



2019-2020 COURSE CATALOG



SHAWNEE COMMUNITY COLLEGE
2019-2020 CATALOG

Volume XXXIII



Student Centered, Community Connected

www.shawneecc.edu

Main Campus

8364 Shawnee College Road
Ullin, IL 62992
(618) 634-3200
(618) 634-3300 (fax)
(800) 481-2242

**Anna
Extension Center**

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

**Cairo
Extension Center**

2035 Washington St
Cairo, IL 62914
(618) 634-3490

**Metropolis
Extension Center**

5385 Industrial Park
Road
Metropolis, IL 62960
(618) 524-3003

**Vienna
Extension Center**

Vienna High School
601 N. 6th Street
Vienna, IL 62995
(618) 634-3441

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 student and our diverse community by providing quality higher education, community education, training and services that are accessible, affordable and promote life-long learning.

SHAWNEE COMMUNITY COLLEGE 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 consists 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, Cairo, and Vienna, Illinois. The area is very rural in nature and is sparsely populated.

The population of the Shawnee Community College district is 57,227 with a median household income of \$40,059. According to 2017 census data, 20.5% of families fall below the federal poverty level. SCC serves approximately 4200 individuals annually through credit and non-credit courses. The average age of Shawnee Community College students is 27. 36% of the students are male and 64% are female. 18% of the student body is minority.

Type of College:	Public two-year comprehensive community college
Founded:	1967
Locations and Phone:	Main Campus is Located at 8364 Shawnee College Road, Ullin, IL; (618) 634-3200 or (800) 481-2242 Anna Extension Center located at 1150 E. Vienna, Anna, IL; (618) 833-3399 Cairo Extension Center located at 2035 Washington St., Cairo, IL; (618) 634-3490 Metropolis Regional Education Center located at 5385 Industrial Park Road, Metropolis, IL; (618) 524-3003 Vienna Extension Center located at 601 N. 6 th St, Vienna, IL; (618) 634-3441
Academic Calendar:	Current academic calendars are located on SCC website, www.shawneecc.edu and in the printed catalog
College District #531:	Alexander, Johnson, Massac, Pulaski, and Union; portion of Jackson
President:	Dr. Peggy F.J. Bradford- June 14, 2017 to present
Annual Operating Budget:	\$12,050,074
District Equalized Assessed Evaluation:	624,484,718
Annual Enrollment:	Approximately 4200 full and part-time students
Tuition:	In-district \$115/credit hour for FY2020
Library:	34,300 books 1,775 AV (DVDs, VHS, audiobooks, CDs) 33 print magazine subscriptions 9 newspaper subscriptions (local, regional, and national) 41 accessible databases 6 online educational video collections 8,000 ebooks in EBSCOhost
Financial Assistance for Tuition and Fees Awarded Annually:	\$3,592,523
Faculty/Staff:	99 full-time; 126 part-time
Courses of Study:	Associate of Arts Associate of Science Associate of General Studies Associate of Applied Science One-Year Certificates Less-Than-One-Year Certificates
Secondary Schools in District:	12
Catalog Cover:	SCC alumna Emily Blakely

LETTER FROM THE PRESIDENT



**Shawnee Community College President
Peggy F. J. Bradford, J.D., Ed.D.**

As a proud alumna of Shawnee Community College, I am especially delighted to welcome you to the college. Here at Shawnee, we are focused on your success. Your academic journey is important to us and we are here to serve and support you as you strive to achieve your goals. We are your partners. Your success is our success.

The Shawnee community welcomes all students to an inclusive environment focused on academic excellence. As a high school student, I entered Shawnee's dual enrollment program to earn a year of college credits. Whether you are a recent high school graduate, beginning a degree later in life, or attending to gain certifications or additional credentials, you have a place here at Shawnee.

We honor the College's tradition of offering accessible courses to our community members. We offer one of the most affordable tuition rates in Illinois and the Midwest. With day and evening classes offered conveniently on our main campus, extension sites, and online, we are here to meet you where you are and take you where you aspire to go.

Our faculty and staff are fully committed to your success. We have renowned faculty who provide a dynamic and innovative curriculum that addresses the changing demands of the workforce. Upon completing your degree or certification program, you will be well-prepared for the workforce, or for a Bachelor's program at a senior college or university. Many of our courses are fully transferable and our counselors will help you with the transfer process as you approach graduation.

Staff members believe in your dreams and work earnestly to support you during your time at Shawnee. We provide resources and prompt feedback to assist you from the moment of enrollment to program completion, understanding that you may need additional assistance along the way. Reach out and connect with us! We invite you to spend some time getting to know our community. Call or come in to the main campus in Ullin, or any of our extension centers in Anna, Cairo, and Metropolis, Illinois.

Take the first step to realizing your goals by enrolling at Shawnee. When you join our community of life-long learners, you will develop lasting friendships with peers and strong ties with faculty and staff. All of us at Shawnee Community College are here to help you in your academic and professional career.

I am a testament to what a Shawnee degree can do for you. I look forward to seeing you on campus and to hearing about your progress as you work to fulfill your dreams. I did it and so can you.

Peggy F. J. Bradford, J.D., Ed.D.
President of Shawnee Community College

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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

Michael McMahan
Johnson County

Don E. Patton
Alexander County

Randall Rushing
Massac County

John Windings
Massac County

Andrea Witthoft
Union County

Steven Etter
Student Trustee

ADMINISTRATION

Peggy F.J. Bradford, JD, EdD

President

Kathleen Curphy, PhD

Vice President of Academic Affairs & Student Learning

Countance Anderson, EdD

Vice President of Student Success & Services

Tiffiney Ryan

Vice President of Financial and Campus Operations

Dedria Blakely, PhD

Dean of Student Success & Services

Kristin Shelby, PhD

Dean of Academic Affairs & Student Learning

Gregory Mason, EdD

Dean of Innovation, Adult Basic & Continuing Education

Vacant

Interim Director of Institutional Research

Robert Betts

Director of Communications & Public Relations

Tammy Capps, PhD

Director of Financial Aid/Coordinator of Veteran and Military Personnel

Chris Clark

Director of Information Technology

Brett Whitnel, Interim

Director of Center for Community and Economic Development

Connie Drury, PhD, MSN, RN

Director of Nursing

Deborah Johnson

Director of Educational Talent Search

Don Koch

Director of Facilities

Amber Suggs

Director of Student Support Services

Russ Stoup

Director of Learning Resources and Instructional Technology

Lindsay Johnson

Director of Anna Extension Center

Shelby Adkinson

Director of Cairo Extension Center

Jipaum Askew

Director of Metropolis Regional Education Center

Teale Betts

Director of Vienna Extension Center

Brandy Woods

Director of Business Services

SHAWNEE COMMUNITY COLLEGE

2019-2020 ACADEMIC CALENDAR

FALL SEMESTER 2019

Faculty Convocation August 12

Registration

Registration Begins..... April 1
Evening Registration (4:00 p.m. – 6:30 p.m.).....August 8, 12-14
Saturday Registration (8:00 a.m. – 12:00 noon)..... August 10

Regular Start Classes Begin August 14
Registration Closes for Regular Start Classes August 14
Last Day to Add Regular Start Classes for Currently Enrolled Students August 15
Last Day to Drop without Financial Penalty August 27
Mid-term for Regular Start Classes October 07
Last Day to Drop without Academic Penalty October 18

On-Line Classes Begin August 26
Last Day to Add On-Line Classes August 27
Last Day to Drop On-Line Classes without Financial Penalty September 9
Mid-Term for On-Line Classes October 15
Last Day to Drop On-Line Classes without Academic Penalty October 23

Late Start Classes Begin September 9
Last Day to Add Late Start Classes September 10
Last Day to Drop Late Start Classes without Financial Penalty September 20
Mid-Term for Late Start Classes October 21
Last Day to Drop Late Start Classes without Academic Penalty October 29

First 8 Week Classes Begin August 14
Last Day to Add First 8 Week Classes August 15
Last Day to Drop First 8 Week Classes without Financial Penalty August 20
Mid-Term for First 8 Week Classes.....September 10
Last Day to Drop First 8 Week Classes without Academic PenaltySeptember 20

Second 8 Week Classes Begin..... October 15
Last Day to Add Second 8 Week Classes October 15
Last Day to Drop Second 8 Week Classes without Financial Penalty October 22
Mid-Term for Second 8 Week Classes November 8
Last Day to Drop Second 8 Week Classes without Academic PenaltyNovember 18

Bookstore

First Day to Charge to Financial Aid in the Bookstore August 5
Last Day to Charge to Financial Aid in the Bookstore September 27
Bookstore Buybacks December 9-14, 16

Financial Aid

Pell Status DaySeptember 25
Pell Checks Mailed..... October 10

Finals

Finals for First 8 Week Classes.....October 9
Final Exams.....December 9-12
End of SemesterDecember 12

**Registration for Spring 2020 Begins November 4

SHAWNEE COMMUNITY COLLEGE

2019-2020 ACADEMIC CALENDAR

FALL SEMESTER 2019

Holidays/No Classes

Labor Day	September 2
Fall Break for Students	October 11
Columbus Day	October 14
Shawnee Community College Experience (no classes).....	October 10
Veterans' Day	November 11
Thanksgiving	November 27-29
Christmas/New Year's Break	December 21- January 2

SPRING SEMESTER 2020

Faculty Convocation	January 9
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Registration

Registration Begins.....	November 4
Evening Registration (4:00 p.m. – 6:30 p.m.).....	January 8-9, 13
Saturday Registration (8:00 a.m. – 12:00 noon).....	January 11

Regular Start Classes Begin	January 13
Registration Closes for Regular Start Classes	January 13
Last Day to Add Regular Start Classes for Currently Enrolled Students.....	January 14
Last Day to Drop without Financial Penalty	January 27
Mid-Term for Regular Start Classes	March 5
Last Day to Drop without Academic Penalty	March 16

On-Line Classes Begin	January 27
Last Day to Add On-Line Classes	January 28
Last Day to Drop On-Line Classes without Financial Penalty.....	February 7
Mid-Term for On-Line Classes	March 20
Last Day to Drop On-Line Classes without Academic Penalty.....	March 30

Late Start Classes Begin	February 10
Last Day to Add Late Start Classes	February 11
Last Day to Drop Late Start Classes without Financial Penalty.....	February 24
Mid-Term for Late Start Classes	March 27
Last Day to Drop Late Start Classes without Academic Penalty.....	April 3

First 8 Week Classes Begin.....	January 13
Last Day to Add First 8 Week Classes	January 14
Last Day to Drop First 8 Week Classes without Financial Penalty	January 17
Mid-Term for First 8 Week Classes.....	February 7
Last Day to Drop First 8 Week Classes without Academic Penalty	February 14

Second 8 Week Classes Begin.....	March 16
Last Day to Add Second 8 Week Classes	March 17
Last Day to Drop Second 8 Week Classes without Financial Penalty	March 20
Mid-Term for Second 8 Week Classes	April 13
Last Day to Drop Second 8 Week Classes without Academic Penalty	April 22

Bookstore

First Day to Charge to Financial Aid in the Bookstore	January 6
Last Day to Charge to Financial Aid in the Bookstore	February 28
Bookstore Buybacks	May 11-16, 18

SHAWNEE COMMUNITY COLLEGE 2019-2020 ACADEMIC CALENDAR

SPRING SEMESTER 2020

Financial Aid

Pell Status Day February 24
Pell Checks Mailed.....March 11

Finals

Finals for First 8 Week Classes March 6
Final Exams.....May 11-14
End of Semester May 15
Commencement..... May 15

**Registration for Summer/Fall 2020 Begins March 30

Holidays/No Classes

Martin Luther King Jr. Day January 20
Presidents Day.....February 17
Spring BreakMarch 9-13
Non-Instructional Day.....April 09
Good Friday.....April 10

SUMMER SESSION 2020

Registration

Registration Closes for Regular Start Classes March 30
Evening Registration (4:00 p.m. – 6:30 p.m.)..... May 28 & June 1
Saturday Registration (8:00 a.m. – 12:00 noon)..... May 30

Regular Start Classes Begin June 1
Registration Closes for Regular Start Classes June 1
Last Day to Add Regular Start Classes for Currently Enrolled Students..... June 2
Last Day to Drop without Financial Penalty June 5
Mid-TermJune 22
Last Day to Drop without Academic Penalty..... July 2

Bookstore

First Day to Charge to Financial Aid in the Bookstore May 26
Last Day to Charge to Financial Aid in the BookstoreJune 18
Bookstore BuybacksJuly 27-29

Financial Aid

Pell Status DayJune 24
Pell Checks Mailed..... July 3

Finals

Final Exams.....July 27-28
End of SemesterJuly 29

Holidays/No Classes

Independence Day July 2

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 and Associate of Science, 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.

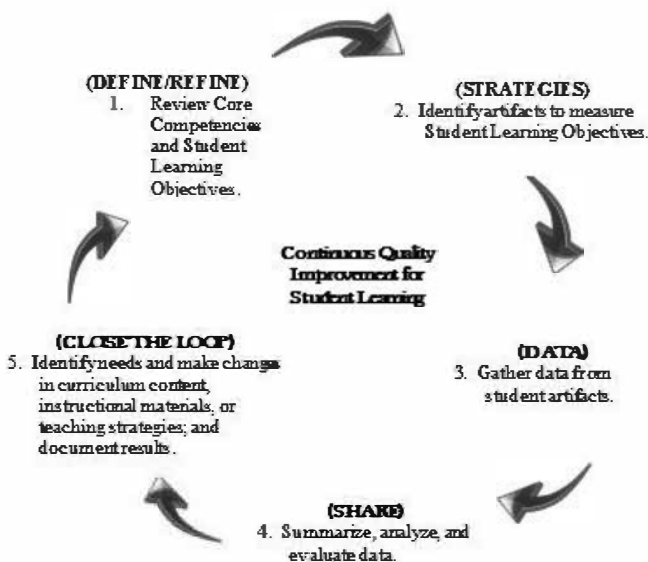
Purpose 8. Shawnee Community College **values** the prudent utilization of resources. As a consequence, the college develops and administers programs, services, and facilities which are consistent with the district's financial base and which benefit the greatest number of individuals. Specific **activities** 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 an identified set of curriculum-wide learning objectives that align with the mission of the institution. These Core Competencies serve as institutional general education objectives. Additionally, they are supported by curriculum content of terminal certificates and degrees. The college demonstrates achievement of these objectives through course-level assessment. The Core

Competencies were initially identified by the faculty-led Student Academic Assessment Committee. They are periodically reviewed and updated with input from staff, faculty, and administration.

The Core Competencies demonstrate curriculum content that 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 an academic calendar that provides 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 34,300 books, 33 magazine titles, and 9 newspapers. Through online access from the library's computer lab, information can be retrieved from more than 40 specialized databases, including an ebook collection with over 8,000 titles. The databases are electronic collections of articles from popular magazines and scholarly journals, with material suitable for personal and academic research. Also available online are 10 nursing magazines and journals, 21 nursing ebooks, and six educational video collections. The library also offers more than 1,775 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 online 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 access to 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, Vienna 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. Visit 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 posted extended hours until 6:30 pm. During summer classes and between semesters, alternate hours may 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.

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, IC³, Microsoft Technology Associate, HP Accredited Technical Associate, Intuit and Adobe are some 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. 4-year university application assistance
8. Scholarship
9. Grant Aid
10. FAFSA application assistance

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 Bridge Programs

The Adult Education Program offers Bridge/Transition Programs in Healthcare, Information Technology (IT), and Hospitality and Tourism. Bridge Programs are designed to provide contextualized instruction that integrates basic reading, math, and language skills with industry/occupation knowledge. Bridge Programs offer both career development in the form of career exploration and planning, as well as transition and supportive services.

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.

Online Courses

Shawnee Community College offers courses in which students interact with their instructor and classmates through 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. Students need a basic knowledge of computer and Internet skills in order to be successful in an online course. Some of the highlights are: using keyboard and mouse; managing files and folders; using software applications; knowledge of copying and pasting, spell-checking, saving files in different formats; sending and downloading attachments; Internet skills and ability to perform online research using various search engines and library database, ability to use online communication tools such as email, discussion boards, chats, and messengers.

Hybrid Courses

Any course that has a mix of online and face to face delivery. Such courses combine the best features of in-class teaching with the best features of on-line learning. Hybrid courses require more dedication and different time management skills than traditional classroom learning. 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, 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 college placement test, Test of Essential Academic Skills (TEAS), Illinois Nurse Aide Competency Evaluation Exam, College Level Examination Program (CLEP), 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, Vienna 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 placement 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 high school equivalent, 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 68 on the internet based 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.

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. 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. 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 international 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
6. Shawnee Community College, the student is given full credit for the hours earned at the former institution.
7. 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. Veterans 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 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 students who are capable of meeting an increased challenge, to earn both high school and college credit.

1. Courses are taught on a collegiate level with collegiate textbooks.
2. Fully accredited courses that fulfill SCC's degree requirements and are transferable to most other colleges and universities.
3. All Dual Credit students have access to campus facilities, including the library, computer labs and Student Success Center.
4. All Dual Credit courses are taught at the high school during regular school hours.
5. The college credit a student receives for 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 or 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 tests 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 or 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/Gerontology Aide
2. Practical Nursing
3. Associate Degree Nursing
4. Medical Laboratory Technician

5. Occupational Therapy Assistant
6. Surgical Technology

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

Certified Nurse Assistant/Gerontology Aide Programs

Persons seeking admission to the Certified Nurse Assistant or Gerontology Aide Programs 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 2-step 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.
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet. A degree audit must be completed by advisement.
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) with a score of 50 or greater. (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, ENG 111, PSY 211, HLT 116, PN 101 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.

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.
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet. A degree audit must be completed by advisement.
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 Practical Nursing from the Assessment Technologies Institute, LLC (ATI) with a score of 50 or greater. (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 215, BIO 218, ENG 112, ADN 201 prior to the beginning of the fall Practical Nursing classes.
7. Admission to the Associate Degree Nursing Program is conditional pending successful completion of an approved school of Practical Nursing and the Nursing Orientation course (ADN 201), which will be offered in the summer semester prior to entry.
8. 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.

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.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Complete all college admission forms and meet all admission policies of the college and the program.
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.
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.
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 to a criminal background check after admission into the program.
5. Hold a current CPR card for Healthcare Providers by the spring semester.

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

*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.

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.

CATALOG REQUIREMENTS - STUDENT RESPONSIBILITY

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

degree requirements. No course may be substituted to meet degree requirements except with the approval of the Vice President of 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 MySCC, 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	
Type	Cost
Laboratory	Varies
Interactive Video	\$30/course
On-line	\$30/course
Independent Study	\$40/credit hour
Transcript	\$5/transcript
Technology	\$10/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. The current lab fee list is located on the college website. 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	\$150
Total Charges	\$1,530

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	\$200
Total Charges	\$3,630

<u>Surgical Technology Program</u>	
<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	\$50
Total Charges	\$380

Payment

Payment may be made in person at the bursar's office in the Building H-Administration, or at Anna or Metropolis 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 MySCC 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 issued 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, 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

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.
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.

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, and/or

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), 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, official 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"

ACCESSIBILITY 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 Job line, a computerized job search database available to students and employers. To access the Shawnee Community College Job line, go to: 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

Educational internships/externships afford the student unique opportunities to combine formal learning experience with the work setting. They are planned experiences that are approved for credit prior to enrollment. Students assume responsibility for achieving the appropriate learning objectives while working under the

supervision of a faculty member and one or more recognized professionals in the work setting.

Internship/externship experiences are required for some occupational certificates and degree programs. Students may or may not receive wages for their work experience at the discretion of the entity providing the internship/externship experiences. Federal guidelines prohibit use of work-study funds to pay for internships/externships that are completed at the college.

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 during the school year. 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 MySCC at the close of each term. Grades may be withheld/blocked from view by the college for such reasons as unpaid fees and overdue library books.

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 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 and 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 may 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 MySCC 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) 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 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 a 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 MySCC.

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 many four-year institutions. 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 to facilitate the ease of transfer between institutions with minimal assistance, and 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 Adult Basic Education 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 graduating with an Associate in Arts Degree or Associate in Science Degree be guaranteed the transferability of baccalaureate-oriented/ university-parallel credit courses to public Illinois 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.

TRANSFER PROGRAMS OF STUDY



Associate of Arts

Associate of Science

General Education Core Certificate

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.

Participation: Shawnee Community College participates in the IAI General Education and the following 21 IAI Majors:

Agriculture (AG)	Engineering (EGR)
Art (ART)	General Education (GENED)
Art Education (ARTED)	Mathematics (MTH)
Biology (BIO)	Music (MUS)
Business (BUS)	Music Education (MUSED)
Chemistry (CHM)	Nursing (NUR)
Clinical Laboratory Science (CLS)	Political Science (PLS)
Criminal Justice (CRJ)	Secondary Education (SED)
Early Childhood Education (ECE)	Special Education (SPE)
Education (EDU)	Social Work (SW)
Elementary Education (EED)	

IAI courses are identified in the course description section of the catalog (code example: ENG 111 – English Composition I: C1 900).

IAI General Education Core Curriculum (GECC) Courses			
Prefix Number	Title	IAI Code	Credit Hours
ART 114	Art Appreciation	F2900	3S cr.
ART 117	Art History Survey I	F2901	3 S cr.
ART 118	Art History Survey II	F2902	3 S cr.
ART 227	African American Art and Artists	F2906D	3 S cr.
AST 111	Astronomy	P1906L	4 S cr.
BIO 111	Introduction to Biology	L1910L	4 S cr.
BIO 115	Human Biology	L1904L	5 S cr.
BIO 211	Ecology	L1905	3 S cr.
BIO-111	Introduction to Biology	L1900L	4 S cr.
CHE 111	Inorganic, Organic & Biochemistry	LP900L	4 S cr.
CHE 114	Inorganic Chemistry	P1902L	5 S cr.
ECO 211	Economics – Macro	S3901	3 S cr.
ECO 212	Economics – Micro	S3902	3 S cr.
ENG 111	English Composition	C1900	3 S cr.
ENG 112	English Composition	C1901R	3 S cr.
GEO 213	Geology	P1907L	4 S cr.
GEO 215	Intro to Environmental Geology	P1908L	4 S cr.
GOV 117	Introduction to American Government	S5900	3 S cr.
GRY 214	Introduction to Physical Geography	P1909	3 S cr.
HIS 117	Western Civilization from 1715	S2903	3 S cr.
HIS 108	Twentieth Century American History	H2905	3 S cr.
HIS 116	Western Civilization to 1715	S2902	3 S cr.
HIS 121	World History Beginnings to 1450 World History	S2912N	3 S cr.
HIS 122	World History from 1450	S2913N	3 S cr.
HIS 214	History of the United States	S2900	3 S cr.
HIS 215	History of the United States	S2901	3 S cr.
HIS 217	History of Eastern Civilizations	S2920N	3 S cr.
LIT 210	Introduction to Literature	H3900	3 S cr.
LIT 211	Introduction to Poetry	H3903	3 S cr.
LIT 212	Modern Fiction	H3901	3 S cr.
LIT 213	Introduction to Drama	H3902	3 S cr.
LIT 214	English Literature	H3912	3 S cr.
LIT 215	English Literature	H3913	3 S cr.
LIT 216	American Literature	H3914	3 S cr.
LIT 217	American Literature	H3915	3 S cr.
LIT 218	World Literature	H3906	3 S cr.
LIT 219	Contemporary Multicultural Literature	H3910D	3 S cr.
LIT 220	Literature and Gender	H3911D	3 S cr.
LIT 221	African American Literature	H3910D	3 S cr.
MAT 110	General Education-Mathematics	M1904	4 S cr.
MAT 112	Math for Elementary Teachers II	M1903	3 S cr.
MAT 113	Quantitative Literacy	M1901	4 S cr.
MAT 119	Finite Mathematics	M1906	3 S cr.
MAT 209	Calculus I	M1900-1	5 S cr.
MAT 210	General Elementary Statistics	M1902	4 S cr.
MAT 211	Calculus II	M1900-2	5 S cr.
MAT 212	Calculus III	M1900-3	5 S cr.
MAT 215	Applied Calculus for Bus & Soc Sc	M1900-B	4 S cr.
MUS 115	Music Appreciation	F1900	3 S cr.
MUS 130	An Introduction to America's Music	F1904	3 S cr.
PHI 215	Philosophy	H4900	3 S cr.
PHI 216	Logic	H4906	3 S cr.
PHI 218	Introduction to Ethics	H4904	3 S cr.
PHI 219	Religion in American Society	H5905	3 S cr.
PHY 116	Introductory Physics I	P1900L	4 S cr.
PHY 120	Conceptual Physics	P1900	3 S cr.
PHY 216	University Physics I	P2900L	4 S cr.
PSY 211	Introduction to Psychology	S6900	3 S cr.
PSY 216	Social Psychology	S8900	3 S cr.
PSY 217	Developmental Psychology: Lifespan	S6902	3 S cr.
PSY 218	Human Growth & Development – Child	S6903	3 S cr.
SOC 122	Introduction to Social Problems	S7901	3 S cr.
SOC 212	Sociology	S7900	3 S cr.
SOC 217	Marriage and Family	S7902	3 S cr.
SOC 218	American Culture Diversity	S7903D	3 S cr.
SPC 111	Speech	C2900	3 S cr.
SPC 124	Theater Appreciation	F1907	3 S cr.

IAI Major Courses			
Prefix Number	Title	IAI Code	Credit Hours
ACC 111	Financial Accounting	BUS903	4 S cr.
ACC 112	Managerial Accounting	BUS904	4 S cr.
AGR 111	Introduction to Horticulture	AG905	3 S cr.
AGR 112	Crop Science	AG903	3 S cr.
AGR 113	Soil Science	AG904	3 S cr.
AGR 115	Animal Science	AG902	3 S cr.
AGR 116	Agriculture Economics	AG901	3 S cr.
BIO 111	Introduction to Biology	BIO910	4 S cr.
CHE 114	Inorganic Chemistry	CHM911	5 S cr.
CHE 115	Inorganic Chemistry and Qualitative Analysis	CHM912	5 S cr.
CLE 125	Criminal Behavior	CRJ912	3 S cr.
CLE 223	Introduction to Corrections	CRJ911	3 S cr.
CLE 224	Juvenile Justice	CRJ914	3 S cr.
ECE 114	Child Growth and Development	ECE912	3 S cr.
EDU-213	Education for Exceptional Children	ECE913	3 S cr.
EGR 214	Engineering Dynamics	EGR943	3 S cr.
MAT 211	Analytic Geometry and Calculus II	MTH902	5 S cr.
MAT 212	Analytic Geometry and Calculus III	MTH903	5 S cr.
MAT 213	Differential Equations	MTH912	3 S cr.
MAT 217	Introduction to Linear Algebra	MTH911	3 S cr.
MAT-209	Calculus I	MTH901	3 S cr.

UNIVERSITY STUDIES AREAS 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 or Associate of Science is responsible for consulting with a 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	Dental Hygiene	Hospitality/Tourism	Philosophy	Pre-Physical
Animal Science	Early Childhood	Human Nutrition	Physical Therapy	Therapy
Anthropology	Education	Industrial Tech	Assistant	Pre-Phys Assistant
Architecture	Elementary	Information Systems	Physics	Pre-Podiatry
Art	Education	Interior Design	Plant Biology	Pre-Veterinary
Aviation	Engineering	Journalism	Political Science	Psychology
Biology	English	Kinesiology	Pre-Dentistry	Radio, TV & Media
Business	Foreign Language	Linguistics	Pre-Engineering	Radiologic Sciences
Chemistry/Biochemistry	Forestry	Math	Pre-Law	Recreation
Cinema & Photography	Geography	Microbiology	Pre-Medicine	Rehabilitation
Communication	Geology	Mortuary Science	Pre-Nursing	Social Work
Disorders	Health Care	Music	Pre-Occupational	Sociology
Computer Sciences	Management	Paralegal Studies	Therapy	Special Education
Criminal Justice	Health Education		Pre-Optometry	Speech
	History		Pre-Pharmacy	Theater
	Horticulture			Zoology

General Education Core Certificate

Degree Code: GEC 1190

Minimum GPA: 2.00

Minimum Hours: 37

The purpose of this certificate is to ease the transfer of courses from one Illinois higher education institution to another by incorporating the states' basic course requirements for college freshmen and sophomores. The General Education Core Curriculum (GECC) credential may be awarded to a student upon completion of 37-41 credit hours across five academic disciplines which satisfy the General Education Core Curriculum of the Illinois Articulation Initiative (IAI).

Communications 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 (C1900)	___ ENG 112 – English Composition II (C1901R)	___ SPC 111 – Speech (C2900)
Fine Arts/ Humanities 9 hours minimum (One course from each category)		
<div style="display: flex; justify-content: space-between;"> <div> <u>Choose One Course</u> ___ ART 114 – Art Appreciation (F2900) ___ ART 117 – Art History Survey I (F2901) ___ ART 118 – Art History Survey II (F2902) ___ ART 227 – Afric Am Art & Artists (F2906) ___ MUS 115 – Music Appreciation (F1900) ___ MUS 130 – Intro to Am Music (F1904) ___ SPC 124 – Theater Appreciation (F1907) </div> <div> <u>Choose One Course</u> ___ HIS 108 – 20th Cent Amcan Hist (H2905) ___ LIT 210 – Intro to Literature (H3900) ___ LIT 211 – Intro to Poetry (H3903) ___ LIT 212 – Modern Fiction (H3901) ___ LIT 213 – Intro to Drama (H3902) ___ LIT 214 – British Literature I (H3912) ___ LIT 215 – British Literature II (H3913) ___ LIT 216 – American Literature I (H3914) </div> <div> ___ LIT 217 – American Literature II (H3915) ___ LIT 218 – World Literature (H3906) ___ LIT 219 – Cont Multicultural Lit (H3910) ___ LIT 220 – Literature and Gender (H3911D) ___ LIT 221 – African American Lit (H3910D) ___ PHI 215 – Intro to Philosophy (H4900) ___ PHI 216 – Logic (H4906) ___ PHI 218 – Intro to Ethics & Values (H4904) ___ PHI 219 – Religion in Am Soc (H5905) </div> </div>		
Social Sciences 9 hours minimum (Taken from 2 different disciplines)		
___ ECO 211 – Intro to Macroecon (S3901) ___ ECO 212 – Intro to Microecon (S3902) ___ GOV 117 – Intro to Am Gov (S5900) ___ HIS 116 – West Civ to 1715 (S2902) ___ HIS 117 – West Civ from 1715 (S2903) ___ HIS 121 – World His Beg-1450 (S2912N) ___ HIS 122 – World His fro 1450 (S2913N) ___ HIS 214 – Hist of US to 1877 (S2900)	___ HIS 215 – Hist of US from 1877 (S2901) ___ HIS 217 – Hist of Eastern Civ (S2920N) ___ PSY 211 – Intro to Psychology (S6900) ___ PSY 216 – Social Psychology (S8900) ___ PSY 217 – Dev Psy: Lifespan (S6902) ___ PSY 218 – Child Psychology (S6903)	___ SOC 212 – Sociology (S7900) ___ SOC 217 – Marriage and Family (S7902) ___ SOC 218 – Cultural Diversity (S7903)
Mathematics AA: 3 hours minimum (Must test out of or take MAT 0039/0041/0043)		
___ MAT 110 – Gen Education Math (M1904) ___ MAT 112 – Math Elem. Teach II (M1903) ___ MAT 113 – Quant Literacy (M1901)	___ MAT 119 – Finite Mathematics (M1906) ___ MAT 209 – Calculus I (M1900-I) ___ MAT 210 – Gen Elem. Statistics (M1902)	___ MAT 211 – Calculus II (M1900-2) ___ MAT 212 – Calculus III (M1900-3) ___ MAT 215 – App Calc for Bus & Soc (M1900B)
Sciences AA: 7-8 hours minimum (Must include at least 1 life and 1 physical. At least one class must contain a lab)		
<u>Life Sciences</u> ___ BIO 111 – Intro to Biology (L1900L) ___ BIO 115 – Human Biology (L1904L) ___ BIO 211 – Ecology (L1905) ___ CHE 111 – Inorg, Org and Bio I (LP900L)	<u>Physical Sciences</u> ___ AST 111 – Intro to Ast (P1906L) ___ CHE 111 – Inorg, Org and Bio I (LP900L) ___ CHE 114 – Inorganic Chemistry I (P1902L) ___ GEO 213 – Geology (P1907L) ___ GEO 215 – Intro to Envir Geology (P1908L)	___ GRY 214 – Intro to Physical Geog (P1909) ___ PHY 116 – College Physics I (P1900L) ___ PHY 120 – Intro Real World Phy (P1900) ___ PHY 216 – University Physics I (P2900L)

Associate of Arts

Degree Code: AA-0090

Minimum GPA: 2.00

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. 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.

Communications 9 hours minimum Must earn at least a "C" in each course to graduate (Must either test out of or take ENG 0041/0047/0048)

___ENG 111 – English Composition I (C1900)

___ENG 112 – English Composition II (C1901R)

___SPC 111 – Speech (C2900)

Fine Arts/ Humanities 9 hours minimum (One course from each category)

Choose One Course

___ART 114 – Art Appreciation (F2900)
___ART 117 – Art History Survey I (F2901)
___ART 118 – Art History Survey II (F2902)
___ART 227 – African American Art and Artists (F2906)
___MUS 115 – Music Appreciation (F1900)
___MUS 130 – Intro to American Music (F1904)
___SPC 124 – Theater Appreciation (F1907)

Choose One Course

___HIS 108 – 20th Cent American History (H2905)
___LIT 210 – Intro to Literature (H3900)
___LIT 211 – Intro to Poetry (H3903)
___LIT 212 – Modern Fiction (H3901)
___LIT 213 – Intro to Drama (H3902)
___LIT 214 – British Literature I (H3912)
___LIT 215 – British Literature II (H3913)
___LIT 216 – American Literature I (H3914)

___LIT 217 – American Literature II (H3915)
___LIT 218 – World Literature (H3906)
___LIT 219 – Cont Multicultural Literature (H3910)
___LIT 220 – Literature and Gender (H3911D)
___LIT 221 – African American Literature (H3910D)
___PHI 215 – Intro to Philosophy (H4900)
___PHI 216 – Logic (H4906)
___PHI 218 – Intro to Ethics and Values (H4904)
___PHI 219 – Religion in American Society (H5905)

Social Sciences 9 hours minimum (Taken from 2 different disciplines)

___ECO 211 – Intro to Macro (S3901)
___ECO 212 – Intro to Micro (S3902)
___GOV 117 – Intro to Am Gov (S5900)
___HIS 116 – West Civ to 1715 (S2902)
___HIS 117 – West Civ from 1715 (S2903)
___HIS 121 – World Hist Beg-1450 (S2912N)
___HIS 122 – World Hist fro 1450 (S2913N)
___HIS 214 – History of US to 1877 (S2900)

___HIS 215 – History of US from 1877 (S2901)
___HIS 217 – History of Eastern Civ (S2920N)
___PSY 211 – Intro to Psychology (S6900)
___PSY 216 – Social Psychology (S8900)
___PSY 217 – Dev Psy: Lifespan (S6902)
___PSY 218 – Child Psychology (S6903)

___SOC 212 – Sociology (S7900)
___SOC 217 – Marriage and Family (S7902)
___SOC 218 – Cultural Diversity (S7903)

Mathematics AA: 3 hours minimum (Must test out of or take MAT 0039/0041/0043)

___MAT 110 – Gen Education Math (M1904)
___MAT 112 – Math Elem. Teach II (M1903)
___MAT 113 – Quantitative Literacy (M1901)

___MAT 119 – Finite Mathematics (M1906)
___MAT 209 – Calculus I (M1900-I)
___MAT 210 – Gen Elem. Statistics (M1902)

___MAT 211 – Calculus II (M1900-2)
___MAT 212 – Calculus III (M1900-3)
___MAT 215 – App Calc for Bus & Soc Sci (M1900B)

Sciences AA: 7-8 hours minimum (Must include at least 1 life and 1 physical. At least one class must contain a lab)

Life Sciences

___BIO 111 – Intro to Biology (L1900L)
___BIO 115 – Human Biology (L1904L)
___BIO 211 – Ecology ((L1905)
___CHE 111 – Inorg, Org and Bio I (LP900L)

Physical Sciences

___AST 111 – Introduction to Ast (P1906L)
___CHE 111 – Inorg, Org and Bio I (LP900L)
___CHE 114 – Inorganic Chemistry I (P1902L)
___GEO 213 – Geology (P1907L)
___GEO 215 – Intro to Envir Geology (P1908L)

___GRY 214 – Intro to Physical Geo (P1909)
___PHY 116 – College Physics I (P1900L)
___PHY 120 – Intro to Real World Phy (P1900)
___PHY 216 – University Physics I (P2900L)

Electives (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.

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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.

Communications 9 hours minimum Must earn at least a "C" in each course to graduate (Must either test out of or take ENG 0041/0047/0048)

___ ENG 111 – English Composition I (C1900) ___ ENG 112 – English Composition II (C1901R) ___ SPC 111 – Speech (C2900)

Fine Arts/ Humanities 6 hours minimum (One course from the humanities area and one course from the fine arts area)

Choose One Course

___ ART 114 – Art Appreciation (F2900)
___ ART 117 – Art History Survey I (F2901)
___ ART 118 – Art History Survey II (F2902)
___ ART 227 – Afr Am Art & Artists (F2906)
___ MUS 115 – Music Appreciation (F1900)
___ MUS 130 – Intro to Am Music (F1904)
___ SPC 124 – Theater Appreciation (F1907)

Choose One Course

___ HIS 108 – 20th Cent Am History (H2905)
___ LIT 210 – Intro to Literature (H3900)
___ LIT 211 – Intro to Poetry (H3903)
___ LIT 212 – Modern Fiction (H3901)
___ LIT 213 – Intro to Drama (H3902)
___ LIT 214 – British Literature I (H3912)
___ LIT 215 – British Literature II (H3913)
___ LIT 216 – American Literature I (H3914)

___ LIT 217 – American Literature II (H3915)
___ LIT 218 – World Literature (H3906)
___ LIT 219 – Cont Multicultural Lit (H3910)
___ LIT 220 – Literature and Gender (H3911D)
___ LIT 221 – African American Lit (H3910D)
___ PHI 215 – Intro to Philosophy (H4900)
___ PHI 216 – Logic (H4906)
___ PHI 218 – Intro to Ethics and Values (H4904)
___ PHI 219 – Religion in Am Society (H5905)

Social Sciences 6 Hours minimum (Taken from 2 different disciplines)

___ ECO 211 – Intro to Macroecon (S3901) ___ HIS 215 – History of US from 1877 (S2901) ___ SOC 212 – Sociology (S7900)
___ ECO 212 – Intro to Microecon (S3902) ___ HIS 217 – History of Eastern Civ (S2920N) ___ SOC 217 – Marriage and Family (S7902)
___ GOV 117 – Intro to Am Gov (S5900) ___ PSY 211 – Intro to Psychology (S6900) ___ SOC 218 – Cultural Diversity (S7903)
___ HIS 116 – Western Civ to 1715 (S2902) ___ PSY 216 – Social Psychology (S8900)
___ HIS 117 – West Civ from 1715 (S2903) ___ PSY 217 – Dev Psy: Lifespan (S6902)
___ HIS 121 – World Hist Beg-1450 (S2912N) ___ PSY 218 – Child Psychology (S6903)
___ HIS 122 – World His from 1450 (S2913N)
___ HIS 214 – History of US to 1877 (S2900)

****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.**

Mathematics AS: 2-3 courses with a minimum of 6 Hours (Must test out of or take MAT 0039/0041/0043)

___ MAT 110 – Gen Education Math (M1904) ___ MAT 119 – Finite Mathematics (M1906) ___ MAT 211 – Calculus II (M1900-2)
___ MAT 112 – Math Elem. Teach II (M1903) ___ MAT 209 – Calculus I (M1900-I) ___ MAT 212 – Calculus III (M1900-3)
___ MAT 113 – Quantitative Literacy (M1901) ___ MAT 210 – Gen Elem. Statistics (M1902) ___ MAT 215 – App Calc for Bus & Soc Sci (M1900B)

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 (L1900L)
___ BIO 115 – Human Biology (L1904L)
___ BIO 211 – Ecology ((L1905)
___ CHE 111 – Inorg, Org and Bio I (LP900L)

Physical Sciences

___ AST 111 – Intro to Astronomy (P1906L) ___ GRY 214 – Intro to Physical Geog (P1909)
___ CHE 111 – Inorg, Org and Bio I (LP900L) ___ PHY 116 – College Physics I (P1900L)
___ CHE 114 – Inorganic Chemistry I (P1902L) ___ PHY 120 – Intro to Real World Phy (P1900)
___ GEO 213 – Geology (P1907L) ___ PHY 216 – University Physics I (P2900L)
___ GEO 215 – Intro to Envir Geology (P1908L)

Electives (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.

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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 from 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.

Communications 9 hours minimum Must earn at least a C in each course to graduate (Must either test out of or take ENG 0041/0047/0048)

___ENG 111 – English Composition I (C1900) ___ENG 112 – English Composition II (C1901R) ___SPC 111 – Speech (C2900)

Fine Arts/Humanities 3 hours minimum

___ART 114 – Art Appreciation (F2900)	___HIS 108 – 20th Cent Am History (H2905)	___LIT 217 – American Literature II (H3915)
___ART 117 – Art History Survey I (F2901)	___LIT 210 – Intro to Literature (H3900)	___LIT 218 – World Literature (H3906)
___ART 118 – Art History Survey II (F2902)	___LIT 211 – Intro to Poetry (H3903)	___LIT 219 – Cont Multicultural Lit (H3910)
___ART 227 – African Am Art & Artists (F2906)	___LIT 212 – Modern Fiction (H3901)	___LIT 220 – Literature and Gender (H3911D)
___MUS 115 – Music Appreciation (F1900)	___LIT 213 – Intro to Drama (H3902)	___LIT 221 – African American Lit (H3910D)
___MUS 130 – Intro to American Music (F1904)	___LIT 214 – British Literature I (H3912)	___PHI 215 – Intro to Philosophy (H4900)
___SPC 124 – Theater Appreciation (F1907)	___LIT 215 – British Literature II (H3913)	___PHI 216 – Logic (H4906)
	___LIT 216 – American Literature I (H3914)	___PHI 218 – Intro to Ethics & Values (H4904)
		___PHI 219 – Religion in Am Society (H5905)

Social Sciences 3 hours minimum

___ECO 211 – Intro to Macroeconomics (S3901)	___HIS 215 – History of US from 1877 (S2901)	___SOC 212 – Sociology (S7900)
___ECO 212 – Intro to Microeconomics (S3902)	___HIS 217 – History of Eastern Civ (S2920N)	___SOC 217 – Marriage and Family (S7902)
___GOV 117 – Intro to American Gov (S5900)	___PSY 211 – Intro to Psychology (S6900)	___SOC 218 – Cultural Diversity (S7903)
___HIS 116 – Western Civ to 1715 (S2902)	___PSY 216 – Social Psychology (S8900)	
___HIS 117 – Western Civ from 1715 (S2903)	___PSY 217 – Dev Psy: Lifespan (S6902)	
___HIS 121 – World History Beg-1450 (S2912N)	___PSY 218 – Child Psychology (S6903)	
___HIS 122 – World History from 1450 (S2913N)		
___HIS 214 – History of US to 1877 (S2900)		

Mathematics 3 hours minimum (Must test out of or take MAT 0039/0041/0043)

___MAT 110 – Gen Education Math (M1904)	___MAT 118 – Trigonometry	___MAT 211 – Calculus II (M1900-2)
___MAT 111 – Math for Elem Teachers I	___MAT 119 – Finite Mathematics (M1906)	___MAT 212 – Calculus III (M1900-3)
___MAT 112 – Math Elem. Teach II (M1903)	___MAT 209 – Calculus I (M1900-I)	___MAT 215 – App Calc for Bus & Soc Sci (M1900B)
___MAT 113 – Quant Literacy (M1901)	___MAT 210 – General Elem. Stat (M1902)	
___MAT 115 – Pre-Calculus	___MAT 121 – Technical Mathematics	
___MAT 116 – College Algebra	___MAT 122 – Applied Basic Mathematics	

Sciences 3 hours minimum

___AST 111 – Intro to Astronomy (P1906L)	___BIO 214 – Field Biology	___GEO 215 – Intro to Envir Geology (P1908L)
___BIO 111 – Intro to Biology (L1900L)	___BIO 215 – Intro. to Human Physiology	___GRY 214 – Intro to Physical Geography (P1909)
___BIO 115 – Human Biology (L1904L)	___BIO 216 – Survey of the Animal Kingdom	___PHY 116 – College Physics I (P1900L)
___BIO 210 – Intro. to Human Anatomy	___BIO 218 – Intro. to Microbiology	___PHY 120 – Intro to Real World Physics (P1900)
___BIO 211 – Ecology ((L1905)	___CHE 111 – Inorg, Org and Bio I (LP900L)	___PHY 216 – University Physics I (P2900L)
___BIO 212 – Anatomy & Physiology	___CHE 114 – Inorganic Chemistry I (P1902L)	
___BIO 213 – Botany	___GEO 213 – Geology (P1907L)	

Electives (43 hours) - Total Hours for the AGS degree must equal 64 hours. Developmental courses will not count as electives for any degree.

___	___	___	___	___
___	___	___	___	___
___	___	___	___	___
___	___	___	___	___
___	___	___	___	___

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
Gerontology Aide
Massage Therapy
Medical Biller
Medical Coder
Medical Coding Specialist
Medical Office Assistant***

NOTE: See pages 84-87 for Surgical Technology,
Medical Lab Technologist, and Occupational Therapy Assistant programs

PRACTICAL NURSING (One-Year Certificate)

(PN 2127) Minimum 47 hours

ELIGIBILITY

The Practical Nursing Program has specific admission requirements due to enrollment limitations imposed by physical facilities, state requirements, and related criteria. **See the Practical Nursing admission information in the college catalog and obtain the Practical Nurse Admission Packet from the Nursing Office or college website for specific admission requirements and application procedure.** Application and TEAS Test Deadline is the end of March for classes beginning in the Summer Semester.

Note: Preference will be given to residents of Shawnee Community College, District # 531.

Prerequisites		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
TOTAL HOURS		13/13.5

*If CPR certification is not current.

Full Time Cohort

First Semester – Summer		Credit Hours
PN 101	Nursing Orientation	1
PN 121	Fundamentals of Nursing	2
PN 128	Nursing Procedures	2
PN 125	Introduction to Mental Health	1
TOTAL HOURS		6

Second Semester – Fall		Credit Hours
PN 114	Growth and Development	2
PN 115	Clinical Nursing I	2
PN 116	Clinical Nursing II	3
PN 126	Introduction to Pharmacology	3
PN 129	Medical-Surgical Nursing I	3
PN 170	Geriatric Nursing	1
TOTAL HOURS		14

Third Semester – Spring		Credit Hours
PN 117	Obstetric Clinical	1
PN 119	Clinical Nursing III	3
PN 131	Nursing Care of Mother and Newborn	2
PN 132	Nursing Care of the Child	2
PN 133	Pharmacology	2
PN 137	Medical-Surgical Nursing II	2
TOTAL HOURS		12

Program Completion

Credit Hours from General Education Classes	13/13.5
Credit Hours from LPN Core Classes	32
TOTAL HOURS	45/45.5

NOTE: The LPN Program can also be done part-time over six semesters.

Part Time Cohort

First Semester – Summer (Year 1)		Credit Hours
PN 101	Nursing Orientation	1
PN 121	Fund. Of Nursing	2
PN 128	Nursing Procedures	2
PN 125	Introduction to Mental Health	1
TOTAL HOURS		6

Second Semester – Fall (Year 1)		Credit Hours
PN 126	Introduction to Pharmacology	3
PN 129	Medical-Surgical Nursing I	3
PN 115	Clinical Nursing I (<i>First 8 weeks</i>)	2
TOTAL HOURS		8

Third Semester – Spring (Year 1)		Credit Hours
PN 117	OB Clinical	1
PN 131	Nursing Care of Mother and Newborn	2
PN 132	Nursing Care of the Child	1
PN 133	Pharmacology	2
TOTAL HOURS		6

Fourth Semester – Fall (Year 2)		Credit Hours
PN 116	Clinical Nursing II (<i>Second 8 weeks</i>)	3
PN 170	Geriatric Nursing	1
PN 114	Growth and Development	2
TOTAL HOURS		6

Fifth Semester – Spring (Year 2)		Credit Hours
PN 137	Medical-Surgical II	2
PN 119	Clinical Nursing III	3
TOTAL HOURS		6

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.

O*NET Links: www.onetonline.org
SOC Codes: 29-2061.00

ASSOCIATE DEGREE NURSING (AAS Degree)

(RN 2227)

Minimum 67 hours

ELIGIBILITY

The Associate Degree Nursing Program has specific admission requirements due to enrollment limitations imposed by physical facilities, state requirements, and related criteria. Acceptance to the Associate Degree Nursing Program requires that the applicant have an unencumbered LPN license or currently enrolled in an approved LPN program with a graduation date prior to the start of summer classes. To continue after the first semester, an unencumbered LPN license is required. **Please review the Associate Degree Nursing admission information in the college catalog and obtain the Associate Degree Admission Packet from the Nursing Office or college website for specific admission requirements and application procedure.** Application and TEAS Test Deadline is the end of March for classes beginning in the Fall Semester. Twenty LPN program hours will be applied to the ADN program hours. **Note: Preference will be given to residents of Shawnee Community College, District # 531.**

First Semester		Credit Hours
BIO 215	Physiology	4
BIO 218	Microbiology	4
ENG 112	English Composition II	3
	Humanities/Social Science elective	3
TOTAL HOURS		14

Full Time Cohort

Summer Semester		Credit Hours
ADN 201	Nursing Orientation	1
TOTAL HOURS		1

Fall Semester		Credit Hours
ADN239	Transitions to Professional Nursing Practice	3
ADN222	Medical-Surgical I Theory	3
ADN223	Medical-Surgical Nursing I Clinical	2
ADN224	Nursing Care of Mother and Child I Theory	3
ADN 225	Nursing Care of Mother and Child Clinical	2
TOTAL HOURS		13

Spring Semester		Credit Hours
ADN241	Medical-Surgical Nursing II Theory	3
ADN242	Medical-Surgical Nursing II Clinical	2
ADN240	Introduction to Nursing Informatics	1
ADN237	Mental Health Nursing Theory	2
ADN243	Mental Health Nursing Clinical	2
ADN229	Community Based Nursing	2
ADN227	Healthcare Diversity	1
TOTAL HOURS		13

Summer Semester		Credit Hours
ADN 245	Medical-Surgical Nursing III	3
ADN 246	Medical-Surgical Nursing III Clinical	2
ADN 232	Nursing Today and Tomorrow	1
Total Hours		6

Part Time Cohort

First Year

Fall Semester		Credit Hours
ADN 239	Transitioning to Professional Nursing Practice	3
ADN 222	Medical-Surgical I Theory	3
ADN 223	Medical-Surgical Nursing I Clinical	3
TOTAL HOURS		8

Spring Semester		Credit Hours
ADN 241	Medical-Surgical Nursing II Theory	3
ADN 242	Medical Surgical Nursing II Clinic	2
ADN 227	Healthcare Diversity	1
TOTAL HOURS		5

Second Year

Fall Semester		Credit Hours
ADN 224	Nursing Care of the Mother and Child Theory	3
ADN 225	Nursing Care of Mother and Child Clinical	2
TOTAL HOURS		5

Spring Semester		Credit Hours
ADN 237	Mental Health Nursing Lecture	2
ADN 243	Mental Health Nursing Clinical	2
ADN 229	Community-Based Nursing	2
ADN 240	Introduction to Nursing Informatics	1
TOTAL HOURS		7

Summer Semester		Credit Hours
ADN 245	Medical-Surgical Nursing III Theory	3
ADN 246	Medical-Surgical Nursing III Clinical	2
ADN 232	Nursing Today and Tomorrow	1
TOTAL HOURS		6

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

SOC Codes: 29-1141.00



Gerontology Aide (Less-Than-One-Year Certificate)

(HCM 1101) Minimum 16.5 hours

Mary Smith | (618) 634-3285 | marysm@shawneecc.edu

This program is designed to prepare individuals to be Gerontology Aides, or provide the credentialing for individuals in the field who wish to add Gerontology Aide coursework to their credentials. A gerontology aide will work in a variety of locations including patient's homes, nursing homes, retirement communities, hospitals, human service agencies, and group homes. Students will learn to draw blood, understand the holistic, physiology and psychology of the aging process, the social service industry that works with the aging population, and medical terminology.

CNA 120	Basic Nurse Assistant	6
CPR 120	Cardiopulmonary Resuscitation	.5
PHB 120	Phlebotomy	2
CNA 100	Medical Terminology Basics	3
CNA 121	Holistic Care of the Aging	3
SW 0126	Social Work and the Aging Population	3
	Total	16.5

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 18 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 Nurse's 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

SOC Codes: 31-1014.00



CERTIFIED NURSE ASSISTANT (Less-Than-One-Year Certificate)

(PN 2126)

Minimum 6.5 hours

Mary Smith | (618) 634-3285 | marysm@shawneecc.edu

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
TOTAL HOURS		6.5

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

SOC Codes: 31-1014.00

MESSAGE THERAPY (One-Year Certificate)

(MTP 2141)

Minimum 33 hours

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

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
TOTAL HOURS		13

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
TOTAL HOURS		14

SUMMER SEMESTER		Credit Hours
MTP 130	Massage Therapy Techniques III	3
MTP 131	Massage Therapy Kinesiology	3
TOTAL HOURS		6

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 SOC Codes: 31-9011.00

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

Nancy Gammons | (618) 634-3273 | nancyg@shawneecc.edu

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
TOTAL HOURS		5

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
TOTAL HOURS		6

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

Nancy Gammons | (618) 634-3273 | nancyg@shawneecc.edu

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
TOTAL HOURS		5

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 209	Advanced Physician Coding	4
TOTAL HOURS		7



MEDICAL CODING SPECIALIST (One-Year Certificate)

(HIT 2224) Minimum 33 hours

Nancy Gammons | (618) 634-3273 | nancyg@shawneecc.edu

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
TOTAL HOURS		15

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
TOTAL HOURS		18

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

SOC Codes: 29-2071.00

MEDICAL OFFICE ASSISTANT (One-Year Certificate)

(MRS 2102) Minimum 32 hours

Nancy Gammons | (618) 634-3273 | nancyg@shawneecc.edu

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
TOTAL HOURS		18

SPRING SEMESTER		Credit Hours
ENG 124 or ENG 111	Technical Comm. I or English 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
TOTAL HOURS		14

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

SOC Codes: 29-2071.00

BUSINESS, OCCUPATIONAL, AND TECHNICAL PROGRAMS OF STUDY

Less-Than-One-Year Certificate

Auto Body * Automotive Maintenance and Light Repair * Basic Residential Electricity *
Cosmetology Instructor Training * Diesel Technology * Basic Heating and Air Conditioning *
Internet and Computing Core Prep * Microsoft Office Prep * Nail Technology * Truck Driving *
Unmanned Aircraft Systems * Welding (Arc, Gas, Tig, Pipe, Mig)

One-Year Certificate

Office Assistant * Automotive Technician Assistant * Cosmetology * Criminal Justice * Welding

Two-Year Degree (AAS)

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

Phyllis Sander | (618) 634-3334 | phylliss@shawneecc.edu

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
TOTAL HOURS		13/14

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
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
BUS 232	Supervision	3
BUS 215	Legal & Social Environment of Business	3
ECO 211	Introduction to Macroeconomics	3
IAI Physical Science	IAI Physical Science (see below)	3/4
IAI Humanities	IAI Humanities (see below)	3
TOTAL HOURS		15/16

SPRING SEMESTER		Credit Hours
ACC 223	Tax Accounting	3
BUS 211	Intro to Finance	3
BUS 225	Business Communication	3
ECO 212	Introduction to Microeconomics	3
IAI Fine Art	IAI Fine Art (see below)	3
TOTAL HOURS		15

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 I
___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

SOC Codes: 43-3031.00

ADMINISTRATIVE ASSISTANT (AAS Degree)
(SEC 2207) Minimum 62 hours

Phyllis Sander | (618) 634-3334 | phylliss@shawneecc.edu

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
TOTAL HOURS		14

SPRING SEMESTER		Credit Hours
COM 190	Microsoft Publisher	1
COM 280	Microsoft Word	2
PSY 211	Intro to Psychology	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
TOTAL HOURS		15/16

Second Year

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
BUS 214	Business Law	3
COM 281	Microsoft Excel	2
IMS 128	Machine Transcription	3
IMS 223	Document Production	3
IMS 226	Administrative Support Procedures	3
TOTAL HOURS		17/18

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
BUS 230	Human Resource Management	3
COM 283	Microsoft Access	2
ECO 211 or ECO 212	Introduction to Macroeconomics or Introduction to Microeconomics	3
IMS 227	Office Information Processing I	3
IMS 192	Administrative Assistant Internship	2
TOTAL HOURS		16

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
SOC Codes: 43-6014

AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)

(AGR 2215) Minimum 60 hours

Dr. Mary Fisher | (618) 634-3264 | maryf@shawneecc.edu

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
TOTAL HOURS		14

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
TOTAL HOURS		18

Second Year

FALL SEMESTER		Credit Hours
AGR 111	Introduction to Horticulture	3
**AGR 228	Wildlife Management	3
	Elective(s)	4
	Humanities Elective	3
TOTAL HOURS		13

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	Introduction to Macroeconomics or Introduction to Microeconomics	3
AGR 197	Supervised Occupational Experience	2
TOTAL HOURS		15

*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

SOC Codes: 11-9013.00

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
TOTAL HOURS		16

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
TOTAL HOURS		15

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
TOTAL HOURS		15

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
TOTAL HOURS		15

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.

		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
TOTAL HOURS		16

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.

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
TOTAL HOURS		16

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 & AC	3
TOTAL HOURS		15

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 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.

O*NET Links: www.onetonline.org
SOC Codes 49-3021

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

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.

		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
Total Hours		17

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
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 60 hours

Phyllis Sander | (618) 634-3334 | phylliss@shawneecc.edu

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.

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 128	Intro to Management	3
COM 111	Business Computer Systems	4
BUS 210	Principles of Management	3
COM 281	Microsoft Excel	2
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
BUS 215	Legal & Social Environment of Business	3
BUS 230	Human Resource Management	3
MAT 0116	College Algebra	4
SPC 111	Speech	3
TOTAL HOURS		17

FALL SEMESTER		Credit Hours
BUS 116	Principles of Marketing	3
ECO 211	Intro to Macroeconomics	3
BUS 232	Supervision	3
MAT 210	General Elementary Statistics	4
TOTAL HOURS		13

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
BUS 211	Intro to Finance	3
ECO 212	Intro to Microeconomics	3
ENG 111	English Composition I	3
BUS 195	Mid-Management Internship	2
TOTAL HOURS		14

Possible Career Opportunities

Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Plant Manager, Plant Superintendent, Production Manager, Store Manager

O*NET Links: www.onetonline.org
SOC Codes: 11-1021.00



COMPUTER SYSTEM AND SECURITY SPECIALIST (AAS Degree)

(COM 2221) Minimum 65 hours

Sherrie Malone | (618) 634-3229 | sherriem@shawneecc.edu

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.

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 189	Networking Technologies	3
COM 225	Systems Analysis	3
MAT 110 or MAT 210	General Education Mathematics or General Elementary Statistics	4
TOTAL HOURS		18

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
TOTAL HOURS		15

FALL SEMESTER		Credit Hours
COM 218	Security + Certification	3
COM 227	Database Management Systems	3
COM 231	C-Programming	3
COM 244	A+ Certification	3
ENG 111	English Composition	3
TOTAL HOURS		15

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	Introduction to Macroeconomics or Introduction to Microeconomics	3
PSY 211	Introduction to Psychology	3
COM 196	Computer Systems Internship	2
TOTAL HOURS		17

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

SOC Codes: 15-1121.00



Dr. Gregory Mason, Dean of Adult Basic & Continuing Education
618-634-3325
gregm@shawneecc.edu

Dr. Kristin Shelby, Dean of Academic Affairs & Student Learning
618-634-3240
kristins@shawneecc.edu

CONSTRUCTION MANAGEMENT (AAS Degree)
(CMT 2005) Minimum 62 Hours

This is a restricted entry program. Students must first be accepted as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program. This is a cohort-based program where all LBR-prefix courses are taken with the union according to the apprenticeship cycle. General education courses are taken with SCC.

YEAR 1 Spring & Fall		
Shawnee Community College courses & Applied Concentration (apprenticeship in session)		
April - June	LBR 140 - New Apprentice - Craft Orientation (applied)	3 Credits
April - June	MAT 121 - Technical Mathematics	3 Credits
June - October	COM 111 - Business and Computer Systems	4 Credits
April - November	LBR 142 - Mason Tending	3 Credits
	LBR 144 - Asphalt Technology & Construction	3 Credits
	LBR 148 - Blueprint Reading	3 Credits
	LBR 146 - Concrete Specialist 1	3 Credits
(apprenticeship out of session)		
November - January	ENG 111 - English Composition 1	3 Credits
	OSH 101 - Introduction to Workplace Safety	1 Credits
Shawnee Community College Courses (apprenticeship out of session)		
January - April	ENG 112 - English Composition 2	3 Credits
	BUS 112 - Leadership Principles	2 Credits
YEAR 2 Spring & Fall		
Shawnee Community College courses (apprenticeship in session)		
April - June	BUS 128 - Introduction to Management	3 Credits
	OSH 102 - OSHA 30 Hour General Industry	2 Credits
Applied Concentration (apprenticeship curriculum)		
April - November	LBR 240 - Asbestos Worker (including lead awareness)	3 Credits
	LBR 242 - Principles of Pipe Laying	3 Credits
	LBR 244 - Concrete Specialist 2	3 Credits
Shawnee Community College courses (Apprenticeship out of session)		
November - January	BUS 195 - Mid-Management Internship	2 Credits
	BUS 210 - Principles of Management	3 Credits
YEAR 3 Spring & Fall		
April - June	BUS 232 - Supervision	3 Credits
	SPC 210 - Interpersonal Communication	3 Credits
April - November	LBR 246 - Bridge Construction, Renovation, & Demolition	3 Credits
	LBR 248 - Hazardous Waste Operations	3 Credits

COSMETOLOGY (One-Year Certificate)

(COS 2139) Minimum 40 hours

Wendy Harris | (618) 634-3253 | wendyh@shawneec.edu

This certificate program is designed to provide Cosmetology students with the basic knowledge and skills required by the Illinois Department of Financial and Professional Regulations for licensure. A minimum of 1500 contact hours and 40 semester hours of college credit are required for the completion of this program.

FIRST 8 WEEKS		Credit Hours
COS 150	Cosmetology Theory I	2
COS 151	Cosmetology Lab I	6
TOTAL HOURS		8
SECOND 8 WEEKS		Credit Hours
COS 152	Cosmetology Theory II	2
COS 153	Cosmetology Lab II	6
TOTAL HOURS		8
THIRD 8 WEEKS		Credit Hours
COS 154	Cosmetology Theory III	2
COS 155	Cosmetology Lab III	6
TOTAL HOURS		8

FOURTH 8 WEEKS		Credit Hours
COS 156	Cosmetology Theory IV	2
COS 157	Cosmetology Lab IV	6
TOTAL HOURS		8
FIFTH 8 WEEKS		Credit Hours
COS 160	Cosmetology Internship	2
COS 159	Cosmetology V	6
TOTAL HOURS		8

Upon successful completion of the Cosmetology program, students will be required to pass the Illinois Department of Financial and Professional Regulations Cosmetology Examination for licensure.

COSMETOLOGY INSTRUCTOR TRAINING (Less-Than-One-Year Certificate)

(COS 2169) Minimum 24 hours

Wendy Harris | (618) 634-3253 | wendyh@shawneec.edu

The Cosmetology Instructor Training program is designed to provide experienced licensed Cosmetologists with the required hours, skills, and knowledge required by IDFP and BECENT act to become a licensed cosmetology instructor.

		Credit Hours
COS 220	Cosmetology Instructor Training I	12
COS 221	Cosmetology Instructor Training II	12
TOTAL HOURS		24

Upon successful completion of this program, students will be required to pass the Illinois Department of Financial and Professional Regulations Cosmetology Instructor Examination for licensure.

Possible Career Opportunities: Cosmetologist, Hairstylist, Hair Stylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist, Nail Technician

O*NET Links: www.onetonline.org
SOC Codes: 39-5012.00



CRIMINAL JUSTICE (One-Year Certificate)

(CJ 2119) Minimum 30 hours

Paul Echols | (618) 634-3225 | paule@shawneecc.edu

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	Introduction to Criminal Justice	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
CJ 113	Ethics in Criminal Justice	3
TOTAL HOURS		15

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 ENG 221	English Composition II or Technical Communication II	3
SOC 212	Sociology	3
TOTAL HOURS		15

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

SOC Codes: 33-3021.01, 33-3051.01

CRIMINAL JUSTICE (AAS Degree)

(CJ 2120) Minimum 61 hours

Paul Echols | (618) 634-3225 | paule@shawneecc.edu

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	Introduction to Criminal Justice	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
CJ 113	Ethics in Criminal Justice	3
TOTAL HOURS		15

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 ENG 221	English Composition II or Technical Communication II	3
SOC 212	Sociology	3
TOTAL HOURS		15

Second Year

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

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
TOTAL HOURS		16

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 – Inorg, Org and Biochemistry I
___ CHE 114 – Inorganic Chemistry I
___ 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 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 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
TOTAL HOURS		14

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
TOTAL HOURS		15

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
SOC Codes: 49-3031-00



FISH AND WILDLIFE MANAGEMENT (AAS Degree)

(AGR 2216) Minimum 60 hours

Dr. Mary Fischer | (618) 634-3264 | maryf@shawneecc.edu

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.

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
TOTAL HOURS		12

SPRING SEMESTER		Credit Hours
AGR 112	Introduction to Crop Science	4
BIO 111 or BIO 213 or 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
TOTAL HOURS		18

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 MAT 116	General Education Mathematics or College Algebra	4
TOTAL HOURS		16

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
TOTAL HOURS		14

*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

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
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
TOTAL HOURS		14

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
TOTAL HOURS		14

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
TOTAL HOURS		14

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
TOTAL HOURS		14

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
TOTAL HOURS		17

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
TOTAL HOURS		15

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

SOC Codes: 49-9021

INFORMATION PROCESSING - TECHNOLOGY (AAS Degree)

(IMS 2209) Minimum 62 hours

Phyllis Sander | (618) 634-3334 | phylliss@shawneecc.edu

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
BUS 214	Business Law	3
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 281	Microsoft Excel	2
SEM 200	Career Decision Making	3
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
COM 222	Computer Logic	3
COM 265	Command Prompt – Windows	2
COM 280	Microsoft Word	2
ENG 24 or ENG 111	Technical Communication I or English Composition I	3
PSY 211	Intro to Psychology	3
SPC 111	Speech	3
TOTAL HOURS		16

Second Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
ENG 221 or ENG 111	Technical Communication I or English Composition I	3
COM 190	Microsoft Publisher	1
COM 225	Systems Analysis	3
COM 231 or COM 239	C Programming or JAVA Programming	3
TOTAL HOURS		14

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
BUS 215	Legal & Social Environment of Business	3
COM 283	Microsoft Access	2
ECO 0211	Intro to Microeconomics	3
IMS 0227	Office Information Processing I	3
IMS 197	Information Processing Internship	2
TOTAL HOURS		16

Possible Career Opportunities

Data Capture Specialist, Data Entry Clerk, Data Entry Machine Operator, Data Entry Operator, Data Entry Specialist, Data Transcriber, Fiscal Assistant, Records Clerk, Typist, Underwriting Support Specialist

O*NET Links: www.oneonline.org

SOC Codes: **43-9021.00**



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	3
TOTAL		7

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 associated with individuals achieving MOS Certification.

Fall Semester		Semester Hours
COM 111	Business Computer Systems	4
	*One of the below listed courses	2
TOTAL		5/6

*COM 280 – Microsoft Word, COM 281 – Microsoft Excel, COM 283 – Microsoft Access

Upon completion of the Microsoft Office Specialist Prep Certificate, the end user will 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.

NAIL TECHNOLOGY (Less-Than-One-Year Certificate)

(NLT 1128) Minimum 16 hours

Wendy Harris | (618) 634-3253 | wendyh@shawneecc.edu

The Nail Technology program prepares students for careers as manicurists and pedicurists. 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. Upon successful completion of the program, students will have gained the knowledge and skills necessary to take the Illinois Department of Financial and Professional Regulation licensing exam.

First 8 weeks		Credit Hours
NLT 130	Nail Technology Theory I	4
NLT 131	Nail Technology Lab I	4
Second 8 weeks		
NLT 140	Nail Technology Theory II	4
NLT 141	Nail Technology Lab II	4
TOTAL HOURS		16

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

SOC Codes: 39-5092.00



SOCIAL WORK (AAS Degree)

(SST 2201) Minimum 64 hours

Jesse Smith-Fulia | (618) 634-3249 | jesses@shawneecc.edu

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.

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
TOTAL HOURS		16

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
TOTAL HOURS		16

FALL SEMESTER		Credit Hours
BIO 111 or BIO 115	Introduction to Biology or Human Biology	4/5
ECO 211	Introduction to Macroeconomics	3
PSY 218	Child Psychology	3
PHI 218	Introduction to Ethics and Values	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		16/17

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
TOTAL HOURS		16

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 – 20th 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 – Contemp 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 – Intro to Macroeconomics
- ___ ECO 212 – Intro to Microeconomics
- ___ GOV 117 – American Government
- ___ HIS 116 – Western Civ to 1715
- ___ HIS 117 – Western Civ 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 – Dev Psychology: Lifespan
- ___ PSY 218 – Child Psychology
- ___ SOC 212 – Sociology

Multicultural Options

- ___ EDU 111 – Div 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, Inorg & Bio
- ___ CHE 114 – Inorganic Chemistry I
- ___ GEO 213 – Geology
- ___ GEO 215 – Intro to Env Geology
- ___ GRY 214 – Intro to Phys 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

SOC Codes: 21-1093

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

(TDR 2100) Minimum 16 hours

Kelly Jennings | (618) 634-3286 | kellyj@shawneecc.edu

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.

		Credit Hours
TDR 176	Truck Driving	12
TDR 198	Externship	4
TOTAL HOURS		16

Note: No minimum placement test required.

Admission Requirement

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

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

EDUCATION: High school diploma or 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.

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

SOC Codes: 53-3032

UNMANNED AIRCRAFT SYSTEMS

UAS 1000 Minimum 16 Hours

Dr. Mary Fisher | (618) 634-3264 | maryf@shawneecc.edu

This program provides entry-level training and/or support for students who seek entry-level employment, those seeking advancement, or cross-training opportunities for existing employees through specialized training in Unmanned Aircraft Systems.

		Semester Hours
UAS 213	Introduction to Unmanned Aircraft Systems	3
UAS 214	Introduction to Unmanned Aircraft Systems Laws	3
UAS 215	Introduction to Unmanned Aircraft Systems Applications and Technology	4
UAS 216	Unmanned Aircraft systems Part 107 Test Prep	4
UAS 217	Survey to Drone Technology	3
TOTAL		16

Possible Career Opportunities

Aerotriangulation Specialist, CAD Technician (Computer Aided Design Technician), Geospatial Analyst, Mapping Editor, Mapping Technician, Photogrammetric Compilation Specialist, Photogrammetric Stereo Compiler, Photogrammetric Technician, Stereoplotter Operator, Tax Map Technician

O*NET Links: www.onetonline.org

SOC Codes: 17.1021

WELDING - COMBINATION (One-Year Certificate)**(WEL 2147) Minimum 30 hours**

Randy Lingle | (618) 634-3240 | randyl@shawneecc.edu

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
TOTAL HOURS		15

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
TOTAL HOURS		15

ARC WELDING (Less-Than-One-Year Certificate)**(WEL 2192) Minimum 11 hours**

Randy Lingle | (618) 634-3240 | randyl@shawneecc.edu

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 123	Arc Welding I	3
WEL 124	Arc Welding II and Low Hydrogen	5
WEL 160	Introduction to Welding	3
TOTAL		11

GAS WELDING (Less-Than-One-Year Certificate)**(WEL 2193) Minimum 6 hours**

Randy Lingle | (618) 634-3240 | randyl@shawneecc.edu

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
TOTAL		6

TIG WELDING (Less-Than-One-Year Certificate)**(WEL 2194) Minimum 5 hours**

Randy Lingle | (618) 634-3240 | randyl@shawneecc.edu

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
TOTAL		5

PIPE WELDING (Less-Than-One-Year Certificate)

(WEL 2195) Minimum 14 hours

Randy Lingle | (618) 634-3240 | randyl@shawneecc.edu

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 123	Arc Welding I	3
WEL 124	Arc Welding II and Low Hydrogen	3
WEL 128	Pipe Welding	3
WEL 160	Introduction to Welding	3
TOTAL		14

MIG WELDING (Less-Than-One-Year Certificate)

(WEL 2196) Minimum 6 hours

Randy Lingle | (618) 634-3240 | randyl@shawneecc.edu

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
TOTAL		6

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

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 Technologist
Occupational Therapy Assistant Technology

Admission Requirements

1. Graduate from an approved high school or demonstrate high school equivalent competency (G.E.D. examination).
2. Complete general admission procedures for Shawnee Community College. Note: Students can apply to only one community college for entrance into their desired program.
3. By March 1st, 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 twelve 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 SICCM 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

SURGICAL TECHNOLOGY (Certificate)

(ORT 5199) Minimum 38 hours

Jennifer Jordan | (618) 942-6902 | jjordan@siccm.com

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

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

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

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

Students must be certified in CPR 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

SOC Codes: 29-2055.00

MEDICAL LAB TECHNOLOGIST (AAS Degree)

(MLT 2204) Minimum 66 hours

Michelle Lampley | (618) 942-6902 | mlampley@siccm.com

The Medical Laboratory Technologist 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
TOTAL HOURS		15

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
TOTAL HOURS		18

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

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
TOTAL HOURS		12

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
TOTAL HOURS		15

*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

SOC Codes: 29-2011.00

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

(OTA 2237) Minimum 70 hours

Kim Langley | (618) 942-6902 | klangley@siccm.com

The Associate in Applied Science Degree in Occupational Therapy Assistant is offered at two community colleges through Southern Illinois Collegiate Common Market. 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

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
TOTAL HOURS		18

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
TOTAL HOURS		19

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

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
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
***OTA 217	Fieldwork Experience I	4.5
***OTA 218	Fieldwork Experience II	4.5
OTA 250	OT Administration	3
TOTAL HOURS		12

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.

Possible Career Opportunities

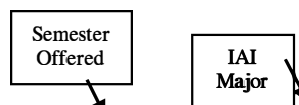
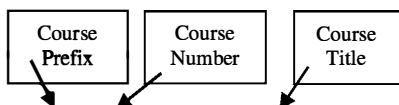
Acute Care Occupational Therapy Assistant, Certified Occupational Therapist Assistant (COTA), Certified Occupational Therapist Assistant/Licensed (COTA/L), Certified Occupational Therapy Assistant (COTA), Certified Occupational Therapy Assistant-Licensed (COTA-L), Licensed Occupational Therapy Assistant, 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

SOC Codes: 31-2011.00

COURSE DESCRIPTIONS





ACC-0111 Financial Accounting Transferable Course

(4.00 cr.) (Fall And/Or Spring) IAI Major: BUS903/

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.

Requisite courses: BUS-0124 or AGR-0145.

Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

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.

Requisite(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.

Transferable course

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 an adequate number of interested students.

PROGRAM TITLE

COURSE PREFIX

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
Construction Management.....	LBR
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
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
Unmanned Aircraft.....	UAS
Volunteer Service.....	VOL
Welding.....	WEL

Accounting

ACC-0111 Financial Accounting (4.00 cr.) (Fall and/or Spring) IAI Major: BUS903/ Transferable Course

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.

Requisite courses: BUS-0124 or AGR-0145.

Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ACC-0112 Managerial Accounting (4.00 cr.) (Spring Only) IAI Major: BUS904 / Transferable Course

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.

Requisite courses: ACC-0111.

ACC-0121 Payroll Accounting (2.00 cr.) (Spring Only)

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.

Requisite courses: BUS-0124.

ACC-0219 Quickbooks (2.00 cr.) (Fall Only – Even Years)

This course 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. Lecture (15.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ACC-0223 Tax Accounting (3.00 cr.) (Spring Only)

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. Lecture (45.00).

Requisite courses: ACC-0111.

Associate Degree in Nursing

ADN-0201 Nursing Orientation and Skills (1.00 cr.) (Summer Only)

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 demonstrate clinical nursing skills, 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. Lecture (15.00).

Requisite courses: Complete the LPN program with a 'C' or better.

ADN-0221 Neurological-Sensory Nursing (2.00 cr.) (Spring Only)

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. Lecture (15.00), Lab (30.00).

Requisite courses: ADN-0239 with a minimum grade of C.

ADN-0229 Community Based Nursing Care (2.00 cr.) (Fall Only)

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. Lecture (15.00), Lab (30.00).

Requisite courses: ADN-0201 with a minimum grade of C.

ADN-0230 Respiratory Nursing Intervention (2.00 cr.) (Spring Only)

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. Lecture (15.00), Lab (30.00).

Requisite courses: ADN-0201 with a minimum grade of C.

ADN-0231 Metabolic-Endocrine Nursing (2.00 cr.) (Spring Only)

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. Lecture (15.00), Lab (30.00).

Requisite courses: ADN-0201 with a minimum grade of C.

ADN-0232 Nursing Today and Tomorrow (1.00 cr.) (Spring Only)

This course is designed to teach 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. Lecture (7.50), Lab (15.00).

Requisite courses: ADN-0201 minimum grade of C.

ADN-0233 Maternal-Neonate Nursing Interv (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

ADN-0234 Pediatric Nursing Intervention (2.00 cr.) (Fall Only)

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. Lecture (15.00), Lab (30.00).

ADN-0235 Gastrointestinal/Genital-Urinary (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ADN-0201 with a minimum grade of C.

ADN-0236 Orthopedic-Derm Nursing (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ADN-0239 with a minimum grade of C.

ADN-0237 Psychiatric Nursing Interventions (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ADN-0239 with a minimum grade of C.

ADN-0238 Cardiovascular Nursing Interv (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ADN-0201 with a minimum grade of C.

ADN-0239 Intro to Conceptual Framework (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: BIO-0215 and ADN-0201 with a minimum grade of C.

ADN-0240 Intro to Nursing Informatics (1.00 cr.) (Spring Only)

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. Lecture (15.00).

Requisite courses: ADN-0201 with a minimum grade of C.

Agriculture

AGR-0101 Career Concepts (1.00 cr.)

Academic and career goal setting and planning for agriculture and natural resource students, discussion of issues in these fields and development of problem-solving and communication skills. Resume building and writing, transfer student applications, and job applications will be fully covered. Students will have the opportunity to develop an individual career plan. Lecture (15.00).

AGR-0103 Leadership in Agriculture (1.00 cr.) (Fall and/or 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. Lecture (15.00).

AGR-0111 Introduction to Horticulture (3.00 cr.) (Fall Only) IAI Major: AG905 / Transferable Course

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 the horticultural industries. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0112 Introduction to Crop Science (4.00 cr.) (Spring Only) IAI Major: AG903/ Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0113 Introduction to Soil Science (4.00 cr.) (Fall Only) IAI Major: AG904 / Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0115 Intro to Animal Science (4.00 cr.) (Spring Only) IAI Major: AG902 / Transferable Course

The application of the sciences of genetics, 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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0116 Agricultural Economics (3.00 cr.) (Fall Only) IAI Major: AG901 / Transferable Course

An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and complete versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0117 Conservation of Natural Resources (3.00 cr.) (Fall Only)

Conservation of Natural Resources is concerned with the study and conservation of our basic natural resources: air, water, soil, plants, animals, and minerals. The relationship of man and natural resources is emphasized. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0145 Intro to Agribusiness Management (3.00 cr.) (Spring Only) Transferable Course

This course will cover the characteristics of our economic system and basic economic concepts. The course will serve as a survey of the farm and ranch, its organizational and management structure, and operation within the marketing system. Functional and institutional aspects of agricultural finance and government farm programs will also be covered. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0194 Indep Study in Natl Resources (1.00 cr.) (By Request)

This is a supervised independent study in a Natural Resource related field or topic. Students will submit a project or research proposal and carry it out under the supervision and guidance of an assigned instructor. Lecture (15.00).

AGR-0197 Supervised Occupational Experience (2.00 cr.)

This course is designed to give students practical work experience in a position similar to one for which the program is designed. Each student is required to complete 150 hours at a worksite during the semester. Lab (300.00).

AGR-0211 Technology In Agriculture (3.00 cr.) (Spring Only)

This course will focus on the different types of emerging technologies that have been created and developed in recent years. Emphasis will be placed on GPS, GIS, VRT, automation and other advancement in the field of agriculture. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0224 Agricultural Mechanization (3.00 cr.) (By Request)

An introduction to agricultural construction, fabrication, power and machinery covering basic applications in engines, calibrations, electrification, structures, metallurgy, tool identification and conservation structures. A strong emphasis is placed on safety and application of learned procedures. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0225 Introduction to Forestry (3.00 cr.) (Fall Only, Odd Years) Transferable Course

A fundamental study of forestry, including tree identification, importance, measurement and production techniques. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0228 Wildlife Management (3.00 cr.) (Fall Only, Even Years)

A study of the balance of nature, habitat improvement, and control of wildlife and their predators. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0230 Agricultural Chemicals (3.00 cr.) (Spring Only)

A study of the role of chemicals in agriculture, including germicides, insecticides, seed treatments, and livestock chemicals. Identification of weeds and insects, as well as their prevention, control and eradication. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0235 Tree Identification Lab (2.00 cr.) (By Request)

This course provides field and laboratory identification of native and exotic trees, shrubs and woody vines using leaf, twig, bark, and fruit characteristics. Lab (30.00).

Requisite courses: Must take one of the 3 courses: BIO-0111, BIO-0213 or AGR-0112.

AGR-0238 Art Insemination of Cattle (1.00 cr.) (By Request)

This course will provide a basic understanding of reproductive anatomy and physiology, as well as train individuals to artificially inseminate beef or dairy cattle. Students will receive professional guidance, expert information and hands-on experience in actual insemination. Lecture (15.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

AGR-0239 Livestock Judging (3.00 cr.) (Fall Only, Even Years)

This course is a study of the desirable and economically important characteristics used in selecting, breeding and marketing livestock. Selection techniques as well as written and oral reasoning will be stressed. Lecture (15.00), Lab (60.00).

AGR-0240 Pract/Inter Livestock Judging (1.00 cr.) (Fall and/or 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. Lecture (15.00).

AGR-0272 Greenhouse Management (3.00 cr.) (By Request)

A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed. Lecture (30.00), Lab (30.00).

ART

ART-0111 Drawing I (3.00 cr.) (Fall Only) Transferable Course

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. Lecture (30.00), Lab (30.00).

ART-0112 Painting I (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (30.00), Lab (30.00).

ART-0113 Ceramics I (3.00 cr.) (Fall Only) Transferable Course

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. Lecture (30.00), Lab (30.00).

ART-0114 Art Appreciation (3.00 cr.) (Fall and/or Spring) IAI GECC: F2900 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0115 Fundamentals of Art: 2D Design (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0117 Art History Survey I (3.00 cr.) (By Request) IAI GECC: F2901 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0118 Art History Survey II (3.00 cr.) (By Request) IAI GECC: F2902 / Transferable Course

This course is an 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. Lecture (45.00).

Requisite courses: ART-0117.

ART-0119 Art in the Elementary School (3.00 cr.) (By Request) Transferable Course

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0120 Watercolor I (3.00 cr.) (By Request) Transferable Course

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0121 Fundamentals of Art: 3D Design (3.00 cr.) (Fall Only) Transferable Course

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0211 Drawing II (3.00 cr.) (Fall Only) Transferable Course

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. Lab (90.00).

Requisite courses: Complete ART-0111.

ART-0212 Painting II (3.00 cr.) (Spring Only) Transferable Course

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. Lab (90.00).

Requisite courses: Complete ART-0112.

ART-0213 Ceramics II (3.00 cr.) (Fall Only) Transferable Course

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. Lab (90.00).

Requisite courses: Complete ART-0113.

ART-0215 Fundamentals of Art: Adv. 2D (3.00 cr.) (Spring Only) Transferable Course

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. Lab (30.00), Lecture (30.00).

Requisite courses: Complete ART-0115.

ART-0216 Photography I (3.00 cr.) (Fall and/or Spring) Transferable Course

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. Lab (30.00), Lecture (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0217 Photography II (3.00 cr.) (Fall and/or Spring) Transferable Course

This is an advanced course which will emphasize the use of a 35 mm SLR and advanced darkroom techniques. Lab (30.00), Lecture (30.00).

Requisite courses: Complete ART-0216.

ART-0220 Watercolor II (3.00 cr.) (By Request) Transferable Course

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. Lab (30.00), Lecture (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ART-0221 Sculpture I (3.00 cr.) (Fall Only) Transferable Course

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. Lab (30.00), Lecture (30.00).

Requisite courses: Complete ART-0121.

ART-0227 African-American Art & Artists (3.00 cr.) (Spring Only) IAI GECC: F2906D / Transferable Course

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. Lecture (45.00).

Requisite courses: Complete ART-0114.

Astronomy

AST-0111 Introduction to Astronomy (4.00 cr.) (Fall and/or Spring) IAI GECC: P1906L / Transferable Course

This course is designed for students in any curriculum. Content includes 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 telescope and field glasses, together, with they study of approximately 20 constellations are included. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Automotive

AUT-0122 Engine Performance I (3.00 cr.) (Fall Only)

This course is a study of ignition systems. Computer and input sensors, distributor ignition systems, electronic ignition systems, and on-board diagnostic II systems. Lecture (30.00), Lab (30.00).

Requisite courses: Complete ENG-0047 with a minimum grade of C.

AUT-0129 Engine Performance II (3.00 cr.) (Spring Only)

This course is a study of basic fuel systems, intake and exhaust systems, emission control systems, computer-controlled carburetors, and electronic fuel injection. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C and AUT 0122.

AUT-0130 Auto Body I (3.00 cr.) (Fall and/or 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. Lecture (30.00), Lab (30.00).

AUT-0131 Auto Body II (3.00 cr.) (Fall and/or 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. Lecture (30.00), Lab (30.00).

Requisite courses: AUT-0130.

AUT-0132 Electrical/Electronics Systems (3.00 cr.) (Spring Only)

This course is a study of safety, basic theories, electrical components, wiring and circuit diagrams, automotive batteries, direct current motors and the starting systems, charging systems, lighting circuits, instrumentation, electrical accessories, and chassis electronic control systems. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0133 Automatic Transmission/Trans axial (3.00 cr.) (Spring Only)

This course is a study of safety, drive train theory, and general theories of operation, hydraulic torque multipliers, planetary gears and shafts, hydraulic systems and apply devices, and common automatic transmissions. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0135 Brakes (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0136 Suspension and Steering (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0137 Engine Repair (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0138 Manual Drive Train and Axles (3.00 cr.) (Spring Only)

This course is a study of safety, drive train theory, clutches, manual transmissions/transmission front drive axles, drive shafts, and universal joints, differentials and drive axles, four-wheel drive systems, drive train electrical and electronic systems. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0139 Auto Heating and Ac (3.00 cr.) (Spring Only)

This course is a study of auto air conditioning and heating, its history and purpose, its health and safety, its temperature and pressure fundamentals, the refrigeration system, system components, compress and clutches, system servicing, testing, and diagnosis, case and duct systems, retrofit systems, system controls, engine cooling and comfort heating system. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0150 Basic Diesel (3.00 cr.) (Fall Only)

This course will cover terminology and theory of various diesel engine systems. Students will learn operating principles, services and repair of modern diesel engines, troubleshooting, and diagnosis and repair procedures. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0197 Automotive Internship (10.00 cr.) (By Request)

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in this program. Each student is required to complete 150 hours at an approved worksite during the semester. Lab (150.00).

AUT-0225 Engine Performance/Comp I (3.00 cr.) (Fall Only)

This course is a study of a review of electric and electronics, computers in cars, common components, general motors' computer command control, general motors' electronic fuel injection, recent changes in general motors' engine controls. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

AUT-0230 Engine Performance/Comp II (3.00 cr.) (Fall Only)

This course is a continued study of computerized engine controls. Covered are Cadillac's digital fuel injection, Ford's microprocessor control unit, Ford's EEC I, EEC II, EEC III, Ford's electronic engine control (EEC IV), recent Ford Motor Company engine control systems, Chrysler's oxygen feedback system, Chrysler's single-point and multi-point fuel injection systems, Chrysler's multiplexing and computer developments, European (Bosch) engine control systems, Asian computer control systems, electronically controlled diesel engine systems. Lecture (30.00), Lab (30.00).

Requisite courses: AUT-0225 and ENG-0047 with a minimum grade of C.

AUT-0232 Adv Electrical/Electronic Sys (2.00 cr.) (Spring Only)

This course is the advanced study of safety, theories, electrical components, wiring and circuit diagrams, automotive batteries, direct current motors and the starting system, charging system, lighting circuits, instrumentation, electrical accessories and chassis electronic control systems. Lecture (30.00), Lab (30.00).

Requisite courses: ENG-0047 with a minimum grade of C.

Basic Electricity

BEL-0161 Basic Electricity I (3.00 cr.) (Fall Only)

This course is designed to assist the student in learning the necessary basic information on electrical devices and materials. The student will also study the theory of electrical circuits and their characteristics. Lecture (30.00), Lab (30.00).

Requisite courses: MAT-0041.

BEL-0162 Basic Electricity II (3.00 cr.) (Spring Only)

This course is a continuation of BEL 0161 with emphasis upon power sources, distribution and usage and includes single and three phase motors, generators, transformers, and other heavy duty power units. Lecture (30.00), Lab (30.00).

Requisite courses: BEL-0161.

BEL-0163 Conduit Bending & Fabrication (2.00 cr.) (Fall Only)

This course teaches the student how to use electrical conduit. It includes cutting, fitting, threading, and bending. Lecture (15.00), Lab (30.00).

BEL-0164 Electrical Safety (2.00 cr.) (Fall Only)

Electrical Safety requirements per OSHA and NFPA 70E standards. Lecture (30.00).

Requisite courses: Take BEL-0161.

BEL-0165 Residential Wiring (3.00 cr.) (Spring Only)

This course will teach the student basic techniques for residential electrical installations. It will include understanding and properly selecting the necessary devices, wiring, and conduit. It will include electricity safety, proper tool selection, and usage, troubleshooting problems, and remodeling. Lecture (30.00), Lab (30.00).

Requisite courses: BEL-0161 and BEL-0162.

BEL-0166 Codeology (2.00 cr.) (Spring Only)

This course teaches the student how to understand and use the National Electrical Code Book. Lecture (30.00).

Biology

BIO-0111 Introduction to Biology (4.00 cr.) IAI GECC: L1910L / Major: BIO910 Transferable Course

This course introduces the student to levels of organism complexity. The chemical basis of life, cellular structure and processes, and the basic anatomy and physiology of plants and animals will be studied. Basic genetics and how it applies to the heredity as well as an introduction to ecology, and environmental impacts related to humans will be addressed. Pros and cons of current and emerging technologies and their direct and indirect impact to society will be a central theme. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BIO-0115 Human Biology (5.00 cr.) (Fall and/or Spring) IAI GECC: L1904L / Transferable Course

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, and introduction of the structure and function of organ systems, DNA, genetic diseases, biotechnology and its application and impact of society. Lecture (60.00), Lab (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BIO-0210 Intro to Human Anatomy (4.00 cr.) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: BIO-0115 with minimum grade of C.

BIO-0211 Ecology (3.00 cr.) (Fall Only) IAI GECC: L1905 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BIO-0212 Anatomy and Physiology (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BIO-0213 Botany (4.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BIO-0214 Field Biology (2.00 cr.) (Fall and/or Spring) Transferable Course

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. Lecture (15.00), Lab (30.00).

BIO-0215 Intro to Human Physiology (4.00 cr.) (Fall and/or Spring) Transferable Course

Human physiology is the scientific basis of 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. Lecture (45.00), Lab (30.00).

Requisite courses: BIO-0210 with minimum grade of C.

BIO-0216 Survey of the Animal Kingdom (4.00 cr.) (Spring Only) Transferable Course

This course studies the basic principles of the structure, physiology, life cycles, taxonomy, ecology, and evolution of invertebrate and vertebrate animals. Lecture (45.00), Lab (30.00).

Requisite courses: BIO-0111 or BIO-0115.

BIO-0218 Introduction to Microbiology (4.00 cr.) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: BIO-0111 or BIO-0115 with a grade of "C" or better.

Business

BUS-0116 Principles of Marketing (3.00 cr.) (Fall and/or 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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0121 Basic Keyboarding (1.00 cr.) (By Request)

This course introduces the student to data entry fundamentals, including key to diskette stations. Lab (30.00).

BUS-0124 Bookkeeping (3.00 cr.)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0128 Intro to Management (3.00 cr.) (Fall And/Or Spring) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0129 Business Organization (2.00 cr.) (Fall Only)

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. Lecture (30.00).

BUS-0155 Personal Finance (3.00 cr.) (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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0195 Mid-Management Internship (2.00 cr.)

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. Lab (150.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0210 Principles of Management (3.00 cr.) (Fall And/Or Spring) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0211 Introduction to Finance (3.00 cr.) (Spring Only) Transferable Course

This course introduces 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. Lecture (45.00).

Requisite courses: BUS-0124 with a minimum grade of "C".

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0212 Advertising: Principles & Tech (2.00 cr.)

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. Lecture (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0214 Business Law I (3.00 cr.) (Fall Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0215 Legal & Social Environment of Business (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0217 Entrepreneurship (3.00 cr.) (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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0225 Business Communication (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00).

Requisite courses: COM-0111.

BUS-0230 Human Resource Management (3.00 cr.) (Spring Only)

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 Institute's Content Outline are included. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0232 Supervision (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

BUS-0238 Principles of Sales (3.00 cr.)

Basic principles underlying the sales process are covered. The course is designed to promote an understanding of the salesperson's obligation to self, the company, and the customer. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Certified Nurse Assistant

Certified Nurse Assistant (6.00 cr.)

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 their work environment and responsibilities will provide a basis for quality patient care and good employee morale. Lecture (75.00). Lab (30.00).

Requisite Courses: Admission to the Nurse Assistant Program

Chemistry

CHE-0111 Inorganic, Organic, Biochem I (4.00 cr.) IAI GECC: LP900L / Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Take ENG-0047, ENG-0048 and MAT-0041 with a minimum grade C.

CHE-0113 Inorganic, Organic, & Biochem (4.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: CHE-0111.

CHE-0114 Inorganic Chemistry I (5.00 cr.) (Fall Only) IAI GECC: P1902L / Major: CHM911 Transferable Course

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. Lecture (60.00), Lab (30.00).

Requisite courses: MAT-0043 with a minimum grade of "C".

Recommend CHE-0111.

CHE-0115 Inorganic, Organic & Biochemistry (5.00 cr.) (Spring Only) IAI Major: CHM912 / Transferable Course

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. Lecture (60.00), Lab (30.00).

Requisite courses: CHE-0114 with a "C" or better and MAT-0116 or MAT-0115.

CHE-0211 Organic Chemistry I (3.00 cr.) Transferable Course

Preparation and chemical properties of aliphatic and aromatic compounds with emphasis on the nature of the covalent bond and reaction of functional groups. Topics studied include structural theory, mechanisms of reactions, and methods of formation of several of the functional groups. Lecture (45.00).

CHE-0212 Organic Chemistry II (3.00 cr.) Transferable Course

The study of the functional groups that characterize the various families of organic compounds. Emphasis is placed on the mechanisms of chemical reactions and on the development of synthetic pathways for the formation of organic compounds commonly found in industry found in medicine today. Lecture (45.00).

Computer Systems

COM-0101 Intro to Essential Comp Skills (1.00 cr.)

This course will cover an introduction to the Internet, essential terms and technologies related to email; strategies for success in collegiate coursework, research methods and techniques, issues and policies, and key reference sites. Lab (15.00).

COM-0111 Business Computer Systems (4.00 cr.) Transferable Course

This course provides an overview of the computing field and current business applications. Basic computer terminology, application software, system software (including operating systems), and the function of computer hardware components are covered as well as network technologies and digital defense. This course also provides training in business productivity software including word processing, spreadsheet, database, presentation graphics, and web technologies. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0133 Linux Operating Sys & Network (2.00 cr.) (Spring Only)

This course is a study of installation, management, and administration of the Linux operating system. Topics to be discussed and practiced with hands-on laboratory assignments include file management, working with the BASH shell, Linux networking, and troubleshooting tips. Lecture (15.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0134 Wireless LANs (1.00 cr.) (Spring Only)

This course introduces the concepts of planning, designing, installing and configuring wireless LANs. Hands-on projects will be used to emphasize the implementation and troubleshooting of wireless LANs, network cards, and routers/access points. Lecture (15.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0161 Introduction to Command Prompt (1.00 cr.)

This course provides the student with an introduction to the command line utility used to manage files such as copying files, moving files, deleting files, and renaming files. The DOS directory structure is explained and practiced by utilizing the make directory command, change directory command, and remove directory command. Simple batch files will be created and implemented to increase efficient execution of command line functions. Lecture (7.50), Lab (15.00).

COM-0168 Intro to Desktop Publishing**(1.00 cr.) (By Request)**

This course provides the student experience with a hands-on professional publication program, Aldus PageMaker, which manipulates graphics, text and drawn objects. Lecture (7.50), Lab (15.00).

COM-0189 Networking Technologies**(3.00 cr.) (Fall Only) Transferable Course**

This course provides the knowledge needed to configure and operate a variety of networking products. It covers a wide range of vendor and product neutral networking technologies that can also serve as a prerequisite(s) for vendor-specific IT certifications. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0190 Microsoft Publisher**(1.00 cr.) (Spring Only)**

This course provides students with the tools to make their own business publications. For example, business cards, letterhead stationery, and invoice forms can be customized for any business application. There is a section of the course that deals with the creation of making flyers and web pages. The use of word art and clip art will be discussed. Lecture (7.50), Lab (15.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0196 Computer Info. Sys Internship**(2.00 cr.)**

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the computer systems program. Each student is required to complete 150 contact hours at a worksite during the semester. Lab (150.00).

COM-0201 Windows Operating Systems**(1.00 cr.) (Fall Only)**

This course provides the student with hands-on training using the Windows operating environment. Students learn to efficiently handle programs that run through the environment as well as proper file management, customizing desktops, and maintaining hardware. Lecture (7.50), Lab (15.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0218 Security+ Certification**(3.00 cr.) (Fall Only)**

The Security+ Certification is an international validation of the technical knowledge required of foundation-level security practitioners. A Security+ certified individual has successfully proven to hold a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational/Organizational Security. Lecture (45.00).

Requisite courses: COM-0189.

COM-0222 Computer Logic**(3.00 cr.) (Spring Only)**

This course is a study of the documentation, logic, psuedocode, and flowcharting techniques used in typical applications programs and includes current structured design techniques. Lecture (45.00).

Requisite courses: COM-0111 and MAT-0043.

COM-0225 Systems Analysis**(3.00 cr.) (Fall Only) Transferable Course**

This course is an introduction to systems analysis and design. Included in this course will be the system life cycle, analytical tools and methods, including CASE tools, file and record layouts, software and hardware selection, and the stages of data processing system design. "Hands-on" use of computer tools for developing and analyzing systems will be stressed. Lecture (45.00).

Requisite courses: COM-0111.

COM-0227 Database Management Systems**(3.00 cr.) (Fall Only) Transferable Course**

This course concentrates on database theory and usage as well as using the module capabilities of Microsoft Access. Data structures needed for advanced programming courses will be covered. Topics include database structure, management techniques, query language access, programming techniques for typical business applications, and data access for reporting. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0111.

COM-0231 C Programming**(3.00 cr.) (Fall Only) Transferable Course**

This course is an introduction to the C programming language, which will include simple input/output, decision-making structures as well as looping. Array processing along with subroutines and calling of functions and returning values to previously called functions will be introduced. Error analysis design will be implemented into every C program created and executed. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0111 and COM-0222.

COM-0233 Basic Programming**(3.00 cr.) (Spring Only) Transferable Course**

This course provides the student with an introduction to the Visual Basic .NET Programming language platform. Topics include building applications, creating an interface for working with controls, building applications with multiple forms and executable files, and building applications with drag-and-drop functionality. Students will create reusable components within different class structures and be introduced to ASP .NET. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0111 and COM-0222.

COM-0239 Java Programming**(3.00 cr.) (Spring Only) Transferable Course**

Students will learn industry leading software to edit images, adjust scanned images, correct colors, and apply filters for special effects. Also, creation of logs, icons, navigation controls, and background textures, all with drag-and-drop simplicity, will be introduced. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0111 and COM-0222.

COM-0241 Windows Server Networking**(3.00 cr.) (Spring Only – Even Years)**

This course provides students with the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Server Networking. Successful completion of all course material will prepare students to take Microsoft Certification Exam 70-215 Installing, Configuring, and administering Microsoft Server Networking. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0244 A+ Certification**(3.00 cr.) (Fall Only – Odd Years) Transferable Course**

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0245 Computer Forensics & Investigation**(3.00 cr.) (Spring Only)**

This class presents methods to properly conduct a computer forensics investigation. It begins with a discussion on ethics, provides hands-on experience in the use of computer forensics tools and procedures, and culminates in preparing to testify at trial. This course also maps directly to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0244.

COM-0246 Introduction to Cybersecurity**(3.00 cr.) (Spring Only)**

This course is an entry-level study of Cybersecurity. Topics included are: Threats, vulnerabilities, counter-measures, cryptography, malicious code, network security, operating systems, secure software development, system design, assurance, and privacy. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0189.

COM-0261 Advanced Command Prompt/Dos**(1.00 cr.)**

This course provides the student experience with using the command line utility to create high-end batch files to be used to expedite the configuration settings of a microcomputer system. Also, front-end access to the registry through the use of the command line utility will be covered. Use of the command line utility to create recovery diskettes for a system will also be practiced. Lecture (7.50), Lab (15.00).

Requisite: COM-0161.

COM-0265 Command Prompt-Windows**(2.00 cr.)**

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, disc format and management, internal/external commands, file manipulation, directory structure, files and disk maintenance, configuration and batch file, and network connectivity. Lecture (15.00), Lab (30.00).

COM-0280 Microsoft Word**(2.00 cr.)**

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. Lecture (15.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0281 Microsoft Excel**(2.00 cr.) (Fall Only)**

This course provides the student with hands-on experience with the Microsoft Office Excel spreadsheet program. Lecture (15.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COM-0283 Microsoft Access**(2.00 cr.) (Spring Only – Even years) Transferable Course**

This course provides the student with the skills needed for Access core and advanced skills. Lecture (15.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Cosmetology

COS-0150 Cosmetology Theory I

(2.00 cr.) (Fall and/or Spring)

This course is a study of professional ethics, professional image, history, professional development, bacteriology, disinfection, sanitation, properties, structure, diseases, and disorders of the hair, skin, and nails. Lecture (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

COS-0151 Cosmetology Laboratory I

(6.00 cr.) (Fall and/or Spring)

There will be demonstrations and lectures by the instructor with the students participating in the following: Manicuring, pedicuring, tip sizing and monomer/polymer application, facials, facial massage, eyebrow arching, and superfluous hair removal. Students will perform these duties on each other and mannequins. Lab (18.00).

Requisite courses: COS-0150.

COS-0152 Cosmetology Theory II

(2.00 cr.) (Fall and/or Spring)

This course will also include the theory of electricity and light therapy, chemistry as applied to cosmetology, chemistry of cosmetics, anatomy, histology and physiology, as well as, the principles of the hair and scalp, and elements of design. Lecture (30.00).

Requisite courses: Successful completion of COS-0151.

COS-0153 Cosmetology Laboratory II

(6.00 cr.)

Students will learn shampooing and rinsing, scalp treatments, hair shaping, roller placement, pin curls, finger waving, hair styling, and the continued development of balance and design for hair styling, trend hair styling, and fashion trend. Students will perform these duties on each other and mannequins. Lab (18.00).

Requisite courses: Complete COS-0152.

COS-0154 Cosmetology Theory III

(2.00 cr.)

This course will include the theory of hair color formulation, principles of decolorization, law of color, properties of lightener and underlying pigment, contributing factors of tonal value and shade. Properties of chemical texturizing, product and procedure history, formulations and contradictions of chemical components and facial make up will also be covered. Lecture (30.00).

Requisite courses: Complete COS-0153.

COS-0155 Cosmetology Laboratory III

(6.00 cr.)

This course will instruct on the basics of hair color application methods including contemporary techniques and modern application and specialty application procedures, chemical texturizing including permanent waving, relaxers and keratin blow out treatments. Also included in this course is facial make-up (daytime and evening) techniques and applications as well as the continued improvement and development of student skills. Students will perform these duties on each other, mannequins, and clinic patrons. All IDFPR mandated sanitation and disinfection practices will be strictly enforced. Lab (4.50).

Requisite courses: Complete COS-0154.

COS-0156 Cosmetology Theory IV

(2.00 cr.)

This course will include the theory of braiding, extensions and wig care, sizing and styling. Also in this chapter will be the theory of monomer and polymer formulation and actions, UV gel product knowledge along with fiberglass, silk and linen wrap knowledge. Lecture (30.00).

Requisite courses: Complete COS-0155.

COS-0157 Cosmetology Laboratory IV

(6.00 cr.)

This course will aid in the introductory application and basic techniques of wig care and styling, extensions and artificial hair, and acrylic nail services including tip application, sculpture, wraps, and gel enhancements. Students will perform these duties on each other, mannequins, and clinic patrons. Lab (18.00).

Requisite courses: Complete COS-0156.

COS-0158 Cosmetology Theory V

(2.00 cr.)

This course will consist of the study of salon business, resume and portfolio building, salon operations, and retail management. This course will also introduce basic IDFPR, IRS and Illinois Department of Revenue tax laws, policies, and information regarding Cosmetology and Cosmetology licensure. This course will also review cumulative course content in preparation for the Shawnee Community College School of Cosmetology Final Theory Examination. Student must pass this exam with a minimum of 80% to successfully complete the Cosmetology Program. Lecture (30.00).

Requisite courses: Complete COS-0157.

COS-0159 Cosmetology Lab V

(6.00 cr.)

This course will offer a comprehensive review of all prior laboratory courses and continue to build and develop student skills for successful completion of the program. This course will include the Shawnee Community College School of Cosmetology Practical Exit Examination. Students must score an 80% or better for successful completion. Students will perform these duties on each other, mannequins and clinic patrons. In this course, all IDFPR mandated sanitation and disinfection practices will be strictly enforced. Lab (18.00).

Requisite courses: Complete COS-0158.

COS-0160 Cosmetology Internship**(2.00 cr.) (Summer and/or Fall)**

This course is designed to be an extended salon experience, which is supplemental, off campus, on-the-job training for qualified students. This internship must occur under the guidance of a licensed professional in an Illinois registered salon.

Requisite course: Concurrent enrollment in COS 0159.

COS-0220 Cosmetology Instructor Training**(12.00 cr.) (Fall and/or Spring)**

This course stresses basic cosmetology instruction techniques. The student will observe and assist with instruction under the direct supervision of a qualified cosmetology instructor. Both theory and practical courses will be emphasized. Lecture (75.00), Lab (525.00).

COS-0221 Cosmetology Instructor Training**(12.00 cr.) (Fall and/or Spring)**

This course is a continuation of Cosmetology 220. Additional emphasis is placed on the supervision and instruction in the classroom and laboratory setting. Preparation of lesson plans and actual classroom instructional presentations by the student will be emphasized. Additional theory instruction in educational psychology, basic principles of student teaching, and business experience will be stressed. Lab (525.00).

COS-0230 Advanced Cosmetology**(3.00 cr.)**

This course is advanced education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, more advanced techniques in custom perm waving, variable techniques in use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included. Lecture (45.00).

Criminal Justice

CJ-0111 Criminal Law I**(3.00 cr.) (Fall Only) Transferable Course**

This course is a study of legal aspects of law enforcement that covers laws of arrest, search and seizure and constitutional due process, entrapment and informers, wire-tapping, interrogation, evidence, and examination of court procedures with special implications for criminal justice professionals. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0113 Ethics in Criminal Justice**(3.00 cr.) (Fall Only) Transferable Course**

This course is a study of the fundamentals of ethical theory. It is an introduction to the ways and means of making moral judgments in the fields of policing, corrections, probation, and parole. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0123 Intro to Criminal Justice**(3.00 cr.) (Fall Only) Transferable Course**

This course is a review of the historical and ideological foundations of the Criminal Justice System. Examination of the various units of the Criminal Justice System and how they can work in harmony to offer diversity in the Administration of Justice. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0125 Criminal Behavior**(3.00 cr.) (Fall Only) IAI Major: CRJ912 / Transferable Course**

This course is an introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offenders and their community context as problems for rehabilitation efforts, and critique of typical treatment programs. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0199 Criminal Justice Internship**(2.00 cr.)**

Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester. Lab (150.00).

CJ-0201 Intro to Private Security**(3.00 cr.) (Spring Only) Transferable Course**

This course is designed to familiarize students with the historical and philosophical background of modern private security. Students will obtain an understanding of how private security is an integral part of the criminal justice system. There is an emphasis on the principles of security, risk management and loss prevention in industrial, commercial, retail and government settings. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0211 Criminal Law II**(3.00 cr.) (Spring Only) Transferable Course**

This course is a continuation of Criminal Law- CJ 111 and deals with the consideration of legal aspects of law enforcement. Lecture (45.00).

Requisite courses: CJ-0111.

CJ-0213 Criminal Investigations (3.00 cr.) (Fall Only) Transferable Course

This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation, skills of investigation, the value and techniques of preserving evidence, and how the chain of evidence is vital to a successful prosecution. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0215 Intro to Forensic Science (3.00 cr.) (Spring Only)

This course will provide students with a modern overview of the crime scene investigation (CSI) process and the identification, documentation and collection of physical evidence. Students will learn how evidence is collected and follow it to the crime lab and then to the courtroom. Students will look at how experts analyze forensic evidence such as hair, fibers, firearms, fingerprints, DNA, and other evidence used to identify offenders. Students will look at the impact television shows such as CSI have had on jury expectations (known as "The CSI Effect"). This course is designed to provide students with essential forensic science knowledge required today by the modern police officer. This class is not designed to teach students how to process crime scenes, but how to recognize various forms of evidence and understand their importance in a criminal investigation, identification and subsequent prosecution of a suspect. This class will be extremely beneficial to those pursuing law enforcement, crime scene investigation, or crime laboratory careers. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0223 Introduction to Corrections (3.00 cr.) (Spring Only) IAI Major: CRJ911 / Transferable Course

This course is an introduction to the history, development, philosophy, and variety of correctional methods, processes, systems, and services. Includes institutional and post-institutional agencies and programs. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0224 Juvenile Justice (3.00 cr.) (Spring Only) IAI Major: CRJ914 / Transferable Course

This course provides an overall examination of the US juvenile justice system. Theories that attempt to explain the underlying causes of delinquency are surveyed. The application of preventive methods and correctional techniques are discussed. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

CJ-0299 Criminal Justice Internship (2.00 cr.)

Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester. Lab (150.00).

Early Childhood Care

ECE-0101 Intro to Early Childhood Ed (3.00 cr.) (Fall Only) Transferable Course

This course provides an overview of the history and philosophy of the different types of early childhood care centers and educational settings including past, present, and future programs for young children and their families. The overview will include the basic values, structure, organization and programming in early childhood settings. This course reviews the role of the early childhood professional in assessing and planning developmentally appropriate practices to serve young children. Knowledge is also gained in regard to current trends and important influences impacting program quality. Guidance and observational skills will be fostered through direct observations in field experiences. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0114 Child Growth and Development (3.00 cr.) (Fall Only) IAI Major: ECE912 / Transferable Course

This course is designed to provide the student with an understanding of the total development of the young child. This course focuses on the physical, cognitive, language, creative, and social/emotional aspects of the young child's development. The course content provides knowledge of the different theoretical positions and principles on child development, including Piaget, Erikson, Vygotsky, Skinner, and others. It also includes knowledge of the biological, environmental, cultural, and social influences impacting children's growth and development from conception through age eight. Some study will include early adolescence. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0127 Child, Family, and Community (3.00 cr.) (Spring Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0128 Child Guidance/Discipline (3.00 cr.) (Spring Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0129 Assessment in Early Childhood (3.00 cr.) (Spring Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0199 Early Childhood Care Intern (2.00 cr.)

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. Lab (150.00).

ECE-0215 Language Arts for Young Child (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0216 Art/Music Activities (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0217 Science/Math Activities (3.00 cr.) (Fall Only)

The purpose of this course is to 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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0218 Health, Nutrition and Safety (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0219 Infants/Toddlers-Care/Teaching (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0221 Childcare Center Administration (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECE-0222 Children's Literature (3.00 cr.) (Spring Only) Transferable Course

The purpose of this course is to provide students with the realization that children's literature is to provide enjoyment and entertainment as well as 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). Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Economics

ECO-0211 Introduction to Macroeconomics (3.00 cr.) IAI GECC: S3901 / Transferable Course

This course is an introduction to macroeconomic theory and application. Topics covered include basic economic principles, gross domestic product, the price level and inflation, employment and unemployment, aggregate demand and supply, banking and the Federal Reserve, and monetary and fiscal policy. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ECO-0212 Introduction to Microeconomics (3.00 cr.) IAI GECC: S3902 / Transferable Course

This course is an introduction to microeconomics theory and application. Topics covered include basic economic principles, supply and demand analysis, elasticity and cost analysis, and market structures and governmental regulation. Other topics include antitrust policies, income distribution and wealth, and world trade. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Education

EDU-0110 Introduction to Education (3.00 cr.) (By Request) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

EDU-0111 Diversity of Schools and Society (3.00 cr.) (By Request) Transferable Course

This course is a study of how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

EDU-0119 Intro to Educational Technology (3.00 cr.) (By Request) Transferable Course

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. Lecture (30.00), Lab (30.00).

Requisite courses: COM-0101 or COM-0111.

EDU-0213 Education for Except Child (3.00 cr.) (Fall Only) IAI Major: ECE913 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Engineering

EGR-0117 Engineering Graphics (4.00 cr.) (By Request) Transferable Course

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, orthographic projections,

isometrics, perspectives, auxiliary views and sectioning. Class projects include examples in engineering and architecture. Lecture (45.00), Lab (30.00).

Requisite courses: MAT-0115.

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

EGR-0212 Engineering Statics (3.00 cr.) (Fall Only) Transferable Course

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. Lecture (45.00).

Requisite courses: PHY-0216 and MAT 211.

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

EGR-0214 Engineering Dynamics (3.00 cr.) (Spring Only) IAI Major: EGR943 / Transferable Course

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. Lecture (45.00).

Requisite courses: EGR-0212 with a grade of "C" or better.

EGR-0218 Engineering Thermodynamics (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Complete PHY-0216 with a grade of "C" or better. (Required, Previous). Complete CHE-0114. (Required, Previous).

English

ENG-0041 Developmental College Reading (3.00 cr.)

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. Lecture (45.00).

ENG-0045 Reading Review (1.00 cr.)

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. Lab (30.00).

ENG-0046 Writing Review (1.00 cr.)

Writing Review is a writing laboratory. This class will reinforce skills taught in college writing courses. Lab (30.00).

ENG-0047 Basics of College Read & Write (3.00 cr.)

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. Lecture (45.00).

Requisite courses: ENG-0041 with a minimum grade of C.

ENG-0048 Fund of College Writing (3.00 cr.)

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. Lecture (45.00).

Requisite courses: ENG-0041 and ENG-0047 minimum grade of C.

ENG-0049 Writing Lab (2.00 cr.) (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. Lecture (15.00), Lab (30.00).

ENG-0111 English Composition I (3.00 cr.) IAI GECC: C1900 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ENG-0112 English Composition II**(3.00 cr.) IAI GECC: C1901R / Transferable Course**

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. Lecture (45.00).

Requisite courses: ENG-0111 with a minimum grade of C.

ENG-0124 Technical Communication I**(3.00 cr.) (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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

ENG-0126 Creative Writing**(3.00 cr.) (By Request) Transferable Course**

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. Lecture (45.00).

ENG-0221 Technical Communication II**(3.00 cr.) (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. Lecture (45.00).

Requisite courses: ENG-0124 with a minimum grade of C.

Geography

GRY-0214 Intro to Physical Geography**(3.00 cr.) IAI GECC: P1909 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Geology

GEO-0213 Geology**(4.00 cr.) (By Request) Transferable Course**

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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

GEO-0215 Intro to Environmental Geology**(4.00 cr.) (By Request) IAI GECC: P1908L / Transferable Course**

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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Government

GOV-0117 Intro to American Government**(3.00 cr.) IAI GECC: S5900 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Health

HLT-0111 Health

(2.00 cr.) Transferable Course

This course is designed to assist the individual in his/her responsibility for establishing good health practice and thereby avoiding illness. Lecture (30.00).

HLT-0116 Nutrition

(3.00 cr.) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Health Information Technology

HIT-0100 Medical Terminology

(3.00 cr.) (Fall and/or 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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIT-0101 Introduction to Health Information

(3.00 cr.) (Fall Only)

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 that are consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system. Lecture (45.00).

HIT-0104 Advanced Medical Terminology

(3.00 cr.) (Spring Only)

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. Lecture (45.00).

Requisite courses: Take HIT-0100 and complete with a minimum grade of C.

HIT-0105 Medical Transcription

(3.00 cr.) (Fall Only)

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. Lecture (15.00), Lab (60.00).

Requisite courses: Take IMS-0121, COM-0111, HIT-0100.

HIT-0106 Principles of Insurance

(3.00 cr.) (Spring Only)

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 coding, insurance billing, and type of insurance coverage. Lecture (45.00).

Requisite courses: HIT-0109.

HIT-0107 Medical Office Procedures

(4.00 cr.) (Spring Only)

This course will introduce students to medical office procedures and practices. Students will study procedures, forms, communications, and other aspects of administrative duties that are expected for medical office settings. This course includes a computerized practice management simulation applying office management/appointment scheduling, billing procedures, and medical practice report generation. Development of information management techniques and decision-making skills are stressed. Lecture (45.00), Lab (30.00).

Requisite courses: HIT-0109.

HIT-0109 Introduction to Coding

(2.00 cr.) (Fall Only)

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. Lecture (30.00).

HIT-0111 Professionalism in the Medical

(1.00 cr.) (Spring Only)

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 personnel, 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. Lecture (15.00).

HIT-0209 Advanced Physician Coding (4.00 cr.) (Spring Only)

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. Lecture (45.00), Lab (30.00).

Requisite courses: HIT-0100, complete with a minimum grade of C.

Heating and Air Conditioning

HAC-0111 Basic Sheet Metal Layout (3.00 cr.) (Fall Only)

A basic course for sheet metal layout techniques as used in residential air conditioning and ventilation. Lecture (30.00), Lab (30.00).

HAC-0113 Elect Controls & Circuitry (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: BEL-0161.

HAC-0130 Commercial Refrigeration I (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: HAC-0160 and HAC-0260.

HAC-0160 Air Conditioning I (3.00 cr.) (By Request)

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. Lecture (30.00), Lab (30.00).

HAC-0211 Advanced Sheet Metal Layout (2.00 cr.) (Spring Only)

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. Lab (60.00).

Requisite courses: HAC-0111.

HAC-0212 Advanced Heating Systems (3.00 cr.) (Spring Only)

An introduction to more advanced heat pump systems including dual fuel applications and emphasis on air-to-air and geothermal heat pumps. Lecture (30.00), Lab (30.00).

Requisite courses: HEA-0260.

HAC-0213 Adv Electrical Controls & Circ (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: HAC-0113 and BEL-0161.

HAC-0220 Installation of HVAC Systems (3.00 cr.) (Fall Only)

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. Lecture (15.00), Lab (60.00).

Requisite courses: HEA-0260, HAC-0260 and HAC-0111.

HAC-0230 Commercial Refrigeration II (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: HAC-0130.

HAC-0260 Air Conditioning II (3.00 cr.) (By Request)

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. Lecture (30.00), Lab (30.00).

Requisite courses: HAC-0160.

HEA-0160 Heating I**(3.00 cr.) (Fall Only)**

An introduction to heating, ventilation, and air conditioning systems. Maintenance and repair of gas, oil, and hydronic furnaces will be covered. Lecture (30.00), Lab (30.00).

HEA-0260 Heating II**(3.00 cr.) (Spring Only)**

An introduction to air distribution, air emphasis will be placed on electric furnace testing and servicing along with heat load calculations. Lecture (30.00), Lab (30.00).

Requisite courses: HEA-0160.

History

HIS-0108 Twentieth Cent American History**(3.00 cr.) (Fall Only) IAI GECC: H2905 / Transferable Course**

This 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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0109 Twentieth Century World History**(3.00 cr.) (Spring Only) Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0116 Western Civ to 1715**(3.00 cr.) (Fall Only) IAI GECC: S2902 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0117 Western Civ From 1715**(3.00 cr.) (Spring Only) IAI GECC: S2903 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0120 History of Western Religions**(3.00 cr.) Transferable Course**

This course is designed to provide students with an understanding of the origins, chronology, and critical theologies of the three great Western religions. Students will be introduced to the critical definitions, identifying characteristics, and origins of religions. The course will build a foundation in prehistoric and critical Eastern religions, then begin a detailed study of Jewish, Catholic, Protestant and Islamic beliefs. Though based in a traditional chronological perspective, this course provides students with a significant introduction to theological, philosophical, social, artistic, and cultural icons which combine from the rich, yet conflicting, panorama of the modern religions, and political world. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0121 World Hist Beg to 1450**(3.00 cr.) (Fall Only) IAI GECC: S2912N / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0122 World History From 1450**(3.00 cr.) (Spring Only) IAI GECC: S2913N / Transferable Course**

This course is a college level introduction to 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 Beginning from 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0214 History of United States to 1877 (3.00 cr.) (Fall and/or Spring) IAI GECC: S2900 / Transferable Course

This course is a survey of the history of the United States of America from its colonial origins to the conclusion of the Reconstruction period. This course will address the social, cultural, political, economic, and technical progress of the United States. It will explore the colonial era, ethnic and racial relations, the struggle for independence, the political formation of the United States, its geographic expansion and economic growth, the development of regional divisions, the Civil War, and subsequent Reconstruction era. 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. Students successfully completing this class will also develop an understanding of how past events influence present-day life in the United States. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0215 History of U.S. From 1877 (3.00 cr.) (Fall and/or Spring) IAI GECC: S2901 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0216 African-American History (3.00 cr.) (Fall Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

HIS-0217 History of Eastern Civilization (3.00 cr.) (By Request) IAI GECC: S2920N / Transferable Course

This course is a survey of the history of East Asian countries and will address the social, cultural, political, economic and technical progress of China, Japan, Vietnam, and Korea from the beginning of recorded history to the present. This course will explore the development of philosophical and religious ideas, the influence of China upon neighboring countries, and the relationship between these countries and the West in the modern era. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Information Management Systems

IMS-0115 Proofreading (1.00 cr.) (Fall Only)

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 students learn 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. Lecture (7.50), Lab (15.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0120 Records/Information Management (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0121 Beginning Keyboarding (3.00 cr.) (Fall Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0122 Document Formatting (3.00 cr.) (Spring)

A continuation of Beginning Keyboarding with emphasis on straight copy as well as timed production work. Included in this course are letters, tables, memos, forms, and reports. Minimum five minute speed of 45 words per minute for a C by the end of the course is required. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0128 Machine Transcription (3.00 cr.) (Fall Only)

Computer transcription of pre-recorded data from transcription machine into mail ready document form. Student composition, dictation, and proofreading are incorporated activities. Punctuation, spelling, word usage, and corrections are additional skills emphasized. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0192 Administrative Assistant In. (2.00 cr.)

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. Lab (150.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0197 Information Processing Intern (2.00 cr.)

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. Lab (150.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0223 Document Production (3.00 cr.) (Fall)

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0226 Administrative Support Procedures (3.00 cr.) (Fall Only)

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0227 Office Information Processing (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

IMS-0236 Office Information Processing (3.00 cr.) (Spring Only)

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C" and IMS-0227.

Internship

INT-0111 Career Development (1.00 cr.)

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. Lecture 15.00).

Leadership

LEA-0114 Leadership I

(1.00 cr.) (Fall Only) Transferable Course

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. Lecture (15.00).

LEA-0115 Leadership II

(1.00 cr.) (Spring Only) Transferable Course

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. Lecture (15.00).

Requisite courses: Take LEA-0114.

LEA-0214 Leadership III

(1.00 cr.) (Fall Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Take LEA-0115.

LEA-0215 Leadership IV

(1.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00).

Requisite courses: LEA-0214.

Learning Resources

LRC-0112 The Library as an Info Source

(1.00 cr.) Transferable Course

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. Lecture (15.00).

Requisite courses: Take ENG-0047 ENG-0048 with a minimum grade C.

Literature

LIT-0210 Introduction to Literature

(3.00 cr.) (Fall Only) IAI GECC: H3900 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0211 Introduction to Poetry

(3.00 cr.) (Spring Only) IAI GECC: H3903 / Transferable Course

In this course, poetic forms, themes and styles are studied to enhance the student's understanding and appreciation of poetry. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0212 Modern Fiction

(3.00 cr.) (Fall Only) IAI GECC: H3901/ Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0213 Introduction to Drama

(3.00 cr.) (By Request) IAI GECC: H3902 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0214 British Literature (3.00 cr.) (By Request) (every even year? IAI GECC: H3912 / Transferable Course)
A survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles. Lecture (45.00).
Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0215 British Literature II (3.00 cr.) (By Request) even year? IAI GECC: H3913 / Transferable Course
A survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles. Lecture (45.00).
Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0216 American Literature I (3.00 cr.) (Fall Only) odd years? IAI GECC: H3914 / Transferable Course
This course is a study of writers and literary documents that contribute to an understanding of the American heritage from the Colonial beginning to the Civil War period. Lecture (45.00).
Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0217 American Literature II (3.00 cr.) (Spring Only odd years? IAI GECC: H3915 / Transferable Course)
A continuation of Literature 216 and is designed for the study of writers and literary documents that contribute to an understanding of the American heritage from the Civil War period until the present. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts. Lecture (45.00).
Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

LIT-0218 World Literature (3.00 cr.) (By Request) IAI GECC: H3906 / Transferable Course
A comprehensive survey of representative masterpieces of world literature from the Classical through the 20th Century is presented. Lecture (45.00).
Requisite courses: ENG-0111 minimum grade of C.

LIT-0219 Contemporary Multicultural Lit (3.00 cr.) (By Request) IAI GECC: H3910D / Transferable Course
Contemporary Multicultural Literature will examine current American literature as it reflects the experience and construction of ethnic, racial, and gender identity. The elements of fiction, poetry, and drama will be covered. Lecture (45.00).
Requisite courses: ENG-0111 minimum grade of C.

LIT-0220 Literature and Gender (3.00 cr.) (By Request) IAI GECC: H3911D / Transferable Course
Examination of various types of literary work that reflect the experiences and construction of gender identity and emphasize selected genres or the literary contributors of a gender defined group (e.g. Women Writers). Lecture (45.00).
Requisite courses: ENG-0111 with a minimum grade of C.

LIT-0221 African American Literature (3.00 cr.) (By Request) IAI GECC: H3910D / Transferable Course
Examination of various types of literary works that reflect the experience and construction of racial and cultural minority identities with special emphasis placed on African-American literature. Lecture (45.00).
Requisite courses: ENG-0111 minimum grade of C.

Massage Therapy

MTP-0111 Intro to Massage Therapy (3.00 cr.) (Fall Only)
This course is designed to introduce students to the history of massage therapy, basic principles and techniques of therapeutic massage and ethical issues that affect massage therapists. Students will learn medical terminology, communication skills, how to conduct a client consultation and assessment, and what to document in client records. Students will study pathology and the indications and contraindications for massage. Lecture (45.00), Lab (30.00).
Requisite courses: First semester Massage Therapy must be taken concurrently.

MTP-0112 Massage Therapy Anatomy I (3.00 cr.) (Fall Only)
This course is designed to focus on the structure of the body and the relationship between body structures, especially bones, muscles and fascia. In this course, the student will study muscles of the upper portion of the body. Areas covered will include the anterior and posterior torso, shoulder girdle and upper extremities. Students will learn the origins, insertions and actions of these major muscles. Emphasis will be placed on how these muscles work and create movement. Lecture (30.00), Lab (30.00).
Requisite courses: First semester of MTP must be taken concurrently.

MTP-0113 Massage Therapy Techniques I (4.00 cr.) (Fall Only)

This course is designed to provide the initial training in therapeutic massage. Students will learn Swedish massage techniques and how to apply them to various body parts. Other topics include use of equipment and supplies, positioning, draping, palpation, pressure, effects of massage, and self-care for massage therapists, including body mechanics and avoiding burnout. Lecture (30.00), Lab (60.00).

Requisite courses: First semester MTP coursework must be taken concurrently.

MTP-0120 Massage Therapy Business Practice (1.00 cr.) (Spring Only)

This course is designed to explore the various aspects of developing and maintaining a successful therapeutic massage practice. Topics include career decisions, job hunting skills, record keeping, starting a massage business, and marketing strategies. Lecture (15.00).

Requisite courses: Second semester coursework must be taken concurrently.

MTP-0121 Complementary Therapy Technology (4.00 cr.) (Spring Only)

This course serves to introduce different modalities that the student may want to specialize in and add to their own practice. Course content will include complementary modalities, specialized modalities for specific populations and introduction to cultural modalities and practices. Specific skills that will be covered include; hot stone and hydrotherapy, massages for sports, the elderly, terminally ill, dying patients, pregnancy and newborn. Cultural modalities covered will be Asian bodywork and Asian versus Western medicine practices. Lecture (30.00), Lab (60.00).

Requisite courses: Second semester courses must be taken concurrently.

MTP-0122 Massage Therapy Anatomy II (3.00 cr.) (Spring Only)

This course is a continuation of Anatomy I with the students focusing on learning the muscles of the anterior and posterior lower body. Areas covered will include head, neck, spine, thorax, and lower extremities. Students will learn the origins, insertions and actions of these major muscles. Emphasis will be placed on how these muscles work and create movement. Lecture (30.00), Lab (30.00).

Requisite courses: Second semester MTP courses must be taken concurrently.

MTP-0123 Advance Techniques in Massage (3.00 cr.) (Spring Only)

This course is designed to provide the student with the opportunity to learn deep tissue skills such as Myofascial Release, trigger point therapy and neuromuscular therapy. Current trends in massage therapy and joint mobilization will also be covered. Lecture (30.00), Lab (30.00).

Requisite courses: Second semester MTP courses must be taken concurrently.

MTP-0124 Massage Therapy Pathology (3.00 cr.) (Spring Only)

This course is designed to give the student an understanding of how the human body behaves in disease and injury and how it relates when massage is appropriate. Topics include hygiene and universal precautions, medical terminology, pharmacology, and appropriate massage techniques for various pathologies. Also included is an overview of each body system. Lecture (45.00).

Requisite courses: All second semester MTP courses must be taken concurrently.

MTP-0130 Massage Therapy Technique III (3.00 cr.) (Summer Only)

This course is designed to provide the student with the opportunity to apply the principles, techniques, and procedures learned in previous massage courses. Emphasis will be on performing full body massages that meet the client's needs and goals. Muscle locations will be reviewed, and students will study trigger points and pain referral patterns. The structure and functions of the body systems will be reviewed. Lecture (30.00), Lab (30.00).

Requisite courses: Last semester coursework must be taken concurrently.

MTP-0131 Massage Therapy Kinesiology (3.00 cr.) (Summer Only)

This course is designed to give the student an understanding of how the human body moves in health and injury. The student will learn comprehensive assessments of posture, gait, range of motion and motor skills. Extensive instruction in palpation techniques including focus on endangerment zones, cautions and contraindications will also be taught. Lecture (30.00), Lab (30.00).

Requisite courses: Last semester MTP courses must be taken concurrently.

MTP-0201 Advanced Massage Therapy (3.00 cr.)

This course is designed to provide the student with the opportunity to learn various massage techniques such as sports massage, seated massage, positional release and Myofascial Release. Students will also learn the characteristics of deep tissue massage. Other topics include prenatal massage and newborn massage. Lecture (30.00), Lab (30.00).

MTP-0202 Massage Therapy Anatomy (3.00 cr.)

This course is designed to focus on the tissues most affected by massage therapy - muscles and fascia. Students will study the origins, insertions, and actions of major muscles, and will trace meridians of fascia through the body. Emphasis will be placed on muscle actions and kinesiology. Lecture (30.00), Lab (30.00).

MTP-0204 Massage Therapy Technique II (4.00 cr.)

This course is designed to expand the skills of students in treatment planning and performing therapeutic massages. Students will learn the differences between massage for relaxation and therapeutic massage, and how to develop a treatment plan. Other topics include joint mobilization, massage in medical settings, techniques for various pathologies, and massage for elders and the terminally ill and dying. Students will be required to work in clinical settings outside of class. Lecture (30.00), Lab (60.00).

Mathematics

MAT-0039 Developmental Math (3.00 cr.) (Fall and/or Spring)

This is a review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percentages, and metrics. Students are placed into this course by their placement scores. In order to advance to the next mathematics course (MAT 0041), students must complete this course with a grade of "A", or a comparable score on the exit exam for this course. Lecture (45.00).

MAT-0041 Introduction to Algebra (3.00 cr.)

This course is an introduction to the algebraic fundamentals. The material covered in this course includes operations on signed numbers, linear equations and inequalities, exponents, polynomials, and rational expressions. It is designed for students who have had no algebra or who desire a review of this material. Successful completion of this course should prepare a student for Intermediate Algebra-MAT 043. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "A".

MAT-0043 Intermediate Algebra (5.00 cr.)

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. Lecture (75.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0110 General Education-Mathematics (4.00 cr.) IAI GECC: M1904 / Transferable Course

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. Lecture (60.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0111 Math for Elementary Teachers I (4.00 cr.) (Fall Only) Transferable Course

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. Lecture (60.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0112 Math for Elementary Teachers (4.00 cr.) (Spring Only) IAI GECC: M1903 / Transferable Course

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. Lecture (60.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0113 Quantitative Literacy (4.00 cr.) (Fall and/or Spring) IAI GECC: M1901/ Transferable Course

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. Lecture (60.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0115 Pre-Calculus (5.00 cr.) (Fall and/or Spring) Transferable Course

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. Lecture (75.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0116 College Algebra**(4.00 cr.) (Fall and/or Spring) Transferable Course**

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. Lecture (60.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0118 Trigonometry**(2.00 cr.) (Fall and/or Spring) Transferable Course**

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. Lecture (30.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0119 Finite Mathematics**(3.00 cr.) (Spring Even Years) IAI GECC: M1906 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0121 Technical Mathematics**(3.00 cr.) (Fall and/or 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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0122 Applied Basic Mathematics**(3.00 cr.) (Spring and/or 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, percentages, metrics measurements, and ratios and proportions. Approximately a third of this course will be devoted to real problems from the student's career program. Lecture (45.00).

MAT-0209 Calculus I**(5.00 cr.) (Fall and/or Spring) IAI GECC: M19001 / MTH901;****Transferable Course**

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. Lecture (75.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0210 General Elementary Statistics**(4.00 cr.) IAI GECC:M1902 / Transferable Course**

This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binominal and normal distributions, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used in this course. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on assessment testing scores and/or completion of the developmental math program with a minimum grade of "C".

MAT-0211 Calculus II**(5.00 cr.) (Spring and/or Summer) IAI GECC:M19002 / MTH902;****Transferable Course**

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. Lecture (75.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based completion of the MAT-0209 with a minimum grade of "C".

MAT-0212 Calculus III**(5.00 cr.) (Fall Only) IAI GECC: M19003 / MTH903; Transferable Course**

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. Lecture (75.00).

Requisite courses: Satisfactory evidence of entry level mathematics skills based on the completion of MAT-0211 with a minimum grade of "C".

MAT-0213 Ordinary Differential Equation (3.00 cr.) (Spring Only) IAI Major: MTH912 / Transferable Course
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. Lecture (45.00).
Requisite courses: Satisfactory evidence of entry level mathematics skills based on the completion of MAT-0211 with a minimum grade of "C".

MAT-0215 Applied Calculus for Bus & Soc (4.00 cr.) (Fall Only) IAI GECC: M1900B / Transferable Course
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. Lecture (60.00).
Requisite courses: Satisfactory evidence of entry level mathematics skills based on the completion of MAT-0115 or MAT-0116 with a minimum grade of "C".

Medical Laboratory Technology

MLT-0120 Introduction to Clinical Lab (3.00 cr.) (Fall Only)
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. Lecture (30.00), Lab (30.00).
Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MLT-0121 Serology (1.50 cr.) (Spring Only)
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. Lecture (15.00), Lab (15.00).
Requisite courses: Take MLT-0120.

MLT-0122 Clinical Microscopy (1.50 cr.) (Spring Only)
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). Lecture (15.00), Lab (15.00).

MLT-0123 Intro to Phlebotomy (3.00 cr.) (Spring Only)
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. Lecture (30.00), Lab (30.00).
Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MLT-0223 Immunohematology (4.00 cr.) (Fall Only)
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. Lecture (45.00), Lab (30.00).
Requisite courses: Take MLT-0121.

MLT-0225 Clinical Chemistry (4.00 cr.) (Spring Only)
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. Lecture (45.00), Lab (30.00).
Requisite courses: Take MLT-0223.

MLT-0228 Hematology and Hemostasis (5.00 cr.) (Fall Only)
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 regimes, and laboratory methods for the analysis of clinical conditions. Lecture (60.00), Lab (30.00).
Requisite courses: Take MLT-0121.

MLT-0229 Applied Clinical Microbiology (5.00 cr.) (Spring Only)

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. Lecture (60.00), Lab (30.00).

Requisite courses: Take MLT-0223.

MLT-0251 Clinical Rotation I (3.00 cr.) (Fall Only)

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. Lab (225.00).

Requisite courses: Take MLT-0223.

MLT-0252 Clinical Rotation II (3.00 cr.) (Spring Only)

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. Lab (225.00).

Requisite courses: Take MLT-0251.

Music

MUS-0110 Music in the Elementary School (3.00 cr.) (By Request) Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0111 College Choir (2.00 cr.) (Fall and/or Spring) Transferable Course

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. Lecture (15.00), Lab (30.00).

MUS-0113 Harmony Ear Train & Sight Sing (4.00 cr.) (Fall Only) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0114 Harmony Ear Train & Sight Sing 2 (4.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Take MUS-0113.

MUS-0115 Music Appreciation (3.00 cr.) IAI GECC: F1900 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0116 Applied Class (1.00 cr.) (Fall and/or Spring) Transferable Course

This course is an instruction in applied study of piano. Lab (30.00).

MUS-0118 Survey of Music Literature (3.00 cr.) Transferable Course

This course is a study of characteristic forms and styles, including analysis and listening. Examples from the leading composers of each era are studied. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0119 Chamber Singers (2.00 cr.) (Fall and/or Spring) Transferable Course

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. Lab (60.00).

Requisite courses: Take MUS-0111.

MUS-0120 Woodwind Techniques (1.00 cr.) (Spring Only) Transferable Course

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. Lab (30.00).

MUS-0121 Brass Techniques**(1.00 cr.) (Fall Only) Transferable Course**

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. Lab (30.00).

MUS-0123 Voice Techniques**(1.00 cr.) (Fall Only) Transferable Course**

This course is designed to teach essential principles of voice as it relates to singing and music. Lab (30.00).

MUS-0130 An Intro to American Music**(3.00 cr.) (By Request) IAI GECC: F1904 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0210 College Band**(2.00 cr.) (Fall and/or Spring) Transferable Course**

This course is designed to give students experience with instrumental music. Members are required to participate in public band performances. Lecture (15.00), Lab (30.00).

MUS-0211 Intro to Recording Technique**(3.00 cr.) (Spring Only) Transferable Course**

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. Lecture (30.00), Lab (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0212 Techniques of Teaching Gen Mus**(3.00 cr.) (By Request) Transferable Course**

This course is a study of methods and materials for teaching general music classes in elementary and secondary schools. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0213 Harmony Ear Train & Sight Sing III**(4.00 cr.) (Fall Only) Transferable Course**

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. Lecture (60.00).

Requisite courses: Take MUS-0114.

MUS-0214 Harmony Ear Train & Sight Sing IV**(4.00 cr.) (Spring Only) Transferable Course**

This course teaches original composition utilizing skills and knowledge of Harmony, Ear Training and Sight Singing III-MUS 213 with emphasis on contrapuntal techniques. Lecture (60.00).

Requisite courses: Take MUS-0213.

MUS-0216 Conducting**(2.00 cr.) Transferable Course**

This course teaches the development of basic techniques for conducting instrumental and vocal ensembles. It includes readings, score analysis, and conducting experience. Lecture (30.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-0218 Music Business**(3.00 cr.) (Spring Only) Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

MUS-117A Private Study - Flute**(1.00 cr.) Transferable Course**

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. Lecture (7.50), Lab (15.00).

MUS-117B Private Study - Oboe**(1.00 cr.) Transferable Course**

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. Lecture (7.50), Lab (15.00).

MUS-117C Private Study - Clarinet**(1.00 cr.) Transferable Course**

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. Lecture (7.50), Lab (15.00).

MUS-117R Private Study - Bass Guitar**(1.00 cr.) Transferable Course**

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. Lecture (7.50), Lab (15.00).

MUS-117S Private Study - Voice**(1.00 cr.) Transferable Course**

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. Lecture (7.50), Lab (15.00).

Nail Technology

NLT-0130 Nail Technology Theory I**(4.00 cr.) (Fall and/or 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. Lecture (60.00).

Requisite courses: Take NLT-0131 concurrently

NLT-0131 Nail Technology Lab I**(4.00 cr.) (Fall and/or 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. . Lab (120.00).

Requisite courses: Take NLT-0130 concurrently

NLT-0140 Nail Technology Theory II**(4.00 cr.) (Fall and/or 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. . Lecture (60.00).

Requisite courses: NLT-0130 and NLT-0131; Take NLT-0141 concurrently.

NLT-0141 Nail Technology Lab II**(4.00 cr.) (Fall and/or 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. . Lab (120.00).

Requisite courses: Take NLT-0140 concurrently.

Occupational Safety and Health

OSH-0101 Intro to Workplace Safety**(1.00 cr.) (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. Lecture (15.00).

OSH-0102 OSHA 30 Hour General Industry**(2.00 cr.) (Fall and/or 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 may 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. Lecture (30.00).

Occupational Therapist Assistant

OTA-0100 Intro to Occupational Therapy**(2.00 cr.) (Fall Only)**

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. Lecture (30.00).

Requisite courses: Satisfactory completion of BIO-0210.

OTA-0110 Clinical Observation**(2.00 cr.) (Fall Only)**

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. Lecture (15.00), Lab (45.00).

Requisite courses: Must be admitted to the OTA program and successfully complete BIO-0210.

OTA-0112 Activities of Daily Living (3.00 cr.) (Spring Only)

Basic self-care skills of feeding, hygiene and dressing, independent living skills of communication, home management, architectural barrier modification and community resources are stressed. Adaptation to equipment and assistive devices necessary to perform ADL tasks are reviewed. Lecture (30.00), Lab (45.00).

Requisite courses: Must take OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 and earn a minimum grade of C.

OTA-0120 Occupational Therapeutic Media (3.00 cr.) (Spring Only)

Theory and practice of selected creative manual arts, including acquisition of basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem solving, therapeutic application and laboratory and equipment maintenance are presented. Lecture (30.00), Lab (45.00).

Requisite courses: Must complete OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

OTA-0122 Occ Therapy Group Process (2.00 cr.) (Spring Only)

Exploration of the use of groups in occupational therapy treatment. Occupational therapy models of practice and protocol across the lifespan are emphasized. Group leadership, group facilitation and activity selection skills will be developed. Lecture (15.00), Lab (45.00).

Requisite courses: Must complete OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

OTA-0131 Disease & Impact on Occupation (3.00 cr.) (Fall Only)

This course provides an overview of the etiology, clinical course, management, and prognosis of congenital and developmental disabilities, acute and chronic disease processes, and traumatic injuries; and examines the effects of such conditions on occupational performance throughout the lifespan as well as explores the effects of wellness on the individual, family, culture, and society. Lecture (45.00).

Requisite courses: Must pass BIO-0210 with a minimum grade of C. Must also be admitted to the OTA program.

OTA-0132 Occupational Development (1.00 cr.) (Fall Only)

Occupational Development is an overview of movement patterns and movement development required for the participation in occupations. An introduction to the Occupational Therapy Practice Framework and theories that impact movement and occupational participation are also presented. The course explores the general to more specific aspects of movement development for occupational performance. Lab (45.00).

Requisite courses: Must have BIO-0210 with a minimum grade of C.

OTA-0133 Clinical Rotation I (1.00 cr.) (Spring Only)

This level I fieldwork experience is designed to build Physical Disabilities clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotations in select outpatient physical disability settings. The course will focus on preparatory (including Physical Agent Modalities), purposeful and occupational treatment techniques for all orthopedic and neurological disabilities. In the clinic students will provide hands on therapy under the direct line of sight supervision of a qualified occupational therapy practitioner. Students will begin the process of developing treatment plans and procedures, adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention and the integration of preparatory, enabling and occupational treatments will be explored. Lab (45.00).

Requisite courses: Must pass OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

OTA-0134 Occ. Therapy in Phys. Disability. (3.00 cr.) (Spring Only)

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of prevention, reduction or alleviation of certain aspects of disease/illness which impede activities and self-care performance. Lecture (30.00), Lab (45.00).

OTA-0200 Psychosocial Therapy & Practice (3.00 cr.) (Fall Only)

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, communication skills, group leadership and use of self as a therapeutic modality are emphasized. Lecture (30.00), Lab (45.00).

Requisite courses: Must pass OTA-0112, OTA-0120, OTA-0122, OTA-0133 and OTA-0134 with a minimum grade of C.

OTA-0205 Occupational Therapy in Pediatrics (4.00 cr.) (Fall Only)

An analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance. Lecture (45.00), Lab (45.00).

Requisite courses: Must pass OTA-0120, OTA-0112, OTA-0122, and OTA-0133 with a minimum grade of C.

OTA-0210 Occupational Therapy Theory I (4.00 cr.) (Fall Only)

Introduction to the fundamental concepts of joint and muscle movement along with an overview of sensory systems, musculoskeletal systems, neuroanatomy, kinesiology, and basic assessment of previously mentioned. Lecture (45.00), Lab (45.00).

Requisite courses: Must pass BIO-0210 with a minimum grade C.

OTA-0217 Fieldwork Experience I**(4.50 cr.) (Spring Only)**

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, 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. Lecture (7.50), Lab (60.00).

Requisite courses: Must complete OTA-0100, OTA-0110, OTA-0131, OTA-0210, OTA-0112, OTA-0120, OTA-0122, OTA-0133, OTA-0134, OTA-0200, OTA-0205, OTA-0230, OTA-0231, OTA-0232 with a minimum grade C.

OTA-0218 Fieldwork Experience II**(4.50 cr.) (Spring Only)**

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. . Lecture (7.50), Lab (60.00).

Requisite courses: Must complete OTA-0100, OTA-0110, OTA-0131, OTA-0210, OTA-0112, OTA-0120, OTA-122, OTA-0133, OTA-0134, OTA-0200, OTA-0205, OTA-0230, OTA-0231, OTA-0232 with a minimum grade C.

OTA-0230 Clinical Rotation II**(2.00 cr.) (Fall Only)**

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. Lab (90.00).

Requisite courses: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

OTA-0231 Occupational Therapy Theory II**(1.50 cr.) (Fall Only)**

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. Lecture (15.00), Lab (22.50).

Requisite courses: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

OTA-0232 Aging & Impact on Occupation**(1.50 cr.) (Fall Only)**

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. Lecture (15.00), Lab (22.50).

Requisite courses: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

OTA-0250 Occupational Therapy Admin.**(3.00 cr.) (Spring Only)**

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. Lecture (45.00).

Requisite courses: Must complete OTA-0200, OTA-0205, OTA-0230, OTA-0232 with a minimum grade of C.

Philosophy

PHI-0215 Introduction to Philosophy**(3.00 cr.) (Spring Only) IAI GECC: H4900 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

PHI-0216 Logic (3.00 cr.) (Fall Only) IAI GECC: H4906 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

PHI-0218 Introduction to Ethics & Value (3.00 cr.) (Fall Only) IAI GECC: H4906 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

PHI-0219 Religion in American Society (3.00 cr.) (By Request) IAI GECC: H5905 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

Physical Education

PE-0116 Physical Education/Volleyball (2.00 cr.) (Fall and/or Spring) Transferable Course

This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of volleyball. Lab (60.00).

PE-0190 Intro to Coaching (3.00 cr.) (Fall and/or Spring) Transferable Course

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. Lecture (45.00).

PE-0210 Basketball (2.00 cr.) (Fall and/or Spring) Transferable Course

This course is a basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball. Lab (60.00).

PE-0212 Softball/Baseball (2.00 cr.) (Fall and/or Spring) Transferable Course

This course is a basic activity course designed is given to the basic fundamentals and techniques. Lab (60.00).

PE-0218 Weight Training I (1.00 cr.) Transferable Course

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. Lab (30.00).

PE-0219 Weight Training II (1.00 cr.) Transferable Course

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. Lab (30.00).

Requisite courses: Complete PE-0218.

PE-0220 Weight Training III (1.00 cr.) Transferable Course

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. Lab (30.00).

Requisite courses: Complete PE-0219.

PE-0221 Weight Training IV (1.00 cr.) Transferable Course

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. Lab (30.00).

Requisite courses: Complete PE-0220.

PE-0222 Weight Training V (1.00 cr.) Transferable Course

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. Lab (30.00).

Requisite courses: Complete PE-0221.

Physics

PHY-0116 College Physics I

(4.00 cr.) (Fall Only) IAI GECC: P1900L / Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Take MAT-0043 and complete with a minimum grade of C.

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

PHY-0117 College Physics II

(4.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Complete PHY-0116.

PHY-0120 Intro to Real World Physics

(3.00 cr.) (Spring Only) IAI GECC: P1900 / Transferable Course

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. Lecture (45.00).

Requisite courses: Satisfactory evidence of entry level writing/reading skills based on assessment testing scores, and/or completion of the developmental English program with a minimum grade of "C".

PHY-0216 University Physics I

(4.00 cr.) (Fall Only) IAI GECC: P2900L / Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Complete MAT-0209.

PHY-0217 University Physics II

(4.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00), Lab (30.00).

Requisite courses: Complete PHY-0216 and MAT-0211.

Practical Nursing

PN-0101 Nursing Orientation

(1.00 cr.) (Summer Only)

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. Lecture (15.00).

PN-0114 Growth & Development for PN's

(2.00 cr.) (Fall Only)

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. Lecture (30.00).

Requisite courses: Must take PN-0101.

PN-0115 Clinical Nursing - Part I

(3.00 cr.) (Fall Only)

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. Lab (135.00).

Requisite courses: Must have passed PN-0101.

PN-0116 Clinical Nursing - Part II

(4.00 cr.) (Spring Only)

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. Lab (180.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0121, PN-0126, PN-0128, HLT-0116 with a minimum grade of C.

PN-0117 Obstetric Clinical (1.00 cr.) (Spring Only)

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. Lab (45.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0121, PN-0126, PN-0128, and HLT-0116 with a minimum grade of C.

PN-0119 Clinical Nursing Part III (3.00 cr.) (Summer Only)

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. Lab (135.00).

Requisite courses: Must complete PN-0116 and PN-0129.

PN-0121 Fundamentals of Nursing (2.00 cr.) (Fall Only)

This course will provide the concurrent instruction and supervised clinical laboratory experience necessary to meet the nursing needs of patients at an introductory level. Lecture (30.00).

Requisite courses: Take PN-0101. (Required, Previous).

PN-0125 Intro to Mental Health (1.00 cr.) (Spring Only)

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 the 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 communications skills as related to the different situations. Lecture (15.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0121, PN-0126, PN-0128, and HLT-0116 with a minimum grade of C.

PN-0126 Intro to Pharmacology (3.00 cr.) (Fall Only)

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. Lecture (37.50), Lab (15.00).

PN-0128 Nursing Procedures (2.00 cr.) (Fall Only)

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 adult patient. Lab (60.00).

Requisite courses: Take PN-0101.

PN-0129 Medical / Surgical Nursing I (3.00 cr.) (Spring Only)

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. Lecture (45.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0121, PN-0126, PN-0128, and HLT-0116 with a minimum grade of C.

PN-0131 Nursing Care of Mother & Newborn (2.00 cr.) (Spring Only)

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. Lecture (30.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0121, PN-0126, PN-0128, and HLT-0116 with a minimum grade of C.

PN-0132 Nursing Care of the Child (2.00 cr.) (Spring Only)

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 through the observation of the well child. Lecture (30.00).

PN-0133 Pharmacology (2.00 cr.) (Spring Only)

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. Lecture (30.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0121, PN-0126, PN-0128 and HLT-0116 with a minimum grade C.

PN-0137 Med-Surgical Nursing II**(2.00 cr.) (Summer Only)**

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. Lecture (30.00).

Requisite courses: Must complete PN-0114, PN-0115, PN-0116, PN-0129, PN-0133 and HLT-0116 with a minimum grade of C.

PN-0138 Nursing Procedures Review**(1.00 cr.) (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. Lab (30.00).

Requisite courses: Complete PN-0128.

PN-0140 Review of Pharmacology**(1.00 cr.) (Fall Only)**

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. Lecture (7.50), Lab (15.00).

PN-0170 Geriatric Nursing**(1.00 cr.) (Fall Only)**

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. Lecture (15.00).

Requisite courses: Complete PN-0101.

Psychology

PSY-0211 Introduction to Psychology**(3.00 cr.) IAI GECC: S6900 / Transferable Course**

This course is an introduction to the study of human behavior with an emphasis on basic psychological principles and concepts. Topics covered include historical background, human development, intelligence, abnormal behavior, personality, learning, and memory. The application of theoretical principles to each of the presented topics will be strongly emphasized. The approach will be practical with the inclusion of current research findings in each area as well as the implications of cultural effects on human behavior. The goal of this course will be to nurture an understanding of basic psychological concepts, and, in all cases, to apply these understandings to our familiar experiences and behaviors. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

PSY-0216 Social Psychology**(3.00 cr.) (Spring Only) IAI GECC: S8900 / Transferable Course**

This course is a systematic introduction to theory and research on the ways social factors influence individual and group behavior. This course examines attitudes, social perception, the establishment of norms, conformity, leadership, group dynamics, emphasizing their effects on the individual. Lecture (45.00).

Requisite courses: Take PSY-0211.

PSY-0217 Developmental Psychology: Lifespan**(3.00 cr.) (Spring Only) IAI GECC: S6902 / Transferable Course**

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

PSY-0218 Child Psychology**(3.00 cr.) IAI GECC: S6903 / Transferable Course**

A systematic study of behavior from conception through adolescence is conducted with emphasis on physical, social, emotional, and intellectual growth and development. Attention is directed to both normal and abnormal development in each of the above areas. Research methods and cross-cultural comparisons are considered as they relate to the development process. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

PSY-0219 Abnormal Psychology**(3.00 cr.) (Fall Only) Transferable Course**

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. Lecture (45.00).

Requisite courses: Take PSY-0211.

PSY-0220 Psychology of Human Dev Lab**(1.00 cr.) (By Request) Transferable Course**

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). Lab (30.00).

Requisite courses: Take PSY-0217.

PSY-0224 Practical Psychology (3.00 cr.) (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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

Seminar

SEM-0101 College Survival (3.00 cr.) Transferable Course

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. Lecture (45.00).

SEM-0111 College Success (1.00 cr.) Transferable Course

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. Lecture (15.00).

SEM-0200 Career Decision Making (3.00 cr.) (Fall and/or Spring) Transferable Course

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. Lecture (45.00).

Sociology

SOC-0122 Intro to Social Problems (3.00 cr.) (Fall and/or Spring) IAI GECC: S7901 / Transferable Course

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. Lecture (45.00).

Requisite courses: Take ENG-0047. (Previous or concurrent).

SOC-0212 Sociology (3.00 cr.) IAI GECC: S7900 / Transferable Course

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SOC-0215 Death & Dying in American Society (3.00 cr.) (Spring Only) Transferable Course

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SOC-0217 Marriage & Family (3.00 cr.) (Fall and/or Spring) IAI GECC: S7902 / Transferable Course

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SOC-0218 Cultural Diversity (3.00 cr.) (Spring Only) IAI GECC: S7903D / Transferable Course

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. Lecture (45.00).

Requisite courses: Take SOC-0212.

Spanish

SPA-0110 Conversational Spanish (3.00 cr.) (By Request) Transferable Course

This course provides intensive oral practice in Spanish and includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected reading. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPA-0111 Elementary Spanish I**(4.00 cr.) (Fall) Transferable Course**

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. Lecture (60.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPA-0112 Elementary Spanish II**(4.00 cr.) (Spring) Transferable Course**

This course is a continuation of Spanish III. SPA 112 further stresses reading, writing, speaking, and listening in order to inculcate idiomatic use of the language. Reading, lectures, and reports concerning Latino culture are also emphasized. Constant oral practice is encouraged. Lecture (60.00).

Requisite courses: Take SPA-0111.

SPA-0211 Spanish**(4.00 cr.) (By Request) Transferable Course**

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. Lecture (60.00).

Requisite courses: Take SPA-0112.

SPA-0212 Spanish**(4.00 cr.) (By Request) Transferable Course**

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. Lecture (60.00).

Requisite courses: Take SPA-0211.

Speech

SPC-0111 Speech**(3.00 cr.) IAI GECC: C2900 / Transferable Course**

This course is the study of the theory and practice in developing the skills needed for public speaking. Major attention is devoted to the basic principles of audience, analysis, perception, listening, organization, delivery and evaluation of oral communication. Students will present demonstration, informative, persuasive, impromptu, and special occasion speeches. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPC-0113 Creative Drama**(3.00 cr.) (By Request) Transferable Course**

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. Students will complete service learning projects in cooperation with area schools. 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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPC-0124 Theater Appreciation**(3.00 cr.) IAI GECC: F1907 / Transferable Course**

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 and to develop an understanding of the elements that make up a theatrical event. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPC-0125 Acting I**(3.00 cr.) (By Request) Transferable Course**

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPC-0126 Theatre Practicum**(3.00 cr.) (Fall and/or Spring) Transferable Course**

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. Lecture (15.00), Lab (60.00).

SPC-0127 Summer Theatre Workshop**(2.00 cr.) (Summer Only) Transferable Course**

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. Lecture (30.00), Lab (60.00).

SPC-0210 Interpersonal Communications**(3.00 cr.) Transferable Course**

Interpersonal Communications is a study of human communication on a one-to-one basis. The concepts discussed include self-awareness, perception, listening, nonverbal communication, relationship development, self-disclosure, conflict resolution, crises, cultural ethics, and gender issues. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SPC-0213 Stagecraft I**(3.00 cr.) (By Request) Transferable Course**

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. Lecture (30.00), Lab (30.00).

SPC-0220 Stagecraft II**(3.00 cr.) (By Request) Transferable Course**

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. Lecture (30.00), Lab (30.00).

Requisite courses: Take SPC-0213.

Surgical Technology

STP-0122 Principals/Practice of Surg Tech: Circ/Scrub (6.00 cr.) (Fall Only)

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. Lecture (60.00), Lab (60.00).

Requisite courses: Take STP-0121.

STP-0123 Surgical Procedures I**(5.00 cr.) (Spring Only)**

This course is designed to prepare students for clinical practice training. Instruction combines lecture and lab to introduce students to all surgical specialties. Lecture (75.00).

Requisite courses: Take STP-0122.

STP-0124 Surgical Procedures II**(3.00 cr.) (Summer Only)**

This course is a continuation of Surgical Procedures I and is designed to prepare students for clinical practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in the first course. Lecture (45.00).

Requisite courses: Take STP-0123.

STP-0125 Clinical Rotation in Surg. Tec**(5.00 cr.) (Spring Only)**

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 to Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology courses. This course is offered PASS/FAIL. Lab (225.00).

Requisite courses: Take STP-0122, STP-0127, and BIO-0210.

STP-0126 Clinical Rotation in Surg Tech**(5.00 cr.) (Summer Only)**

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 Practices of Surgical Technology and Clinical Rotation in Surgical Technology I. This course is offered Pass/Fail. Lab (225.00).

Requisite courses: STP-0125, BIO-0215, and BIO-0218.

STP-0127 Pharmacology for Health Prof.**(3.00 cr.) (Fall Only)**

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 effects. Lecture (45.00).

Requisite courses: Take STP-0121.

Social Work

SW-0121 Intro to Social Work**(3.00 cr.) (Fall Only) Transferable Course**

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SW-0199 Social Work Internship**(2.00 cr.) (Fall and/or 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. Lab (150.00).

SW-0224 Intro to Service Agencies**(2.00 cr.) (Spring Only)**

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. Lecture (15.00), Lab (30.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

SW-0225 Community Health Systems**(3.00 cr.) (Fall Only)**

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. Lecture (45.00).

Requisite courses: Take ENG-0047 and ENG-0048 with a minimum grade C.

Truck Driving

TDR-0176 Truck Driving**(12.00 cr.)**

Student 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. Lecture (90.00), Lab (75.00).

TDR-0198 Truck Driving Externship**(4.00 cr.)**

This course is designed to give the student practical over-the-road driving experience under the supervision of an experienced truck-tractor driver. Lab (375.00).

Requisite courses: Take TDR-0176.

Unmanned Aircraft Systems

UAS-0213 Introduction to Unmanned Aircraft Systems (3.00 cr.)

This is an introductory course in unmanned aircraft systems (UAS). The course will include the history, development and evolution of unmanned aircraft; the elements of command and control; capabilities and performance of unmanned aircraft; unmanned aircraft flight operations; the National Airspace System and how it relates to UAS; current and planned Federal Aviation Administration regulations; latest operations and challenges currently facing this industry; and opportunities and career paths in Unmanned Aircraft Systems. (Lecture: 45.00)

UAS-0214 Introduction to UAS laws**(3.00 cr.)**

This is an introductory course in unmanned aircraft systems (UAS) law and application. The course will include a brief history, development and evolution of unmanned aircraft law, including, but not limited to, general UAS law, commercial and recreational UAS law, and state laws regarding use of UAS. (Lecture: 45.00)

UAS-0215 Introduction to UAS Applications and Technology (4.00 cr.)

This is an introductory course in UAS applications and technology. The course will include programming and flying UAS, selection and operation of sensors and post-processing and analyses of sensor data. Use of UAS will provide students with the knowledge of the elements of command and control in the field; capabilities and performance of UAS technology and applications; UAS flight operations in the field; and explore opportunities and career paths in UAS. (Lecture: 45.00) (Lab: 30.00)

Note: Technology and applications may vary by manufacturers and will depend on the final selection of drones. utilized for this course.

UAS-0216 Unmanned Aircraft Systems Part 107 Test Prep (4.00 cr.)

This course will cover test preparation materials for Part 107 Certification Exam (Aeronautical Knowledge Test) administered by the Federal Aviation Administration (FAA). (Lecture: 45.00) (Lab: 30.00)

UAS-0217 Survey of Drone Technology**(4.00 cr.)**

An introductory course to provide opportunities for students to gain knowledge, practice, and study in unmanned aircraft systems (UAS or drone) technology. Includes early history of autonomy in aviation; autonomous capabilities; benefits of increased autonomy; barriers to implementation; current drone topics including government programs and policies, current technological trends and practices; and drone education and employment opportunities including agriculture, mining, land surveying, etc. (Lecture: 30.00)

Volunteerism

VOL-0201 Volunteer Service

(1.00 cr.) Transferable Course

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. Lab (30.00).

Welding

WEL-0120 Gas Welding and Cutting

(3.00 cr.)

This course is a study of the techniques, procedures and uses of oxyacetylene welding and cutting equipment. Lecture (15.00), Lab (60.00).

WEL-0122 Maintenance Welding

(3.00 cr.)

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. Lecture (15.00), Lab (60.00).

WEL-0123 Arc Welding I

(3.00 cr.)

This course is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal plates. . Lecture (15.00), Lab (60.00).

WEL-0124 Arc Welding II

(5.00 cr.) (Fall and/or Spring)

This course is a combination of Arc Welding I-WEL 123, concentrating on metallic arc welding, vertical and overhead, lap and fillet welds. . Lecture (30.00), Lab (90.00).

Requisite courses: Complete WEL-0123 with a minimum grade of C.

WEL-0125 Gas Metal Arc Welding

(3.00 cr.)

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. Lecture (15.00), Lab (60.00).

WEL-0126 Gas Welding & Gas Tw

(5.00 cr.)

This course is a continuation of Gas Welding and Cutting-WEL 120. It studies of horizontal, vertical, and overhead welding, and brazing and soldering techniques. . Lecture (15.00), Lab (120.00).

WEL-0128 Pipe Welding

(3.00 cr.) (Fall and/or Spring)

This course is designed to teach up-hill and down-hill pipe welding fixed position. . Lecture (15.00), Lab (60.00).

Requisite courses: WEL-0124 must be taken previous or concurrently with WEL 0128.

WEL-0129 Tig Welding

(2.00 cr.)

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. Lecture (15.00), Lab (30.00).

WEL-0131 Blueprint Reading for Welding

(3.00 cr.) (Fall and/or Spring)

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. Lecture (45.00).

Requisite courses: Take MAT-0121 with a minimum grade of C.

WEL-0160 Intro to Welding

(3.00 cr.)

Instruction is given on common cutting processes, basic setups and equipment and welding safety. Lecture (15.00), Lab (60.00).

WEL-0161 Welding for Heavy Equip R

(2.00 cr.)

This course is a continuation of Arc Welding-WEL 127 using the low-hydrogen electrode, designed for welding high sulfur and high carbon steels. A study of joint geometry of oxyacetylene and arc air cutting, gouging, and deseaming is required. This course is designed to give the student a working knowledge in heavy equipment repair. Lecture (15.00), Lab (30.00).

WEL-0199 Welding Intern

(2.00 cr.)

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in this program. Each student is required to complete 150 contact hours at an approved worksite during the semester. Lab (150.00).

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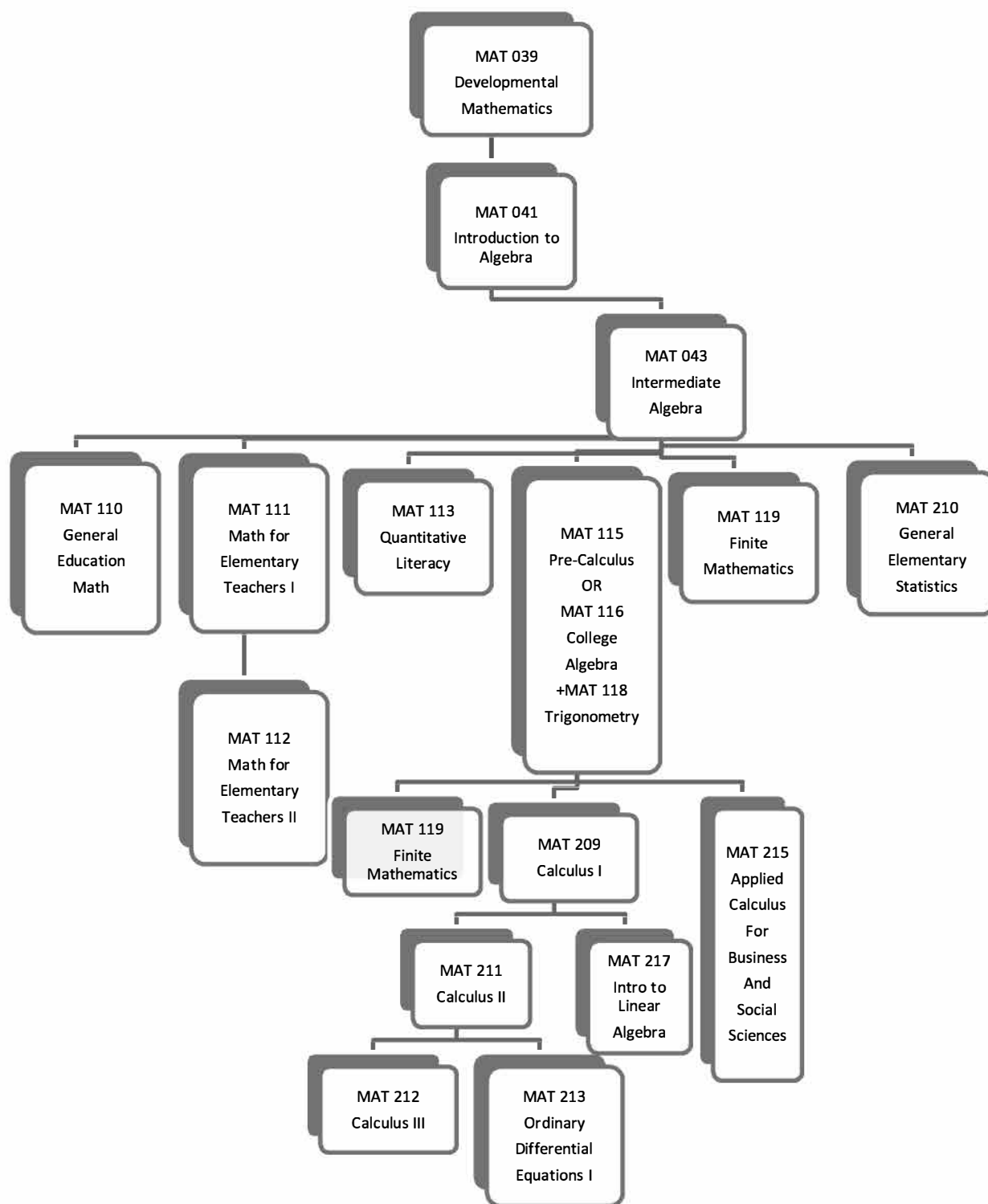
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REFERENCE SECTION



Math Sequence




English Sequence

Placement into English courses is based on 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

Shawnee Community College Enrollment Form

Change of Student Information

Date _____ Student ID# _____

Name

From _____ To _____
Last First MI Last First Mi

Address

From _____ To _____
Number & Street 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

For Office Use Only

ID #: _____

FEE \$5.00

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

Social Security # or ID#

Name

Address

City

State

Zip

Home/Cell Phone

Payment of **\$5.00** 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.

SCC

Course Catalog 2019-2020

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