriculum is designed to prepare the student for employment in a variety of jobs related to wildlife management and conservation. The Associate of Applied Science degree will be awarded to the student upon successful completion of this program.

**First Year**

| FALL SEMESTER      |                              | Credit Hours |
|--------------------|------------------------------|--------------|
| AGR 113            | Introduction to Soil Science | 4            |
| AGR 228            | Wildlife Management          | 3            |
| AGR 235            | Tree Identification Lab      | 2            |
| ENG 111            | English Composition I        | 3            |
| <b>TOTAL HOURS</b> |                              | <b>12</b>    |

| SPRING SEMESTER                     |   | Credit Hours |
|-------------------------------------|---|--------------|
| AGR 112                             | Introduction to Crop Science                      | 4            |
| BIO 111 or<br>BIO 213 or<br>BIO 216 | Biology or Botany or Survey of the Animal Kingdom | 4            |
| GRY 214                             | Introduction to Physical Geography                | 3            |
| SPC 111                             | Speech  | 3            |
|                                     | Elective(s)                                       | 4            |
| <b>TOTAL HOURS</b>                  |   | <b>18</b>    |

**Second Year**

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| AGR 117               | Conservation of Natural Resources                | 3            |
| *AGR 225              | Introduction to Forestry                         | 3            |
| BIO 214               | Field Biology                                    | 2            |
| COM 111               | Business Computer Systems                        | 4            |
| MAT 110 or<br>MAT 116 | General Education Mathematics or College Algebra | 4            |
| <b>TOTAL HOURS</b>    |  | <b>16</b>    |

| SPRING SEMESTER    |   | Credit Hours |
|--------------------|---|--------------|
| AGR 145            | Introduction to Agribusiness Management | 3            |
| AGR 211            | Technology in Agriculture               | 3            |
| AGR 230            | Agricultural Chemicals                  | 3            |
| PSY 211            | Introduction to Psychology              | 3            |
| AGR 197            | Supervised Occupational Experience      | 2            |
| <b>TOTAL HOURS</b> |   | <b>14</b>    |

\*Offered in odd numbered years.

IAI Fine Art Options

- \_\_\_ART 114 – Art Appreciation
- \_\_\_ART 117 – Art History Survey I
- \_\_\_ART 118 – Art History Survey II
- \_\_\_MUS 115 – Music Appreciation
- \_\_\_MUS 118 - Survey of Music Lit.
- \_\_\_MUS 130 – Intro to American Music
- \_\_\_SPC 124 – Theater Appreciation

IAI Humanities Options

- \_\_\_HIS 108 - Twentieth Century American History
- \_\_\_LIT 210 – Intro to Literature
- \_\_\_LIT 211 – Intro to Poetry
- \_\_\_LIT 212 – Modern Fiction

IAI Humanities (con't)

- \_\_\_LIT 213 – Intro to Drama
- \_\_\_LIT 214 – British Literature
- \_\_\_LIT 215 – British Literature
- \_\_\_LIT 216 – American Literature
- \_\_\_LIT 217 – American Literature
- \_\_\_LIT 218 – World Literature
- \_\_\_LIT 219 – Contemporary Multicultural Literature
- \_\_\_LIT 220 – Literature and Gender
- \_\_\_LIT 221 – African American Literature
- \_\_\_PHI 215 – Intro to Philosophy
- \_\_\_PHI 216 – Logic
- \_\_\_PHI 218 – Intro to Ethics and Values
- \_\_\_PHI 219 – Religion in American Society

Multicultural Options (for SIUC)

- \_\_\_EDU 111 – Diversity of Schools/Society
- \_\_\_HIS 214 – History of US to 1877
- \_\_\_MUS 130 – Intro to American Music
- \_\_\_PHI 219 – Religion in American Society
- \_\_\_SOC 217 – Marriage and Family
- \_\_\_SOC 218 – Cultural Diversity

**Transfer Options:** This degree has been articulated with the Bachelor of Science degree in Animal Science- Production Specialization at Southern Illinois University at Carbondale under the Capstone Option. Students interested in the Capstone Transfer option to SIUC need to also take MAT 116 instead of MAT 110, 3 hours Humanities, 3 hours Fine Arts, CHE 111 and CHE 113, and a Multicultural course (see above). The Capstone option allows a student with an articulated AAS to complete a bachelor's degree in no more than 60 additional hours at the university. Please consult <http://transfer.siu.edu/capstone/> for more information.

**Possible Career Opportunities**

Conservation Officer, Wildlife Manager, District Wildlife Manager, Game Warden, Natural Resource Officer, State Conservation Officer, State Game Warden, Wildlife Officer

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 33-3031.00

**BASIC HEATING AND AIR CONDITIONING (Less-Than-One-Year Certificate) (HAC 2233) Minimum 28 hours**

This program will prepare individuals to apply technical knowledge and skills to sheet metal ducts for heating/AC and ventilation systems. They will form, shape, bend and fold extruded metals, including the creation of new products using hand tools and machines such as brakes, shears, rolls, and welders. Students will receive EPA certification after successful completion of HAC 160 and HAC 260.

| FALL SEMESTER      |                               | Credit Hours |
|--------------------|-------------------------------|--------------|
| BEL 161            | Basic Electricity I           | 3            |
| HAC 160            | Air Conditioning I            | 3            |
| HAC 111            | Basic Sheet Metal Layout      | 3            |
| HEA 160            | Heating I                     | 3            |
| OSH 102            | OSHA 30 Hour General Industry | 2            |
| <b>TOTAL HOURS</b> |                               | <b>14</b>    |

| SPRING SEMESTER    |                             | Credit Hours |
|--------------------|-----------------------------|--------------|
| BEL 162            | Basic Electricity II        | 3            |
| ENG 111            | English Composition I       | 3            |
| HAC 260            | Air Conditioning II         | 3            |
| HAC 211            | Advanced Sheet Metal Layout | 2            |
| HEA 260            | Heating II                  | 3            |
| <b>TOTAL HOURS</b> |                             | <b>14</b>    |

Shawnee Community College's On-Line Catalog is the "Official Catalog".  
It is recommended that students should always seek advisement.

**HEATING/VENTILATION/AC/REFRIGERATION (HVACR) (AAS Degree) (HAC 2236) Minimum 60 hours**

This program will prepare individuals to apply technical knowledge and skills to sheet metal ducts for heating/AC and ventilation systems. They will form, shape, bend and fold extruded metals, including the creation of new products using hand tools and machines such as brakes, shears, rolls, and welders.

**First Year**

| FALL SEMESTER      |                               | Credit Hours |
|--------------------|-------------------------------|--------------|
| BEL 161            | Basic Electricity I           | 3            |
| HAC 160            | Air Conditioning I            | 3            |
| HAC 111            | Basic Sheet Metal Layout      | 3            |
| HEA 160            | Heating I                     | 3            |
| OSH 102            | OSHA 30 Hour General Industry | 2            |
| <b>TOTAL HOURS</b> |                               | <b>14</b>    |

| SPRING SEMESTER    |                             | Credit Hours |
|--------------------|-----------------------------|--------------|
| BEL 162            | Basic Electricity II        | 3            |
| ENG 111            | English Composition I       | 3            |
| HAC 260            | Air Conditioning II         | 3            |
| HAC 211            | Advanced Sheet Metal Layout | 2            |
| HEA 260            | Heating II                  | 3            |
| <b>TOTAL HOURS</b> |                             | <b>14</b>    |

**Second Year**

| FALL SEMESTER      |                                   | Credit Hours |
|--------------------|-----------------------------------|--------------|
| COM 111            | Business Computer Systems         | 4            |
| HAC 130            | Commercial Refrigeration I        | 3            |
| HAC 113            | Electrical Controls and Circuitry | 3            |
| HAC 220            | Installation of HVAC Systems      | 3            |
| MAT 110            | General Education Mathematics     | 4            |
| <b>TOTAL HOURS</b> |                                   | <b>17</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| HAC 212            | Advanced Heating Systems                   | 3            |
| HAC 213            | Advanced Electrical Controls and Circuitry | 3            |
| HAC 230            | Commercial Refrigeration II                | 3            |
| PSY 211            | Introduction to Psychology                 | 3            |
| SPC 111            | Speech                                     | 3            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

**Possible Career Opportunities**

A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, Air Conditioning Mechanic); HVAC Service Tech (Heating, Ventilation, Air Conditioning Service Technician); HVAC Technician (Heating, Ventilation, Air Conditioning Technician); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); HVAC Technician (Heating, Ventilation, and Air Conditioning Technician); Service Technician; Systems Mechanic

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 49-9021

**INDUSTRIAL ELECTRONICS & MAINTENANCE TECHNICIAN (Less-Than-One-Year Certificate) (IMT 2229)**  
**Minimum 29 hours**

Students will be introduced to requirements and opportunities in maintenance and safety practices. They will gain knowledge and understanding of the principles and practices of the maintenance trade within industry, factories, etc. where multi-skilled maintenance individuals are needed.

| FALL SEMESTER      |                               | Credit Hours |
|--------------------|-------------------------------|--------------|
| COM 280            | Microsoft Word                | 2            |
| MAT 121            | Technical Mathematics         | 3            |
| OSH 102            | OSHA 30 Hour General Industry | 2            |
| IMT 144            | Machine Tools I               | 4            |
| IMT 145            | Basic Blueprint Reading       | 3            |
| <b>TOTAL HOURS</b> |                               | <b>14</b>    |

| SPRING SEMESTER    |                                   | Credit Hours |
|--------------------|-----------------------------------|--------------|
| WEL 123            | Arc Welding I                     | 3            |
| IMT 146            | Maintenance Electrical Principles | 4            |
| IMT 147            | Fluid Power I                     | 4            |
| IMT 148            | Circuits I                        | 4            |
| <b>TOTAL HOURS</b> |                                   | <b>15</b>    |

**Possible Career Opportunities**

Fixer, Industrial Machinery Mechanic, Industrial Mechanic, Loom Fixer, Machine Adjuster, Maintenance Mechanic, Maintenance Technician, Master Mechanic, Mechanic, Over-hauler

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 49-9041

**INFORMATION PROCESSING (One-Year Certificate)**

(IMS 2108)

Minimum 32 hours

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.

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| BUS 210               | Principles of Management                           | 3            |
| COM 111               | Business Computer Systems                          | 4            |
| COM 201               | Windows Operating System                           | 1            |
| COM 280               | Microsoft Word                                     | 2            |
| ENG 124 or<br>ENG 111 | Technical Communication I or English Composition I | 3            |
| SEM 200               | Career Decision Making                             | 3            |
| <b>TOTAL HOURS</b>    |  | <b>16</b>    |

| SPRING SEMESTER       |  | Credit Hours |
|-----------------------|--|--------------|
| BUS 214               | Business Law I                                       | 3            |
| COM 222               | Computer Logic                                       | 3            |
| COM 265               | Command Prompt - Windows                             | 2            |
| COM 281               | Microsoft Excel                                      | 2            |
| ENG 221 or<br>ENG 112 | Technical Communication II or English Composition II | 3            |
| SPC 111               | Speech   | 3            |
| <b>TOTALHOURS</b>     |  | <b>16</b>    |

**INFORMATION PROCESSING - TECHNOLOGY (AAS Degree)**

(IMS 2209)

Minimum 62 hours

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.

**First Year**

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| BUS 210               | Principles of Management                           | 3            |
| COM 111               | Business Computer Systems                          | 4            |
| COM 201               | Windows Operating System                           | 1            |
| COM 280               | Microsoft Word                                     | 2            |
| ENG 124 or<br>ENG 111 | Technical Communication I or English Composition I | 3            |
| SEM 200               | Career Decision Making                             | 3            |
| <b>TOTAL HOURS</b>    |  | <b>16</b>    |

| SPRING SEMESTER       |  | Credit Hours |
|-----------------------|--|--------------|
| BUS 214               | Business Law I                                       | 3            |
| COM 222               | Computer Logic                                       | 3            |
| COM 265               | Command Prompt - Windows                             | 2            |
| COM 281               | Microsoft Excel                                      | 2            |
| ENG 221 or<br>ENG 112 | Technical Communication II or English Composition II | 3            |
| SPC 111               | Speech   | 3            |
| <b>TOTAL HOURS</b>    |  | <b>16</b>    |

**Second Year**

| FALL SEMESTER         |  | Credit Hours |
|-----------------------|--|--------------|
| ACC 111               | Financial Accounting                   | 4            |
| BUS 215               | Legal & Social Environment of Business | 3            |
| COM 190               | Microsoft Publisher                    | 1            |
| COM 225               | Systems Analysis                       | 3            |
| COM 231 or<br>COM 239 | C Programming or JAVA Programming      | 3            |
| COM 283               | Microsoft Access                       | 2            |
| <b>TOTAL HOURS</b>    |  | <b>16</b>    |

| SPRING SEMESTER    |                                   | Credit Hours |
|--------------------|-----------------------------------|--------------|
| BUS 225            | Business Communication            | 3            |
| ECO 212            | Economics (Micro)                 | 3            |
| IMS 227            | Office Information Processing I   | 3            |
| PSY 211            | Introduction to Psychology        | 3            |
| IMS 197            | Information Processing Internship | 2            |
| <b>TOTAL HOURS</b> |                                   | <b>14</b>    |

**Possible Career Opportunities**

IT Manager, IT Project Manager, Manager of IT, Program Manager, Project Manager, Project Manager/Team Coach, Senior Lead Project Manager, Senior Project Leader/Team Lead (Project Manager), Transition Manger

**O\*NET Links:** [www.oneonline.or](http://www.oneonline.or)

SOC Codes: 15-1199.09



**LOGISTICS & OPERATIONS MANAGEMENT (AAS Degree)**

**(LOM 2200)**

**Minimum 63 hours**

The AAS in Logistics and Operations Management degree prepares graduates with the practical skills and knowledge for success in supervisory- and management-level positions within the logistics and warehousing industry. This program is designed to teach students about the sourcing, procurement, conversion, and logistics concepts associated with the production and delivery of goods and services. Students will also receive knowledge and skills related to interpersonal relationship and supervisory skills.

**First Year**

| FALL SEMESTER      |                                      | Credit Hours |
|--------------------|--------------------------------------|--------------|
| BUS 128            | Introduction to Management           | 3            |
| ECO 211            | Economics (Macro)                    | 3            |
| ENG 111            | English Composition I                | 3            |
| MAT 121            | Technical Mathematics                | 3            |
| LOM 100            | Introduction to Logistics Management | 3            |
| <b>TOTAL HOURS</b> |                                      | <b>15</b>    |

| SPRING SEMESTER    |                           | Credit Hours |
|--------------------|---------------------------|--------------|
| BUS 116            | Principals of Marketing   | 3            |
| BUS 210            | Principals of Management  | 3            |
| LOM 101            | Transportation            | 3            |
| LOM 180            | Project Manager           | 3            |
| COM 111            | Business Computer Systems | 4            |
| <b>TOTAL HOURS</b> |                           | <b>16</b>    |

**Second Year**

| FALL SEMESTER        |                                  | Credit Hours |
|----------------------|----------------------------------|--------------|
| ACC 111              | Financial Accounting             | 4            |
| BUS 225              | Business Communications          | 3            |
| IAI Physical Science | IAI Physical Science (see below) | 3            |
| LOM 102              | Supply Chain Management          | 3            |
| IAI Humanities       | IAI Humanities (see below)       | 3            |
| <b>TOTAL HOURS</b>   |                                  | <b>16</b>    |

| SPRING SEMESTER    |                                 | Credit Hours |
|--------------------|---------------------------------|--------------|
| ACC 112            | Managerial Accounting           | 4            |
| SPC 210            | Interpersonal Communication     | 3            |
| BUS 256            | International Business          | 3            |
| BUS 289            | Operations Management           | 3            |
| LOM 202            | Applied Supply Chain Management | 3            |
| <b>TOTAL HOURS</b> |                                 | <b>16</b>    |

IAI Humanities Options

- \_\_\_ HIS 108 - Twentieth Century Am History
- \_\_\_ LIT 210 – Intro to Literature
- \_\_\_ LIT 211 – Intro to Poetry
- \_\_\_ LIT 212 – Modern Fiction
- \_\_\_ LIT 213 – Intro to Drama
- \_\_\_ LIT 214 – British Literature
- \_\_\_ LIT 215 – British Literature
- \_\_\_ LIT 216 – American Literature
- \_\_\_ LIT 217 – American Literature

IAI Humanities Options (con't)

- \_\_\_ LIT 218 – World Literature
- \_\_\_ LIT 219 – Contemporary Multicultural Literature
- \_\_\_ LIT 220 – Literature and Gender
- \_\_\_ LIT 221 – African American Literature
- \_\_\_ PHI 215 – Intro to Philosophy
- \_\_\_ PHI 216 – Logic
- \_\_\_ PHI 218 – Intro to Ethics and Values
- \_\_\_ PHI 219 – Religion in American Society

IAI Physical Sciences

- \_\_\_ AST 111 – Astronomy
- \_\_\_ CHE 111 – Inorganic, Organic and Biochemistry I
- \_\_\_ CHE 114 – Inorganic Chemistry
- \_\_\_ GEO 213 – Geology
- \_\_\_ GEO 215 – Intro to Environmental Geology
- \_\_\_ GRY 214 – Intro to Physical Geography
- \_\_\_ PHY 116 – College Physics I
- \_\_\_ PHY 120 – Intro to Real World Physics
- \_\_\_ PHY 216 – University Physics I

**Possible Career Opportunities**

Global Logistics Manager, Integrated Logistics Programs Director, Logistics Manager, Logistics Solution Manager, Supply Chain Logistics Manager, Global Supply Chain Director, Supply Chain Director, Supply Chain Manager, Supply Chain Vice President

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 11.3071.03/11.9199.04

**INTERNATIONAL LOGISTICS (Less-Than-One-Year Certificate)**

**(LOM 2132)**

**Minimum 19 hours**

The International Logistics certificate will train students on the purchasing, transportation, warehousing, inventory control, and flow of goods and service on a global level. The Logistics Industry encompasses numerous industries including: Warehousing, distribution, transportation, manufacturing, and construction. The Logistics Industry offers two individual certificates to meet the industry demand. Students may select a specific career path in Logistics Management and International Logistics.

|                    |                                      | <b>Credit Hours</b> |
|--------------------|--------------------------------------|---------------------|
| BUS 128            | Introduction to Management           | 3                   |
| BUS 256            | International Business               | 3                   |
| COM 111            | Business Computer Systems            | 4                   |
| LOM 100            | Introduction to Logistics Management | 3                   |
| LOM 101            | Transportation                       | 3                   |
| LOM 102            | Supply Chain Management              | 3                   |
| <b>TOTAL HOURS</b> |                                      | <b>19</b>           |

**LOGISTICS MANAGEMENT (Less-Than-One-Year Certificate)**

**(LOM 2129)**

**Minimum 19 hours**

The Logistics Management certificate will train students on the purchasing, transportation, warehousing, inventory control, and flow of goods and services. The Logistics Industry encompasses numerous industries including: Warehousing, distribution, transportation, manufacturing, and construction. The Logistics Industry offers two individual certificates to meet the industry demand. Students may select a specific career path in Logistics Management and International Logistics.

|                       |   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| BUS 232               | Supervision   | 3                   |
| COM 111               | Business Computer Systems                             | 4                   |
| ENG 111 or<br>ENG 124 | English Composition I or Technical<br>Communication I | 3                   |
| LOM 100               | Introduction to Logistics Management                  | 3                   |
| LOM 101               | Transportation  | 3                   |
| LOM 102               | Supply Chain Management                               | 3                   |
| <b>TOTAL HOURS</b>    |   | <b>19</b>           |

**INTERNET AND COMPUTING CORE PREP (Less-Than-One-Year Certificate) (COM 2182) Minimum 7 hours**

A job candidate or college applicant with IC3 (Internet and Computing Core) Certification is instantly recognized as already having the critical entry-level skills needed to function effectively in academic and work environments. IC3 certification validates skills using the latest computer and Internet technology to achieve business objectives, expand productivity, improve profitability, and provide a competitive edge. You also get instant access to Certiport Authenticated Digital Transcript. This first-of-its-kind service lets you easily access your exam and certification status, and enables you to share this verified information with potential schools, employers, and staffing agencies.

| Fall Semester |                           | Semester Hours |
|---------------|---------------------------|----------------|
| COM 111       | Business Computer Systems | 4              |
| COM 189       | Networking Technologies   | <u>3</u>       |
| <b>TOTAL</b>  |                           | <b>7</b>       |

**MICROSOFT OFFICE SPECIALIST PREP (Less-Than-One-Year Certificate) (COM 2183) Minimum 5 hours**

Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers.

Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. And possessing MOS certification shows the world that you have the skills to harness the full features and functionality of Microsoft Office. Demonstration of increased performance, individual differentiation, and personal confidence is associated with individuals achieving MOS Certification.

| Fall Semester |                                  | Semester Hours |
|---------------|----------------------------------|----------------|
| COM 111       | Business Computer Systems        | 4              |
|               | *One of the below listed courses | <u>1/2</u>     |
| <b>TOTAL</b>  |                                  | <b>5/6</b>     |

- \*COM 280 – Microsoft Word (2)
- \*COM 281 – Microsoft Excel (2)
- \*COM 283 – Microsoft Access (2)

Upon completion of the Microsoft Office Specialist Prep Certificate, the end user be prepared to test for the specific MOS exam trained for in the selection of available courses in the concentration (Word, Excel, Access, or PowerPoint)

- If all of the above MOS expert level exams are successfully achieved, students will be awarded a MOS Master Certificate through Microsoft.
- All MOS certification exams are available through the Small Business Development Center (SBDC) testing center.

**SOCIAL WORK (AAS Degree)**

(SST 2201)

Minimum 64 hours

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.

**First Year**

| FALL SEMESTER      |                               | Credit Hours |
|--------------------|-------------------------------|--------------|
| ENG 111            | English Composition I         | 3            |
| MAT 210            | General Elementary Statistics | 4            |
| SOC 122            | Intro to Social Problems      | 3            |
| SW 121             | Intro to Social Work          | 3            |
| SW 225             | Community Health Systems      | 3            |
| <b>TOTAL HOURS</b> |                               | <b>16</b>    |

| SPRING SEMESTER    |                           | Credit Hours |
|--------------------|---------------------------|--------------|
| COM 111            | Business Computer Systems | 4            |
| ENG 112            | English Composition II    | 3            |
| PSY 211            | Intro to Psychology       | 3            |
| SOC 212            | Sociology                 | 3            |
| SOC 215            | Death and Dying           | 3            |
| <b>TOTAL HOURS</b> |                           | <b>16</b>    |

**Second Year**

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| BIO 111 or BIO 115 | Introduction to Biology or Human Biology | 4/5          |
| ECO 211            | Economics (Macro)                        | 3            |
| PSY 218            | Child Psychology                         | 3            |
| PHI 218            | Introduction to Ethics and Values        | 3            |
| SPC 111 or SPC 210 | Speech or Interpersonal Communication    | 3            |
| <b>TOTAL HOURS</b> |  | <b>16/17</b> |

| SPRING SEMESTER    |                                  | Credit Hours |
|--------------------|----------------------------------|--------------|
| GOV 117            | American Government              | 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 Work Internship           | 2            |
| <b>TOTAL HOURS</b> |                                  | <b>16</b>    |

IAI Fine Art Options

- \_\_\_ ART 114 – Art Appreciation
- \_\_\_ ART 117 – Art History Survey I
- \_\_\_ ART 118 – Art History Survey II
- \_\_\_ MUS 115 – Music Appreciation
- \_\_\_ MUS 118 - Survey of Music Lit.
- \_\_\_ SPC 124 – Theater Appreciation

IAI Humanities Options

- \_\_\_ HIS 108 - Twentieth Century American History
- \_\_\_ LIT 210 – Intro to Literature
- \_\_\_ LIT 211 – Intro to Poetry
- \_\_\_ LIT 212 – Modern Fiction
- \_\_\_ LIT 213 – Intro to Drama
- \_\_\_ LIT 214 – British Literature
- \_\_\_ LIT 215 – British Literature
- \_\_\_ LIT 216 – American Literature
- \_\_\_ LIT 217 – American Literature
- \_\_\_ LIT 218 – World Literature
- \_\_\_ LIT 219 – Contemporary Multicultural Lit.
- \_\_\_ LIT 220 – Literature and Gender

IAI Humanities Options (con't)

- \_\_\_ LIT 221 – African American Literature
- \_\_\_ PHI 215 – Intro to Philosophy
- \_\_\_ PHI 216 – Logic
- \_\_\_ PHI 218 – Intro to Ethics and Values

IAI Social Science Options

- \_\_\_ ECO 211 – Economics - Macro
- \_\_\_ ECO 212 – Economics - Micro
- \_\_\_ GOV 117 – American Government
- \_\_\_ HIS 116 – Western Civilization to 1715
- \_\_\_ HIS 117 – Western Civilization from 1715
- \_\_\_ HIS 121 – World History to 1450
- \_\_\_ HIS 122 – World History from 1450
- \_\_\_ HIS 215 – History of US from 1877
- \_\_\_ HIS 217 – History of Eastern Civilization
- \_\_\_ PSY 211 – Intro to Psychology
- \_\_\_ PSY 216 – Social Psychology
- \_\_\_ PSY 217 – Developmental Psychology: Lifespan
- \_\_\_ PSY 218 – Child Psychology
- \_\_\_ SOC 212 – Sociology

Multicultural Options

- \_\_\_ EDU 111 – Diversity of Schools/Society
- \_\_\_ HIS 214 – History of US to 1877
- \_\_\_ MUS 130 – Intro to American Music
- \_\_\_ PHI 219 – Religion in American Society
- \_\_\_ SOC 217 – Marriage and Family
- \_\_\_ SOC 218 – Cultural Diversity

IAI Physical Sciences

- \_\_\_ AST 111 – Astronomy
- \_\_\_ CHE 111 – Organic, Inorganic and Biochemistry
- \_\_\_ CHE 114 – Inorganic Chemistry
- \_\_\_ GEO 213 – Geology
- \_\_\_ GEO 215 – Intro to Environmental Geology
- \_\_\_ GRY 214 – Intro to Physical Geography
- \_\_\_ PHY 116 – College Physics I
- \_\_\_ PHY 120 – Intro to Real World Physics
- \_\_\_ PHY 216 – University Physics I

**Transfer Options:** This degree has been articulated with the Bachelor of Science degree in Social Work at Southern Illinois University at Carbondale under the Capstone Option. Students interested in the Capstone Transfer option to SIUC need to also take 3 hours Physical Science, 3 hours Humanities, 3 hours Fine Arts, and HLT 111 (see above). The Capstone option allows a student to complete a bachelor's degree in no more than 60 additional hours at the university. Please consult <http://transfer.siu.edu/capstone/> for more information.

**Possible Career Opportunities**

Advocate, Caseworker, Community Coordinator, Family Support Worker, Home-based Assistant, Human Services Program Specialist, Mental health Technician

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 21-1093

**SURVEYING (Less-Than-One-Year Certificate)**

(SUR 2187)

**Minimum 20 hours**

This certificate is expected to serve students interested in the Surveying and Civil engineering fields. Surveying make precise measurements to determine property boundaries. They provide data relevant to the shape and contour of the earth's surface for engineering, mapmaking, and construction projects. Civil engineers design, construct, supervise, operate, and maintain large construction projects and systems, including roads, buildings, airports, tunnels, dams, bridges, and systems for water supply and sewage treatment.

| FALL SEMESTER      |   | Credit Hours |
|--------------------|---|--------------|
| DRA 128            | Introduction to Computer Aided Drafting | 3            |
| IMT 145            | Basic Blueprint Reading                 | 3            |
| OSH 102            | OSHA 30 Hour General Industry           | 2            |
| SUR 130            | Surveying I                             | 3            |
| <b>TOTAL HOURS</b> |   | <b>11</b>    |

| SPRING SEMESTER    |                | Credit Hours |
|--------------------|----------------|--------------|
| DRA 123            | Civil Drafting | 2            |
| MAT 121            | Technical Math | 3            |
| SUR 131            | Surveying II   | 4            |
| <b>TOTAL HOURS</b> |                | <b>9</b>     |

**Possible Career Opportunities**

County Surveyor, Engineer, Engineering Technician, Geodesist, Land Surveyor, Licensed Land Surveyor, Mine Surveyor, Professional Land Surveyor, Survey Party Chief, Surveyor

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 17-1022.00

**TRUCK DRIVING (Less-Than-One-Year Certificate)**

**(TDR 2100)**

**Minimum 16 hours**

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.

Note: No minimum placement test required.

|                    |               | Credit Hours |
|--------------------|---------------|--------------|
| TDR 176            | Truck Driving | 11           |
| TDR 198            | Externship    | 5            |
| <b>TOTAL HOURS</b> |               | <b>16</b>    |

**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 High School Equivalency Certificate.

**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.

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**Possible Career Opportunities**

Delivery Driver, Driver, Line Haul Driver, Log Truck Driver, Over the Road Driver (OTR Driver), Production Truck Driver, Road Driver, Semi Truck Driver, Tractor Trailer Operator, Truck Driver

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 53-3032

**WELDING - COMBINATION (One-Year Certificate)**

(WEL 2147)

Minimum 30 hours

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.

Note: No minimum placement test required.

| FIRST SEMESTER     |                             | Credit Hours |
|--------------------|-----------------------------|--------------|
| MAT 121            | Technical Mathematics       | 3            |
| WEL 122            | Maintenance Welding         | 3            |
| WEL 123            | Arc Welding I               | 3            |
| WEL 125            | Gas Metal Arc Welding (MIG) | 3            |
| WEL 160            | Introduction to Welding     | 3            |
| <b>TOTAL HOURS</b> |                             | <b>15</b>    |

| SECOND SEMESTER    |                                 | Credit Hours |
|--------------------|---------------------------------|--------------|
| WEL 124            | Arc Welding II and Low Hydrogen | 5            |
| WEL 128            | Pipe Welding                    | 3            |
| WEL 129            | Tig Welding                     | 2            |
| WEL 131            | Blueprint Reading for Welding   | 3            |
| OSH 102            | OSHA 30 Hour General Industry   | 2            |
| <b>TOTAL HOURS</b> |                                 | <b>15</b>    |

**ARC WELDING (Less-Than-One-Year Certificate)**

(WEL 2192)

Minimum 8 hours

This less-than-one-year certificate is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal, vertical, and overhead plates.

Note: No minimum placement test required.

|              |                                 | Semester Hours |
|--------------|---------------------------------|----------------|
| WEL 124      | Arc Welding II and Low Hydrogen | 5              |
| WEL 160      | Introduction to Welding         | 3              |
| <b>TOTAL</b> |                                 | <b>8</b>       |

**GAS WELDING (Less-Than-One-Year Certificate)**

(WEL 2193)

Minimum 6 hours

This less-than-one-year certificate is a study of the techniques, procedures and uses of oxyacetylene welding and cutting equipment.

Note: No minimum placement test required.

|              |                         | Semester Hours |
|--------------|-------------------------|----------------|
| WEL 122      | Maintenance Welding     | 3              |
| WEL 160      | Introduction to Welding | 3              |
| <b>TOTAL</b> |                         | <b>6</b>       |

**TIG WELDING (Less-Than-One-Year Certificate)**

(WEL 2194)

Minimum 5 hours

Tig welding is a gas-arc welding process using 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 should be competent in arc and gas welding and have knowledge of metals, their properties and characteristics.

Note: No minimum placement test required.

|              |                         | Semester Hours |
|--------------|-------------------------|----------------|
| WEL 129      | Tig Welding             | 2              |
| WEL 160      | Introduction to Welding | 3              |
| <b>TOTAL</b> |                         | <b>5</b>       |

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**PIPE WELDING (Less-Than-One-Year Certificate)****(WEL 2195)****Minimum 6 hours**

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This less-than-one-year certificate is designed to teach up-hill and down-hill pipe welding-fixed position.

Note: No minimum placement test required.

|              |                         | Semester Hours |
|--------------|-------------------------|----------------|
| WEL 128      | Pipe Welding            | 3              |
| WEL 160      | Introduction to Welding | 3              |
| <b>TOTAL</b> |                         | <b>6</b>       |

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**MIG WELDING (Less-Than-One-Year Certificate)****(WEL 2196)****Minimum 6 hours**

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This less-than-one-year certificate provides the techniques of metallic inert gas (semi-auto welding). Concentration is on a flat bend test horizontal, vertical up-hill and down-hill and overhead welding.

Note: No minimum placement test required.

|              |                             | Semester Hours |
|--------------|-----------------------------|----------------|
| WEL 125      | Gas Metal Arc Welding (MIG) | 3              |
| WEL 160      | Introduction to Welding     | 3              |
| <b>TOTAL</b> |                             | <b>6</b>       |

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**Possible Career Opportunities**

Aluminum Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 51-4121.06



# ***SICCM PROGRAMS OF STUDY***



***Southern Illinois Collegiate Common Market (SICCM)***  
***3213 S Park Avenue***  
***Herrin, IL 62948***  
***(618) 942-6902***

***Surgical Technology***  
***Medical Laboratory Technology***  
***Occupational Therapy Assistant Technology***  
***Veterinary Technology***

## 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. Note: Students can only apply to only one community college for entrance into their desired program.
3. By March 1<sup>st</sup>, file the appropriate application information with the Registrar at Shawnee Community College.
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 SICM curriculum will be calculated for final point verification.
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.

## SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

Students enrolled in SICCM programs take their general education coursework at their home community college and take the program specific courses at a central location in Herrin, IL

Jennifer Ashmore  
(618) 942-6902

### **SURGICAL TECHNOLOGY (Certificate)**

**(ORT 5199)**

**Minimum 38 hours**

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 will sit for the National Certifying Exam for Surgical Technologists. The exam will be scheduled at the students home campus. It is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) which is accredited by the National Commission for Certifying Agencies (NCCA). Successful completion of this exam confers the title of Certified Surgical Technologist (CST).

**Commission on Accreditation of Allied Health Education Programs**  
**25400 US Highway 19 North, Suite 158**  
**Clearwater, FL 33763**  
**Phone: (727) 210-2350**  
**Fax: (727) 210-2354**  
**www.caahep.org**

| <b>FALL SEMESTER</b> |   | <b>Credit Hours</b> |
|----------------------|---|---------------------|
| **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                   |
| <b>TOTAL HOURS</b>   |   | <b>16</b>           |

| <b>SPRING SEMESTER</b> |  | <b>Credit Hours</b> |
|------------------------|--|---------------------|
| ***BIO 218             | Introduction to Microbiology               | 4                   |
| *STP 125               | Clinical Rotation in Surgical Technology I | 5                   |
| STP 123                | Surgical Procedures I                      | 5                   |
| <b>TOTAL HOURS</b>     |  | <b>14</b>           |

| <b>SUMMER SEMESTER</b> |   | <b>Credit Hours</b> |
|------------------------|---|---------------------|
| STP 124                | Surgical Procedures II                      | 3                   |
| STP 126                | Clinical Rotation in Surgical Technology II | 5                   |
| <b>TOTAL HOURS</b>     |   | <b>8</b>            |

Students must be certified in CPR Healthcare Provider at the start of the program.

\*STP 125 has a prerequisite of BIO 210-Introduction to Human Anatomy. This course must be completed **prior** to program entry with a grade of "C" or better.

\*\*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.

### **Possible Career Opportunities**

Certified Surgical Tech/First Assistant, Certified Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist (OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub Tech), Surgical Technician, Surgical Technologist (Surgical Tech)

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29-2055.00

**MEDICAL LAB TECHNOLOGIST (AAS Degree)**

(MLT 2204)

Minimum 66 hours

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, and Microbiology). 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.

**National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**  
**5600 N. River Road, Suite 720**  
**Rosemont, IL, 60018-5119**  
**(773) 714-8880**

**First Year**

| FALL SEMESTER      |                                     | Credit Hours |
|--------------------|-------------------------------------|--------------|
| BIO 210            | Introduction to Human Anatomy       | 4            |
| CHE 111            | Inorganic, Organic & Biochemistry I | 4            |
| *MAT 116           | College Algebra                     | 4            |
| MLT 120            | Intro to Clinical Laboratory        | 3            |
| <b>TOTAL HOURS</b> |                                     | <b>15</b>    |

| SPRING SEMESTER    |   | Credit Hours |
|--------------------|---|--------------|
| BIO 215            | Intro to Human Physiology               | 4            |
| BIO 218            | Intro to Microbiology                   | 4            |
| CHE 113            | Inorganic, Organic and Biochemistry II  | 4            |
| MLT 121            | Serology (second eight weeks)           | 1.5          |
| MLT 122            | Clinical Microscopy (first eight weeks) | 1.5          |
| MLT 123            | Intro to Phlebotomy                     | 3            |
| <b>TOTAL HOURS</b> |   | <b>18</b>    |

| SUMMER SEMESTER    |                       | Credit Hours |
|--------------------|-----------------------|--------------|
| ENG 111            | English Composition I | 3            |
| SPC 111            | Speech                | 3            |
| <b>TOTAL HOURS</b> |                       | <b>6</b>     |

**Second Year**

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| MLT 223            | Immunohematology (first 10 ½ weeks)          | 4            |
| MLT 228            | Hematology and Hemostasis (first 10 ½ weeks) | 5            |
| MLT 251            | Clinical Rotation I (last 6 ½ weeks)         | 3            |
| <b>TOTAL HOURS</b> |  | <b>12</b>    |

| SPRING SEMESTER    |  | Credit Hours |
|--------------------|--|--------------|
| MLT 225            | Clinical Chemistry (first 10 ½ weeks)            | 4            |
| MLT 229            | Applied Clinical Microbiology (first 10 ½ weeks) | 5            |
| MLT 252            | Clinical Rotation II (last 6 ½ weeks)            | 3            |
| PSY 211            | Intro to Psychology                              | 3            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

\*MAT 116-College Algebra is the preferred course to be taken by students wishing to transfer or any IAI math course.

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

**Possible Career Opportunities**

Chief Medical Technologist; Clinical Laboratory Scientist (CLS); Clinical Laboratory Technologist; Histologist Technologist; Medical Laboratory Technologist (Medical Lab Tech); Medical Technologist (MT); Medical Technologist, Clinical Laboratory Scientist; Microbiologist; Microbiology Technologist; Research Assistant

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29-2011.00

**OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)**

(OTA 2237)

Minimum 70 hours

The Associate in Applied Science Degree in Occupational Therapy Assistant is offered at five community colleges through Southern Illinois Collegiate Common Market. Five students are admitted from each college for an entering total of twenty-five. 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 some 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.

Accreditation Status

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.

**Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)**  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
301-652-2682 - acoteonline.org

**OCCUPATIONAL THERAPY ASSISTANT (AAS Degree) (Continued)**

(OTA 2237)

**First Year**

| FALL SEMESTER      |                                  | Credit Hours |
|--------------------|----------------------------------|--------------|
| ENG 111            | English Composition I            | 3            |
| HIT 100            | Medical Terminology              | 3            |
| *OTA 100           | Intro to Occupational Therapy    | 2            |
| OTA 110            | Clinical Observation             | 2            |
| OTA 131            | Disease and Impact on Occupation | 3            |
| OTA 132            | Occupational Development         | 1            |
| OTA 210            | Occupational Therapy Theory I    | 4            |
| <b>TOTAL HOURS</b> |                                  | <b>18</b>    |

| 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 133            | Clinical Rotation I                           | 1            |
| OTA 134            | Occupational Therapy in Physical Disabilities | 3            |
| PSY 211            | Introduction to Psychology                    | 3            |
| <b>TOTAL HOURS</b> |   | <b>19</b>    |

| SUMMER SEMESTER      |  | Credit Hours |
|----------------------|--|--------------|
| **MAT 121 or MAT 210 | Technical Mathematics or General Elementary Statistics | 3/4          |
| SPC 111              | Speech   | 3            |
| <b>TOTAL HOURS</b>   |  | <b>6/7</b>   |

**Second Year**

| FALL SEMESTER      |  | Credit Hours |
|--------------------|--|--------------|
| OTA 200            | Psychosocial Therapy and Practice            | 3            |
| OTA 205            | OT in Pediatrics                             | 4            |
| OTA 230            | Clinical Rotation II                         | 2            |
| OTA 231            | Occupational Therapy Theory II               | 1.5          |
| OTA 232            | Aging and Impact on Occupational Performance | 1.5          |
| PSY 218            | Child Psychology                             | 3            |
| <b>TOTAL HOURS</b> |  | <b>15</b>    |

| SPRING SEMESTER    |                         | Credit Hours |
|--------------------|-------------------------|--------------|
| ***OTA 217         | Fieldwork Experience I  | 4.5          |
| ***OTA 218         | Fieldwork Experience II | 4.5          |
| OTA 250            | OT Administration       | 3            |
| <b>TOTAL HOURS</b> |                         | <b>12</b>    |

Pre-requisite: \*BIO 210-Introduction to Anatomy.

\*Individual campuses may require prerequisites for Anatomy and/or Physiology.

\*\*MAT 210-Elementary Statistics should be taken by students wishing to transfer. MAT 121-Technical Mathematics is a non-transferable math.

\*\*\* 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.*

## **OCCUPATIONAL THERAPY ASSISTANT (AAS Degree) (Continued)**

### **Possible Career Opportunities**

Acute Care Occupational Therapy Assistant, Certified Occupational Therapist Assistant (COTA), Certified Occupational Therapist Assistant/Licensed (COTA/L), Certified Occupational Therapy Assistant (COTA), Certified Occupational Therapy Assistant-Licensed (COTA-L), Licensed Occupational Therapy Assistant, Occupational Therapist Assistant, Occupational Therapy Assistant (OTA), School Based Certified Occupational Therapy Assistant, Staff Certified Occupational Therapist Assistant/Licensed (Staff COTA/L)

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 31-2011.00

**VETERINARY TECHNOLOGY (AAS Degree)**

(VET 2228)

Minimum 67 hours

**NO NEW ENROLLMENT BEING ACCEPTED. PROGRAM ENDS SPRING 2018.**

The Veterinary Technician possesses both administrative, clinical, and technical skills necessary to assist the veterinarian in all phases of medicine and surgery for small, large, exotic, and lab animals. Technicians typically conduct clinical work in a private practice under the supervision of a veterinarian often performing various clinical medical tests (urinalysis, parasitology, radiology) along with treating medical conditions and diseases in animals. Veterinary Technicians care for a wide variety of animals, such as cats, dogs, mice, rats, sheep, pigs, cattle, horses, birds, fish, and reptiles. They function as animal radiology, dental, surgery, and anesthesiology technicians. The Veterinary Technician plays an important role in client education, grief counseling, and public relations.

The Veterinary Technology major in Applied Science 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, Kaskaskia, Southeastern Illinois, and Shawnee Community College). Students take general education courses on their own campuses and VET courses together in a central classroom on the SICCM campus.

Grades of the SICCM Vet Tech Program will qualify to sit for the State and Veterinary Technician National Examination (VTNE) for certification in Veterinary Technology. Upon successful completion of program coursework and passing score on the VTNE, students will obtain licensure as a Certified Veterinary Technician (CVT).

Students must have two years of high school biology with a grade of "C" or better or a basic college biology course or higher level with a grade of "C" or better for entrance into this program.

**American Veterinary Medical Association (AVMA)  
Committee on Veterinary Technician Education and Activities (CVTEA)  
1931 North Meacham Road, Suite 100  
Schaumburg, IL 60173-4360  
(800) 925-8070  
www.avma.org**

**First Year**

| FALL SEMESTER       |  | Credit Hours |
|---------------------|--|--------------|
| VET 110             | Small Animal Nursing I                                     | 3            |
| VET 112             | Animal Anatomy & Physiology I                              | 4            |
| VET 117             | Animal Radiology   | 2            |
| VET 118             | Veterinary Practice Management                             | 2            |
| BIO 218             | Introduction to Microbiology                               | 4            |
| *MAT 122 or MAT 210 | Applied Basic Mathematics or General Elementary Statistics | 3/4          |
| <b>TOTAL</b>        |  | <b>18/19</b> |

| SPRING SEMESTER |                                | Credit Hours |
|-----------------|--------------------------------|--------------|
| VET 111         | Small Animal Nursing II        | 3            |
| VET 113         | Animal Anatomy & Physiology II | 3            |
| VET 116         | Large Animal Nursing           | 3            |
| VET 119         | Animal Clinical Lab I          | 3            |
| VET 133         | Animal Surgery Technology I    | 3            |
| VET 138         | Animal Pharmacology I          | 2            |
| <b>TOTAL</b>    |                                | <b>17</b>    |

| SUMMER SEMESTER |                       | Credit Hours |
|-----------------|-----------------------|--------------|
| VET 231         | Vet Tech Internship I | 3            |
| <b>TOTAL</b>    |                       | <b>3</b>     |

**Second Year**

| FALL SEMESTER |                               | Credit Hours |
|---------------|-------------------------------|--------------|
| VET 219       | Animal Clinical Lab II        | 3            |
| VET 233       | Animal Surgical Technology II | 3            |
| VET 238       | Animal Pharmacology II        | 2            |
| VET 239       | Animal Diseases               | 2            |
| SPC 111       | Speech                        | 3            |
|               | Social Science Elective       | 3            |
| <b>TOTAL</b>  |                               | <b>16</b>    |

| SPRING SEMESTER |                                 | Credit Hours |
|-----------------|---------------------------------|--------------|
| VET 232         | Vet Tech Internship II          | 4            |
| VET 235         | Laboratory and Exotic Animals   | 3            |
| VET 236         | Animal Management and Nutrition | 3            |
| ENG111          | English Composition             | 3            |
| <b>TOTAL</b>    |                                 | <b>13</b>    |

\*MAT 210-General Elementary Statistics is the preferred course to be taken by students wishing to transfer or any IAI math course.

\* MAT 122-Applied Basic Mathematics is a non-transferable math.

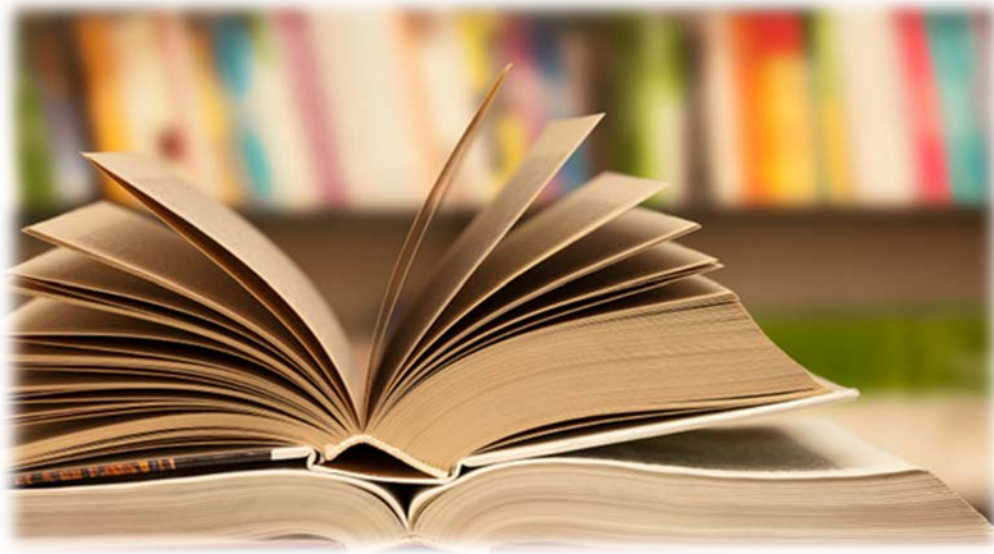
**Possible Career Opportunities**

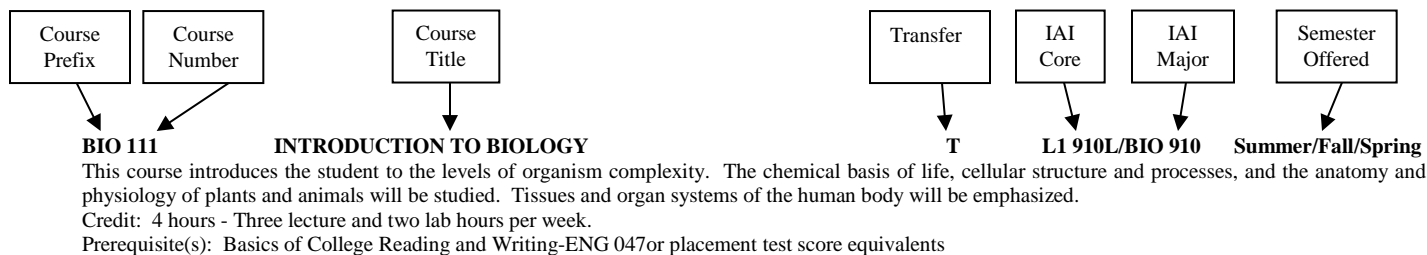
Certified Veterinary Technician (CVT), Emergency Veterinary Technician, Internal Medicine Veterinary Technician, Licensed Veterinary Technician (LVT), Medical Technologist, Registered Veterinary Technician (RVT), Veterinary Assistant, Veterinary Laboratory Technician (Veterinary Lab Tech), Veterinary Nurse, Veterinary Technician (Vet Tech)

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)

SOC Codes: 29.2056.00

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

**Transfer “T”**

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

**By Request**

These courses are not offered on a regular basis. They can be added by special request providing there are adequate number of interested students.

**PROGRAM TITLE**

**COURSE PREFIX**

|                                     |         |
|-------------------------------------|---------|
| Academic Enhancement .....          | AEP     |
| Accounting .....                    | ACC     |
| Agriculture .....                   | AGR     |
| Anthropology .....                  | ANT     |
| Art .....                           | ART     |
| Associate Degree Nursing .....      | ADN     |
| Astronomy .....                     | AST     |
| Automotive.....                     | AUT     |
| Basic Electricity .....             | BEL     |
| Biology.....                        | BIO     |
| Business.....                       | BUS     |
| Cardiopulmonary Resuscitation ..... | CPR     |
| Career Development.....             | INT     |
| Certified Nurse Assistant.....      | CNA     |
| Chemistry .....                     | CHE     |
| Computer Aided Drafting.....        | DRA     |
| Computers .....                     | COM     |
| Cosmetology.....                    | COS     |
| Criminal Justice.....               | CJ      |
| Diesel Technology.....              | DSL     |
| Early Childhood Education .....     | ECE     |
| Economics .....                     | ECO     |
| Education.....                      | EDU     |
| Electronics.....                    | ELT     |
| Emergency Medical Services .....    | EMR/EMT |
| Engineering .....                   | EGR     |



|  |         |
|--|---------|
| English.....                                       | ENG     |
| Food Service.....                                  | FOS     |
| Geology.....                                       | GEO     |
| Geography.....                                     | GRY     |
| Government.....                                    | GOV     |
| Health.....  | HLT     |
| Health Information Technology.....                 | HIT     |
| Heating/Ventilation/AC/Refrigeration (HVAC-R)..... | HAC/HEA |
| History.....                                       | HIS     |
| Industrial Maintenance Technician.....             | IMT     |
| Industry.....                                      | IND     |
| Information Management.....                        | IMS     |
| Leadership.....                                    | LEA     |
| Library.....                                       | LRC     |
| Literature.....                                    | LIT     |
| Logistics.....                                     | LOM     |
| Massage Therapy.....                               | MTP     |
| Mathematics.....                                   | MAT     |
| Medical Laboratory Technologist.....               | MLT     |
| Music.....   | MUS     |
| Nail Technology.....                               | NLT     |
| Occupational Safety and Health Administration..... | OSH     |
| Occupational Therapy Assistant.....                | OTA     |
| Philosophy.....                                    | PHI     |
| Phlebotomy.....                                    | PHB     |
| Physical Education.....                            | PE      |
| Physical Science.....                              | PHS     |
| Physics.....                                       | PHY     |
| Practical Nursing.....                             | PN      |
| Psychology.....                                    | PSY     |
| Real Estate.....                                   | REP     |
| Seminar.....                                       | SEM     |
| Social Work.....                                   | SW      |
| Sociology.....                                     | SOC     |
| Spanish.....                                       | SPA     |
| Speech and Theater.....                            | SPC     |
| Surgical Technology.....                           | STP     |
| Surveying.....                                     | SUR     |
| Truck Driving.....                                 | TDR     |
| Veterinary Technology.....                         | VET     |
| Volunteer Service.....                             | VOL     |
| Welding.....                                       | WEL     |

## **ACCOUNTING**

### **ACC 111 FINANCIAL ACCOUNTING T BUS 903 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 and successful completion of Basics of College Reading & Writing-ENG 047 and Developmental Math-MAT 039 or equivalent.

### **ACC 112 MANAGERIAL ACCOUNTING T BUS 904 Fall/Spring**

This course presents accounting as a system for 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 are 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 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

## **AGRICULTURE**

### **AGR 103 LEADERSHIP IN AGRICULTURE T Fall/Spring**

This course will focus on developing leadership awareness, evaluating current student beliefs about leadership, and develop an understanding of the skills necessary to be an effective leader. This course will include parliamentary procedure, lessons in business etiquette, professional development and agriculture promotion activities.

Credit: 1 hour - One lecture hour per week.

Prerequisite: None

### **AGR 111 INTRODUCTION TO HORTICULTURE T AG 905 Fall**

An introduction to the principles and practices in the development, production, and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). Includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to horticultural industries.

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

Prerequisite(s): None

### **AGR 112 INTRODUCTION TO CROP SCIENCE T AG 903 Spring**

The basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plan breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices.

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

Prerequisite(s): None

### **AGR 113 INTRODUCTION TO SOIL SCIENCE T AG 904 Fall**

An introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

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

Prerequisite(s): None

### **AGR 115 INTRODUCTION TO ANIMAL SCIENCE T AG 902 Spring**

The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology, and nutrition and growth; environment, health, and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science.

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

Prerequisite(s): None



**AGR 240 PRACTICUM/INTERCOLLEGIATE LIVESTOCK JUDGING** **Fall/Spring**  
 This course is designed for students participating extensively in livestock judging competitions. It consists of labs that prepare students for numerous competitions, practice for those events and participation in at least 4 contests. Weekend travel and numerous evenings will be required.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): Consent of Instructor

**AGR 272 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: 3 hours – Three lecture hour per week.  
 Prerequisite(s): None

## **ANTHROPOLOGY**

**ANT 216 ANTHROPOLOGY** **T** **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

## **ART**

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

**ART 111 DRAWING I** **T** **Fall**  
 This is an introductory course in drawing. Students will use graphite, charcoal, and alternate methods for producing drawings. Student works will often be exhibited in the SCC display case.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None

**ART 112 PAINTING I** **T** **Spring**  
 This is an introductory course in oil painting. Students will learn technological and formal aspects of oil painting. Student works will often be exhibited in the SCC display case.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None

**ART 113 CERAMICS I** **T** **Fall**  
 This is an introductory course in the use of ceramics for making sculpture and pottery. Various uses of clay, ceramics tools, and surface treatments will be explored in this class. Both hand-building and wheel-throwing techniques will be utilized by each student. Student works will often be exhibited in the SCC display case.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None

**ART 114 ART APPRECIATION** **T** **F2 900** **Fall/Spring**  
 This is an introductory course in art appreciation. Students will learn about the elements and principles of design, art criticism, art history, aesthetics, media, and contemporary issues in art.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**ART 115 FUNDAMENTALS OF ART: 2D DESIGN** **T** **Spring**  
 This class is an exploration of the fundamental elements and principles of design. Emphasis is on two-dimensional design principles and theories. Students will use a variety of media to create artworks. Students will also learn to successfully criticize artworks. Student works will often be exhibited in the SCC display case.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None

**ART 117 ART HISTORY SURVEY I** **T** **F2 901** **By Request**  
 This course is an historical survey of significant art works and forms and 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** **By Request**  
 This course is a historical survey of significant art work and forms and 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

**ART 119 ART IN THE ELEMENTARY SCHOOL** **T** **By Request**  
 Principles of and practical classroom procedures for teaching art in the elementary school and includes art education theory; art terms, techniques, and various media; economical variations for commonly used materials; children's creative work at various developmental stages; and organization of art programs in the classroom.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None

**ART 120 WATERCOLOR I** **T** **By Request**  
 This is an introductory course in watercolor painting. Students will learn technological and formal aspects of watercolor painting. Student works will be exhibited in the SCC display case.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None

|   |  |          |                    |
|---|--|----------|--------------------|
| <b>ART 121</b>  | <b>FUNDAMENTALS OF ART: 3D DESIGN</b>          | <b>T</b> | <b>Fall</b>        |
| This class is an exploration of the fundamental elements and principles of sculpture. Emphasis is on three-dimensional design principles and theories. Students will use a variety of media, objects, and tools to create artworks. Students will also learn to successfully criticize artworks. Student works will often be exhibited in the SCC display case.                             |  |          |                    |
| Credit: 3 hours – Two lecture and two lab hours per week.   |  |          |                    |
| Prerequisite(s): None   |  |          |                    |
| <b>ART 211</b>  | <b>DRAWING II</b>                              | <b>T</b> | <b>Fall</b>        |
| This is an advanced course in drawing. Students will use graphite, charcoal, and alternate methods for producing drawings. Student works will often be exhibited in the SCC display case.   |  |          |                    |
| Credit: 3 hours - Six lab hours per week.   |  |          |                    |
| Prerequisite(s): Drawing I-ART 111  |  |          |                    |
| <b>ART 212</b>  | <b>PAINTING II</b>                             | <b>T</b> | <b>Spring</b>      |
| This is an oil painting course for advanced students. Students will explore technological and formal aspects of oil painting. Student works will often be exhibited in the SCC display case.  |  |          |                    |
| Credit: 3 hours - Six lab hours per week.   |  |          |                    |
| Prerequisite(s): Painting I-ART 112   |  |          |                    |
| <b>ART 213</b>  | <b>CERAMICS II</b>                             | <b>T</b> | <b>Fall</b>        |
| This is an advanced course in the use of ceramics for making sculpture and pottery. Various uses of clay, ceramics tools, and surface treatments will be explored in this class. Both hand-building and wheel-throwing techniques will be utilized by each student. Student works will often be exhibited in the SCC display case.  |  |          |                    |
| Credit: 3 hours - Six lab hours per week.   |  |          |                    |
| Prerequisite(s): Pottery and Sculpture-ART 113  |  |          |                    |
| <b>ART 215</b>  | <b>FUNDAMENTALS OF ART: ADVANCED 2D DESIGN</b> | <b>T</b> | <b>Spring</b>      |
| This class is an exploration of the fundamental elements and principles of design. Emphasis is on two-dimensional design principles and theories. Students will use a variety of media to create artworks. Students will also learn to successfully criticize artworks. This class will also contain a commercial component. Student works will often be exhibited in the SCC display case. |  |          |                    |
| Credit: 3 hours – Two lecture and two lab hours per week.   |  |          |                    |
| Prerequisite(s): Design I-ART 115   |  |          |                    |
| <b>ART 216</b>  | <b>PHOTOGRAPHY I</b>                           | <b>T</b> | <b>Fall/Spring</b> |
| This course is an introduction to photography and principles of photographic design and includes black and white and color photography; print developing; slide and photo essays; enlarging; camera and lens varieties; retouching, finishing, and mounting; and study of problems in action, still, light, color, and portraiture photography.   |  |          |                    |
| Credit: 3 hours - Two lecture and two lab hours per week.   |  |          |                    |
| Prerequisite(s): None   |  |          |                    |
| <b>ART 217</b>  | <b>PHOTOGRAPHY II</b>                          | <b>T</b> | <b>Fall/Spring</b> |
| This is an advanced course which will emphasize the use of a 35 mm SLR and advanced darkroom techniques.  |  |          |                    |
| Credit: 3 hours - Two lecture and two lab hours per week.   |  |          |                    |
| Prerequisite(s): Photography I-ART 216  |  |          |                    |
| <b>ART 220</b>  | <b>WATERCOLOR II</b>                           | <b>T</b> | <b>By Request</b>  |
| This is an advanced course in watercolor painting. Students will learn technological and formal aspects of watercolor, gouache, ink, watercolor pencils and other media. Student works will be exhibited in the SCC display case.   |  |          |                    |
| Credit: 3 hours – Two lecture and two lab hours per week.   |  |          |                    |
| Prerequisite(s): None   |  |          |                    |
| <b>ART 221</b>  | <b>SCULPTURE I</b>                             | <b>T</b> | <b>Fall</b>        |
| This class is an advanced exploration of the elements and principles of sculpture. Emphasis is on three-dimensional design principles and theories. Students will use a variety of media, objects, and tools to create artworks. Students will also learn to successfully criticize artworks. Student works will often be exhibited in the SCC display case.                                |  |          |                    |
| Credit: 3 hours – Two lecture and two lab hours per week.   |  |          |                    |
| Prerequisite(s): Fundamentals of Art: 3D Design- ART 121  |  |          |                    |
| <b>ART 227</b>  | <b>AFRICAN-AMERICAN ART AND ARTISTS</b>        | <b>T</b> | <b>Spring</b>      |
| This is a course in the appreciation of the art and history of African-American artists in the United States. Students will demonstrate understanding of the experience and construction of various African-American cultural aesthetic ideals.   |  |          |                    |
| Credit: 3 hours – Three lecture hours per week.   |  |          |                    |
| Prerequisite(s): Art Appreciation-ART 114   |  |          |                    |

## **ASSOCIATE DEGREE NURSING**

|  |   |               |
|--|---|---------------|
| <b>ADN 101</b>   | <b>NURSING ORIENTATION AND SKILL REVIEW</b> | <b>Summer</b> |
| This course is designed to orient students admitted into the Associate Nursing Degree program. The purpose is to increase student retention and success in the nursing program. Within this course the student will have clinical nursing skills challenge: preparation and administration of medications and mathematical calculations. Early detection of student weakness will allow for time for tutoring on skills before the start of the program. It is not designed, however to serve as a substitute for a state approved Practical Nurse Refresher Course. |   |               |
| Credit: 1 hour – One lab hour per week.  |   |               |
| Prerequisite(s): Successful completion of a Practical Nursing Program  |   |               |
| Co-requisite: Conditional acceptance into the Associate Degree Nursing Program   |   |               |

- 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/clinic hours per week.  
 Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification
- ADN 229 COMMUNITY BASED NURSING CARE 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/clinic hours per week.  
 Prerequisite(s): Nursing Orientation and 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/clinic hours per week.  
 Prerequisite(s): Prerequisite(s): Nursing Orientation and 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/clinic hours per week.  
 Prerequisite(s): Nursing Orientation and 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: 1 hour - .5 lecture and one lab/clinic hour 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/clinic 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/clinic 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/clinic hours per week.  
 Prerequisite(s): Nursing Orientation and 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/clinic 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/clinic 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/clinic hours per week.  
 Prerequisite(s): Nursing Orientation and 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): BIO 215-Introduction to Physiology, Nursing Orientation and Skills Review-ADN 201, and current CPR certification

**ADN 240 INTRODUCTION TO NURSING INFORMATICS Spring**  
 This course is an overview of the incorporation of technology into various health care settings. The benefits, challenges and opportunities of this emerging field will be explored as well as current clinical applications.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): Current nursing student or currently working in a health care facility.

## **ASTRONOMY**

**AST 111 INTRODUCTION TO ASTRONOMY T P1 906L Fall/Spring**  
 This course is designed for students in any curriculum and 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 are included.  
 Credit: 4 hours - Three lecture and 2 lab hours per week.  
 Prerequisite(s): None

## **AUTOMOTIVE**

**AUT 122 ENGINE PERFORMANCE I 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047.

**AUT 129 ENGINE PERFORMANCE II Spring**  
 This course is a study of basic fuel systems, intake and exhaust systems, emission control systems, computer-controlled carburetors, and electronic fuel injection.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): AUT 122-Engine Performance I and Basics of College Reading and Writing-ENG 047.

**AUT 130 AUTOBODY I Fall/Spring**  
 This course introduces safety, tools, and the basic fundamentals of auto body repair. Topics include: shop safety, damage analysis, tools and equipment, repair techniques, material selection, material usage and other related topics.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None

**AUT 131 AUTOBODY II Fall/Spring**  
 This course introduces safety, tools, and the fundamentals of auto body repair. Topics include: shop safety, panel repair and replacement, corrosion protection, paint preparation and proper painting procedures, final detailing, welding and cutting procedures, fiberglass, plastic and composite materials, recognizing various types of mechanical damage, as well as standard and specialty equipment and tools. Special emphasis placed on safety and environmental issues.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): Auto Body I-AUT 130.

**AUT 132 ELECTRICAL/ELECTRONIC SYSTEMS T 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047.

**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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047.

**AUT 135 BRAKES T 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047.

**AUT 136 SUSPENSION AND STEERING T Fall**  
 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047.

**AUT 137 ENGINE REPAIR T Fall**  
 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047.





## **BIOLOGY**

- BIO 111 INTRODUCTION TO BIOLOGY** **T** **L1 910L/BIO 910** **Summer/Fall/Spring**  
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): Basics of College Reading and Writing-ENG 047or placement test score equivalents
- BIO 115 HUMAN BIOLOGY** **T** **L1 904L** **Fall/Spring**  
This course is an introduction to the study of the structure and function of the human body. This course includes laboratory experience and lecture concepts examining topics such as the molecules of life, bonding, acid/base chemistry of body fluids, cellular metabolism, cell structure and function, tissues, an introduction of the structure and function of organ systems, DNA, genetic diseases, biotechnology and its application and impact of society.  
Credit: 5 hours – Four lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047or placement test score equivalents
- BIO 210 INTRODUCTION TO HUMAN ANATOMY** **T** **Summer/Fall/Spring**  
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): Human Biology-BIO 115 with a grade of “C” or better
- BIO 211 ECOLOGY** **T** **L1 905** **Fall/Spring**  
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): None
- BIO 212 ANATOMY AND PHYSIOLOGY** **T** **Summer/Fall/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 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** **Spring**  
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): None
- 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
- BIO 216 SURVEY OF THE ANIMAL KINGDOM** **T** **Spring**  
This course studies the 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 Human Biology-BIO 115 or a strong background in high school biology
- BIO 218 INTRODUCTION TO MICROBIOLOGY** **T** **Summer/Fall/Spring**  
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 or Human Biology-BIO 115 with a grade of “C” or better

## **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 and gain knowledge on how to develop a purpose statement and relate it to a mission.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): None

- BUS 116 PRINCIPLES OF MARKETING T Fall/Spring**  
This course is 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 By Request**  
This course provides touch-typing competency through guided practice of keyboarding techniques. Concentration is placed on correct techniques, accuracy, and speed building of proper finger reaches for alphabetic, numeric, and characters on a QWERTY keyboard.  
Credit: 1 hour - Two lab hours per week.  
Prerequisite(s): None
- BUS 124 BOOKKEEPING Summer/Fall/Spring**  
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 128 INTRODUCTION TO MANAGEMENT T Fall/Spring**  
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 and 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 155 PERSONAL FINANCE By Request**  
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 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 mid-management program. Each student is required to complete 150 contact hours at a worksite during the semester. Note: Internship will be completed in the student's final semester.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): 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): Bookkeeping-BUS 124 or equivalent bookkeeping background
- BUS 214 BUSINESS LAW I T Summer/Fall/Spring**  
Business Law is at the core of any business program. It is integral to the course of study for students planning to major in management, marketing, accounting, finance, and business administration. The content of Business Law, as with most introductory law courses, emphasizes contracts and the legal system. By including modules on the law of sales, commercial paper, agency, property, employment practices, and consumer and environment protection, students will gain a comprehensive overview of law in the world of business.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None
- BUS 215 LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS T Summer/Fall/Spring**  
The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics are covered in this course. Emphasis is placed on laws which regulate the business enterprise. Employment, environmental, securities, consumer protection, and labor laws are covered in detail. Business ethics and social responsibilities of business are topics which run throughout the course.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None
- BUS 217 ENTREPRENEURSHIP By Request**  
This course is designed to help students feel confident in establishing, owning, and operating their own small business with success. Students will study the areas of management, marketing, advertising, and sales in relation to a small business. Topics will focus on the small business aspects of ownership.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**BUS 225 BUSINESS COMMUNICATION****T****Spring**

Communication in today's fast-paced, competitive workplace requires a solid understanding of effective communication principles demonstrated through creation of business documents and oral presentations. Service learning techniques will be applied to administrative communications including internal and external for various contexts. Students will practice core communication concepts and skills that are critical for enhancing collaboration, messaging clarity, managing conflict, and facilitating teams.

Credit: 3 hours – 3 lecture hours per week.

Prerequisite(s): Accounting Internship-ACC 199, or Mid-Management Internship-BUS 195, or Computer Information Systems Internship-COM 196, or Information Processing Internship-IMS 197.

**BUS 230 HUMAN RESOURCE MANAGEMENT****Spring**

This course emphasizes the strategic role of human resources in the business environment. This course covers global human resource management issues, diversity in the workplace, performance management, self-directed work teams, shamrock organization, broad banding, competency-based pay systems, job security, violence in the workplace, and how organizational commitment affects production, quality, and service. All major topics identified on the Human Resource Certification Institutes Content Outline are included.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**BUS 232 SUPERVISION****Fall**

This course is designed to provide practical skills to those in an administrative-type position. Motivational principles and the art of empowering and developing people are crucial skills for the supervisor and are covered in this course. Decision making, managing time and stress, labor unions, performance appraisals, coaching, work groups, diversity, employment legislation, safe work environment, troubled employees, and conflict resolution are topics studied by students who aspire to be successful supervisors.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**BUS 238 PRINCIPLES OF SALES****Spring**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Management-BUS 128

**BUS 256 INTERNATIONAL BUSINESS****Spring**

This course focuses on the business and managerial process in a global context. It will examine the importance and impact of the economic, cultural, and political environment on business functions. The course will emphasize management functions as they apply across various cultures.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Management-BUS 128

**BUS 289 OPERATIONS MANAGEMENT****Spring**

Introductions for fundamental concepts, principles, and practices of operations management. Introductions and examines operations management careers, terminology, and concepts in both manufacturing and service organizations.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Management-BUS 128

**CARDIOPULMONARY RESUSCITATION****CPR 120 CPR FOR HEALTHCARE PROVIDERS****Summer/Fall/Spring**

The basic life support for Healthcare Providers course is designed to cover core material such as adult and pediatric CPR (including two-rescuer scenarios and the use of the bag mask), foreign-body airway obstruction, and the automated external defibrillator. The course is designed for significant practice time which should assist with the acquisition and retention of skills.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

**CAREER DEVELOPMENT****INT 111 CAREER DEVELOPMENT****Summer/Fall/Spring**

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

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

**CERTIFIED NURSE ASSISTANT****CNA 120 BASIC NURSE ASSISTANT TRAINING PROGRAM****Summer/Fall/Spring**

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

## **CHEMISTRY**

### **CHE 111 INORGANIC, ORGANIC & BIOCHEMISTRY I T LP 900L Summer/Fall/Spring**

This course is an introduction to the science of chemistry. The course is designed to meet the general studies science requirement and to provide background for the student who needs a basic introduction to chemistry. This course can be used as a foundation for further study in chemistry and health related fields.

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.

### **CHE 113 INORGANIC, ORGANIC & BIOCHEMISTRY II T Spring**

This course is a second semester course of inorganic, organic, and biochemistry sequence. This course includes laboratory experiments and lecture concepts, examining topics such as nuclear chemistry, organic molecule structure, organic molecule synthesis, the structure of biochemical compounds and their metabolism.

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

Prerequisite(s): Inorganic, Organic & Biochemistry I - CHE 111.

### **CHE 114 INORGANIC CHEMISTRY T P1 902L/CHM 911 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 - Four lecture and two lab hours per week.

Prerequisite(s): Inorganic, Organic & Biochemistry I-CHE 111 and Intermediate Algebra-MAT 043 or satisfactory high school equivalences for both.

### **CHE 115 INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS T CHM 912 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 - Four lecture and two lab hours per week.

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

## **COMPUTER AIDED DRAFTING**

### **DRA 121 ARCHITECTURAL DRAFTING Spring**

A practical applications course designed to utilize and extend operations learned in Introduction to Computer Assisted Drafting. It requires completion of drawings related to the architectural field. It also includes an overview of basic architectural materials and design concepts.

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

Prerequisite(s): Introduction to Computer Assisted Drafting-DRA 128.

### **DRA 123 CIVIL DRAFTING Spring**

A practical applications course designed to use and extend operations learned in Introduction to Computer Assisted Drafting. The course requires the completion of drawings related to the civil engineering field, such as plots, plans, profiles and standards using a combination Autocad and Microstation software.

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

Prerequisite(s): Introduction to Computer Assisted Drafting-DRA 128.

### **DRA 128 INTRODUCTION TO COMPUTER ASSISTED DRAFTING T Fall**

This course covers the 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 134 DRAFTING APPLICATIONS-3D Spring**

A practical applications course using the operations learned in Introduction to Computer Assisted Drafting. The course will cover the important concepts required to draw in 3D and will apply these concepts with a variety of drawing projects. These projects will explore lighting, camera, materials and rendering techniques with several software packages to provide realistic models.

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

Prerequisite(s): Introduction to Computer Assisted Drafting-DRA 128.

### **DRA 135 MECHANICAL DRAFTING Spring**

A practical applications course designed to utilize and extend operations learned in Introduction to Computer Assisted Drafting. The course requires completion of drawings of machine parts and assemblies by orthographic section and auxiliary view techniques.

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

Prerequisite(s): Introduction to Computer Assisted Drafting-DRA 128.

## **COMPUTERS**

### **COM 101 INTRODUCTION TO ESSENTIAL COMPUTER SKILLS Summer/Fall/Spring**

Students will learn basic computer skills to assist in their learning. The course consists of an introduction to basic vocabulary and terminology related to computer usage and will include guided practice with software applications to meet educational and industry standards.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

### **COM 111 BUSINESS COMPUTER SYSTEMS T Summer/Fall/Spring**

This course provides the student with an in-depth study of computer concepts and terminology. The use of the computer in actual business applications will also be discussed. Hands-on experience with computer software will be stressed. Utilization of internet protocols such as email, FTP, and web browsers will also be incorporated in the student curriculum.

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

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



|  |                                      |          |                           |
|--|--------------------------------------|----------|---------------------------|
| <b>COM 244</b>   | <b>A+ CERTIFICATION</b>              | <b>T</b> | <b>Fall</b>               |
| 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  |                                      |          |                           |
| <b>COM 246</b>   | <b>INTRODUCTION TO CYBERSECURITY</b> |          | <b>Spring</b>             |
| This course is an entry-level study of Cybersecurity. Topics included are: Threats, vulnerabilities, countermeasures, cryptography, malicious code, network security, operating systems, secure software development, system design, assurance, and privacy.   |                                      |          |                           |
| Credit: 3 hours – Two lecture and two lab hours per week.  |                                      |          |                           |
| Prerequisite(s): Networking Technologies-COM 189 or verifiable work experience in computer networking.   |                                      |          |                           |
| <b>COM 265</b>   | <b>COMMAND PROMPT-WINDOWS</b>        |          | <b>Spring</b>             |
| This course introduces the student to operating systems by working with the Microsoft Windows operating system command line. Major components of an operating system covered are command syntax, disk format and management, internal/external commands, file manipulation, directory structure, files and disk maintenance, configuration and batch files, and network connectivity.            |                                      |          |                           |
| Credit: 2 hours – One lecture and two lab hours per week.  |                                      |          |                           |
| Prerequisite(s): None  |                                      |          |                           |
| <b>COM 280</b>   | <b>MICROSOFT WORD</b>                |          | <b>Summer/Fall/Spring</b> |
| This course is 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  |                                      |          |                           |
| <b>COM 281</b>   | <b>MICROSOFT EXCEL</b>               |          | <b>Summer/Fall/Spring</b> |
| This course provides the student with hands-on experience with the Microsoft Office Excel spreadsheet program.   |                                      |          |                           |
| Credit: 2 hours – One lecture and two lab hours per week.  |                                      |          |                           |
| Prerequisite(s): None  |                                      |          |                           |
| <b>COM 283</b>   | <b>MICROSOFT ACCESS</b>              |          | <b>Summer/Fall/Spring</b> |
| 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  |                                      |          |                           |
| <b>COM 999</b>   | <b>CERTIFICATION TEST PREP</b>       |          | <b>By Request</b>         |
| This course is designed to prepare students to take industry specific certification exams. This course will serve as a refresher course to improve skills in order to improve success rate on industry specific certification exams.   |                                      |          |                           |
| Credit: 2 hours – Two lecture hours per week.  |                                      |          |                           |
| Prerequisite(s): None  |                                      |          |                           |

## **COSMETOLOGY**

|   |                                  |  |                           |
|---|----------------------------------|--|---------------------------|
| <b>COS 120</b>  | <b>COSMETOLOGY THEORY I</b>      |  | <b>Fall/Spring</b>        |
| This course is 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): Test into college level reading and writing using placement test.  |                                  |  |                           |
| <b>COS 121</b>  | <b>COSMETOLOGY THEORY II</b>     |  | <b>Fall/Spring</b>        |
| 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 and test into college level reading and writing using placement test.   |                                  |  |                           |
| <b>COS 122</b>  | <b>COSMETOLOGY THEORY III</b>    |  | <b>Summer/Fall/Spring</b> |
| 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 and test into college level reading and writing using placement test.  |                                  |  |                           |
| <b>COS 123</b>  | <b>COSMETOLOGY LABORATORY I</b>  |  | <b>Summer/Fall/Spring</b> |
| 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): Test into college level reading and writing using placement test.  |                                  |  |                           |
| <b>COS 124</b>  | <b>COSMETOLOGY LABORATORY II</b> |  | <b>Summer/Fall/Spring</b> |
| 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 and test into college level reading and writing using placement test.   |                                  |  |                           |







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 127 CHILD, FAMILY AND COMMUNITY**

**Spring**

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**

**T**

**Spring**

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**

**Spring**

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**

**Summer/Fall/Spring**

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**

**Fall**

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.

Prerequisite(s): Introduction to Early Childhood Education-ECE 101, Child Growth and Development-ECE 114, Child Guidance/Discipline-ECE 128 and Assessment in Early Childhood Education-ECE 129

**ECE 216 ART/MUSIC ACTIVITIES**

**T**

**Fall**

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.

Prerequisite(s): Introduction to Early Childhood Education-ECE 101, Child Growth and Development-ECE 114, Child Guidance/Discipline-ECE 128 and Assessment in Early Childhood Education-ECE 129

**ECE 217 SCIENCE/MATH ACTIVITIES**

**Fall**

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.

Prerequisite(s): Introduction to Early Childhood Education-ECE 101, Child Growth and Development-ECE 114, Child Guidance/Discipline-ECE 128 and Assessment in Early Childhood Education-ECE 129

**ECE 218 HEALTH, NUTRITION AND SAFETY**

**T**

**Fall**

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.

Prerequisite(s): Introduction to Early Childhood Education-ECE 101, Child Growth and Development-ECE 114, Child Guidance/Discipline-ECE 128 and Assessment in Early Childhood Education-ECE 129

**ECE 219 INFANTS/TODDLERS-CURRICULUM/ TEACHING**

**T**

**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.

Prerequisite(s): Introduction to Early Childhood Education-ECE 101, Child Growth and Development-ECE 114, Child Guidance/Discipline-ECE 128 and Assessment in Early Childhood Education-ECE 129

**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 - Two lecture and two lab 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****Summer/Fall/Spring**

This course introduces the student to the nature of macro-economics, considering concepts of scarcity and trade-offs, supply and demand, economic growth and the economy's performance in relation to consumption, income, and the multiplier effect.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**ECO 212 ECONOMICS (MICRO)****T****S3 902****Summer/Fall/Spring**

This course is a study of choices made by consumers and firms and the impact these choices have on individual markets. An in-depth study of demand and supply will be covered as well as market production and cost. Course content also includes various market structures and competition, wages, employment, and the role of government in a market economy.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**EDUCATION****EDU 110 INTRODUCTION TO EDUCATION****T****By Request**

This course is designed to provide students with a general introduction to the field of education. The purpose of this course is to provide students with a broad knowledge base concerning public education, including a variety of perspectives on historical, philosophical, social, legal, and ethical issues in a diverse society. A study of organizational structure and school governance is included. This course includes limited experiences in the public schools through an integrated clinical component of 15 clock hours, minimum. Students will be required to pass a criminal background check prior to their field experience. Students will be placed in schools that have a field experience site agreement on file with SCC. All field experience placements will be at the discretion of the Educational Program Coordinator.

Credit: 3 hours - 15 clinical hours required

Prerequisite(s): Writing and reading proficiency required, as determined by COMPASS exam scores. Cannot be concurrently enrolled in developmental English courses.

**EDU 111 DIVERSITY OF SCHOOLS AND SOCIETY****T****By Request**

This course is a study of how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**EDU 119 INTRODUCTION TO EDUCATIONAL TECHNOLOGY****T****By Request**

This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance, and includes hands-on technology activities. Upon successful completion of the course, students will have a solid understanding of educational technology, including how to use computers, how to access information on the World Wide Web, and how to effectively use technology in teaching and learning.

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

Prerequisite(s): Intro to Essential Computer Skills-COM 101 or Business Computer Systems-COM 111 or consent of instructor.

**EDU 213 EDUCATION FOR EXCEPTIONAL CHILDREN****T****ECE 913****Fall**

This course is an introductory survey of the special education needs of children. This course includes a historical and philosophical overview of special education, as well as categories, characteristics, and methods of teaching exceptional children. In addition, an emphasis will be placed on litigation and legislation, current research, etiology, early identification, parenting issues, technology, and delivery systems, including universally designed instruction and inclusion.

Credit: 3 hours - Three lecture hours per week

Prerequisite(s): None

**EDU 999 PREPARING FOR THE T.A.P.****By Request**

This course is designed to prepare prospective teachers to take entrance tests that may be required for admission to teacher education programs. This course serves as a refresher to improve skills and abilities in language arts, reading, writing, math and study habits. The content is beneficial to those who will be taking the Test of Academic Proficiency for IL, C-Base for MO, and Praxis for KY. The course content will also prepare those who need to take the WorkKeys Exam for Illinois Paraprofessional Certification.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Students must have basic computer skills.

## **ELECTRONICS**

### **ELT 111 INTRODUCTION TO AMATEUR RADIO**

**Spring**

This course is designed to teach the students the basics of Amateur radio including assembly of stations transceivers, towers, and antennas. It introduces students to a course load of basic electronics and devices. It also covers FCC rules and regulations used on the Technicians class amateur license as well as an introduction to different modes and Morse Code. At the conclusion of this course the student will pass the test for the Technician class amateur license and become an amateur radio operator.

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

Prerequisite(s): None

### **ELT 112 GENERAL CLASS AMATEUR RADIO**

**Fall**

The General Class is the second of three classes of amateur licenses. This course is designed to bring students from Technician to this General class level. The student will then be able to utilize extensive HF (high frequency) privileges and extend their range of operating modes and gain a large majority of the spectrum below 30 MHz.

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

Prerequisite(s): Introduction to Amateur Radio-ELT 111.

## **EMERGENCY MEDICAL SERVICES**

### **EMR 118 FIRST RESPONDER-EMR**

**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: 4 hours - Four lecture hours per week.

Prerequisite(s): Current Healthcare Provider card.

### **EMT 160 EMERGENCY MEDICAL TECHNICIAN – BASIC**

**By Request**

This course is designed to provide the student with techniques of emergency care and transportation of the sick and injured. Emphasis is also placed on the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, resuscitation and defibrillation, techniques of using emergency equipment, and incident management.

Credit: 10 hours - Eight lecture and four lab hours per week.

Prerequisite(s): 18 years of age, High School diploma or equivalency. Students must possess current healthcare provider card prior to end of the EMT course.

## **ENGINEERING**

### **EGR 117 ENGINEERING GRAPHICS**

**T**

**By Request**

This course is a study of classical engineering drafting techniques, starting with hand sketching through state-of-the-art computer aided drafting techniques. Topics include concepts in descriptive geometry, sketching and lettering, orthographics projections, isometrics, perspectives, auxiliary views and sectioning. Class projects include examples in engineering and architecture.

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

Prerequisite(s): None

### **EGR 212 ENGINEERING STATICS**

**T**

**Fall**

This course is a study of force systems through the principles of static mechanics and 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): College Physics I-PHY116 or University Physics-PHY 216, and Calculus II-MAT 211 with a grade of “C” or better

### **EGR 214 ENGINEERING DYNAMICS**

**T**

**EGR 943**

**Spring**

This course is a study of dynamics of rigid bodies and systems of discrete particles, including linear and rotational motions. This course is a sequence of EGR 212 - Statics, and is intended for engineering majors.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Statics-EGR 212

### **EGR 218 ENGINEERING THERMODYNAMICS**

**T**

**Spring**

This course is a study of concepts and principles of thermodynamics that 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

## **ENGLISH**

### **ENG 041 DEVELOPMENTAL COLLEGE READING**

**Summer/Fall/Spring**

This 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 045 READING REVIEW**

**Summer/Fall/Spring**

Reading Review is a reading laboratory. This class will reinforce skills taught in college reading courses that will help students to comprehend all college reading material.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

### **ENG 046 WRITING REVIEW**

**Summer/Fall/Spring**

Writing Review is a reading laboratory. This class will reinforce skills taught in college writing courses.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): None

**ENG 047**                    **BASICS OF COLLEGE READING AND WRITING**                    **Summer/Fall/Spring**  
This course is designed to help students improve their comprehension, vocabulary, and critical reading skills through intensive writing assignments. It introduces students to the connection between the reading and writing processes. Students will participate in a variety of activities and projects to become more successful in reading and writing for college-level courses. These activities and projects include, but are not limited to, group discussions, reading responses, peer workshops, and essays.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): A grade of "C" or higher in Developmental College Reading-ENG 041 or placement as per diagnostic test results

**ENG 048**                    **FUNDAMENTALS OF COLLEGE WRITING**                    **Summer/Fall/Spring**  
This course is designed to prepare students for English 111. It introduces various strategies for writing within multiple disciplines and emphasizes basic principles of effective college-level writing through drafting and revising essays. Students will also learn how to improve sentence structure and how to conduct academic research.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): A grade of "C" or higher in Basics of College Reading and Writing-ENG 047 or placement as per diagnostic test results

**ENG 049**                    **WRITING LAB**                    **By Request**  
This course is designed as additional support for students enrolled in developmental English courses, as well as students enrolled in any writing intensive course. Students seeking increased assistance with and opportunities to develop research, writing, and documentation skills will benefit from this course.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): None

**ENG 111**                    **ENGLISH COMPOSITION I**                    **T**                    **C1 900**                    **Summer/Fall/Spring**  
This course places emphasis on teaching basic writing skills and critical thinking. Emphasis is placed on invention, prewriting, shaping and organizing, writing, revising, and editing written communication. This course is taught employing a process approach to writing and its basic aim is to make the student writer aware of his or her own writing process and to recognize the "tools" that may be used to create strong written communication.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Satisfactory evidence of entry level writing skills based upon high school transcript, assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

**ENG 112**                    **ENGLISH COMPOSITION II**                    **T**                    **C1 901R**                    **Summer/Fall/Spring**  
This course places emphasis on research writing skills and critical thinking. Emphasis is placed on creating logical arguments supported with adequate research. Furthermore, it continues expanding upon the writing process skills learned in ENG 111. Students learn proper documentation and citation of resources and references and explore various types of argumentative organization.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): English Composition I-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 assessment testing scores

**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**                    **T**                    **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 I-ENG 111

## **FOOD SERVICE**

**FOS 121**                    **FOOD SERVICE SANITATION MANAGER CERTIFICATION**                    **Summer/Fall/Spring**  
This course is a study of the principles involved in maintaining sanitary standards to protect the consumer from food-borne illness in food service establishments. One main objective is to enable the student to pass the National Serv Safe Exam.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): None

## **GEOLOGY**

**GEO 213**                    **GEOLOGY**                    **T**                    **P1 907L**                    **By Request**  
This course is a general overview of the science of geology, including both physical and historical concepts. The materials, structures, and surface features of the earth's surface will be studied along with the processes involved in their development. The geological history of the earth and principles used in reconstructing the earth's history will be examined, including the evolution of life through fossil study.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): None

**GEO 215**                      **INTRO TO ENVIRONMENTAL GEOLOGY**                      **T**                      **P1 908L**                      **By Request**

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

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

Prerequisite(s): None

## **GEOGRAPHY**

**GRY 214**                      **INTRODUCTION TO PHYSICAL GEOGRAPHY**                      **T**                      **P1 909**                      **Summer/Fall/Spring**

This course is a study of the various elements of the natural environment. The nature and characteristics of the physical components, the processes involved in their development, distribution and the basic interrelationships between these components will be stressed.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

## **GOVERNMENT**

**GOV 117**                      **INTRO TO AMERICAN GOVERNMENT**                      **T**                      **S5 900**                      **Summer/Fall/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): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

## **HEALTH**

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

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 116**                      **NUTRITION**                      **T**                      **Summer/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

**HLT 125**                      **HEARTSAVER FIRST AID/CPR/AED**                      **Fall/Spring**

The Heartsaver First Aid course teaches lay rescuers the skills needed to manage illness and injuries in the first few minutes until professional help arrives. Course content includes general principles, medical, injury, and environmental emergencies. Optional topics included are CPR, AED use, and how to relieve a choking victim. It is designed for participants who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): None

## **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 TECHNOLOGY**                      **Fall**

This course will initiate the student to the field of Health Information 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.

Co-requisite(s): Beginning Keyboarding-IMS 121

**HIT 104**                      **ADVANCED MEDICAL TERMINOLOGY**                      **Spring**

This course is 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**

This course involves transcribing medical and health-related documents by use of dictation software and digital equipment. The development of English skills, medical language usage, plus proofreading/editing skills will also be emphasized.

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

Co-requisite(s): Beginning Keyboarding-IMS 121, Business Computer Systems-COM 111 and Medical Terminology-HIT 100.

|   |  |               |
|---|--|---------------|
| <b>HIT 106</b>  | <b>PRINCIPLES OF INSURANCE</b>               | <b>Spring</b> |
| 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): HIT 109-Introduction to Coding   |  |               |
| <b>HIT 107</b>  | <b>MEDICAL OFFICE PROCEDURES</b>             | <b>Spring</b> |
| 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 electronic health record 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): Introduction to Coding-HIT 109.  |  |               |
| <b>HIT 109</b>  | <b>INTRODUCTION TO CODING</b>                | <b>Fall</b>   |
| The study of transforming written descriptions of procedures and diagnoses into code numbers for the purpose of accurate medical billing and statistics. This course is designed to introduce students to the CPT, ICD-10-CM and HCPCS coding systems.  |  |               |
| Credit: 2 hours - Two lecture hours per week.   |  |               |
| Prerequisite(s): None   |  |               |
| <b>HIT 111</b>  | <b>PROFESSIONALISM IN THE MEDICAL OFFICE</b> | <b>Spring</b> |
| The purpose of this course is to familiarize the student with professionalism issues associated with the medical office including making a commitment to the job, traits of medical office professional, interpersonal relationships with coworkers, projecting a professional image on the job and after hours, and personal management skills. The internship experience is also presented with focus on career planning and employment in a medical office.  |  |               |
| Credit: 1 hour – One lecture hour per week.   |  |               |
| Prerequisite(s): None   |  |               |
| <b>HIT 115</b>  | <b>MEDICAL DOCUMENTATION EDITING</b>         | <b>Spring</b> |
| This course is a continuation of medical transcription in which the student will gain a working knowledge and hands on practice related to editing of medical documents. Editing skills and understanding of front-end versus back-end speech recognition will be emphasized along with model reports, styles, and standards of medical documentation. Students will be required to listen to medical dictation and edit documents including correspondence, radiology, acute care, and chronic care records. Resources for medical documentation editing and career development will also be 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.   |  |               |
| <b>HIT 209</b>  | <b>ADVANCED PHYSICIAN CODING</b>             | <b>Spring</b> |
| This course concentrates on analyzing medical chart documentation, assigning diagnostic/procedure codes, and maximizing reimbursement. An in-depth look will be presented of ICD-10-CM, CPT and HCPCS coding systems. Emphasis will be placed on the development of critical thinking skills required for mastery level physician coding.   |  |               |
| Credit: 4 hours – Three lecture and two lab hours per week.   |  |               |
| Prerequisite(s): Medical Terminology-HIT 100 and Introduction to Coding-HIT 109 with a grade of “C” or better   |  |               |

## **HEATING/VENTILATION/AC/REFRIGERATION (HVAC-R)**

|   |  |               |
|---|--|---------------|
| <b>HAC 111</b>  | <b>BASIC SHEET METAL LAYOUT</b>          | <b>Fall</b>   |
| A basic course for sheet metal layout techniques as used in residential air conditioning and ventilation.   |  |               |
| Credit: 3 hours - Two lecture and two lab hours per week.   |  |               |
| Prerequisite(s): None   |  |               |
| <b>HAC 113</b>  | <b>ELECTRICAL CONTROLS AND CIRCUITRY</b> | <b>Fall</b>   |
| The student is introduced to air conditioning, heating, and refrigeration controls circuitry as well as solid state electronic controls. Proper troubleshooting techniques as well as safety will be covered.   |  |               |
| Credit: 3 hours - Two lecture and two lab hours per week.   |  |               |
| Prerequisite(s): Basic Electricity I-BEL 161  |  |               |
| <b>HAC 130</b>  | <b>COMMERCIAL REFRIGERATION I</b>        | <b>Fall</b>   |
| This course is designed to introduce the student to the operation and application of commercial refrigeration, evaporators, condensers, compressors, expansion devices, and related system components. Troubleshooting and typical operating conditions will be studied.  |  |               |
| Credit: 3 hours - Two lecture and two lab hours per week.   |  |               |
| Prerequisite(s): Air Conditioning I-HAC 160 and Air Conditioning II-HAC 260   |  |               |
| <b>HAC 160</b>  | <b>AIR CONDITIONING I</b>                | <b>Fall</b>   |
| This course studies the 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: 3 hours - Two lecture and two lab hours per week.   |  |               |
| Prerequisite(s): None   |  |               |
| <b>HAC 211</b>  | <b>ADVANCED SHEET METAL LAYOUT</b>       | <b>Spring</b> |
| An advanced course for sheet metal layout techniques as used in residential and commercial air conditioning and ventilation systems. The triangulation method of sheet metal layout will be emphasized in this course.  |  |               |
| Credit: 2 hours - Four lab hours per week.  |  |               |
| Prerequisite(s): Basic Sheet Metal Layout-HAC 111   |  |               |
| <b>HAC 212</b>  | <b>ADVANCED HEATING SYSTEMS</b>          | <b>Spring</b> |
| An introduction to more advanced heat pump systems including dual fuel applications and emphasis on air-to-air and geothermal heat pumps.   |  |               |
| Credit: 3 hours - Two lecture and two lab hours per week.   |  |               |
| Prerequisite(s): Heating I-HEA 160 and Heating II-HEA 260   |  |               |

**HAC 213                    ADVANCED ELECTRICAL CONTROLS AND CIRCUITRY                    Spring**  
 An introduction to more advanced controls used in the HVAC/R industry for operational, energy management, and diagnostic applications. This course will cover programmable temperature controls/thermostats, Direct Digital Control (DDC) applications, and Energy Management Systems (EMS) as they apply to heating and air conditioning.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Electrical Controls and Circuitry-HAC 113 and Basic Electricity I-BEL 161

**HAC 220                    INSTALLATION OF HVAC SYSTEMS                    Fall**  
 Students will develop advanced skills and knowledge of the installation and start-up of residential heating and air conditioning systems. Focuses on installation code requirements and start-up procedures for residential heating and air conditioning systems. Tools safety and add-on purchases will also be covered.  
 Credit: 3 hours - One lecture and four lab hours per week.  
 Prerequisite(s): Heating I-HEA 160, Heating II-HEA 260, Air Conditioning I-HAC 160 and Air Conditioning II-HAC 260, and Basic Sheet Metal Layout-HAC 111

**HAC 230                    COMMERCIAL REFRIGERATION II                    Spring**  
 This course is designed to help prepare the student to pass the ICE Exams. The Industry Competency Exams were organized by ARI (Air Conditioning and Refrigeration Institute) to encourage high standards in education, HVAC installation, service, and maintenance.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Commercial Refrigeration I-HAC 130

**HAC 260                    AIR CONDITIONING II                    Spring**  
 This course teaches servicing and installing heating and air conditioning systems, refrigerant controls, heat pumps, theory, heat pump controls, superheat, metering devices, motor controls, troubleshooting 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 is to be given at the end of HAC II.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Air Conditioning I-HAC 160

**HEA 160                    HEATING I                    Fall**  
 An introduction to heating, ventilation, and air conditioning systems. Maintenance and repair of gas, oil, and hydronic furnaces will be covered.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None.

**HEA 260                    HEATING II                    Spring**  
 An introduction to air distribution, air cleaning, and calculation of heat loads. Special emphasis will be placed on electric furnace testing and servicing along with heat load calculations.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): Heating I-HEA 160.

**HISTORY**

**HIS 108                    TWENTIETH CENTURY AMERICAN HISTORY                    T                    H2 905                    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): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**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): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 116                    WESTERN CIVILIZATION TO 1715                    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): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 117                    WESTERN CIVILIZATION FROM 1715                    T                    S2 903                    Spring**  
 This course is a continuation of Western Civilization to 1715-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): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 121                    WORLD HISTORY BEGINNING TO 1450                    T                    S2 912N                    Fall**  
 This course is a college level introduction to World History. Students will explore the development and divergence of all the world’s major societies, cultures, and economies to 1450. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings to 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): Essential Computer Skills-COM 101 and completion of developmental English or placement test score equivalent.

**HIS 122 WORLD HISTORY FROM 1450 T S2 913N Spring**  
This course is a college level introduction to World History. Students will explore the development and divergence of all the world's major societies, cultures, and economies from 1450 to the present. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings from 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): Essential Computer Skills-COM 101 and completion of developmental English or placement test score equivalent.

**HIS 214 HISTORY OF THE UNITED STATES TO 1877 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 FROM 1877 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**  
This course is a survey of African-American history from African backgrounds and slavery through the civil rights movement. It includes 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 250 SPECIAL READINGS IN SOCIAL SCIENCE T 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 ensures 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

## **INDUSTRIAL MAINTENANCE TECHNICIAN**

**IMT 144 MACHINE TOOLS I Fall**  
Provides the skills and knowledge that is needed to progress through the machine tool program. It will include safety and bench work. The student will be introduced to the basic power equipment and machine tools that are used in the machine trades which includes: drill presses, power saws, measurement instruments, mills and lathes.  
Credit: 4 hours – two lecture and four lab hours per week.  
Prerequisite(s): None

**IMT 145 BASIC BLUEPRINTING READING Fall**  
This course presents basic applied math, lines, multi-view drawings, symbols, dimensioning techniques, sectional views, auxiliary views, and typical features of a variety of fields.  
Credit: 3 hours – three lecture hours per week.  
Prerequisite(s): None

**IMT 146 MAINTENANCE ELECTRICAL PRINCIPLES Spring**  
This course introduces the theory of electricity and magnetism and the relationship of voltage, current, resistance, and power in electrical circuits. The course is designed to develop an understanding of alternating and direct current fundamentals. Students will apply formulas to analyze the operation of AC and DC circuits.  
Credit: 4 hours – three lecture and two lab hours per week.  
Prerequisite(s): None

**IMT 147 FLUID POWER I Spring**  
This course is the study of fluid power theory, component identification and application, schematic reading, and basic calculations related to pneumatic and hydraulic systems and their operations.  
Credit: 4 hours – two lecture and four lab hours per week.  
Prerequisite(s): None

**IMT 148 CIRCUITS I Spring**  
Introduction to basic theory of DC and AC circuits, including circuit analysis techniques, introductory magnetism, and transformer principles.  
Credit: 4 hours – three lecture and two lab hours per week.  
Prerequisite(s): None



## **INDUSTRY**

Industry courses are scheduled by request. For additional information, contact the Center for Community and Economic Development at (618) 634-3231.

### **IND 049 BASIC MATHEMATICS FOR INDUSTRY**

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

### **IND 101 INSTRUMENT AND CONTROL MAINTENANCE MODULE A**

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

### **IND 102 INSTRUMENT AND CONTROL MAINTENANCE MODULE B**

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

### **IND 103 INSTRUMENT AND CONTROL MAINTENANCE MODULE C**

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

### **IND 104 QUALITY CONT ASME DYE PENETRANT CERTIFICATE**

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

### **IND 105 QUALITY CONTROL "R" STAMP TRAINING**

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

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

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

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

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

### **IND 108 ADVANCED OPERATING TRAINING/TURBINE EFFICIENCY**

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

### **IND 109 OPERATOR TRAINING/PROTECTIVE RELAYS**

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

### **IND 110 OPERATOR TRAINING/OIL CIRCUIT BREAKERS**

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

### **IND 111 OPERATOR TRAINING/TURBINE START UP**

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

### **IND 112 OPERATOR TRAINING/PRINT READING**

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

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

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

### **IND 114 PROGRAMMABLE LOGIC CONTROLLERS**

Individuals will cover programmable logic controllers (PLC-5 systems) in the areas of determining rack, group and slot number for I/O modules, describe interconnections made to the processor data highway, describe indications and the input/output wiring associated with each I/O module. 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 start up, locate and force points of ladder logic and trouble shooting.

### **IND 115 TRANSPORTATION CERTIFICATE/LICENSE RENEWAL**

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

### **IND 116 DATA ENTRY FOR INDUSTRY**

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

### **IND 117 TELEPHONE COMMUNICATION FOR INDUSTRY**

The Telephone Communication course has a dual focus on technology and personal communication 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 they are 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.

**IND 118 TEAM BUILDING I**

To provide background information and offer the opportunity to practice and integrate information through case analysis role playing and discussion. Attention will be on behavior 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.

**IND 120 PRINCIPLES OF LEADERSHIP I**

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

**IND 121 PRINCIPLES OF LEADERSHIP II**

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

**IND 123 APPLIED COMMUNICATIONS FOR INDUSTRY**

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

**IND 124 SPECIAL TOPICS: EMERGENCY MEDICAL SERVICE**

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

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

A study of the relationship between current, voltage, resistance and power for direct current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.

**IND 128 INORGANIC CHEMISTRY FOR INDUSTRY**

This course is designed for persons interested in any of the sciences including engineering, pre-medical and pre-dental majors. Emphasis is on quantitative measurement of chemical composition, the structure of matter, the relationship between the periodic table and properties of elements and the nature of chemical bonds. Laboratory experiments are designed to give the student experience in handling many of the analytical tools used in industry today.

**IND 129 INTRODUCTION TO COMPUTER ASSISTED DRAFTING**

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

**IND 131 LANDSCAPING FOR INDUSTRY**

This course is designed to help an individual or small business design a plan for planting and maintenance. Topics include creating desirable views, screening for privacy, working with slopes, drainage and environmental issues. Participants will learn landscape "rules" for trees, shrubs, evergreen vines, ground covers, lawn grasses, bulbs, water gardens, lighting and irrigation systems. Also included is a discussion of fences, patios, decks, sidewalks, driveways and wildlife.

**IND 133 BASIC BOOKKEEPING FOR INDUSTRY**

You will understand basic building blocks such as profit and loss statements, the concept of return on investment, how cash flow is managed and how to interpret the balance sheet. You will also learn the basics of the accounting process including assets, liabilities, revenue, expenses and how these transactions are recorded in the accounting system.

**IND 134 TAX PREPARATION I**

This course is designed to teach the fundamentals of income tax preparation as outlined in the tax code of the Internal Revenue Service. Students will learn by studying tax law and theory as well as by sharing examples and illustrations that mirror real-life tax scenarios that affect taxpayers today.

**IND 135 INTRODUCTION TO COMPUTER NETWORK TECHNOLOGY**

This is a course to introduce the student to computer network technology. The terminology, hardware and software programming aspects of a computer network will all be covered. Network topology including the OSI model will be explained to the student. The interconnection of routers, hub, switches and bridges will be covered. The development of the IP address and programming of the various devices will be covered.

**IND 136 HEARTSAVER FIRST AID/CPR/AED**

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.

**IND 137 INTRODUCTION TO HOSPITALITY FOR INDUSTRY**

This course will include personnel training, customer service, room sales, dining room service, bellman duties, customer and employee relations, promotional and image building techniques, planning conferences and conventions and food service procedures.

**IND 138 MENTAL HEALTH SUPERVISION**

This section of the *Mental Health Technician* training will cover mental health needs, facility and worksite orientation, note writing, sexual harassment, restraints, "right to know", disaster plan, seizure management, sexual issues, suicide prevention and workplace violence.

**IND 140 FUNDAMENTALS/DC ELECTRIC CONCEPTS FOR INDUSTRY**

A study of the relationship between current, voltage, resistance and power for direct current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.

**IND 141 TECHNICAL MATHEMATICS FOR INDUSTRY**

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.

**IND 142 CAREER ADVANCEMENT FOR INDUSTRY**

An introduction to career development theories, concepts, labor force information, career development considerations, tools and techniques for career assessment and other resources which help students in the career planning and decision making process.

**IND 143 CONVERSATION SPANISH FOR BUSINESS AND INDUSTRY**

This course is an intensive oral practice in Spanish. It includes idiomatic vocabulary, pronunciation, written and oral compositions and selected readings.

**IND 144 COMMUNITY RESOURCE DEVELOPMENT**

Training for organizations and/or not-for-profit organizations that will learn to develop and plan community based activities as well as resource related functions that will promote community development.

**IND 145 HEALTHCARE SERVICES MANAGEMENT**

This course is designed to prepare health care and other professionals to apply the principles of management in the running of health care facilities. Provides a study of economic, social and technological forces involved in health care systems. Also includes instruction in building and facility management, planning and coordination, scheduling, business and financial management, public relations, technical operations, resource allocation and health law.

**IND 147 FITNESS FOR SENIORS**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

**IND 148 FITNESS FOR COMMUNITY**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

**IND 150 SECURITY FOR INDUSTRY**

This course will cover a number of topics which include legal issues, human and public relations, communications, patrol, report writing, fire prevention and control, emergency situations, safety and the general duties of a security officer.

**IND 151 AHA HEARTSAVER INSTRUCTOR COURSE**

The American Heart Association (AHA) Heartsaver (HS) Instructor course is designed to teach AHA trained rescuers the skills and teaching methods necessary to ensure comprehensive quality instruction of AHA provider courses. The participants must hold an AHA provider card, demonstrate competency of CPR skills, and present a positive teaching demeanor during this course and during monitoring of their initial instruction of a course. Upon completion, the candidate may be issued an instructor card.

**IND 153 FAMILY AND FRIENDS CPR**

The American Heart Association Family and Friends course is designed to meet the needs of lay rescuers who are learning CPR to assist family members, friends, and coworkers. The course uses the Practice-While-Watching format which requires participants to practice skills and teaches participants the skills of CPR for the adult, child, and infant victim. It also teaches how to aid a choking victim of all ages. This is a non-credentialed course and **course completion cards will not be issued.**

**IND 155 PEDIATRIC FIRST AID/CPR/AED**

This course combines basic first aid procedures and management of illness in a child for the first few minutes of care until professional help arrives. It is intended for child care workers, teachers, or any one working with children who have a duty to respond to a first aid emergency. Modules available: Pediatric First Aid, Asthma Care, CPR for all ages, Adult/Child AED and barrier devices.

**IND 160 INTRODUCTION TO COMPUTERS AND DEVICES FOR INDUSTRY**

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

**IND 163 BASIC MICROSOFT WORD**

This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word.

**IND 164 BASIC WELDING FOR INDUSTRY**

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

**IND 165 AC/REFRIGERATION FOR INDUSTRY**

This course will cover proper diagnostic service procedures required in a modern refrigeration and air conditioning service.

**IND 166 WELDING SAFETY**

Overview of basic welding safety standards for industry.

**IND 167 ELECTRICAL SAFETY**

Overview of basic electrical safety standards of industry.

**IND 168 MICROSOFT PUBLISHER ESSENTIALS**

A study and hands-on use of the essential functions of Microsoft Publisher.

**IND 171 BASIC MICROSOFT EXCEL**

This course is a study of the use of the Microsoft Excel spreadsheet.

**IND 172 BASIC MICROSOFT POWERPOINT**

A study and hands-on use of the essential functions of Microsoft PowerPoint.

**IND 173 BASIC MICROSOFT ACCESS**

A study and hands-on use of the essential functions of Microsoft Access database management system.

**IND 175 INTERMEDIATE MICROSOFT POWERPOINT**

An extension of Basic Microsoft PowerPoint to include more advanced graphics and slide layout.

**IND 179 MICROSOFT OUTLOOK FOR INDUSTRY**

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

**IND 181 INTERMEDIATE MICROSOFT EXCEL**

A study and hands-on use of the essential functions of Microsoft Excel spreadsheets.

**IND 183 INTERMEDIATE MICROSOFT WORD**

A study and hands-on use of the essential functions of Microsoft Word.

**IND 185 BASIC WEB AND E-COMMERCE FOR INDUSTRY**

This course is designed to assist business owners to quickly get their business on-line using commercially prepared software. Managing your site and adding features.

**IND 186 GRANT WRITING FOR INDUSTRY**

This course is offered to individuals, employees of municipalities, business, 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.

**IND 187 WORKING WITH DIGITAL IMAGES FOR INDUSTRY**

Participant will understand sending, receiving and improving digital attached images. General instructions 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.

**IND 190 FUNDAMENTALS OF ELECTRICITY**

Methods and techniques of analyzing complex circuits with single or multiple sources and impedance's in various configurations. Includes responses of networks to constant and time-varying signals; step and sinusoidal sources and other forcing functions.

**IND 191 INDUSTRIAL ELECTRONICS**

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

**IND 192 ELECTRICAL HYDRAULIC AND PNEUMATIC CONTROLS**

A study of standard electrical, hydraulic and pneumatic elements commonly used to provide and control power in machinery and equipment. The student will learn how the elements work as well as become familiar with the nomenclature and symbols involved.

**IND 193 INDUSTRIAL MACHINERY MAINTENANCE**

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

**IND 194 INDUSTRIAL ELECTRIC/WIRING INSTALLER AND REPAIR**

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

**IND 195 CONTINUING PROFESSIONAL DEVELOPMENT**

This course is designed to recognize continuing professional development for people in career status in a generally recognized profession. It will provide interested students with information specific to their career needs in a variety of formats.

**IND 200 SOFT SKILLS FOR INDUSTRY**

This course will help prepare or advance skills for students in various soft skills. Customer Service, Time Management, Organization, Ethics, Delegating, etc.

**IND 201 TRAIN THE TRAINER**

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

**IND 202 OCCUPATIONAL SAFETY/HEALTH FOR INDUSTRY**

This course is designed to educate students on OSHA policy and procedures.

**IND 203 HEAVY EQUIPMENT OPERATION OF INDUSTRY**

This course is designed to prepare students to operate various heavy equipment. Forklift, Rigging, Crane, Backhoe, etc.

**IND 204 MINE SAFETY AND HEALTH ADMINISTRATION**

This course is designed to educate students on MSHA policy and procedures. MSHA carried out the mandates of the Mine Act (1977) at all mining and mineral processing operations in the United States.

**IND 216 INTRODUCTION TO QUICKBOOKS ACCOUNTING**

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

**IND 217 ADVANCED QUICKBOOKS ACCOUNTING**

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

**IND 218 TEAM BUILDING II**

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

**IND 219 COVEY SEVEN HABITS**

The 7 Habits of Highly Effective People public workshop, you will discover how to balance your life so you are more effective on and off the job. Implementing the 7 Habits helps you learn how to balance all aspects of your life; define yourself from within to become more influential; replace burnout with high levels of satisfaction; increase trust; meet needs more effectively through clearer understanding; increase your productivity and quality of work; better understand and meet others needs.

**IND 220 HEALTHCARE PROVIDER INSTRUCTOR COURSE**

This course is designed to impact 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.

**IND 221 BLS RENEWAL FOR HEALTHCARE PROVIDER-IDOC**

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

**IND 222 SPORTS SAFETY**

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

**IND 223 FINANCIAL INVESTING**

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.

**IND 224 CONTINUING EDUCATION FOR HEALTHCARE PROFESSIONALS**

This course is designed to recognize continuing professional development for people in healthcare professions. It will provide interested individuals with information specific to their career needs in a variety of formats.

**IND 229 WHAT MATTERS MOST**

What Matters Most helps you focus your time, energy and resources on the things that are most important to you; discover principles that lead to increased productivity, improved relationships and peace of mind.

**IND 230 CPR FOR HEALTHCARE PROVIDERS**

The Basic Life Support for Healthcare Providers course is designed to teach the skills of CPR for victims for 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 provided health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

**IND 231 CPR RENEWAL FOR HEALTHCARE PROVIDER**

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.

**IND 232 HEARTSAVER CPR**

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 work place.

**IND 233 HEARTSAVER AUTOMATED EXT DEFIB (AED)**

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 to lay rescuers who are required to obtain a course completion care (a credential) documenting completion of a CPR AED course.

**IND 260 DECKHAND FOR INDUSTRY**

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

**IND 263 ADVANCED MICROSOFT WORD**

A study and hands-on use of the advanced functions of Microsoft Word.

**IND 267 CUSTODIAL SERVICES FOR INDUSTRY**

Instruction in the proper use of equipment and chemicals for custodial maintenance. Includes power equipment, cleaning chemicals, carpet and upholstery care, floor care and rest room care.

**IND 271 ADVANCED MICROSOFT EXCEL**

A study and hands-on use of the advanced functions of Microsoft Excel spreadsheets.

**IND 272 ADVANCED MICROSOFT POWERPOINT**

A study and hands-on use of the advanced functions of Microsoft PowerPoint.

**IND 273 ADVANCED MICROSOFT ACCESS**

A study and hands-on use of the advanced functions of Microsoft Access database management system.

**IND 275 SPECIAL PROGRAMS FOR COMPUTERS**

This course is designed to promote continuing professional development for people needing training in a special program within the computer field. It is designed to provide students with tools to stay current in contemporary and new uses of the computer as it relates to their positions as well as to provide framework for their continued learning and advancement. It will provide interested students with information specific to their career needs in a variety of formats.

**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 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 Fall/Spring**  
 This course has three major purposes: (1) to enable students to develop basic touch keyboarding skills for computers, (2) to teach students to use word processing software to prepare business documents, and (3) to develop good proofreading skills. The student who completes this course will be able to input alphabetic, numerical, and symbolic information on electronic keyboards; format, edit, retrieve, save and print using word processing software. Upon completion, students should key at speeds of 30 to 35 gross words per minute with a maximum of five errors on a five-minute timing.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None
- IMS 122 DOCUMENT FORMATTING Fall/Spring**  
 This course is a continuation of IMS 121-Beginning Keyboarding and includes advanced production work, the creation of original documents, the completion of specialized office applications, and advanced speed building activities. Upon completion, the student should type at speeds of 40 to 45 gross words per minute with a maximum of five errors on a five-minute timing.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Beginning Keyboarding-IMS 121 or previous keyboarding experience
- 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 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 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 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 Administrative Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester. The internship will be completed in the student's final semester.  
 Credit: 2 hours - Ten lab hours per week.  
 Prerequisite(s): None
- IMS 197 INFORMATION PROCESSING 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 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
- IMS 223 DOCUMENT PRODUCTION Fall/Spring**  
 This course is a continuation of Document Formatting with emphasis on speed development and timed production work. Government, medical, technical, financial, and legal mini-simulations are included. A minimum 5-minute speed of 50 words per minute for a C by the end of the course is required.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Document Formatting-IMS 122 or prior keyboarding experience with speed of approximately 45 words per minute.
- IMS 226 ADMINISTRATIVE SUPPORT PROCEDURES Fall**  
 This course is a comprehensive study of the duties of the Administrative Assistant. Topics examined include human relations, personality, communications, and career options. Knowledge, attitudes, and values that are important for competent performance on the job are stressed. Decision making on the job is incorporated. This is considered a capstone course and should be taken near the end of the two-year Administrative Assistant program.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Keyboarding ability
- IMS 227 OFFICE INFORMATION PROCESSING I Fall/Spring**  
 This course introduces concepts, vocabulary, hardware, software, and career information which directly relates to information processing. Students will progress through a packet of exercises dealing with word processing and moving toward integrating word processing documents into computerized presentations. Exercises will be completed as a simulation, which will parallel an office work environment in dealing with the expectations of a supervisor.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Business Computer Systems – COM 111 or consent of instructor.
- IMS 236 OFFICE INFORMATION PROCESSING II Fall/Spring**  
 This course is a continuation of Office Information Processing I with emphasis on advanced features of software application packages and the introduction of additional information processing software packages. This course includes simulations applying skills previously learned and the comparison of hardware/software on the current market.  
 Credit: 3 hours-Two lecture and two lab hours per week  
 Prerequisite(s): Office Information Processing I – IMS 227

## **LEADERSHIP**

- LEA 114 LEADERSHIP I T Fall/Spring**  
This course will explore and identify different aspects of leadership, leaders on campus and off, and leadership in action. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): None
- LEA 115 LEADERSHIP II T Fall/Spring**  
This course builds upon the foundation leadership class (LEA 114). This course is designed to prepare students for positions of leadership on and off SCC's campus. It will also expand the opportunities for oral communication and organizational development.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): Leadership I-LEA 114
- LEA 214 LEADERSHIP III T Fall/Spring**  
This course builds upon the foundation leadership class (LEA 114 and LEA 115). This course will enhance skill building in the areas of conflict resolution, communication, problem solving and decision making. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): Leadership II-LEA 115
- LEA 215 LEADERSHIP IV T Fall/Spring**  
This course builds upon the foundation leadership class (LEA 114, LEA 115 and LEA 214). This course is designed for the experienced student who desires to survey concepts of leadership and examines positive group dynamics. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): Leadership III-LEA 214

## **LIBRARY**

- LRC 112 THE LIBRARY AS AN INFORMATION SOURCE T Summer/Fall/Spring**  
This course will inform students of strategies that result in successful acquisition of information. Students will develop critical thinking skills as they identify an information need, find appropriate sources, evaluate sources for quality, and create properly formatted citations. This is an online course that utilizes various internet-based resources to find websites and print material.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): Familiarity with basic computer skills recommended.

## **LITERATURE**

- LIT 210 INTRODUCTION TO LITERATURE T H3 900 Fall/Spring**  
This is a survey course that introduces the student to a wide scope of literary diversity. This course is designed to acquaint the student with a mixture of traditional and contemporary works in fiction, poetry, and drama, providing a web of textual connections between the old and the new. Emphasis will be placed on interpreting these connections through focused reading, collaborative discussion, and critical writing.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None
- 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 By Request**  
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): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.
- 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 BRITISH LITERATURE I T H3 912 By Request**  
Literature 214 is a survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.
- LIT 215 BRITISH LITERATURE II T H3 913 By Request**  
Literature 215 is a survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.







- 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. It is 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. May also be taken concurrently with Introduction to Algebra-MAT 041.
- MAT 043 INTERMEDIATE ALGEBRA Summer/Fall/Spring**  
 This course is an intermediate-level course in Algebra. It 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 110 GENERAL EDUCATION MATHEMATICS T M1 904 Summer/Fall/Spring**  
 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): Intermediate Algebra-MAT 043 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): Intermediate Algebra-MAT 043 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.  
 Credit: 4 hours – Four lecture hours per week.  
 Prerequisite(s): Intermediate Algebra-MAT 043 with a grade of "C" or better, or equivalent math background in high school. 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. It 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): Intermediate Algebra-MAT 043 with a grade of "C" or better, or equivalent math background in high school.
- MAT 115 PRE-CALCULUS T Fall/Spring**  
 An integrated college-level course in the elementary functions of College Algebra and Trigonometry. It 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): Intermediate Algebra-MAT 043 with a grade of "C" or better or satisfactory math background in high school.
- MAT 116 COLLEGE ALGEBRA T Fall/Spring**  
 This is a 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): Intermediate Algebra-MAT 043 with a grade of "C" or better, or equivalent math background in high school.
- MAT 118 TRIGONOMETRY T Fall/Spring**  
 This course is the study and applications of fundamental concepts in trigonometry. It 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 (Online Only) T M1 906 Spring**  
 This course is an 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): Pre-Calculus-MAT 115 or College Algebra-MAT 116
- MAT 121 TECHNICAL MATHEMATICS Fall/Spring**  
 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 209 CALCULUS I** **T M1 900-1 /MTH 901 Fall/Spring**  
 This is a 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 with a grade of "C" or better, or equivalent math background in high school.

**MAT 210 GENERAL ELEMENTARY STATISTICS** **T M1 902 Summer/Fall/Spring**  
 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 binomial 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): Intermediate Algebra-MAT 043 with a grade of "C" or better, or equivalent math background.

**MAT 211 CALCULUS II** **T M1 900-2/MTH 902 Spring/Summer**  
 This course is a study of 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 209 with a grade of "C" or better

**MAT 212 CALCULUS III** **T M1 900-3/MTH 903 Fall**  
 This course is a study of 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

**MAT 213 ORDINARY DIFFERENTIAL EQUATIONS I** **T MTH 912 Spring**  
 This course is an introduction to differential equations. Methods include separation of variables, homogenous, exact, linear, applications, undetermined coefficients, variation of parameters, power series solutions, and Laplace transforms.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Calculus II-MAT 211 with a grade of "C" or better

**MAT 215 APPLIED CALCULUS FOR BUSINESS/SOCIAL SCIENCE (Online Only)** **T M1 900B Fall**  
 This course includes the application of basic concepts of calculus. It includes sets, functions (linear, exponential, and logarithmic), applications of functions and graphs, limits, differentiation (derivatives and application of differentiation), definite and indefinite integrals, fundamental theorems of calculus, applications of integration, and selected topics from analytic geometry. Graphing calculators will be used in this class.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): College Algebra-MAT 116 or Pre-calculus-MAT 115 with a grade of "C" or better.

## **MEDICAL LABORATORY TECHNOLOGIST**

**MLT 120 INTRODUCTION TO CLINICAL LABORATORY** **Fall**  
 Introduction to the Clinical Laboratory will acquaint the MLT student with the SICCM/MLT Program and with the profession of the Medical Laboratory Technology. The course will give the student the fundamentals of the clinical laboratory, including safety practice and safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic quality assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes. The student will also gain knowledge and practice in phlebotomy skills.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): Admission to MLT Program.

**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**  
 This course is 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: 1.5 hours – One lecture and one 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: 3 hours - Two lecture and two lab hours per week  
 Prerequisite(s): None

**MLT 223 IMMUNOHEMATOLOGY Fall**  
 This course is 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 225 CLINICAL CHEMISTRY Spring**  
 This course is 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

**MLT 228 HEMATOLOGY AND HEMOSTASIS Fall**  
 This course offers an introduction to the study of clinical hematology and hemostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimens, and laboratory methods for the analysis of clinical conditions.  
 Credit: 5 hours – Four lecture and two lab hours per week.  
 Prerequisite(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

**MLT 229 APPLIED CLINICAL MICROBIOLOGY Spring**  
 This course is a study of the normal and pathogenic microflora of man with an 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, strains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and mycobacteria is also stressed.  
 Credit: 5 hours – Four lecture and two lab hours per week.  
 Prerequisite(s): Immunohematology-MLT 223

**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

**MLT 252 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 and Clinical Chemistry-MLT 225

## **MUSIC**

**MUS 110 MUSIC IN THE ELEMENTARY SCHOOL T By Request**  
 This course is a 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 - One lecture and two lab hours per week.  
 Prerequisite(s): None

**MUS 113 HARMONY, EAR TRAINING AND SIGHT SINGING I T Fall**  
 This course is a study of traditional diatonic materials and standard notational practice; intervals, scales, chords, chord roots, theory of chord inversion. It includes lab in sight singing, ear training, dictation, and keyboard skills.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): Demonstrated proficiency.

**MUS 114 HARMONY, EAR TRAINING AND SIGHT SINGING II T Spring**  
 This course is the beginning study of four part writing, theory of chord succession, structure of harmonic cadence, key systems, model structures, and seventh chords. Harmonic analysis of simple scores, continuation of common diatonic materials in keyboard, ear training, sight singing skills, and standard chord progressions at the keyboard are studied.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): Harmony, Ear Training and Sight Singing I-MUS 113

**MUS 115 MUSIC APPRECIATION T F1 900 Summer/Fall/Spring**  
 This course is designed to assist the student in becoming a more sensitive listener. Aural perception of musical sound events, relationships, and structures are emphasized.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

|  |  |                 |                                 |
|--|--|-----------------|---------------------------------|
| <b>MUS 116</b>   | <b>APPLIED CLASS</b>                               | <b>T</b>        | <b>Fall/Spring</b>              |
| This course is an instruction in applied study of piano.<br>Credit: 1 hour - Two lab hours per week.<br>Prerequisite(s): Enrollment in music major program or consent of instructor  |  |                 |                                 |
| <b>MUS 117</b>   | <b>PRIVATE STUDY</b>                               | <b>T</b>        | <b>Summer/Fall/Spring</b>       |
| Private applied instruction in instrumental, keyboard or vocal music. In addition to private instruction, students must attend the weekly studio class or be concurrently performing with one of the ensemble groups (choir or jazz band). May be repeated for credit as long as a passing grade is maintained.  |  |                 |                                 |
| A – Flute  | H – Trombone                                       | N – Viola       |                                 |
| B – Oboe   | I – Bariton/Euphonium                              | O – Violincello |                                 |
| C – Clarinet   | J – Tuba   | P – Bass Violin |                                 |
| D – Bassoon  | K – Percussion                                     | Q – Guitar      |                                 |
| E – Saxophone  | L – Piano  | R – Bass Guitar |                                 |
| F – Trumpet  | M – Violin   | S – Voice       |                                 |
| G – French Horn  |  |                 |                                 |
| Credit: 1 hour – .5 lecture and one lab hour per week.<br>Prerequisite(s): Enrollment in music major program or consent of instructor  |  |                 |                                 |
| <b>MUS 118</b>   | <b>SURVEY OF MUSIC LITERATURE</b>                  | <b>T</b>        | <b>F1 901</b> <b>By Request</b> |
| This course is a study of characteristic forms and styles, including analysis and listening. Examples from the leading composers of each era are studied.<br>Credit: 3 hours - Three lecture hours per week.<br>Prerequisite(s): Consent of instructor   |  |                 |                                 |
| <b>MUS 119</b>   | <b>CHAMBER SINGERS</b>                             | <b>T</b>        | <b>Fall/Spring</b>              |
| This course is designed to give experience with music written for the small ensemble, from madrigals to pop. Members are required to participate in College Choir. Chamber Singers give public performances.<br>Credit: 2 hour - Four lab hours per week.<br>Prerequisite(s): Membership concurrently in College Choir-MUS 111   |  |                 |                                 |
| <b>MUS 120</b>   | <b>WOODWIND TECHNIQUES</b>                         | <b>T</b>        | <b>Spring</b>                   |
| This course is designed to develop essential techniques and principles which can be employed in teaching woodwind students. Students will choose two (2) woodwind instruments to play, one each per half semester.<br>Credit: 1 hour – Two lab hours per week.<br>Prerequisite(s): None  |  |                 |                                 |
| <b>MUS 121</b>   | <b>BRASS TECHNIQUES</b>                            | <b>T</b>        | <b>Fall</b>                     |
| This course is designed to develop essential techniques and principles which can be employed in teaching students in brass instrumentation. Students will choose two (2) brass instruments to play, one each per half semester.<br>Credit: 1 hour – Two lab hours per week.<br>Prerequisite(s): None   |  |                 |                                 |
| <b>MUS 123</b>   | <b>VOICE TECHNIQUES</b>                            | <b>T</b>        | <b>Fall</b>                     |
| This course is designed to teach essential principles of voice as it relates to singing and music.<br>Credit: 1 hour – Two lab hours per week.<br>Prerequisite(s): None  |  |                 |                                 |
| <b>MUS 130</b>   | <b>AN INTRODUCTION TO AMERICAN MUSIC</b>           | <b>T</b>        | <b>F1 904</b> <b>By Request</b> |
| This course is a survey of the musical forms and styles in the United States from the music of the early colonists to the popular music of today. Musical forms and styles are considered in their cultural context.<br>Credit: 3 hours – Three lecture hours per week.<br>Prerequisite(s): None   |  |                 |                                 |
| <b>MUS 210</b>   | <b>COLLEGE BAND</b>                                | <b>T</b>        | <b>Fall/Spring</b>              |
| This course is designed to give students experience with instrumental music. Members are required to participate in public band performances.<br>Credit: 2 hours – One lecture and two lab hours per week.<br>Prerequisite(s): Consent of instructor   |  |                 |                                 |
| <b>MUS 211</b>   | <b>INTRODUCTION TO RECORDING TECHNIQUES</b>        | <b>T</b>        | <b>Spring</b>                   |
| This course is an 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.<br>Credit: 3 hours - Two lecture and two lab hour per week.<br>Prerequisite(s): None |  |                 |                                 |
| <b>MUS 212</b>   | <b>TECHNIQUES OF TEACHING GENERAL MUSIC</b>        | <b>T</b>        | <b>By Request</b>               |
| This course is a study of methods and materials for teaching general music classes in elementary and secondary schools.<br>Credit: 3 hours - Three lecture hours per week.<br>Prerequisite(s): None  |  |                 |                                 |
| <b>MUS 213</b>   | <b>HARMONY, EAR TRAINING AND SIGHT SINGING III</b> | <b>T</b>        | <b>Fall</b>                     |
| 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 are emphasized.<br>Credit: 4 hours - Four lecture hours per week.<br>Prerequisite(s): Harmony, Ear Training and Sight Singing II-MUS 114   |  |                 |                                 |

**MUS 214 HARMONY, EAR TRAINING AND SIGHT SINGING IV T Spring**  
This course teaches 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 216 CONDUCTING T By Request**  
This course teaches the development of basic techniques for conducting instrumental and vocal ensembles. It includes readings, score analysis, and conducting experience.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): Instructor consent

**MUS 218 MUSIC BUSINESS T Spring**  
This course is an 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 hours per week.  
Prerequisite(s): Music Major or Instructor Consent

## **NAIL TECHNOLOGY**

**NLT 130 Nail Technology Theory I Fall/Spring**  
This course will introduce students to the basic principles of nail technology - covering such topics as history of nail technology, professionalism and career pathways in nail technology, Illinois law, anatomy and physiology, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, the theory of massage, nail salon management, and sales. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.  
Credit: 4 hours – Four lecture hours per week.  
Prerequisite(s): None

**NLT 131 Nail Technology Lab I Fall/Spring**  
This course will provide experience with manicuring, pedicuring, and massage techniques. Students will exchange nail services on each other, mannequin hands, and clients in the clinic. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.  
Credit: 4 hours – Eight lab hours per week.  
Prerequisite(s): Nail Technology Theory I-NLT 130

**NLT 140 Nail Technology Theory II Fall/Spring**  
This course will introduce students to the advanced principles of nail technology, covering such topics as electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, and UV gel nails. Students will explore career pathways, be introduced to salon management, and build upon professionalism taught in Theory I. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.  
Credit: 4 hours – Four lecture hours per week.  
Prerequisite(s): Nail Technology Theory I-NLT 130 and Nail Technology Lab I-NLT 131

**NLT 141 Nail Technology Lab II Fall/Spring**  
This course will provide experience in the advanced principles of nail technology such as electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, and UV gel nails. Students will exchange nail services on each other, mannequin hands, and clients in the clinic. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.  
Credit: 4 hours – Eight lab hours per week.  
Prerequisite(s): Nail Technology Theory II-NLT 140

## **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

**OSH 101 INTRODUCTION TO WORKPLACE SAFETY By Request**  
This is an introductory course that will explore workplace health and safety procedures. Upon completion of this class students will receive a 10 hour OSHA General Safety Certification Credential.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): None

**OSH 102 OSHA 30 HOUR GENERAL INDUSTRY Fall/Spring**  
This course (30 hour OSHA) is designed for personnel from all types of the general industry. It is designed to present detailed information on how the provisions of the OSHA act ay be implemented in the workplace. Rights and responsibilities under the act, appeals process, record keeping, and voluntary protection programs are covered. Introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards are emphasized. Upon successful completion, students will receive an OSHA 30 Hour General Industry certification card.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): None

## **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. Students are introduced to the Occupational Therapy Practice Framework.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210

**OTA 110 CLINICAL OBSERVATION Fall**  
This level 1 fieldwork 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 Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210



**OTA 217 FIELDWORK EXPERIENCE I****Spring**

Development of professional skills through supervised application of treatment principles. This first level II fieldwork experience is designed to provide the first of two clinical opportunities to make the transition from “student to clinician.” Within the eight weeks students are expected to perform the functions of a practicing therapist at the first of two assigned clinical sites. It is expected that at the end of the eight weeks (school systems minimum 280 hours, al others minimum 320 hours) 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.

Credit: 4.5 hours – 328 contact hours (.5 lecture and 20 clinical).

Prerequisite(s): Successful completion of ALL academic coursework, except Occupational Therapy Administration-OTA 250

**OTA 218 FIELDWORK EXPERIENCE II****Spring**

This second level II fieldwork experience is designed to provide the ongoing opportunity for transition from “student to Clinician.” As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) 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.

**FIELDWORK EXPERIENCE II MUST BE SUCCESSFULLY COMPLETED WITHIN 18 MONTHS OF ACADEMIC COURSEWORK.**

In addition to the OTA courses, students must complete eight general education courses listed in the college catalog under the Occupational Therapy Assistant Program Curriculum. These classes are in the areas of English, psychology, sociology, child development, anatomy, physiology, medical terminology, and interpersonal relationships.

OTA students must also demonstrate competency in using a computer, navigating word processing and documentation software, accessing and using internet search engines and research sites and databases, and communicating to faculty and classmates via email and chat rooms. Assignments will require these skills throughout the program. If the applicant has not had keyboarding skills, it is strongly suggested that a college class or a continuing education course in keyboarding be taken prior to beginning OTA classes. If the applicant has no computer experience, it is also suggested that a beginning continuing education class in basic computer use to be taken. Further support will be provided by OTA faculty.

Credit: 4.5 hours – 328 contact hours (.5 lecture and 20 clinical).

Prerequisite(s): Successful completion of ALL academic coursework, except Occupational Therapy Administration-OTA 250

**OTA 230 CLINICAL ROTATION II****Fall**

Level I fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients/clients of different ages and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the level II fieldwork experiences is provided.

Credit: 2 hours – Six lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

**OTA 231 OCCUPATIONAL THERAPY THEORY II****Fall**

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process and diagnostic-specific techniques across the life span.

Credit: 1.5 hours – One lecture and 1.5 lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

**OTA 232 AGING AND IMPACT ON OCCUPATION****Fall**

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging, and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation, and community programming.

Credit: 1.5 hours – One lecture and 1.5 lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

**OTA 250 OCCUPATIONAL THERAPY ADMINISTRATION****Spring**

This class provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are, marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing and participate in other activities related to the professional organization(s). This course will be taught utilizing web-based format.

Credit: 3 hours - Three lecture hours per week. This course will be taught within a block and web-based instruction format.

Prerequisite(s): Psychosocial Therapy and Practice-OTA 200, Occupational Therapy in Pediatrics-OTA 205, Clinical Rotation II-OTA 230, and Aging and impact on Occupation-OTA 232

**PHILOSOPHY****PHI 215 INTRODUCTION TO PHILOSOPHY****T****H4 900****Fall/Spring**

This course is 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 this 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**  
This course is an 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 H5 905 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

## **PHLEBOTOMY**

**PHB 120 BASIC PHLEBOTOMY Summer/Fall/Spring**  
This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes basic anatomy and physiology of the circulatory system, collection techniques, specimen processing, infection control, laboratory safety, quality control, and quality assurance procedures.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): Must be 18 years of age or older to take this course.

## **PHYSICAL EDUCATION**

**Note: Some PE courses are variable credit, please check with advisor.**

**PE 116 PHYSICAL EDUCATION/VOLLEYBALL T By Request**  
This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of volleyball.  
Credit: 2 hours - Four labs hours per week.  
Prerequisite(s): None

**PE 190 INTRODUCTION TO COACHING T By Request**  
This course is 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 BASKETBALL T By Request**  
This course is a basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball.  
Credit: 2 hours - Four lab hours per week.  
Prerequisite(s): None

**PE 212 SOFTBALL/BASEBALL T By Request**  
This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of softball and baseball.  
Credit: 2 hours - Four labs hours per week.  
Prerequisite(s): None

**PE 218 WEIGHT TRAINING I T Summer/Fall/Spring**  
Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.  
Credit: 1 hour - Two labs hours per week.  
Prerequisite(s): None

**PE 219 WEIGHT TRAINING II T Summer/Fall/Spring**  
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.  
Credit: 1 hour - Two labs hours per week.  
Prerequisite(s): Weight Training I-PE 218

**PE 220 WEIGHT TRAINING III T Summer/Fall/Spring**  
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.  
Credit: 1 hour - Two labs hours per week.  
Prerequisite(s): Weight Training II-PE 219

**PE 221 WEIGHT TRAINING IV T Summer/Fall/Spring**  
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.  
Credit: 1 hour - Two labs hours per week.  
Prerequisite(s): Weight Training III-PE 220

**PE 222 WEIGHT TRAINING V T Summer/Fall/Spring**  
 Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.  
 Credit: 1 hour – Two labs hours per week.  
 Prerequisite(s): Weight Training IV-PE 221

## **PHYSICS**

**PHY 116 COLLEGE PHYSICS I T P1 900L Fall**  
 This course is an introductory course in basic physics for science majors with no previous exposure to physical laws, methods, and applications that uses hands-on approach to problem solving in mechanics, dynamics, sound and heat. This is a non-calculus based course for any science major, including (but not limited to biology, pre-med, pre-dental (nursing) or for student interested in how the world interacts with physics.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s) Geometry-Mat 042, Intermediate Algebra-MAT 043 with a grade of "C" or better, or equivalent math background in high school. Pre-calculus-MAT 115 is 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 INTRODUCTION TO REAL WORLD PHYSICS T P1 900 Spring**  
 This course is 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 is presented.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**PHY 216 UNIVERSITY PHYSICS I T P2 900L Fall**  
 This course is 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 209.

**PHY 217 UNIVERSITY PHYSICS II T Spring**  
 This course is a calculus-based course in university-level physics that studies 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.

## **PRACTICAL NURSING**

**PN 101 NURSING ORIENTATION Summer**  
 This course is designed to orient students admitted into the Practical Nursing program to nursing education. The purpose is to increase student retention and success in the nursing program. Topics to be covered include: study skills, learning styles, test taking strategies and clinical and classroom expectations. Students will also take assessment tests to identify learning styles, life stressors and areas of concern in math and reading which could compromise program success.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): Admission to the Practical Nursing Program.

**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 and successful completion of PN 101

**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 PN's-PN 114, and Nursing Procedures-PN 128.  
 Credit: 3 hours - Nine lab/clinic hours per week.  
 Prerequisite(s): Admission to the Practical Nursing Program, current CPR certification and successful completion of PN 101

**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/clinic hours per week.  
 Prerequisite(s): Successful completion of the first semester courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.

**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/clinic hours per week.  
 Prerequisite(s): Successful completion of the first semester courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.

- 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/clinic hours per week.  
 Prerequisite(s): Successful completion of PN 116 and PN 129 and current CPR certification.
- 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 and successful completion of PN 101
- 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 courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.
- 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: 3 hour – 2.5 lecture and one lab hours per week.  
 Prerequisite(s): Admission to the Practical Nursing Program and successful completion of PN 101
- PN 128                    NURSING PROCEDURES                    Fall**  
 This course is a continuation of Fundamentals of Nursing-PN 121. This course will 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 and successful completion of PN 101
- 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 courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.
- 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 courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.
- 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 courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.
- 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 courses (PN 114, PN 115, PN 121, PN 126, and PN 128), HLT 116 with a grade of "C" or better and a current CPR card.
- 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 first semester courses (PN 114, PN 115, PN 116, PN 129 and PN 133), HLT 116 with a grade of "C" or better and a current CPR card.
- PN 138                    NURSING PROCEDURES REVIEW                    By Request**  
 This course is designed for those students re-entering the nursing program. This is a review of lab procedures taught in PN 128-Nursing Procedures.  
 Credit: 1 hour – Two lab hours per week.  
 Prerequisite(s): Nursing Procedures-PN 128

**PN 140 REVIEW OF PHARMACOLOGY****Fall**

This course is designed for those students re-entering the nursing program. This is a course in theory and practice that offers a review of the principles of medication administration. It highlights 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: 1 hour - .5 lecture and one lab hour per week.

Prerequisite(s): Admission to the Practical Nursing program.

**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 hour - One lecture hour per week.

Prerequisite(s): Admission to the Practical Nursing Program and successful completion of PN 101

**PSYCHOLOGY****PSY 211 INTRODUCTION TO PSYCHOLOGY****T****S6 900****Summer/Fall/Spring**

This course is an introduction to the field of psychology. Topics covered in this course include the history of psychology, psychobiology, consciousness, biopsychosocial development, intelligence, abnormal behavior, personality, social behavior, learning, stress and health, and memory. The goal of this course is to nurture an understanding of basic psychological concepts, and to demonstrate how to apply these understandings to our everyday lives and experiences.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PSY 216 SOCIAL PSYCHOLOGY****T****S8 900****Spring**

This course is an introduction to theory and research on the ways social factors influence individual and group behavior. Topics include the self in the social context, perceiving others, stereotyping, attitudes and persuasion, conformity and obedience, group processes, attraction and relationships, helping and aggression. Emphasis is placed on the application of social psychological principles to students everyday life experiences, and social interactions.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211 or the consent of the instructor.

**PSY 217 DEVELOPMENTAL PSYCHOLOGY: LIFESPAN****T****S6 902****Spring**

This course provides a systematic study of behavior from conception through death. Physical, social/emotional, and intellectual growth of humans as they progress through these milestones will be addressed in each unit. The interrelatedness of theory, research, and application as it impacts on the development process will be emphasized as well as cross-cultural comparisons.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PSY 218 CHILD PSYCHOLOGY****T****S6 903****Summer/Fall/Spring**

This course is an examination of development from conception through adolescence. Physical, cognitive, and socioemotional development of children is covered by exploring topics such as prenatal development, language acquisition, learning, attachment, gender identity, lay, family and peer relationships, parenting, and moral development. Students will understand how development is influenced by a myriad of factors, and how this knowledge can be used in their own lives.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PSY 219 ABNORMAL PSYCHOLOGY****T****Fall**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211 or the consent of the instructor.

**PSY 220 PSYCHOLOGY OF HUMAN DEVELOPMENT-LAB****T****By Request**

Students will integrate a sense of thinking about human development over the lifespan recognizing its complexities and the intrinsic value of diversity in people through 30 hours of clinical (12 hours) and field experience (18 hours).

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): Concurrent enrollment with PSY 217 - Development Psychology: Lifespan is required.

**PSY 224 PRACTICAL PSYCHOLOGY****T****By Request**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**REAL ESTATE****REP 121 - 75-HOUR BROKER PRE-LICENSURE PART I**

Introduction to real estate topics including law, real property, agency, seller and buyer relationships, state and federal laws, marketing and advertising, market analysis and appraisal, financing, contracts, employment agreements, and career paths. A required course to take the Illinois Real Estate Broker License Examination. Students must complete REP 121 and REP 122 to meet the 75-hour requirement. Student must take REP 121, REP 122, and REP 123 to meet the 90-hour requirement to take the Illinois Real Estate Broker License Examination.

Credit: 2.5 hours - 2.5 lecture hours per week.

Prerequisite(s): None

**REP 122 - 75-HOURS BROKER PRE-LICENSE PART II**

Introduction to real estate topics including law, real property, agency, seller and buyer relationships, state and federal laws, marketing and advertising, market analysis and appraisal, financing, contracts, employment agreements, and career paths. A required course to take the Illinois Real Estate Broker License Examination. Students

must complete REP 121 and REP 122 to meet the 75-hour requirement. Student must take REP 121, REP 122, and REP 123 to meet the 90-hour requirement to take the Illinois Real Estate Broker License Examination.

Credit: 2.5 hours – 2.5 lecture hours per week.

Prerequisite(s): 75-Hour Broker Pre-License Part 1-REP 121

#### **REP 123 – 15-HOUR PRE-LICENSE APPLIED INTERACTIVE**

This interactive course is required to be completed in conjunction with the 75-hour educational class in order for an individual to sit for the Illinois Broker's License Exam. Illinois law mandates that this course must be completed in a live classroom or interactive setting. This program allows students to apply the concepts and principles they learned in the 75-hour topics course to case studies and real-life scenarios, which offers the students an opportunity to learn more about the intent of the law and how it impacts the consumer. Partnership with Illinois Association of Realtors Licensing and Training Center.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): 75-Hour Broker Pre-License Part 1-REP 121 and 75-Hour Broker Pre-License Part II-REP 122

#### **REP 124 – 15-HOUR POST LICENSE TOPIC**

This course supplements and reinforces the theories and concepts covered in the pre-licensing courses, and represents 15 of the 30 post-license hours that must be completed by a real estate broker prior to the first renewal of their license. This course requires that each student pass a 25-question proctored exam with a minimum score of 75%. Partnership with Illinois Association of Realtors Licensing and Training Center.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Hold a current Illinois Realtors License; preparing for first renewal of license.

#### **REP 125 – 15-HOUR POST LICENSE INTERACTIVE**

This course must be completed in conjunction with the 15-hour topics course prior to your first license renewal. It is designed to apply the concepts from the topics course to real-life case studies and scenarios. This course must be completed in a live classroom or interactive setting, and includes a 25 question proctored exam on which each student must score a minimum of 75%. Partnership with Illinois Association of Realtors Licensing and Training Center.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): 15-Hour Post License Topic-REP 124

#### **REP 221 – 30-HOUR MANAGING BROKER PRE-LICENSE**

This course focuses on the theory of real estate law and how it affects a brokerage office and its sponsored brokers. This course includes a 50 question final exam on which each student must achieve a minimum score

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Hold a current Illinois Brokers License

#### **REP 222 – 15-HOUR MANAGING BROKER PRE-LICENSE**

The 15-hour interactive course must be completed in conjunction with the 30-hour pre-license course in order to sit for the managing broker's exam. In this course, participants will interact with each other using real-life scenarios and case studies in order to apply the theoretical concepts and knowledge of the 30-hour topics course. The course must be completed in a live classroom and following the interactive portion of the class, each student must pass a proctored final exam with a minimum score of 75%. Partnership with Illinois Association of Realtors Licensing and Training Center.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): 30-Hour Managing Broker Pre-license-REP 221

### **SEMINAR**

#### **SEM 101 COLLEGE SURVIVAL**

**T**

**Summer/Fall/Spring**

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: 3 hours – Three lecture hour per week.

Prerequisite(s): None

#### **SEM 111 COLLEGE SUCCESS**

**T**

**Summer/Fall/Spring**

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 200 CAREER DECISION MAKING**

**T**

**Fall/Spring**

This course will assist students in creating a self-directed, flexible, career plan. Students will explore personal values, skills, and preferences as they relate to a career. Emphasis is placed on self-assessment, interpersonal skills, exploration of college majors, and how college majors relate to a career. This course will culminate with the development of a personal portfolio.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

#### **SEM 210 ISSUES AND TRENDS IN EDUCATION PART I**

**By Request**

This course is designed to provide students with an introduction to current educational issues that affect today's school system. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians, and researchers will be discussed in order to prepare students to address the problems confronting schools today.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

### **SOCIAL WORK**

#### **SW 121 INTRODUCTION TO SOCIAL WORK**

**T**

**Fall**

This course includes a survey of the field of social work, describing the historical development of social work from the early English Poor Laws through contemporary American practices. Beginning ideas and concepts about education and direct service delivery are described rather than analyzed from the "Generalist" perspective. Emphasis is placed on an understanding of the National Social Work Association's Code of Ethics as well as the important "core" of social work skill.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**SW 199 SOCIAL WORK INTERNSHIP** **Fall/Spring**  
 This course provides a community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks. Each student is required to complete 150 hours at a worksite during the semester.  
 Credit: 2 hours - Ten lab hours per week.  
 Prerequisite(s): Career Development-INT 111 and Instructor Approval

**SW 224 INTRODUCTION TO SOCIAL SERVICE AGENCIES** **Spring**  
 This course is designed to study the relationship of effective leadership in effective community service, the decision-making process, and the principles at work in local and state governments. Field lab experience will be utilized in learning about allied facilities, resulting in the development of a resource manual.  
 Credit: 2 hours – One lecture and two lab hours per week.  
 Prerequisite(s): None

**SW 225 COMMUNITY HEALTH SYSTEMS** **T** **Fall**  
 This course is designed to cover basic principles and concepts of health and disease relating to community group living. The study includes epidemiology, the health status of American racial and ethnic groups, federal, state, and local health provision, disease control, leading chronic disease, healthy lifestyle choices, and the community mental health system.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

## **SOCIOLOGY**

**SOC 122 INTRODUCTION TO SOCIAL PROBLEMS** **T** **S7 901** **Fall/Spring**  
 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**  
 This course is 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** **Summer/Fall/Spring**  
 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, gender 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 will 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): Sociology-SOC 212.

## **SPANISH**

**SPA 110 CONVERSATIONAL SPANISH** **T** **By Request**  
 This course provides intensive oral practice in Spanish and includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected readings.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SPA 111 ELEMENTARY SPANISH I** **T** **By Request**  
 This course is an introductory course designed to facilitate beginning conversation. SPA 111 emphasizes grammar skills in the context of reading, writing, speaking, and listening. Latino history and culture will also be introduced.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): None

**SPA 112 ELEMENTARY SPANISH II** **T** **By Request**  
 This course is a continuation of Spanish 111. SPA 112 further stresses reading, writing, speaking, and listening in order to inculcate idiomatic use of the language. Readings, lectures, and reports concerning Latino culture are also emphasized. Constant oral practice is encouraged.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Spanish-SPA 111 or SPA 111 credit by examination (see Admissions for proficiency application).

**SPA 211 SPANISH T By Request**  
 An intermediate Spanish course, SPA 211 continues to emphasize conversation, reading, and writing in Spanish. Furthering Spanish grammar and comprehension skills, SPA 211 provides extended opportunities for reading and writing about Latino culture.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Spanish-SPA 112.

**SPA 212 SPANISH T By Request**  
 A continuation of SPA 211, SPA 212 emphasizes increased usage of contemporary oral and written Spanish material from Latin America. Latin American literature will provide advancement in cultural studies, and conversational Spanish skills will be practiced daily.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Spanish – SPA 211.

## **SPEECH AND THEATER**

**SPC 111 SPEECH T C2 900 Summer/Fall/Spring**  
 This course is the study of the theory and practice in developing the skills needed for public speaking. Major attention is devoted to the basic principles of audience, analysis, perception, listening, organization, delivery and evaluation of oral communication. Students will present informative, persuasive, and impromptu speeches.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SPC 113 CREATIVE DRAMA T By Request**  
 Theater games, improvisation, group expression, and storytelling will be examined with emphasis on leading children to develop their imaginations through the use of dramatic activities as a learning tool – in any classroom or as an end in itself. This course is of value to classroom teachers, actors, directors, and community service workers who view working with children and adolescents as part of career plan.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SPC 120 COMMUNICATION FOR HEARING IMPAIRED By Request**  
 This course is designed for all interested parents, friends, associates, and professional people of the deaf and hard of hearing. It will cover the history, philosophy, and understanding of deafness and its implications. Brief history of manual communication of the deaf in the United States and other countries will be covered. Practice in learning to sign and fingerspell will also be given. Emphasis will be placed on reading, finger spelling and sign language.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None

**SPC 123 BASIC SIGN LANGUAGE By Request**  
 Individuals will learn the 1,000 most common words used to communicate with the hearing impaired.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): None

**SPC 124 THEATER APPRECIATION T F1 907 Summer/Fall/Spring**  
 An introductory survey of theater/drama as a performing art form that includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. This course is designed to stimulate interest in theater and to develop an understanding of the elements that make up a theatrical event.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None

**SPC 125 ACTING I T By Request**  
 An introduction to the basic elements of acting as an art form. Topics covered include movement, blocking, characterization, sense memory, and group scene development. Focus will be on the development of the actor's sense of truthful behavior in imaginary circumstances. Performances are required and given as in-class assignments.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None

**SPC 126 THEATER PRACTICUM T Fall/Spring**  
 This course is designed to increase proficiency in the preparation and presentation of theatrical performances. Credit is awarded for performing in or working on college productions.  
 Credit: 3 hour – One lecture and four lab hours per week.  
 Prerequisite(s): Consent of instructor and selection for position in production.

**SPC 127 SUMMER THEATER WORKSHOP T Summer**  
 This workshop awards credit for students who work with the annual SCC Drama Camp held each summer for children ages 8-17. The children are separated into groups and are assigned a student director. Students will gain experience in directing, scene development, playwriting, rehearsing, and producing all while serving as leaders and teachers for the drama campers.  
 Credit: 2 hours – Four lab hours per week.  
 Prerequisite(s): Consent of instructor or SPC 113-Creative Drama.

**SPC 210 INTERPERSONAL COMMUNICATION T Summer/Fall/Spring**  
 Interpersonal Communication is a study of human communication on a one-to-one basis. The concepts discussed include self-awareness, perception, listening, non-verbal communication, relationship development, self-disclosure, conflict resolution, crises, cultural ethics, and gender issues.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SPC 213 STAGECRAFT I T Fall**  
 This is an introductory course in the multiple elements of theater production and introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. Theater management, costuming, make-up, special effects, and other topics will be explored. Practical work on production is required outside of lecture.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None

**SPC 220****STAGECRAFT II****T****Spring**

This course focuses on advanced applied training in techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. Theater management, costuming, make-up, special effects, and other topics will be explored. Practical work on production is required outside of lecture.

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

Prerequisite(s): Consent of instructor or SPC 213-Stagecraft I.

**SURGICAL TECHNOLOGY****STP 121****INTRODUCTION TO SURGICAL TECHNOLOGY****Fall**

This course introduces the student to the broad field of surgical technology. It includes Orientation to Surgical Technology, Standards of Conduct, The Surgical Patient, Special Populations, and Physical Environment and Safety Standards.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Acceptance into the Surgical Technology program – BIO 210 with a grade of “C” or better.

**STP 122****PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY****Fall**

This course introduces the student to the practice of surgical technology. The focus of this course is on the skills that are specifically those of the scrub and circulator role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for the practice and testing of the skills is required.

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

Prerequisite(s): STP 121-Intro to Surgical Technology.

**STP 123****SURGICAL PROCEDURES I****Spring**

This course is designed to prepare students for clinical practice training. Instruction combines lecture and lab to introduce students to all surgical specialties.

Credit: 5 hours – Five lecture hours per week.

Prerequisite(s): STP 122-Principles and Practice of Surgical Technology, STP 127-Pharmacology for Health Professions.

**STP 124****SURGICAL PROCEDURES II****Summer**

This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in the first course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): STP 123-Surgical Procedures I.

**STP 125****CLINICAL ROTATION IN SURGICAL TECHNOLOGY I****Spring**

This is a course designed to provide the student with a solid introduction to the operation room and its routines. This course functions to expand knowledge gained in the Introduction of Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology courses. This course is offered PASS/FAIL.

Credit: 5 hours - Fifteen lab hours per week.

Prerequisite(s): Certified in CPR, STP 122-Principles and Practices of Surgical Technology, STP 127-Pharmacology for Health Professions, and BIO 210-Intro to Human Anatomy.

**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 in 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**

This course provides basic knowledge of the most commonly used medications and discusses commonly prescribed medications such as sedatives, antidepressants, anti-anxiety agents, etc. It 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 130****SURVEYING I****Fall**

This is an introductory course that will explore the art and science of map making focusing on Geographic Information Systems (GIS). This course will examine the history and uses of maps as well as how computer software and hardware currently play a vital role in their development. Global Positioning Systems, remote sensing and aerial photogrammetry will be discussed, as well as how they relate to GIS with application into the fields of natural resource management, city planning, scientific research and business applications.

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

Prerequisite(s): None

**SUR 131****SURVEYING II****Spring**

A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards of the Illinois Board of Professional Land Surveying. This course builds off of the Surveying I course and also includes GPS and GIS information.

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

Prerequisite(s): Surveying I-SUR 130

**TRUCK DRIVING****TDR 167****TRUCK DRIVER/CDL REFRESHER****By Request**

This course is designed to evaluate abilities of persons who possess current commercial driver’s 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 176 TRUCK DRIVING Summer/Fall/Spring**  
Students prepare for the state CDL written test to acquire a driving permit and also prepare for state driving skills test to acquire a CDL license. This course is also 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: 11 hours - Six lecture and five lab hours per week for six weeks.  
Prerequisite(s): None

**TDR 198 TRUCK DRIVING EXTERNSHIP Summer/Fall/Spring**  
This course is designed to give the student practical over-the-road driving experience under the supervision of an experienced truck-tractor driver.  
Credit: 5 hours – Twenty-five lab hours per week.  
Prerequisite(s): Truck Driving - TDR 176

## **VETERINARY TECHNOLOGY**

**VET 110 SMALL ANIMAL NURSING I Fall**  
Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on laws and ethics in veterinary medicine, breed identification, restraint techniques, history taking, physical examination, grooming, diagnostic sampling, therapeutic techniques, wound management, bandaging, fluid therapy, catheter placement, and preventive medicine.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): Admission to program

**VET 111 SMALL ANIMAL NURSING II Spring**  
A continuation of VET 110 with emphasis on bandaging, venipuncture, immunology, dentistry, urinary disease, and emergency nursing.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

**VET 112 ANIMAL ANATOMY AND PHYSIOLOGY I Fall**  
This course provides an overview of the structure and function of animal body systems with focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammal cadavers.  
Credit: 4 hours – Three lecture and two lab hours per week.  
Prerequisite(s): Admission to the program.

**VET 113 ANIMAL ANATOMY AND PHYSIOLOGY II Spring**  
This course is a continuation of VET 112. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian and avian cadavers.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

**VET 116 LARGE ANIMAL NURSING Fall**  
Handling, restraint, and nursing techniques in horses, cattle, swine, and sheep. Fundamentals of selection, management, genetics, nutrition, and physiology of farm animals.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

**VET 117 ANIMAL RADIOLOGY Fall**  
Utilization of radiographic equipment on animal and positioning for various anatomical exposures. With an emphasis on radiation safety and methods of obtaining high quality diagnostic pictures.  
Credit: 2 hours – One lecture and two lab hours per week.  
Prerequisite(s): Admission to the program.

**VET 118 VETERINARY PRACTICE MANAGEMENT Fall**  
Office practices used in a veterinary hospital including OSHA regulations, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): Admission to program

**VET 119 ANIMAL CLINICAL LAB I Spring**  
This course teaches routine laboratory testing with an emphasis on hematology, urinalysis, and fecal examination.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

**VET 133 ANIMAL SURGERY TECHNOLOGY I Fall**  
Methods of surgery preparation with emphasis on surgery packs, instruments, autoclaves, sterile technique, surgical preps and suture material. An introduction to intubation and anesthesia.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

**VET 138 ANIMAL PHARMACOLOGY I Spring**  
A discussion of dosage and solution problems, dispensing procedures, client education, administration of drugs, and introduction to common veterinary drug classes.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

**VET 219 ANIMAL CLINICAL LAB II Fall**  
Continuation of VET 119. Emphasis on blood chemistry, internal parasites, CBC's, cytology, history, sample preparation, and other veterinary diagnostic testing.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

**VET 231 VET TECH INTERNSHIP I Summer**  
Skill and proficiency development through participation in clinical rotations at veterinary clinics. Skills developed through the clinical site should include: large animal (if applicable), surgery, radiology, clinical pathology, nursing, client relations and care, telephone etiquette, necropsy, and exotics. Students will be placed within a designated clinic for the duration of the semester where all required hours must be successfully completed.  
Credit: 3 hours – Nine lab hours per week.  
Prerequisite(s): Completion of first year of program.

**VET 232 VET TECH INTERNSHIP II Spring**  
Continuation of VET 231. Continued skill and proficiency through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab, rescue facilities, university teaching hospitals, emergency clinical or large animal facilities. Students will be placed within a designated facility for the duration of the semester where all required hours must be successfully completed. Students will meet once per week for participation in review of the Veterinary Technician National Examination (VTNE).  
Credit: 4 hours – One lecture and nine lab hours per week.  
Prerequisite(s): First year of program, VET 231-VET Tech Internship I, VET 219, Animal Clinical Lab II, VET 233-Animal Surgical Technology II, VET 238-Animal Pharmacology II, and VET 239-Animal Diseases.

**VET 233 ANIMAL SURGICAL TECHNOLOGY II Fall**  
Continuation of VET 133 with emphasis on anesthesia, surgical assisting, trauma surgery, and ophthalmic and thoracic surgery.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

**VET 235 LABORATORY AND EXOTIC ANIMALS Spring**  
Students will be introduced to handling, restraint, and nursing techniques in common laboratory, exotic and wild animal species. Topics will include: care and use of laboratory animals, sanitary procedures, clinical pathology and common diseases.  
Credit: 3 hour – Two lecture and two lab hours per week.  
Prerequisite(s): First year of program, VET 231-VET Tech Internship I, VET 219, Animal Clinical Lab II, VET 233-Animal Surgical Technology II, VET 238-Animal Pharmacology II, and VET 239-Animal Diseases.

**VET 236 ANIMAL MANAGEMENT AND NUTRITION Spring**  
This course will introduce basic principles of animal and herd health management including: nutrition, reproduction, pharmacology, vaccinations, diseases, and laboratory tests.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): First year of program, VET 231-VET Tech Internship I, VET 219, Animal Clinical Lab II, VET 233-Animal Surgical Technology II, VET 238-Animal Pharmacology II, and VET 239-Animal Diseases.

**VET 238 ANIMAL PHARMACOLOGY II Fall**  
Continuation of VET 138 with emphasis on drugs currently used in veterinary practice.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

**VET 239 ANIMAL DISEASES Fall**  
This course introduces students to the causes, symptoms, diagnosis and treatment of selected diseases of companion animals. Students will gain knowledge of disease processes and how they affect companion animals. Students will learn about commonly seen diseases within organ systems of mammals.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

## **VOLUNTEER SERVICE**

**VOL 201 VOLUNTEER SERVICE T Summer/Fall/Spring**  
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

## **WELDING**

**WEL 122 MAINTENANCE WELDING Summer/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

|   |  |                           |
|---|--|---------------------------|
| <b>WEL 123</b>  | <b>ARC WELDING I</b>                   | <b>Summer/Fall/Spring</b> |
| This course is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal plates.  |  |                           |
| Credit: 3 hours - One lecture and four lab hours per week.  |  |                           |
| Prerequisite(s): None   |  |                           |
| <b>WEL 124</b>  | <b>ARC WELDING II AND LOW HYDROGEN</b> | <b>Fall/Spring</b>        |
| This course is 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  |  |                           |
| <b>WEL 125</b>  | <b>GAS METAL ARC WELDING</b>           | <b>Summer/Fall/Spring</b> |
| This course provides 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): None   |  |                           |
| <b>WEL 128</b>  | <b>PIPE WELDING</b>                    | <b>Fall/Spring</b>        |
| 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  |  |                           |
| <b>WEL 129</b>  | <b>TIG WELDING</b>                     | <b>Summer/Fall/Spring</b> |
| Tig welding is a gas-arc welding process using 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 should 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.   |  |                           |
| <b>WEL 131</b>  | <b>BLUEPRINT READING FOR WELDING</b>   | <b>Fall/Spring</b>        |
| This course covers 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 - Three lecture hours per week.   |  |                           |
| Prerequisite(s): Technical Math-MAT 121.  |  |                           |
| <b>WEL 160</b>  | <b>INTRODUCTION TO WELDING</b>         | <b>Summer/Fall/Spring</b> |
| Instruction is given on common cutting processes, basic set-ups, and equipment and welding safety.  |  |                           |
| Credit: 3 hour - one lecture and four lab hours per week.   |  |                           |
| Prerequisite(s): None   |  |                           |

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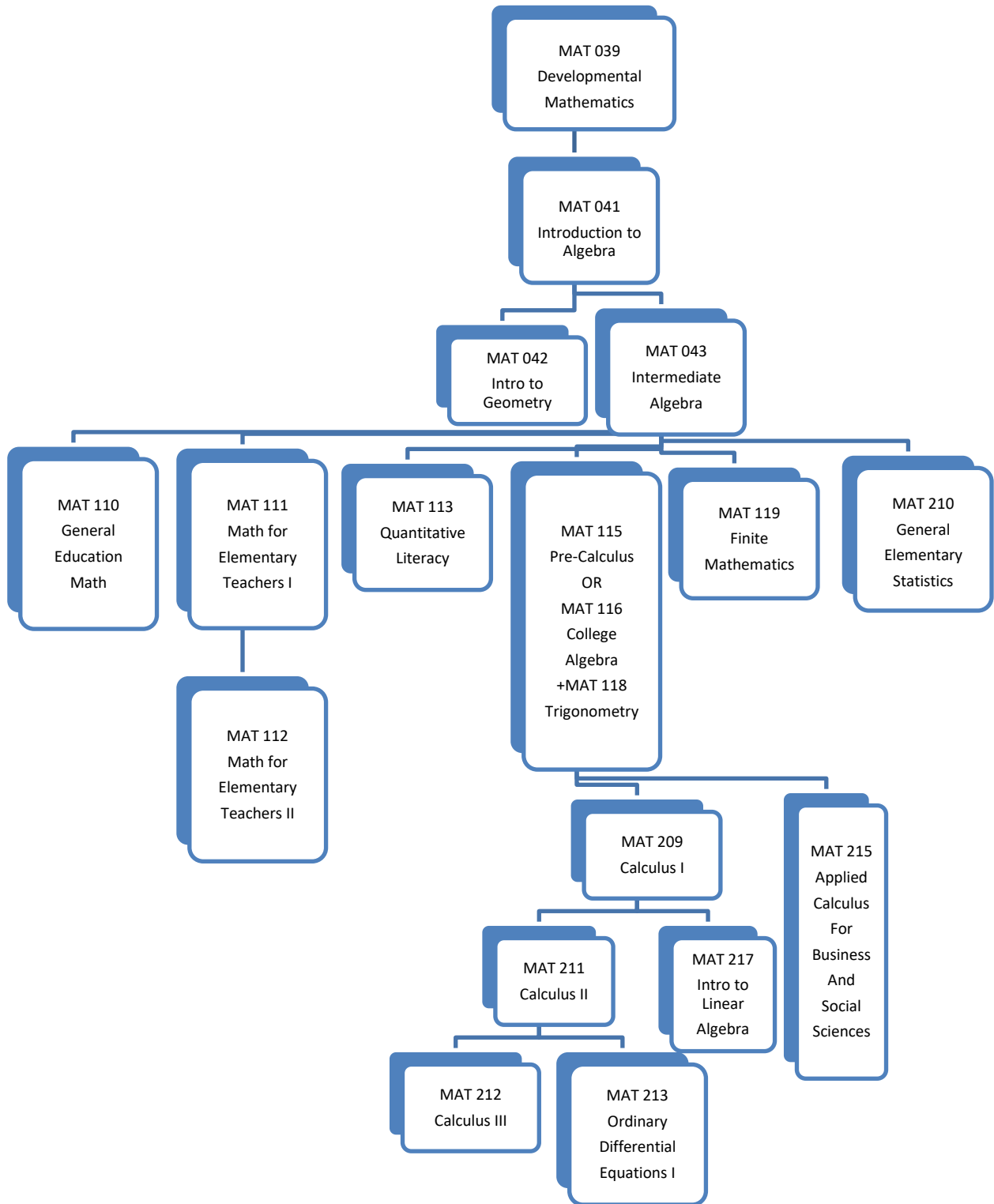
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# ***REFERENCE SECTION***




# Math Sequence




# English Sequence

Placement into English courses is based on COMPASS or ASSET placement test scores.


ENG 041-  
Developmental  
College Reading




ENG 047-  
Basics of College  
Writing and Reading



ENG 048-  
Fundamentals of  
College Writing



ENG 111-  
English Composition I



ENG 112-  
English Composition II





## Change of Student Information

Date \_\_\_\_\_

Student ID# \_\_\_\_\_

### Name

From \_\_\_\_\_  
Last First MI

To \_\_\_\_\_  
Last First MI

### Address

From \_\_\_\_\_  
Number & Street

To \_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City & State Zip

\_\_\_\_\_  
City & State Zip

\_\_\_\_\_  
County

\_\_\_\_\_  
County

### Telephone

From \_\_\_\_\_

To \_\_\_\_\_

**Signature Required for Changes** \_\_\_\_\_

**Email Address** \_\_\_\_\_

# TRANSCRIPT REQUEST

Transcripts may be picked up Monday, Wednesday, or Friday if requested in advance

**FEE \$3.00**

For Office Use Only

ID #: \_\_\_\_\_

\_\_\_\_\_  
Social Security # or ID#

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home/Cell Phone

## Choose One:

### Transcript Pick-Up:

Mon  Wed  Fri

### Transcript Mailed:

Send ASAP

Send after CURRENT SEMESTER GRADES are posted

Send after my DEGREE is posted

Payment of \$3.00 per transcript is required prior for the release of all transcripts (including transcripts sent electronically via eSCRIPT-SAFE:). Payment must accompany each request. A transcript cannot be released until all financial obligations to the college have been cleared. Telephone requests are not accepted.

**Please mail my transcript to:**  
(Provide a complete mailing address)

\_\_\_\_\_  
College / Agency / Other

\_\_\_\_\_  
Number / Street Address

\_\_\_\_\_  
City State Zip

## Send form to:

Shawnee Community College  
Admissions/Records  
8364 Shawnee College Rd  
Ullin IL 62992

Check/Money Order enclosed  
amount: \_\_\_\_\_

## Credit Card

Number \_\_\_\_\_

Exp Date: \_\_\_\_\_ / \_\_\_\_\_

I hereby give my consent to have my credit card charged for my transcript(s) and for the release of my transcript(s) to the address(es) on this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***One Transcript per form.***