

BOARD Book

Special Board Meeting
March 22, 2021





**SPECIAL MEETING
SCC BOARD OF TRUSTEES DISTRICT NO. 531
RIVER ROOM - ULLIN, IL
March 22, 2021 – 5:30 p.m.**

As permitted by Governor Pritzker's Executive Orders 2020Ā 07, 2020Ā33, and, 2020Ā55 Shawnee Community College, Pulaski County, Illinois, will convene a remote, Special meeting on March 22, 2021 at 5:30 PM via teleconference. Citizens and staff may participate in the teleconference by using the link below:

<https://shawneecedu.zoom.us/j/119290368> (please note there is a new passcode requirement for Zoom. The passcode is, 679248), or by dialing 1-312-626-6799, when prompted enter conference ID 119290368 and press # instead of a participant number. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment, must submit their public comment via email to comments@shawneecc.edu by 2:00 p.m. on March 22, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Recognition of Guests and Public Comment

V. Action and Discussion Items

A. Consideration for Acceptance of [FY20 Audit \(Sent separately\)](#)

B. Consideration of Approval of [FY22 College Catalog \(Sent separately\)](#)

C. Consideration of Approval Purchase of [Automotive Equipment Attachment-1](#)

VI. Executive Session

A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)

B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)

C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)

VII. Executive Session Action Items

- A. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- B. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)
- C. Consideration of Items That May Lead or Have Led to Litigation pursuant to [5 ILCS 120/2 \(c\)\(1\)](#)

VIII. Adjournment

Board Memorandum

**Board of Trustees**

Cathy Belcher
James Darden
Steve Heisner
Michael McMahon
Randy Rushing
John Windings
Andrea Witthoft

Student Trustee

Steve Etter

President

Dr. Tim Taylor

Vice Presidents

Dr. Kathleen Curphy
Dr. Lisa Price
Brandy Woods

Executive Directors

Robb Betts
Gene Honn

To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Brandy Woods
RE: FY 20 College Audit
Date: 03/22/21

Background: Pursuant to [110 ILCS 805/3-22.1](#) of the Public Community College Act, each year the College is required to conduct a financial audit. Illinois Community College Administrative Rule 1501.503 prescribes that “*a copy of the annual external audit shall be submitted electronically to ICCB on or before December 30 following the close of the fiscal year.*” This year, because of late guidance from the Department of Education on how to complete the compliance testing for the CARES act, ICCB has extended the submission deadline to March 31, 2021.

The final Audit was received by the College on March 9, 2021. A copy of the final Audit was sent to all Trustees on March 12, 2021. The audit was reviewed in detail by the College’s CEO, Interim CFO, and Financial Consultant, Brad McCormick. The Audit indicated that there were no adverse findings and that the College is following generally accepted accounting principles. The College’s Auditor, Martin-Hood, will be available to answer any questions the Board might have about the Audit at the Special Board meeting.

Recommendation: I recommend the Board accept the College FY20 Financial Audit and authorize the CFO to submit the audit to the Illinois Community College Board, pursuant to ICCB Administrative Rule 1501.503.

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Lisa Price
RE: FY 22 College Catalog
Date: 03/22/21

Background: In general, the College catalog is the College's contract with students and the community. To facilitate enrollment and recruitment processes for FY 22, the College needs to implement a new catalog. To that end, the Higher Learning Commission (HLC), the Illinois Community College Board (ICCB), and College policy inform the process.

Specifically, relating to required information for students and the public, HLC states, "*an institution demonstrates that it makes available to students and the public fair, accurate and complete information in catalogs, student handbooks, and other publications that include, at a minimum, information about the institution's calendar, grading, admissions, academic program requirements, tuition and fees, and refund policies.*" ICCB administrative Rule 1501.204 states, "*The district shall maintain... college catalog or other written information on course listings, programs, admission requirements, grading system, financial aid, and graduation requirements.*" Finally, College policy 4350 states, "*The College catalog is recognized as an official publication of Shawnee Community College.*"

To ensure the accuracy of information included in the College's catalog, a Team consisting of Dr. Kristin Shelby, Jean Ellen Boyd, Danielle Boyd, Melissa Luttenbacher, and Dr. Lisa Price reviewed and revised the catalog to reflect changes made during FY21. This Team engaged other participants (e.g. faculty and staff), as necessary, to verify the information provided and allow for broad input into the process.

In terms of academic program requirements, students who start attending SCC after July 1, 2021 will follow the academic program requirements outlined in the FY22 catalog. Further, students who attended SCC prior to July 1, 2021, depending on their enrollment status, may choose to follow the academic program requirements from previous catalog years. Finally, all students will follow the academic, business, general, and student service policies and procedures outlined in the FY22 catalog.

Recommendation: I recommend the Board approve the FY22 College Catalog, as presented. The effective date for this Catalog would be July 1, 2021.

Board Memorandum

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To: Board of Trustees
From: Dr. Tim Taylor
Recommending Staff: Dr. Kathleen Curphy & Brandy Woods
RE: Equipment Purchase – Automotive Program
Date: 03/22/21

Background: The College’s Automotive Technology program has curriculum requiring students to perform tasks associated with restoring an automobile’s steering and suspension systems to its proper alignment. Professional automotive technicians use computerized laser alignment systems to perform these steering and suspension alignment tasks.

To adequately prepare students for the workplace, the College needs to provide students with similar tools and machines used by technicians in the workplace so they might become proficient with these tasks. Currently, the College does not have this type of equipment.

The proposed purchase of the Hunter Aligner and Scissor lift will allow the College to provide students with the appropriate learning experience. It is important to understand, the Aligner communicates, via computer and laser technology, with sensors on the Scissor Lift to form an alignment system (i.e. we need both components. Although there are other brands of alignment equipment available, Hunter alignment systems are considered the “gold standard” and are the predominant machines found in auto shops throughout the College’s service area.

Since this equipment is for a Career Technical Education program, costs over \$5,000, and can be used for at least one-year, it qualifies as a “Perkins eligible” purchase. In anticipation of this need, the College planned for this purchase in the FY21 Perkins grant.

Since both pieces of equipment are needed to form the alignment system, and together, the estimated cost was over the \$25K threshold established by [110 ILCS 805/3-27.1](#) of the Illinois Community College Act, the College engaged in a formal bid process. As per statute, the College solicited bids through traditional advertisement and the bid opening was completed on February 25, 2021 at 2:00 p.m. in the Founders Room at the College’s main campus. Two bids were received; here is a summary of the bids:

Carl Clover:	\$68,044.18	D & D Equipment Sales	\$49,986.17
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Recommendation: I recommend the Board approve the purchase of the Hunter Alignment system from D & D Equipment Sales in the amount of **\$49,986.17**, as it was the lowest qualified bid.

QUOTE

Carl Clover

573-579-4186
 18690 state highway 25
 Chaffee MO 63740

200
 2/22/2021

Bill To Address:	Ship To Address:
SHAWNEE COMMUNITY COLLEGE	SAME
8364 Shawnee College Road	
Ullin Il 62992	
573-624-7476	

Method of Payment:		
Ship Via:	Ship Date:	Projected Arrival:

Customer Order:				
Qty.	Part Number	Product Description	Unit Price	Total Investment
1	RX10KL	Hunter Scissor lift	\$32,406.19	\$32,406.19
1	WA673-CM	HUNTER ALIGNER SYSTEM	\$33,987.99	\$33,987.99
1	SHIPPING	SHIPPING	\$1,650.00	\$1,650.00
Notes			Subtotal:	\$68,044.18
			Tax:	
			Shipping & Handling:	
			Total:	\$68,044.18

Accepted By: _____ Date: _____

Thank You For Your Business!

Terms & Conditions	Disclaimer of Warranties
Terms Due Upon Receipt. A 1.5% Service Charge per month (18% per annum) will be assessed on past due balance.	Any warranties on the products sold hereby are those made by the manufacturer. The Seller hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said

HUNTER

Engineering Company

EQUIPMENT PROPOSAL / SALES AGREEMENT

Prepared on 2/10/2021 by My Vann

Submitted to:

Shawnee Community College
8364 Shawnee College Road
Utin, IL 62992
618-634-3200

Quoted through:

D & D EQUIPMENT SALES
C/O LESLIE WILLIAMS
2501 WEST MURPHYSBORO RD
CARBONDALE, IL 62901



WA673-CM (MSRP: \$33,860.00)

24,740.10

Aligner with Premium Compact Cabinet & 24" Widescreen LCD. Includes:

- Cordless VIN Barcode Scanner
- CodeLink(TM) Cordless OBD-11 Steering System Reset
- Hunter Shop Tough(TM) PC with Windows 10
- Award-Winning WinAlign(R) software
- 2 years free vehicle specs & WebSpecs(R) instant specs by web
- Tool & Kit Database with required tools replacement part numbers]
- Full Digital Photo Adjustments & Instruction Video Library
- Exclusive tools including WinToe(TM) Shim-Select(R) II, CAMM(R) and ABC
- Live Ride Height & WinAlign Tuner(TM) application for modified vehicles
- TPMSpec(TM) Database (Vehicle Specific Sensor Type & Reset Procedures)
- Premium Color Printer, Wired & Wireless Network, Power Line Filter/Protector
- Certified iShop & ASANET compliant
- Professional Installation & On-Site Training
- Made in USA



HawkEye Elite cameras mounted to cabinet column fit most service bay applications when connected to a WA67X or WA68X system.

- 4 Patented PentaCam 5 Megapixel High Definition Cameras
- Patented Elite QuickGrip(R) wheel adaptors, no metal to metal contact
- "TD" Three Dimensional Wheel Targets
- QuickComp single motion roll
- Turnplate Bridges
- Made in the USA

RX10KL (MSRP: \$31,861.42)

23,896.07

10,000lbs Premium Scissor Rack, Long Deck

- Open Front & Rear (No Cross Bars) For Easy Access
- 10,000 lb. Capacity, 179" 2-wheel alignment wheelbase
- (2) 6,000 lb. Capacity Swing Air Jacks
- Two Movable Work Steps
- Built-in Air Line Kit & Turnplate pockets
- Heavy Duty Louvered Ramps with Built-In Wheel Stops
- Factory Installation (with Grouting) and Training included
- Made in USA



Quote ID: 367927 on 2/10/2021

CERT COMBOLVL4 (MSRP: \$875.00)

0.00

5-day class - This package streamlines the learning process by offering the Fundamental and Intermediate alignment courses. Understanding the primary alignment measurements and alignment adjustments are emphasized.



Prices subject to change without notice.	Subtotal	\$48,836.17	(\$86,386.42 MSRP)
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This proposal is good through 03/12/2021	+ freight (estimated)	\$1,350.00
	Total investment	\$49,986.17

Proposal includes installation and on-site training by a Hunter Technical Representative.

Electrical and compressed air connections to equipment are not included on this quotation.

Estimated delivery:

Quote ID: 367927 on 2/10/2021

This Proposal was Prepared for

Legal Name of Business

Shawnee Community College

Billing Address

8384 Shawnee College Road

City, State Zip

Ullip, IL 62992

Main Contact

Main Phone Number

618-634-3200

Items on this Proposal

1 WA673-CM

1 RX10KL
1 CERT

COMB0LV1

Your Local Hunter Team



Craig Kohler
Manufacturer's Representative

Waterloo, IL 62298
(818) 973-6749

huntru14@htc.net



Hoehler, Mark
Technical & Training Representative
Paducah, KY
(502) 584-0278
emhco@yahoo.com



Hiemenz, Chip
Regional Manager
chiemenz@hunte.com

My Vann
D & D EQUIPMENT SALES

573-701-5060
myvann@att.net

X

Approval

Total investment (Cash/ Check) \$49,986.17

All software pre-installed on, or subsequently released by Hunter for, Hunter equipment is licensed pursuant to the Hunter Engineering Company End User License Agreement (EULA) [\(EULA\)](#) software. A copy of the EULA is available upon request. By placing an order for, purchasing, or using Hunter equipment, you acknowledge and agree to be legally bound by the EULA, which is hereby incorporated by reference.

The following documents, Audit Materials and Catalog, were sent as separate attachments.

FY20 Audit

February 22, 2021

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

We have audited the financial statements of Shawnee Community College, Community College District #531 (the College) and its discretely presented component unit, Saints Foundation at Shawnee Community College (the Foundation), for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in an email to the Board's Chairman dated September 23, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 2 to the financial statements, and the significant accounting policies used by the Foundation are described in Note 20B to the financial statements.

As described in the notes to the financial statements, the Foundation adopted the Accounting Standards Update (ASU) 2018-18, Not-for-Profit Entities – *Clarifying the Scope and Accounting Guidance for Contributions Received and Made* (Topic 958) during Fiscal Year 2020. This ASU clarifies between reciprocal and nonreciprocal transactions as well as assists in determining whether a transaction is conditional. As allowed by ASU 2018-08, the accounting changes have been adopted using the modified prospective approach effective July 1, 2019 but had no significant impact on the financial statements or note disclosures related to the Foundation.



We noted no transactions entered into by the College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

1. The valuation of the student tuition receivable
2. The useful lives of depreciable capital assets
3. The unearned revenue for property taxes received under appeal
4. The valuation of the liability for post-employment health insurance benefits
5. The amount of expenses eligible for reimbursement under the College's state and federal grants

Management's estimate of the allowance against the student tuition receivable is based on past collection experience, which management has translated into a formula that applies an allowance percentage against student tuition receivables based on semester to which the receivables relate. The estimated useful lives of capital assets are based on historical experience with similar assets. Unearned revenue from property taxes received under appeal is based on information received from the impacted county. Management's estimate of the liability for post-employment health insurance benefits, is based on a valuation performed by an actuarial firm hired by the state as this is a cost-sharing plan managed by the state. Management's estimate of allowable grant expenses is based on grant budgets and published guidance provided by granting agencies or other oversight agencies. In addition, the Foundation's costs of the providing various programs and other activities have been summarized on a functional basis in the statement of activities. Certain costs have been allocated among the programs and supporting services benefited based on estimates made by management.

We evaluated the key factors and assumptions used to develop the estimates noted above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit. We were, however, delayed in completion of our audit due to the late release of guidance related to the Higher Education Emergency Relief Funds. We were also delayed due to the timeliness of responses from the Financial Aid Office.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

- Management may choose not to correct certain misstatements due to qualitative and quantitative factors, such as materiality. If applicable, these uncorrected misstatements are summarized on the attached Audit Difference Evaluation Form. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
- The attached Adjusting, Eliminating, and/or Reclassifying Journal Entries Reports, as applicable, summarize misstatements that were corrected by management. These entries were either (1) provided by management or (2) identified during the performance of audit procedures and proposed to, discussed with, and approved by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the Management Representation Letter dated February 22, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the College's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management Discussion and Analysis and schedules of SURS and CIP information, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on Schedules 1 through 15 and 17 through 22, 25, and 27 through 35, which accompany the financial statements, but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, or accounting principles required by ICCB or the State of Illinois, as applicable, the method of preparing it has not changed from the prior period, as applicable, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on Schedule 16, which accompanies the financial statements, but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements of the College, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the Board of Trustees and management of the College and the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Martin Hood LLC



Jeff R. Livesay, CPA, CGMA

Shawnee Community College: 01 Education

Year End: June 30, 2020

AJE Report - Fund 01

Date: 7/1/2019 To 6/30/2020

TB-02

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2020	General : Allowance for Taxes Receivable	01-0-00-0000-131099 11	PBC			55,545.00		
1	6/30/2020	General - Current Taxes	01-0-00-0000-411000 11	PBC		55,545.00			
To update estimate for allowance for uncollectible property tax receivables from Jackson County. Provided by Brandy Woods, Director of Business Services, 10/22/2020. MATERIAL.									
01-1	6/30/2020	General : Accrued Salaries-Faculty	01-0-00-0000-241000 11	M-01		17,486.00			
01-1	6/30/2020	Cosmetology - Teaching Faculty FT	01-0-12-1503-513010 11	M-01			8,635.00		
01-1	6/30/2020	Certified Nurse Assistance - Teaching Faculty F	01-0-14-1301-513010 11	M-01			8,851.00		
To adjust faculty accrual at year end. Discussed with and approved by Brandy Woods, Director of Business Services 10/14/2020. IMMATERIAL.									
						73,031.00	73,031.00		
Net Income (Loss)			(1,543,420.00)						

Shawnee Community College: 04 Bond & Int

Year End: June 30, 2020

AJE Report - Fund 04

Date: 7/1/2019 To 6/30/2020

TB-02-1

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2020	General : Allowance for Taxes Receivable	14-0-00-0000-131099 4	PBC			75,114.00		
1	6/30/2020	General - Current Taxes	14-0-00-0000-411000 4	PBC		75,114.00			
To update estimate for allowance for uncollectible property tax receivables from Jackson County. Provided by Brandy Woods, Director of Business Services, 10/22/2020. MATERIAL.									
						75,114.00	75,114.00		
Net Income (Loss)			(37,679.00)						

Shawnee Community College: 08 FA Grp

Year End: June 30, 2020

AJE Report- GASB 34

Date: 7/1/2019 To 6/30/2020

TB-02-2

Staff	In-Charge	Manager
	GAK 12/3/2020	GJD 12/18/2020
Partner	TR	
	MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
08-1	6/30/2020	Land Improvements	08-1002 7	F-00		22,046.00			
08-1	6/30/2020	Building	08-1003 7	F-00			22,678.00		
08-1	6/30/2020	Equipment	08-1004 7	F-00		42,072.00			
08-1	6/30/2020	Equipment	08-1004 7	F-00			358,999.00		
08-1	6/30/2020	Vehicle	08-1005 7	F-00		164,445.00			
08-1	6/30/2020	Vehicle	08-1005 7	F-00			45,870.00		
08-1	6/30/2020	Vehicle	08-1005 7	F-00		358,999.00			
08-1	6/30/2020	CIP	08-1008 7	F-00		1,419,559.00			
08-1	6/30/2020	Gain/Loss on Disposal of Assets	08-4000 7	F-00		21,544.00			
08-1	6/30/2020	Gain/Loss on Disposal of Assets	08-4000 7	F-00			22,500.00		
08-1	6/30/2020	Academic Support	50000AS 7	F-00			8,500.00		
08-1	6/30/2020	Student Services	50000SS 7	F-00			7,911.00		
08-1	6/30/2020	CAPITAL OUTLAY	50000CAP 7	F-00			1,631,711.00		
08-1	6/30/2020	CAPITAL OUTLAY	50000CAP 7	F-00		22,500.00			
08-1	6/30/2020	DEPRECIATION EXPENSE	50000DEP 7	F-00		960,416.00			
08-1	6/30/2020	Accum. Depreciation - Land Improvements	08-1009-01 7	F-00			9,225.00		
08-1	6/30/2020	Accum. Depreciation - Building	08-1009-02 7	F-00			595,513.00		
08-1	6/30/2020	Accum. Depreciation - Building	08-1009-02 7	F-00		1,134.00			
08-1	6/30/2020	Accum. Depreciation - Equipment	08-1009-03 7	F-00			62,655.00		
08-1	6/30/2020	Accum. Depreciation - Equipment	08-1009-03 7	F-00		358,999.00			
08-1	6/30/2020	Accum. Depreciation - Vehicle	08-1009-04 7	F-00			50,789.00		
08-1	6/30/2020	Accum. Depreciation - Vehicle	08-1009-04 7	F-00		45,870.00			
08-1	6/30/2020	Accum. Depreciation - Vehicle	08-1009-04 7	F-00			358,999.00		
08-1	6/30/2020	Accum. Depreciation - CT Equipment	08-1009-05 7	F-00			40,656.00		
08-1	6/30/2020	Accum. Depreciation - Software	08-1009-06 7	F-00			201,578.00		
<p>To record 2020 fixed asset activities, based on information provided by Brandy Woods, Director of Business Services, during fieldwork. MATERIAL.</p>									
08-2	6/30/2020	TUITION REVENUE	4000REV 7	M-11			172,093.00		
08-2	6/30/2020	TUITION REVENUE	4000REV 7	M-11			62,914.00		
08-2	6/30/2020	DEFERRED TUITION REVENUE	08-271000 7	M-11		172,093.00			
08-2	6/30/2020	DEFERRED TUITION REVENUE	08-271000 7	M-11		62,914.00			
<p>To adjust deferred revenue and revenue accounts to actual for Summer 2020 tuition. Discussed with and approved by Brandy Woods, Director of Business Services, 10/21/2020. MATERIAL.</p>									
08-3	6/30/2020	PRINCIPAL RETIREMENT	10000P 7	N-01			1,200,000.00		
08-3	6/30/2020	Notes Payable - Current	08-2001 7	N-01		1,200,000.00			
<p>To adjust ending balance for general obligation bonds. Based on information provided by Brandy Woods, Director of Business Services, during fieldwork. MATERIAL.</p>									
08-5	6/30/2020	Accrued Interest	08-2003 7	N-01		343,051.00			
08-5	6/30/2020	Interest Expense	50000INT 7	N-01			343,051.00		
<p>To adjust Accrued interest to actual. Discussed with and approved by Brandy Woods, Director of Business Services, on 10/21/2020, MATERIAL.</p>									
08-6	6/30/2020	TUITION REVENUE	4000REV 7	RAWP-10		1,800,987.00			
08-6	6/30/2020	SCHOLARSHIP	9000SCH 7	RAWP-10			1,800,987.00		
<p>To eliminate scholarship revenue and expenses. Based on information provided by Brandy Woods, Director of Business Services, during fieldwork. MATERIAL.</p>									
08-7	6/30/2020	TUITION REVENUE	4000REV 7	RAWP-10		801,901.00			
08-7	6/30/2020	SCHOLARSHIP	9000SCH 7	RAWP-10			801,901.00		
<p>To eliminate scholarship revenue and expenses. Based on information provided by Brandy Woods, Director of Business Services, during fieldwork. MATERIAL.</p>									
08-8	6/30/2020	Deferred Pension Expense	20000D 7	RAWP-14A		6,807.00			
08-8	6/30/2020	Student Services	50000SS 7	RAWP-14A			6,807.00		
08-8	6/30/2020	Net OPEB Liability	2002OPEB 7	RAWP-14A			109,863.00		
08-8	6/30/2020	Deferred Inflow - OPEB	2003OPEB 7	RAWP-14A			223,600.00		

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
08-8	6/30/2020	Deferred Outflow - OPEB	2004OPEB 7	RAWP-14A	73,099.00			
08-8	6/30/2020	Deferred OPEB Expenses	2201OPEB 7	RAWP-14A	989.00			
08-8	6/30/2020	OPEB Expenses	5000OPEB 7	RAWP-14A		989.00		
08-8	6/30/2020	OPEB Expenses	5000OPEB 7	RAWP-14A	260,364.00			
<p>To record OPEB liability and CY activity, including post measurement date contributions, based on June 30, 2019 measurement date. Discussed with and approved by Brandy Woods, Director of Business Services, 11/6/2020. MATERIAL.</p>								
08-9	6/30/2020	Deferred Scholarship Expense	14000 7	TB-01		111,549.00		
08-9	6/30/2020	SCHOLARSHIP	9000SCH 7	TB-01	111,549.00			
<p>To recognize scholarship expense for Summer 2020 scholarships. Discussed with and approved by Brandy Woods, Director of Business Services, 10/20/2020. IMMATERIAL.</p>								
					8,251,338.00	8,251,338.00		
Net Income (Loss)			2,080,104.00					

Shawnee Community College: 02 Op & Maint

Year End: June 30, 2020
 AJE Report - Fund 02
 Date: 7/1/2019 To 6/30/2020

TB-02-3

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2020	General : Allowance for Taxes Receivable	02-0-00-0000-131099 2	PBC			27,888.00		
1	6/30/2020	General - Current Taxes	02-0-00-0000-411000 2	PBC		27,888.00			
To update estimate for allowance for uncollectible property tax receivables from Jackson County. Provided by Brandy Woods, Director of Business Services, 10/22/2020. MATERIAL.									
						27,888.00	27,888.00		
Net Income (Loss)			(499,751.00)						

Shawnee Community College: 03 Op & Maint Restricted

TB-02-4

Year End: June 30, 2020

AJE Report - Fund 03

Date: 7/1/2019 To 6/30/2020

Staff	In-Charge	Manager
	GAJ 12/3/2020	GJD 12/18/2020
Partner	TR	
	MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2020	General : Allowance for Taxes Receivable	13-0-00-0000-131099 1	PBC			11,392.00		
1	6/30/2020	PHS Tax Levy - Current Taxes	13-0-00-7010-411000 1	PBC		11,392.00			
To update estimate for allowance for uncollectible property tax receivables from Jackson County. Provided by Brandy Woods, Director of Business Services, 10/22/2020. MATERIAL.									
						11,392.00	11,392.00		
Net Income (Loss)			135,504.00						

Shawnee Community College: 11 Audit

Year End: June 30, 2020
 AJE Report - Fund 11
 Date: 7/1/2019 To 6/30/2020

TB-02-5

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2020	General : Allowance for Taxes Receivable	11-0-00-0000-131099 3	PBC			1,394.00		
1	6/30/2020	General - Current Taxes	11-0-00-0000-411000 3	PBC		1,394.00			
To update estimate for allowance for uncollectible property tax receivables from Jackson County. Provided by Brandy Woods, Director of Business Services, 10/22/2020. MATERIAL.									
						1,394.00	1,394.00		
Net Income (Loss)			(4,828.00)						

Shawnee Community College: 12 Liab & Pro & Settle

Year End: June 30, 2020
 AJE Report - Fund 12
 Date: 7/1/2019 To 6/30/2020

TB-02-6

Staff	In-Charge	Manager
	GAK 12/3/2020	GJD 12/18/2020
Partner	TR	
	MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
1	6/30/2020	General : Allowance for Taxes Receivable	12-0-00-0000-131099 8	PBC			36,528.00		
1	6/30/2020	General - Current Taxes	12-0-00-0000-411000 8	PBC		36,528.00			
To update estimate for allowance for uncollectible property tax receivables from Jackson County. Provided by Brandy Woods, Director of Business Services, 10/22/2020. MATERIAL.									
						36,528.00	36,528.00		
Net Income (Loss)			170,122.00						

Shawnee Community College: 06 Restricted Purpose

Year End: June 30, 2020

AJE Report - Fund 06

Date: 7/1/2019 To 6/30/2020

TB-02-7

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
06-1	6/30/2020	On-Behalf Revenue	M00001 12	RAWP-05, RA		5,508,506.00		
06-1	6/30/2020	On-Behalf Revenue	M00001 12	RAWP-05, RA		280,028.00		
06-1	6/30/2020	On-Behalf Expense	M00002 12	RAWP-05, RA	5,508,506.00			
06-1	6/30/2020	On-Behalf Expense	M00002 12	RAWP-05, RA	280,028.00			

To record on behalf payments to
 SURS. Discussed with and approved by Brandy Woods, Director of Business Services,
 9/14/2020. MATERIAL.

5,788,534.00 5,788,534.00

Net Income (Loss) 0.00

Shawnee Community College: Saints Foundation - DPCU

Year End: June 30, 2020
 AJE Report - Foundation
 Date: 7/1/2019 To 6/30/2020

TB-02-8

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
2	6/30/2020	Prepaid Expenses	1500 SF	S-10		11,525.00			
2	6/30/2020	Supplies - General	5221 SF	S-10			11,525.00		
To adjust prepaid asset and expenses for online software subscriptions. Discussed with and approved by Brandy Woods, Foundation Treasurer, 10/15/2020. MATERIAL.									
						11,525.00	11,525.00		
Net Income (Loss)			158,105.00						

Shawnee Community College: 01 Education

Year End: June 30, 2020

RAJE - Fund 01

Date: 7/1/2019 To 6/30/2020

TB-03

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
01-2	6/30/2020	General : Tuition Receivable	01-0-00-0000-133000 11	M-10			635,626.00		
01-2	6/30/2020	General : Def Revenue-Technology Fees	01-0-00-0000-271004 11	M-10		91,871.00			
01-2	6/30/2020	General : Def Rev-Tuition-Fall Resident	01-0-00-0000-271120 11	M-10		484,625.00			
01-2	6/30/2020	General : Def Rev-Tuition-Fall-OutOfDist	01-0-00-0000-271220 11	M-10		31,960.00			
01-2	6/30/2020	General : Def Rev-Tuition-FallOutOfState	01-0-00-0000-271320 11	M-10		27,170.00			

To reduce deferred revenue and
receivable recorded for Fall 2020 tuition. Discussed with and approved by Brandy
Woods, Director of Business Services, 10/21/2020.

635,626.00 635,626.00

Net Income (Loss) (1,543,420.00)

Shawnee Community College: 08 FA Grp

Year End: June 30, 2020

RAJE Report - GASB 34

Date: 7/1/2019 To 6/30/2020

TB-03-1

Staff	In-Charge GAK 12/3/2020	Manager GJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
08-4	6/30/2020	Notes Payable - Noncurrent	08-2000 7	N-01		1,600,000.00			
08-4	6/30/2020	Notes Payable - Current	08-2001 7	N-01			1,600,000.00		
To reclass current portion of general obligation bonds out of long-term. Based on information provided by Brandy Woods, Director of Business Services, during fieldwork.									
						1,600,000.00	1,600,000.00		
Net Income (Loss)			2,080,104.00						

Shawnee Community College: Saints Foundation - DPCU

Year End: June 30, 2020

RAJE - Foundation

Date: 7/1/2019 To 6/30/2020

TB-03-2

Staff	In-Charge GAK 12/3/2020	Manager CJD 12/18/2020
Partner	TR MRS 2/18/2021	

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
3	6/30/2020	Salaries - General	5230 SF	S-10			39,470.00		
3	6/30/2020	Salaries - Fundraising	5330 SF	S-10		39,470.00			
To reallocate Foundation salary expenses by functional expense category. Discussed with and approved by Brandy Woods, Foundation Treasurer, 11/9/2020.									
4	7/1/2019	Unrestricted Net Assets	3000 SF	O-11		45,883.00			
4	7/1/2019	Net Assets With Donor Restrictions	3100 SF	O-11			45,883.00		
To reclass net assets based on restricted amounts at 6/30/19. Discussed with and approved by Brandy Woods, Foundation Treasurer, on 11/20/2020.									
						85,353.00	85,353.00		
Net Income (Loss)			158,105.00						

ALG-CX-12.2: Audit Difference Evaluation Form

Governmental Unit: Shawnee Community College Financial Statement Date: 6/30/2020

Completed by: See CaseWare Date: See CaseWare

Opinion Unit: Primary Government - College A Listing of Known Audit Differences Over: \$13,000

Description (Nature) of Audit Difference (AD)	Factual (F), Judgmental (J), or Projected (P)	Cause	W/P Ref.	Financial Statement Effect—Amount of Over- (Under-) statement of:				Change in Fund Balance/Net Position		
				Total Assets and Deferred Outflows	Total Liabilities and Deferred Inflows	Working Cap.	Fund Balance/Net Position		Revenues	Expen.
Not recording a prior period adjustment to recognize deferred tuition and deferred fee revenue based on semester split at 6/30/2019	F	Management Decision	M-11					249,227		249,227
Improper levy number used for property tax 6/30/2020 receivable	F	Management Decision	C-05	44,332		44,332	44,332	44,332		44,332
Recording credit receivable balances as an offset to receivables instead of a liability at 6/30/2020	F	Management Decision	C-00	-26,304		-26,304				
Not recording a prior period adjustment to recognize summer 2019 scholarship expense in Fiscal Year 2019 rather than Fiscal Year 2020.	F	Management Decision	TB-01						120,323	-120,323
Uncollectible property tax from Jackson County estimate difference	P	Management Decision	RAWP-15	62,400		62,400	62,400	62,400		62,400
Property tax refund liability due to Ameren at 6/30/20 due to a decrease of tax assessments prior to FY15. Reducing property taxes as re-paid.	F	Management Decision	OA-01		-18,451	18,451	18,451	-18,451		-18,451
Not recording retainage payable at 6/30/2020.	F	Management Decision	L-01	-55,735	-55,735	55,735				
Total				24,693	-100,490	180,918	125,183	337,508	120,323	217,185
Less audit adjustments subsequently booked										
Net unadjusted AD—current year (iron curtain method)				24,693	-100,490	180,918	125,183	337,508	120,323	217,185
Effect of unadjusted AD—prior years								-118,889	-25,175	-93,714
Combined current year and prior year AD (rollover method)				24,693	-100,490	180,918	125,183	218,619	95,148	123,471
Financial statement caption totals				46,046,969	17,175,479	17,618,953	28,871,490	22,388,303	22,211,093	177,210
Current year AD as % of F/S captions (iron curtain method)				0.05%	-0.59%	1.03%	0.43%	1.51%	0.54%	122.56%
Current and prior year AD as % of F/S captions (rollover method)				0.05%	-0.59%	1.03%	0.43%	0.98%	0.43%	69.67%

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531

Ullin, Illinois

Comprehensive Annual Financial Report

For the Year Ended

June 30, 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on the Financial Statements

We have audited the accompanying financial statements of Shawnee Community College, Community College District #531 (the College) and its discretely presented component unit, Saints Foundation at Shawnee Community College (the Foundation), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the College and its discretely presented component unit as of June 30, 2020, and the changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8, the Schedule of Proportionate Share of Net Pension Liability – SURS and Schedule of Contributions – SURS on page 40, the Schedule of Proportionate Share of OPEB Liability – CIP on page 42, and the Schedule of Contributions – CIP on page 43 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements of the College as of and for the year ended June 30, 2020. The combining financial statements and other data in Schedules 1 through 16 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

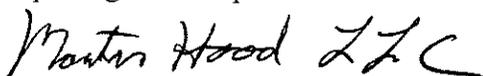
The uniform financial statements in Schedules 17 through 21 and the certificate of chargeback reimbursement (Schedule 22) are presented for purposes of additional analysis as required by the Illinois Community College Board and are also not a required part of the basic financial statements. The accompanying Schedule 32 is presented for purposes of additional analysis as required by the Illinois Grant Accountability and Transparency Act and is not a required part of the basic financial statements. The accompanying Schedules 33 through 35, including the Schedule of Expenditures of Federal Awards, are presented for the purpose of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are also not a required part of the basic financial statements. As described in Note 17, Schedules 1 through 3, Schedules 6 through 9, Schedules 11 through 13, Schedule 17, and Schedules 19 through 21 are reported using the modified accrual basis of accounting, which is a comprehensive basis of accounting other than GAAP for a special-purpose government engaged only in business-type activities.

Schedules 1 through 22 and Schedules 32 through 35, including the schedule of expenditures of federal awards, are the responsibility of management. Schedules 1 through 22, except Schedule 16, and Schedules 32 through 35, were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Information on Schedules 1 through 22, except Schedule 16, and Schedules 32 through 35, has been subjected to the auditing procedures applied in the audit of the basic financial statements, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information on Schedules 1 through 22, except Schedule 16, and Schedules 32 through 35, including the schedule of expenditures of federal awards, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole, except for differences between GAAP for a special-purpose government engaged only in business-type activities and the modified accrual basis of accounting used for the schedules noted above.

Schedule 16 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on Schedule 16.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated February 22, 2021, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



Champaign, Illinois
February 22, 2021

**SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

This section of Shawnee Community College's (the College) Financial Statements represents management's discussion and analysis of the College's primary government financial activity during the fiscal year ended June 30, 2020. Since this discussion and analysis is designed to focus on current activities and currently known facts, please read it in conjunction with the basic financial statements and footnotes (pages 9-39). Responsibility for the completeness and fairness of this information rests with the College.

Using this Annual Report

The financial statements focus on the College as a whole. The College's basic financial statements are designed to resemble corporate financial statements whereby all College activities are consolidated into one total. The Statement of Net Position is to be considered bottom line results for the College. This statement combines and consolidates current financial resources (short-term spendable resources) with capital assets. The Statement of Revenues, Expenses and Changes in Net Position focuses on the gross and net costs of College activities. These activities are supported by property taxes, state and federal revenues, tuition and other revenues. This approach is intended to summarize and simplify the user's evaluation of the cost of various College services to students and the public.

Financial Highlights

As of June 30, 2020, the College's Net Position was \$28.9 million, an increase of \$0.2 million over the prior year's Net Position of \$28.7 million. This increase in net position is due to an increase in unrestricted net position of \$2.4 million and an offsetting decrease net investment in capital assets of \$2.4 million, as well as an increase in other restricted net position (which is restricted by enabling legislation) of \$0.2 million.

The largest concern in the district is the continual decline in enrollment. Administration is monitoring this and looking at ways to increase enrollment through new programs, hybrid courses, online courses, and condensed courses.

There are currently no other known facts, decisions or conditions which will have a significant effect on the financial position (Net Position) or results of operation (revenues, expenses and changes in Net Position).

Financial Analysis of the College as a Whole

The following tables are prepared from the College's Statement of Net Position (page 9), which is presented on the accrual basis of accounting whereby capital assets are capitalized and depreciated, and Statement of Revenues, Expenses, and Changes in Net Position.

Statements of Net Position
As of June 30
(in millions)

	<u>2020</u>	<u>2019</u>
Current Assets	\$ 23.7	\$ 23.1
Non-Current Assets		
Land	0.1	0.1
Buildings in Progress	1.4	-
Capital Assets, Net of Depreciation	<u>20.6</u>	<u>21.3</u>
Total Assets	<u>45.8</u>	<u>44.5</u>
Deferred Outflows	<u>0.3</u>	<u>0.2</u>
Current Liabilities	6.1	3.6
Long Term Liabilities	<u>9.9</u>	<u>11.4</u>
Total Liabilities	<u>16.0</u>	<u>15.0</u>
Deferred Inflows	<u>1.2</u>	<u>1.0</u>
Net Position		
Net Investment in Capital Assets	17.4	19.8
Restricted for:		
Expendable Trust	5.0	5.0
Capital Projects	0.9	0.8
Debt Service	0.7	0.8
Other	1.9	1.7
Unrestricted	<u>3.0</u>	<u>0.6</u>
Total Net Position	<u>\$ 28.9</u>	<u>\$ 28.7</u>

Operating expenses, excluding on-behalf payments, for the College over the fiscal year ending June 30, 2020 were \$16.2 million compared to \$15.5 million for the previous year.

Operating Expenses
As of June 30
(in millions)

	<u>2020</u>	<u>2019</u>
Instruction	\$ 5.4	\$ 5.3
Academic Support	0.4	0.3
Student Services	1.5	1.5
Public Services	0.4	0.5
Auxiliary Expenses	0.9	0.9
Operation and Maintenance of Plant	1.1	-
Grants and Scholarships	2.1	1.7
Institutional Support	3.1	4.0
Other Postemployment Benefits	0.3	0.4
Depreciation	<u>1.0</u>	<u>0.9</u>
Total Operating Expenses	<u>\$ 16.2</u>	<u>\$ 15.5</u>

The operating revenue for fiscal year 2020 was \$2.8 million compared to \$2.8 for 2019. Non-operating revenues (expenses) for fiscal year 2020, excluding on-behalf revenue, were \$13.5 million compared to \$13.1 million for 2019.

Operating Results
For the Year Ended June 30
(in millions)

	<u>2020</u>	<u>2019</u>
Operating Revenues		
Tuition and Fees, Net of Allowance	\$ 2.1	\$ 1.9
Auxiliary Enterprise Revenues	0.4	0.5
Other	<u>0.3</u>	<u>0.4</u>
Total Operating Revenues	<u>2.8</u>	<u>2.8</u>
Non-Operating Revenue (Expenses)		
State Grants and Contracts	5.1	5.2
Local Property Taxes	4.6	4.3
Federal Grants and Contracts	3.8	3.6
Investment Income	0.3	0.3
Interest Expense	<u>(0.2)</u>	<u>(0.3)</u>
Total Non-Operating Revenues	<u>13.6</u>	<u>13.1</u>
Total Revenues	16.4	15.9
Operating Expenses	<u>16.2</u>	<u>15.5</u>
Increase in Net Position	0.2	0.4
Net Position, Beginning of Year	<u>28.7</u>	<u>28.3</u>
Net Position, End of Year	<u>\$ 28.9</u>	<u>\$ 28.7</u>

Significant Transactions and Changes in Individual Funds

The operating fund balance, as represented by both the education and the operation and maintenance funds, experienced a decrease of \$2,043,171 in 2020. This is due to the spend down of the 2017 bond funds in addition the College suffered an operating loss of \$384,885 due to decreased enrollment partially due to the COVID-19 pandemic. Individually, the education fund balance decreased by \$1,543,420 and the operations and maintenance fund balance decreased by \$499,751. The College budgeted and expended \$39,534 on the current student information system upgrade out of education fund reserves. The college expended \$1,618,752 of bond revenue for needed capital projects.

The liability, protection and settlement fund balance increased in 2020 by \$170,122 bringing that fund balance to a surplus of \$1,860,348. Local property taxes are the only source of revenues for this fund.

The bond and interest fund was started in 2007. This fund ended fiscal year 2020 with a decrease in fund balance of \$37,679. The remaining fund balance of \$715,185 will be used to make future bond payments.

The capital projects fund balance increased by \$135,504. This increase is due to the planning of several health, safety, and protection projects around the College to improve the campus but not yet expended. The remaining fund balance of \$931,089 will be used for future capital expenditures.

Capital Asset Administration

At the end of fiscal year 2020, the College had \$22.0 million invested in a broad range of capital assets (see table below). This amount represents a net increase (including additions and depreciation) of \$0.6 million. More detailed information about capital assets can be found in Note 4 to the Basic Financial Statements.

**Capital Assets
As of June 30
(Net of Depreciation in millions)**

	<u>2020</u>	<u>2019</u>
Land	\$ 0.1	\$ 0.1
Buildings in Progress	1.4	-
Land Improvements	0.2	0.1
Buildings	19.2	19.8
Equipment	0.2	0.3
Vehicles	0.3	0.2
Software	0.6	0.8
Computer Equipment	<u>0.1</u>	<u>0.1</u>
Total Capital Assets, Net of Depreciation	<u>\$ 22.1</u>	<u>\$ 21.4</u>

Long-Term Debt Activity

The College’s long-term debt increased during Fiscal Year 2020 from \$12.8 million to \$13.2 million due to the addition of a \$1.5 million note payable and a net increase of other postemployment benefit liabilities of \$0.1 million recorded during the year, offset by the retirement of \$1.2 million in bond debt. More detailed information about long-term debt can be found in Note 8 to the Basic Financial Statements.

Economic Factors That Will Affect the Future

For fiscal year 2021, the College’s Board of Trustees increased tuition and fees that are effective summer 2020. The state of Illinois did pass a budget for fiscal year 2021, therefore allowing the college to avoid significant reductions in fund balance.

The College’s fiscal future is influenced by such factors as; the local economy, student enrollment, new program innovations, and technological advances. The College maintains good fiscal management policies and continues to explore alternative revenue sources. The College’s approved operating budget for fiscal year 2021 is \$12.8 million. The total College budget is \$23.6 million. Administration will continue to be proactive in monitoring all areas of its operating budget.

The College's Administration and its Board continue to monitor other major factors related to its financial state including declining student enrollment, limited state funding, and the COVID-19 pandemic. Shawnee will continue capital improvements on its grounds and facilities as needed. This includes ongoing annual protection, health and safety projects.

Other than the above, the College is not aware of any currently known facts, decisions, or conditions that are expected to have significant effect on the financial position or results of operations during the new fiscal year.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Net Position
June 30, 2020

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	Primary Government	Component Unit
Current Assets		
Unrestricted:		
Cash and Cash Equivalents	\$ 12,412,232	\$ 62,009
Investments	-	819,834
Receivables:		
Property Taxes	620,652	-
Replacement Taxes	75,380	-
Student Tuition and Fees, Net of Allowance of \$129,456	373,621	-
Prepaid Expenses	148,960	11,525
Inventories	296,282	-
Restricted:		
Cash and Cash Equivalents	5,602,011	-
Investments	2,641,712	276,758
Receivables:		
Property Taxes	856,670	-
Governmental Grants and Contracts	676,423	-
Total Current Assets	23,703,943	1,170,126
Property and Equipment, Net	22,077,826	-
Total Assets	45,781,769	1,170,126
Deferred Outflows of Resources		
Pension Related Deferred Outflows	62,333	-
Other Postemployment Benefits Related Deferred Outflows	202,867	-
Total Deferred Outflows of Resources	265,200	-
Total Assets and Deferred Outflows of Resources	\$ 46,046,969	\$ 1,170,126

LIABILITIES, DEFERRED INFLOWS, AND NET POSITION

Current Liabilities		
Accounts Payable	\$ 1,415,597	\$ 5,500
Accrued Liabilities	447,835	-
Due to Student Groups	213,894	-
Unearned Revenue	859,366	-
Note Payable	1,548,298	-
Current Portion of Bonds Payable	1,600,000	-
Total Current Liabilities	6,084,990	5,500
Long-Term Liabilities		
Bonds Payable, Net of Current Portion	3,200,000	-
Net Other Postemployment Benefit Liabilities	6,703,834	-
Total Long-Term Liabilities	9,903,834	-
Total Liabilities	15,988,824	5,500
Deferred Inflows of Resources		
Other Postemployment Benefits Related Deferred inflows	1,186,655	-
Net Position		
Net Investment in Capital Assets	17,344,936	-
Restricted for:		
Expendable Trust	5,030,178	-
Capital Projects	931,089	-
Debt Service	715,185	-
Other - Restricted by Enabling Legislation	1,914,180	-
Net Assets With Donor Restrictions	-	276,758
Unrestricted	2,935,922	887,868
Total Net Position	28,871,490	1,164,626
Total Liabilities, Deferred Inflows, and Net Position	\$ 46,046,969	\$ 1,170,126

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2020

Operating Revenues

Student Tuition and Fees, Net of Scholarship	
Allowance of \$2,602,888	\$ 2,083,359
Auxiliary Enterprises Revenue	391,746
Other Operating Revenues	310,486
Total Operating Revenues	<u>2,785,591</u>

Operating Expenses

Instruction	5,368,858
Academic Support	387,657
Student Services	1,450,978
Public Services	435,755
Auxiliary Expenses	885,583
Operation and Maintenance of Plant	1,160,134
Grants and Scholarships	2,145,402
Institutional Support	3,136,011
On-Behalf Payments	5,788,534
Other Postemployment Benefits	259,375
Depreciation	962,347
Total Operating Expenses	<u>21,980,634</u>

Operating Loss (19,195,043)

Non-Operating Revenues (Expenses)

State Grants and Contracts	5,144,270
Local Property Tax Revenues	4,619,973
Federal Grants and Contracts	3,760,916
On-Behalf Payments	5,788,534
Investment Income Earned	288,063
Gain on Sale of Property and Equipment	956
Interest Expense	(230,459)
Total Non-Operating Revenues	<u>19,372,253</u>

Increase in Net Position 177,210

Net Position, Beginning of Year 28,694,280

Net Position, End of Year \$ 28,871,490

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Activities - Component Unit
For the Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue:			
Contributions	\$ 27,239	\$ 229,927	\$ 257,166
Investment Return, Net	10,078	948	11,026
Total Support and Revenue	<u>37,317</u>	<u>230,875</u>	<u>268,192</u>
Net Assets Released from Restrictions	-	-	-
Total Support and Revenue and Net Assets Released from Restrictions	<u>37,317</u>	<u>230,875</u>	<u>268,192</u>
Expenses:			
<i>Program Services</i>			
Scholarships, Awards, and Grants	21,005	-	21,005
Supplies	225	-	225
Total Program Services	<u>21,230</u>	<u>-</u>	<u>21,230</u>
<i>Supporting Services</i>			
Fundraising Expenses			
Salaries	39,470	-	39,470
Postage and Supplies	3,499	-	3,499
Contractual Services	2,000	-	2,000
Advertising and Fundraising	1,098	-	1,098
Total Fundraising Expenses	<u>46,067</u>	<u>-</u>	<u>46,067</u>
Management and General Expenses			
Salaries	17,902	-	17,902
Consulting	15,996	-	15,996
Postage and Supplies	6,520	-	6,520
Legal Fees	1,346	-	1,346
Advertising	400	-	400
Travel	369	-	369
Miscellaneous	257	-	257
Total Management and General Expenses	<u>42,790</u>	<u>-</u>	<u>42,790</u>
Total Supporting Services	<u>88,857</u>	<u>-</u>	<u>88,857</u>
Total Expenses	<u>110,087</u>	<u>-</u>	<u>110,087</u>
Change in Net Assets	<u>(72,770)</u>	<u>230,875</u>	<u>158,105</u>
Net Assets, Beginning of Year, As Previously Reported	1,006,521	-	1,006,521
Prior Period Adjustment	<u>(45,883)</u>	<u>45,883</u>	<u>-</u>
Net Assets, Beginning of Year, As Restated	<u>960,638</u>	<u>45,883</u>	<u>1,006,521</u>
Net Assets, End of Year	<u>\$ 887,868</u>	<u>\$ 276,758</u>	<u>\$ 1,164,626</u>

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Cash Flows
For the Year Ended June 30, 2020

Cash Flows from Operating Activities	
Student Tuition and Fees	\$ 2,103,448
Payments to Suppliers	(2,975,713)
Payments to Employees and Benefits Paid	(8,824,203)
Payments for Financial Aid and Scholarships	(2,299,015)
Auxiliary Enterprise Charges	391,746
Other Receipts	<u>310,486</u>
Net Cash Used in Operating Activities	<u>(11,293,251)</u>
Cash Flows from Non-Capital Financing Activities	
State Grants and Contracts	4,852,358
Local Property Taxes	4,830,996
Federal Grants and Contracts	3,534,736
Principal Received on Note Payable	<u>1,548,298</u>
Net Cash Provided by Non-Capital Financing Activities	<u>14,766,388</u>
Cash Flows from Capital and Related Financing Activities	
Principal Paid on Bonds	(1,200,000)
Interest Paid on Bonds	(573,510)
Purchase of Property and Equipment	(1,648,122)
Proceeds from Sale of Property and Equipment	<u>22,500</u>
Net Cash Used in Capital and Related Financing Activities	<u>(3,399,132)</u>
Cash Flows from Investing Activities	
Interest on Investments	288,063
Purchases of Investments	<u>(174,942)</u>
Net Cash Provided by Investing Activities	<u>113,121</u>
Net Increase in Cash and Cash Equivalents	187,126
Cash and Cash Equivalents, Beginning of Year	<u>17,827,117</u>
Cash and Cash Equivalents, End of Year	<u>\$ 18,014,243</u>
On the Statement of Net Position as:	
Unrestricted - Cash and Cash Equivalents	\$ 12,412,232
Restricted - Cash and Cash Equivalents	<u>5,602,011</u>
Cash and Cash Equivalents, End of Year	<u>\$ 18,014,243</u>

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Cash Flows
For the Year Ended June 30, 2020

**Reconciliation of Operating Loss to Net Cash
Used in Operating Activities**

Operating Loss	\$ (19,195,043)
Adjustments to Reconcile Operating Loss to Net Cash	
Used in Operating Activities:	
Depreciation Expense	962,347
On-Behalf Payments	5,788,534
Changes in Assets, Deferred Outflows, Liabilities, and Deferred Inflows:	
Student Tuition and Fees Receivables	313,585
Prepaid Expenses	21,721
Inventories	(68,584)
Pension Related Deferred Outflows	(6,807)
OPEB Related Deferred Outflows	(74,088)
Accounts Payable	1,073,008
Accrued Liabilities	(7,295)
Due to Student Groups	13,017
Unearned Revenue	(447,109)
Net OPEB Liabilities	109,863
OPEB Related Deferred Inflows	223,600
	<hr/>
Net Cash Used in Operating Activities	<u>\$ (11,293,251)</u>

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to Basic Financial Statements
June 30, 2020

Shawnee Community College, Community College District #531 (the College) is a governmental unit that provides post-secondary school education and vocational training for six counties in Southern Illinois. The summary of accounting policies is presented to assist you in understanding the College's financial statements.

1. Reporting Entity

The accompanying financial statements include all entities for which the Board of Trustees of the District has financial accountability.

The College is a community college governed by an elected eight-member Board of Trustees. The College's district includes the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union. The College's mission is to provide affordable vocational, technical, and academic education.

As required by accounting principles generally accepted in the United States of America (GAAP), these financial statements present the financial reporting entity of the College, which consists of the College (the primary government of the reporting entity) and The Saints Foundation at Shawnee Community College (the Foundation), a discretely presented component unit of the College. The Foundation is a discretely presented component unit because the resources received and held by the Foundation are entirely for the direct benefit of the College and those resources are significant to the College.

2. Basis of Accounting and Significant Accounting Policies

- a. The financial statements of the College are prepared in accordance with GAAP. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments. GAAP includes all relevant GASB pronouncements plus other sources of accounting and financial reporting guidance noted in GASB Statement 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*.
- b. For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

Non-exchange transactions, in which the College receives value without directly giving equal value in return, include property taxes; federal, state, and local grants; state appropriations; and other contributions. On an accrual basis, revenue from grants, state appropriations, and other contributions is recognized in the year in which all eligibility requirements have been satisfied.

Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when the use is first permitted; matching requirements, in which the College must provide local resources to be used for a specified purpose; and, expenditure requirements, in which the resources are provided to the College on a reimbursement basis.

- c. Cash includes deposits held at banks and small amounts of cash held for change funds. Cash equivalents include deposits held in the Illinois Funds Money Market Fund.
- d. Cash and cash equivalents that are subject to certain limitations as to their uses are reported as restricted. These amounts include property taxes received for specific purposes, grant funds, bond proceeds for capital projects and amounts held by the College as an agent for student organizations.
- e. Investments consist of certificates of deposit with maturities greater than three months. These certificates of deposit are carried at cost. The difference between the cost and fair value of the negotiable certificates of deposit is insignificant.
- f. Student tuition and fees receivables include uncollateralized student obligations, which generally require payment by the first day of classes. These receivables are stated at the invoice amount.

Student balances unpaid at the middle of the term are considered delinquent. Collection costs may be applied to account balances still outstanding 30 days following the end of the semester. Payments of accounts receivable are applied to the specific invoices identified on the students' remittance advice or, if unspecified, to the earliest unpaid invoices.

The carrying amount of student tuition and fees receivables is reduced by a valuation allowance that reflects management's best estimate of amounts that will not be collected. The allowance for doubtful accounts is based on management's assessment of the collectability of accounts based on the aging of the accounts receivable by semesters. If the actual defaults are higher than the historical experience, management's estimates of recoverability of amounts due could be adversely affected. All accounts or portions thereof deemed to be uncollectible or to require an excessive collection cost are written off to the allowance for doubtful accounts. The total allowance as of June 30, 2020, was \$129,456.

Receivables also include outstanding balances from replacement taxes, federal and state funding sources, and other miscellaneous items. No allowance has been provided for these receivables, as management believes these are fully collectible based on past experience with these funding sources.

- g. Inventories are stated at the lower of average cost or market. Cost is determined on a first-in, first-out (FIFO) basis. Inventories consist of food supplies, textbooks, college apparel, and school supplies.

- h. Capital assets include property, plant equipment, and infrastructure assets, such as roads and sidewalks. Capital assets are defined by the College as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation is computed by the straight-line method over the estimated lives as follows:

Land Improvements	10-12.5 Years
Buildings	50 Years
Equipment	7-8 Years
Vehicles	5 Years
Computer Technology Equipment	5 Years

- i. The financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The College has two items that qualify for reporting in this category. These items, the pension related deferred outflows and other postemployment benefits (OPEB) related deferred outflows, are reported in the Statement of Net Position. The pension related deferred outflows item is the amount of contributions made by the College to the State Universities Retirement System (SURS or the System) for retirement benefits on grant funded salaries during the year ended June 30, 2020. One of the OPEB related deferred outflows items is the amount of contributions made by the College to the Community College Health Insurance Security Fund (also known as the College Insurance Program (CIP)) for retiree health insurance benefits. These contributions occurred after the SURS and CIP liability measurement date of June 30, 2019 and will be included in the pension and other postemployment benefit expense, respectively, in Fiscal Year 2021. The College's other OPEB related deferred outflows item is the allocated portion of the net difference between projected and actual experience of the total OPEB liability, the College's changing portion of the allocated CIP liability, and the differences between the College's contribution and its share of contributions.

The financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Other postemployment benefit related deferred inflows qualify for reporting in this category at June 30, 2020. The other postemployment benefit related deferred inflows consist of the College's allocated portion of changes in assumptions, the net difference between projected and actual experience of the total OPEB liability, and the net difference between projected and actual investment earnings on OPEB plan investments. Additionally, this category includes a deferred inflow for the College's changing proportion of the allocated CIP liability.

- j. Accrued liabilities include accrued vacation, which is accumulated unused vacation days up to a maximum of 20 days that employees are allowed to accumulate. Those days are guaranteed to be paid to employees upon termination of employment.

The rate of accrued compensated absence is calculated based on the employee's equivalent hourly rate as of Statement of Net Position date.

- k. Unearned revenue includes amounts received which represent payments for services to be provided in future periods for which asset recognition criteria has been met, but for which revenue recognition criteria have not been met. These amounts consist of unexpended grant funds and tuition and fee charges for a portion of the in-progress Summer semester and all of the upcoming Fall semester. The tuition and fee charges are prorated according to the timing of the semester.

Unearned revenue also includes a refund payable for property taxes collected that are subject to successful tax protests.

- l. The College's net position is classified as follows:

- Net Investment in Capital Assets – This represents the College's total investment in capital assets net of accumulated depreciation and related debt that has been used as of the statement of net position date to finance capital additions.
- Restricted Net Position – This includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties or enabling legislation.
- Unrestricted Net Position – This includes resources derived from student tuition and fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources may be used for transactions relating to the educational and general operations of the College and may be used at the discretion of the governing board to meet current expenses for any purpose.

When both restricted and unrestricted resources are available to finance expenses, it is the College's policy to first apply restricted resources to such expenses.

- m. Operating revenues include all activities that have the characteristics of exchange transactions, such as student tuition and fees, and sales and services of auxiliary enterprises, net of scholarship discounts and allowances. All other revenues are considered non-operating.
- n. The College's property taxes are levied each calendar year on all taxable real estate located in the District. The District's boundaries overlap six counties with each serving as a local taxing authority for the College. Property taxes are recorded on an accrual basis of accounting. Pursuant to Board of Trustee's resolutions, property tax levies passed in December 2018 and 2019, were allocated 70 percent and 30 percent, respectively, for Fiscal Year 2020. Taxes must be levied by the last Tuesday in December for the following collection year. The levy becomes an enforceable lien against the property as of January 1 of the levy year. Taxpayers may file a complaint with the Board of Review if they believe assessments are too high and may make further appeal to the state Property Tax Appeals Board. However, tax levies are determined by local governments, not by assessors. Due dates and collection dates vary according to the schedules of the individual counties with disbursements to the District normally made within 30 days of collection.

Property tax receivables have not been reduced for an allowance as the College's historical collection experience indicates this amount is insignificant.

Act 89-1 placed limitations on the annual growth of most local governments' property tax collections. Currently, the limitation is the lesser of 5 percent or the rate of inflation. The following are the statutory maximum tax rates permitted and the actual rates levied per \$100 of assessed valuation:

	Maximum Rate	Actual Rate	
		2019 Levy Payable 2020	2018 Levy Payable 2019
Education	.20000	.20000	.20000
Building	.10000	.10000	.10000
Tort Immunity	Unlimited	.10734	.10711
Social Security	Unlimited	.01957	.01860
Audit	.00500	.00500	.00500
Health and Safety	.05000	.03902	.04132
Bond and Interest	Unlimited	.27452	.28356
		<u>.74545</u>	<u>.75559</u>

- o. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the plan net position of SURS and additions to/deduction from SURS' plan net position has been determined on the same basis as they are reported by SURS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of measuring the net other postemployment benefit (OPEB) liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the plan net position of the Community College Health Insurance Security Fund (CIP) and additions to/deduction from CIP's plan net position has been determined on the same basis as they are reported by CIP. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For the purposes of financial reporting, the State of Illinois and its public universities and community colleges are under a special funding situation. A special funding situation exists when a non-employer entity is legally responsible for making contributions directly to a pension plan that is used to provide pensions to the employees of another entity and the non-employer is the only entity with a legal obligation to make contributions directly to a pension plan. The State of Illinois is considered a non-employer contributing entity. The College recognizes its proportionate share of the State's pension expense relative to the College's employees as non-operating revenue and on-behalf expense.

- p. Although the College adopts an expanded operational budget, the budget legally required by the Illinois Community College Board contains only a statement of cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year.
- q. The preparation of financial statements in conformity with GAAP requires the use of management's estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Accordingly, actual results may differ from those estimates.

The most sensitive estimates affecting the financial statements were:

- 1. The valuation of the student tuition receivable
- 2. The useful lives of depreciable capital assets
- 3. The unearned revenue for property taxes received under appeal
- 4. The valuation of the liability for post-employment health insurance benefits
- 5. The amount of expenses eligible for reimbursement under the College's state and federal grants

3. Deposits and Investments

The College is authorized to invest in instruments outlined under Chapter 30, Section 235 of the Illinois Compiled Statutes. Such instruments include: direct obligations of federally insured banks and savings and loan associations; insured obligations of Illinois credit unions; securities issued or guaranteed by the U.S. Government; money market mutual funds investing only in U.S. Government based securities; commercial paper of U.S. corporations with assets over \$500 million; short-term obligations as defined in the Public Fund Investment Act; and the investment pools managed by the State Treasurer of Illinois.

Investments

At June 30, 2020, the College held the following investments:

Certificates of Deposit	
Non-Negotiable	\$ 1,900,000
Negotiable	741,712
Total Investments	<u>\$ 2,641,712</u>

Custodial Credit Risk – Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. The College's investment policy requires that funds on deposit in excess of federal deposit insurance limits must be secured by collateral pledged by the financial institution. At June 30, 2020, \$5,676,079 of the College's \$8,723,999 bank balance, including certificates of deposits, was exposed to custodial credit risk. The exposed balance was fully collateralized by securities pledged by the depository bank, but such securities are not held in the name of the College.

Credit Risk and Interest Rate Risk – External Investment Pools

At June 30, 2020, the College held \$12,330,926 in the Illinois Funds Money Market Fund. The fair value of the College's position in this fund is equal to the value of the College's fund shares, which maintain a \$1 net asset value. The portfolio is regulated by oversight of the Treasurer of the State of Illinois and private rating agencies. The portfolio has an AAAM rating from Standard and Poor's. The assets of the fund are mainly invested in securities issued by the United States government or agencies related to the United States. Assets of the fund that are not invested in United States government securities are fully collateralized by pledged securities. The time to maturity of the investments in this external investment pool averages less than one year. The College has no restrictions on withdrawing funds from this external investment pool.

At June 30, 2020, the College held a total of \$28,921 in the Illinois School District Liquid Asset Fund Plus. The reported value of the College's position in this fund is equal to the value of the College's fund shares, which maintain a \$1 net asset value. The Illinois School District Liquid Asset Fund Plus is regulated by private rating agencies. The portfolio has an AAAM rating from Standard and Poor's. The assets of the fund are mainly invested in money market instruments having maximum remaining maturities of one year or less, except investments in U.S. Government securities, which may have up to two years remaining to maturity and are valued at amortized cost. Assets of the fund are fully collateralized by pledged securities. The time to maturity of the investments in this external investment pool averages less than one year. The College has no restrictions on withdrawing funds from this external investment pool.

Custodial Credit Risk – Investments

At June 30, 2020, the College had custodial credit risk related to its investments that were held through a Securities Investor Protection Corporation (SIPC) member brokerage firm and the value of investments subject to custodial credit risk (negotiable certificates of deposit) in excess of the SIPC protection limit was \$241,712.

Interest Rate Risk – Investments

Interest rate risk is the risk that a change in the market rate of interest for a category of debt securities will negatively impact the market value of a debt security. Interest rate risk is not directly addressed by the College's investment policy except for the general goal to "remain sufficiently liquid to meet the College's reasonably anticipated operating requirements."

At June 30, 2020, the District held the following investments subject to interest rate risk:

	<u>Carrying Value</u>	<u>Weighted Average Maturity (Years)</u>
Negotiable Certificates of Deposit	\$ 741,712	0.73

4. Property and Equipment, Net

The following is a summary of changes in property and equipment for the year ended June 30, 2020:

	<u>June 30, 2019</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30, 2020</u>
Assets Not Being Depreciated:				
Land	\$ 89,166	\$ -	\$ -	\$ 89,166
Buildings in Progress	-	1,419,559	-	1,419,559
Assets Being Depreciated:				
Land Improvements	190,732	22,046	-	212,778
Buildings	30,125,648	-	22,678	30,102,970
Equipment	876,958	42,072	-	919,030
Vehicles	676,874	164,445	45,870	795,449
Software	1,199,826	-	-	1,199,826
Computer Technology Equipment	792,361	-	-	792,361
Total Property and Equipment	<u>33,951,565</u>	<u>1,648,122</u>	<u>68,548</u>	<u>35,531,139</u>
Less: Accumulated Depreciation and Amortization				
Land Improvements	(120,532)	(9,225)	-	(129,757)
Buildings	(10,346,975)	(595,513)	(1,134)	(10,941,354)
Equipment	(624,101)	(62,655)	-	(686,756)
Vehicles	(470,729)	(50,789)	(45,870)	(475,648)
Software	(343,946)	(201,578)	-	(545,524)
Computer Technology Equipment	(631,687)	(42,587)	-	(674,274)
Total Accumulated Depreciation and Amortization	<u>(12,537,970)</u>	<u>(962,347)</u>	<u>(47,004)</u>	<u>(13,453,313)</u>
Property and Equipment, Net	<u>\$ 21,413,595</u>	<u>\$ 685,775</u>	<u>\$ 21,544</u>	<u>\$ 22,077,826</u>

5. Accrued Liabilities

Accrued liabilities consist of the following at June 30, 2020:

Accrued Wages	\$ 237,500
Accrued Vacation	181,445
Accrued Interest	28,890
Total Accrued Liabilities	<u>\$ 447,835</u>

6. Unearned Revenue

Unearned revenue consists of the following at June 30, 2020:

Property Taxes Received Under Protest	\$	623,586
Unearned Student Tuition		155,129
Unearned Student Fees		71,755
Other Unearned Revenue		8,896
Total Unearned Revenue	\$	<u>859,366</u>

7. Unrestricted Net Position

Unrestricted net position at June 30, 2020 consisted of (\$7,687,622) related to other postemployment benefit activity and \$10,683,001 related to other general purposes.

8. Long-Term Debt

The following is a summary of changes in long-term debt for the year ended June 30, 2020:

	June 30, 2019	Additions	Retired	June 30, 2020	Due Within One Year
2017A Series Bond	\$ 2,000,000	\$ -	\$ 1,200,000	\$ 800,000	\$ 800,000
2017B Series Bond	4,000,000	-	-	4,000,000	800,000
Other Postemployment Benefit	6,593,971	141,727	31,864	6,703,834	-
Accrued Vacation	157,571	174,702	150,828	181,445	181,445
Note Payable	-	1,548,298	-	1,548,298	1,548,298
Total Long-Term Debt	<u>\$ 12,751,542</u>	<u>\$ 1,864,727</u>	<u>\$ 1,382,692</u>	<u>\$ 13,233,577</u>	<u>\$ 3,329,743</u>

The College issued 2017A general obligation community college bonds in December 2017. Principal payments are made annually beginning December 1, 2019 and run through December 1, 2020. Interest rates on the bonds range from 4.00 percent to 4.50 percent. Interest is payable semiannually on June 1 and December 1 beginning December 1, 2019.

The College issued 2017B general obligation community college bonds in December 2017. Principal payments are made annually beginning December 1, 2020 and run through December 1, 2022. Interest rates on the bonds range from 3.75 percent to 4.00 percent. Interest is payable semiannually on June 1 and December 1 beginning December 1, 2019.

In May 2020, the College received a Paycheck Protection Program (PPP) loan from the U.S. Small Business Administration in the amount of \$1,548,298 in response to the global COVID-19 pandemic. The note, including interest, is payable in monthly installments starting November 2020 after a 6-month deferral period with an interest rate of 1 percent and matures May 2022. Interest will accrue during the 6-month deferral period. The full amount of the note is classified as current, as management anticipates repayment of the entire note in the next fiscal year.

Total interest expense incurred for all long-term debt for the year ended June 30, 2020 was \$230,459.

Maturities of the bonds are as follows:

Fiscal Year Ending June 30	Principal	Interest	Total
2021	\$ 1,600,000	\$ 159,000	\$ 1,759,000
2022	1,625,000	95,500	1,720,500
2023	1,575,000	31,500	1,606,500
	<u>\$ 4,800,000</u>	<u>\$ 286,000</u>	<u>\$ 5,086,000</u>

9. Lease Commitments

The College is obligated under one non-cancellable operating lease for office building, classroom, and activity space, with terms running through February 2023. The College is also obligated under 13 non-cancellable operating leases for office equipment with terms running through October 2024. An operating lease does not give rise to property rights or purchase obligations; therefore, these lease agreements are not reflected in the College's property and equipment.

Future minimum lease payments under these operating leases are as follows:

Fiscal Year Ending June 30	
2021	\$ 85,812
2022	76,795
2023	53,906
2024	7,561
2025	2,520
	<u>\$ 226,594</u>

Total rental expense for the leases above and other short-term leases for the year ending June 30, 2020 was \$126,832.

10. Pension Plan

Plan Description

The College contributes to SURS, a cost-sharing multiple-employer-defined benefit pension plan with a special funding situation whereby the State of Illinois makes substantially all actuarially determined required contributions on behalf of the participating employers. SURS was established July 21, 1941, to provide retirement annuities and other benefits for staff members and employees of state universities, certain affiliated organizations, and certain other state educational and scientific agencies and for survivors, dependents, and other beneficiaries of such employees. SURS is considered a component unit of the State of Illinois' financial reporting entity and is included in the state's Comprehensive Annual Financial Report (CAFR) as a pension trust fund. SURS is governed by Chapter 40, Act 5, Article 15 of the *Illinois Compiled Statutes*.

SURS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by accessing the website at www.SURS.org.

Benefits Provided

A traditional benefit plan was established in 1941. Public Act 90-0448 enacted effective January 1, 1998, established an alternative defined benefit program known as the portable benefit package. The traditional and portable plan Tier 1 refers to members that began participation prior to January 1, 2011. Public Act 96-0889 revised the traditional and portable benefit plans for members who begin participation on or after January 1, 2011, and who do not have other eligible Illinois reciprocal system services. The revised plan is referred to as Tier 2. New employees are allowed six months after their date of hire to make an irrevocable election. A summary of the benefit provisions as of June 30, 2019, can be found in SURS CAFR's Notes to the Financial Statements.

Contributions

The State of Illinois is primarily responsible for funding the System on behalf of the individual employers at an actuarially determined amount. Public Act 88-0593 provides a Statutory Funding Plan consisting of two parts: (i) a ramp-up period from 1996 to 2010 and (ii) a period of contributions equal to a level percentage of the payroll of active members of the System to reach 90 percent of the total Actuarial Accrued Liability by the end of Fiscal Year 2045. Employer contributions from "trust, federal, and other funds" are provided under Section 15-155(b) of the Illinois Pension Code and require employers to pay contributions which are sufficient to cover the accruing normal costs on behalf of applicable employees. The College's normal cost for Fiscal Year 2020 was 13.02 percent of employee payroll. The normal cost is equal to the value of the current year's pension benefit and does not include any allocation for the past unfunded liability or interest on the unfunded liability. Plan members are required to contribute 8.0 percent of their annual covered salary. The contribution requirements of plan members and the College are established and may be amended by the Illinois General Assembly.

The College makes contributions toward separately financed specific liabilities under Section 15-139.5(e) of the Illinois Pension Code (relating to contributions payable due to the employment of "affected annuitants" or specific return to work annuitants), Section 15-155(g) (relating to contributions payable due to earning increases exceeding 6 percent during the final rate of earnings period), and Section 15-155(j-5) (relating to contributions payable due to earnings exceeding the salary set for the Governor).

Net Pension Liability

The net pension liability was measured as of June 30, 2019. At June 30, 2019, SURS reported a net pension liability (NPL) of \$28,720,071,173.

Employer Proportionate Share of Net Pension Liability

The amount of the proportionate share of the NPL to be recognized for the College is \$0. The proportionate share of the State of Illinois' net pension liability associated with the College is \$51,121,727 or 0.1780 percent.

This amount should not be recognized in the financial statements. The net pension liability was measured as of June 30, 2019, and the total pension used to calculate the net pension liability was determined based on the June 30, 2018, actuarial valuation rolled forward. The basis of allocation used in the proportionate share of net pension liability is the actual reported pensionable contributions made to SURS during Fiscal Year 2019.

Pension Expense

At June 30, 2019, SURS reported a collective net pension expense of \$3,094,666,252.

Employer Proportionate Share of Pension Expense

The College's proportionate share of collective pension expense is recognized as nonoperating revenue with matching operating expense in the financial statements. The basis of allocation used in the proportionate share of collective pension expense is the actual reported pensionable contributions made to SURS during Fiscal Year 2019. As a result, the College recognized on-behalf revenue and pension expense of \$5,508,506 from this special funding situation for the fiscal year ended June 30, 2020.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Deferred outflows of resources are the consumption of net position by the system that is applicable to future reporting periods. Conversely, deferred inflows of resources are the acquisition of net position by SURS that is applicable to future reporting periods.

SURS Collective Deferred Outflows and Deferred Inflows of Resources by Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$160,132,483	\$80,170,745
Changes in assumption	773,321,300	-
Net difference between projected and actual earnings on pension plan investments	-	55,456,660
Total	\$933,453,783	\$135,627,405

SURS Collective Deferred Outflows and Deferred Inflows of Resources by Year to be Recognized in Future Pension Expenses:

Fiscal Year Ending June 30	Net Deferred Outflows of Resources
2020	\$ 786,021,133
2021	(11,534,848)
2022	(6,661,326)
2023	30,001,419
	<u>\$ 797,826,378</u>

Employer Deferral of Fiscal Year 2020 Pension Expense

The College paid \$61,573 in federal, trust or grant contributions for the fiscal year ended June 30, 2020. These contributions were made subsequent to the pension liability measurement date of June 30, 2019, and are recognized as Deferred Outflows of Resources as of June 30, 2020.

Assumptions and Other Inputs

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period June 30, 2014 through June 30, 2017. The total pension liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

- Inflation 2.25 percent
- Salary increases 3.25 to 12.25 percent, including inflation
- Investment rate of return 6.75 percent beginning with the actuarial valuation as of June 30, 2018

Mortality rates were based on the RP-2014 White Collar, gender distinct tables with projected generational mortality and a separate mortality assumption for disabled participants.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return were adopted by the plan's trustees after considering input from the plan's investment consultant(s) and actuary(s).

For each major asset class that is included in the pension plan's target asset allocation as of June 30, 2019, these best estimates are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Equity	23%	5.25%
Private Equity	6%	8.65%
Non-U.S. Equity	19%	6.75%
Global Equity	8%	6.25%
Fixed Income	19%	1.85%
Treasury-Inflation Protected Securities	4%	1.20%
Emerging Market Debt	3%	4.00%
Real Estate REITS	4%	5.70%
Direct Real Estate	6%	4.85%
Commodities	2%	2.00%
Hedged Strategies	5%	2.85%
Opportunity Fund	1%	7.00%
Total	100%	4.80%
Inflation		2.75%
Expected Arithmetic Return		7.55%

Discount Rate

A single discount rate of 6.59 percent was used to measure the total pension liability. This single discount rate was based on an expected rate of return on pension plan investments of 6.75 percent and a municipal bond rate of 3.13 percent (based on the weekly rate closest to but not later than the measurement date of the 20-Year Bond Buyer Index as published by the Federal Reserve). The projection of cash flows used to determine this single discount rate were the amounts of contributions attributable to current plan members and assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the statutory contribution rates under the System's funding policy. Based on these assumptions, the pension plan's fiduciary net position and future contributions were sufficient to finance the benefit payments through the year 2075. As a result, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through the year 2075, and the municipal bond rate was applied to all benefit payments after that date.

Sensitivity of the System's Net Pension Liability to Changes in the Discount Rate

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 6.59 percent, as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is one percentage point lower or one percentage point higher:

1% Decrease 5.59%	Current Single Discount Rate Assumption 6.59%	1% Increase 7.59%
\$34,786,851,779	\$28,720,071,173	\$23,712,555,197

Additional information regarding the SURS basic financial statements including the Plan's net position can be found in the SURS CAFR by accessing the website at www.SURS.org.

11. Post-Employment Benefits Other Than Pension (OPEB)

Plan Description

The College participates in the State of Illinois Community College Health Insurance Security Fund (CCHISF) (also known as the College Insurance Program, "CIP"). CIP is a non-appropriated trust fund held outside the State Treasury, with the State Treasurer as custodian. Additions deposited into the Trust are for the sole purpose of providing the health benefits to retirees, as established under the plan, and associated administrative costs. CIP is a cost-sharing multiple-employer defined benefit post-employment healthcare plan that covers retired employees and their dependents of Illinois community college districts throughout the State of Illinois, excluding the City Colleges of Chicago. As a result of the Governor's Executive Order 12-01, the responsibilities in relation to CIP were transferred to the Department of Central Management Services (Department) as of July 1, 2013. The Department administers the plan with the cooperation of SURS and the boards of trustees of the various community college districts.

Plan Membership

All members receiving benefits from the SURS who have been full-time employees of a community college district or an association of a community who have paid the required active member CIP contributions prior to retirement are eligible to participate in CIP. Survivors of an annuitant or benefit recipient eligible for CIP coverage are also eligible for coverage under CIP.

Benefits Provided

CIP health coverage includes provisions for medical, prescription drugs, vision, dental, and behavioral health benefits. Eligibility to participate in the CIP is defined in the State Employees Group Insurance Act of 1971 (the Act) (5 ILCS 375/3). The Act (5 ILCS 375/6.9) also establishes health benefits for community college benefit recipients and dependent beneficiaries.

Contributions

The Act (5 ILCS 375/6.10) requires every active contributor (employee) of SURS to contribute .5 percent of covered payroll and every community college district to contribute .5 percent of covered payroll. Retirees pay a premium for coverage that is determined by the Director of the Illinois Department of Central Management Services. The State Pension Funds Continuing Appropriation Act (40/ILCS 15/1.4) requires a special funding situation whereby the State of Illinois makes an annual appropriation to the CIP in an amount certified by the SURS Board of Trustees. The State of Illinois pays .5 percent of covered payroll. At the option of the SURS Board of Trustees, the community college districts may pay all or part of the balance of the cost of coverage for retirees from their district. The result is pay as you go financing of the plan. The employer contributions made by the State of Illinois on behalf of the District to CIP and the College's contributions for the year ended June 30, 2020 were both \$32,853.

OPEB Liability

At June 30, 2019, CIP reported a total OPEB liability of \$1,888,540,493.

Employer Proportionate Share of Net OPEB Liability

The proportionate share of the net OPEB liability reported by the College is \$6,703,834. The State of Illinois is considered a non-employer contributing entity and the state's contribution meets the definition of special funding situation. The OPEB liability was measured as of June 30, 2019. The total OPEB liability used to calculate the OPEB liability was determined based on the June 30, 2018 actuarial valuation rolled forward. The College's proportion of the OPEB liability was based on the College's share of contributions to the OPEB plan relative to the contributions of all participating employers and the state of Illinois. At June 30, 2019, the College's proportion was 0.3550 percent. The portion of the State of Illinois' liability that is associated with the College is \$6,703,834. The total share that is associated with the College is \$13,407,668.

OPEB Expense

At June 30, 2019, CIP reported a collective net OPEB expense of \$85,809,839.

Employer Proportionate Share of OPEB Expense

For the year ended June 30, 2020, the College recognized proportionate share of collective OPEB expense of \$304,603. The basis of allocation used in the proportionate share of collective OPEB expense is the actual reported contributions made to CIP during Fiscal Year 2019.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

Deferred Outflows of Resources are the consumption of net position by the system that is applicable to future reporting periods, and thus will not be recognized as an outflow (expense) until the future periods.

Deferred Inflows of Resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Deferred Outflows and Deferred Inflows of Resources by Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$78,568	\$141,771
Changes in assumption	-	934,000
Net difference between projected and actual earnings on OPEB investments	-	296
Changes in proportion and differences between employer contributions and share of contributions	<u>91,446</u>	<u>110,587</u>
Total deferred amounts to be recognized in OPEB expense in future periods	170,014	1,186,655
OPEB contributions made subsequent to the measurement date	<u>32,853</u>	-
Total deferred amounts related to OPEB	\$202,867	\$1,186,655

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense in future periods as follows:

Fiscal Year Ending June 30	Deferred Outflows of Resources	Deferred Inflows of Resources
2021	\$ 34,003	\$ 237,331
2022	34,003	237,331
2023	34,003	237,331
2024	34,003	237,331
2025	34,003	237,331
Total	<u>\$ 170,014</u>	<u>\$ 1,186,655</u>

Employer Deferral of Fiscal Year 2019 OPEB Expense

The College paid \$32,853 in OPEB contributions for the fiscal year ended June 30, 2020. These contributions were made subsequent to the OPEB liability measurement date of June 30, 2019, and are recognized as Deferred Outflows of Resources as of June 30, 2020. This amount will be recognized in OPEB expense in Fiscal Year 2021.

Assumptions and Other Inputs

The total CIP plan's net OPEB liability was determined by an actuarial valuation as of June 30, 2018 using the following actuarial assumptions, applied to all periods included in the measurement date, unless otherwise specified.

- Inflation – 2.25 percent
- Salary increases – depends on service and ranges from 12.25 percent at less than 1 year of service to 3.25 percent at 34 or more years of service. Salary increases include a 3.25 percent wage inflation assumption.
- Investment rate of return – 0 percent, net of OPEB plan investment expense, including inflation
- Healthcare cost trend rates – actual trend used for Fiscal Year 2019 based on premium increases. For fiscal years on or after 2020, trend starts at 8.00 percent and 9.00 percent for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend rate of 4.50 percent. Additional trend rate of 0.40 percent is added to non-Medicare cost on and after 2022 to account for the Excise tax.

Mortality rates for retirement and beneficiary annuitants were based on the RP-2014 White Collar Annuitant Mortality Table. For disabled annuitants, mortality rates were based on the RP-2014 Disabled Annuitant Table. Mortality rates for pre-retirement were based on RP-2014 White Collar Table. Tables were adjusted for SURS experience. All tables reflect future mortality improvements using Projection Scale MP-2017.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period of June 30, 2014 to June 30, 2017.

Discount Rate

Projected benefit payments were discounted to their actuarial present value using a Single Discount Rate that reflects (1) a long-term expected rate of return on OPEB plan investments (to the extent that the plan's fiduciary net position is projected to be sufficient to pay benefits), and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bond with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met). Since CIP is financed on a pay-as-you-go basis, a discount rate consistent with fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity's index's "20-year Municipal GO AA Index" has been selected. The discount rates are 3.13 percent as of June 30, 2019, and 3.62 percent as of June 30, 2018. The decrease in the single discount rate from 3.62 to 3.13 percent caused the total OPEB liability to increase by approximately \$121.1 million from 2018 to 2019.

Sensitivity of total CIP's OPEB liability to changes in the Single Discount Rate

The following presents the College's proportional share of the OPEB liability, calculated using a Single Discount Rate of 3.13 percent, as well as what the total CIP's plan OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.13 percent) or 1-percentage-point higher (4.13 percent) than the current discount rate:

1% Decrease (2.13%)	Current Single Discount Rate Assumption (3.13%)	1% Increase (4.13%)
\$7,694,231	\$6,703,834	\$5,863,231

Sensitivity of the total CIP's plan OPEB liability to changes in the healthcare cost trend rates

The following presents the College's share of the OPEB liability, calculated using the healthcare cost trend rates as well as what the OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point that is higher or lower than the current healthcare cost trend rate. The key trend rates are 8.00 percent in 2020 decreasing to an ultimate trend rate of 4.90 percent in 2027, for non-Medicare coverage and 9.00 percent in 2020 decreasing to an ultimate trend rate of 4.50 percent in 2029 for Medicare coverage.

1% Decrease	Current Healthcare Cost Trend Rate Assumption	1% Increase
\$5,563,774	\$6,703,834	\$8,210,357

- One percentage point decrease in healthcare trend rates are 7.00 percent in 2020 decreasing to an ultimate trend rate of 3.90 percent in 2027, for non-Medicare coverage and 8.00 percent in 2020 decreasing to an ultimate trend rate of 3.50 percent in 2029 for Medicare coverage.
- One percentage point increase in healthcare trend rates are 9.00 percent in 2020 decreasing to an ultimate trend rate of 5.90 percent in 2027, for non-Medicare coverage and 10.00 percent in 2020 decreasing to an ultimate trend rate of 5.50 percent in 2029 for Medicare coverage.

No amount was owed to the plan at June 30, 2020. The College provides no other financially significant postemployment benefit to employees.

12. On-Behalf Payments for Fringe Benefits

For the year ending June 30, 2020, expense for fringe benefits payments made by the State of Illinois on behalf of the College were \$5,508,506 for pensions to SURS and \$280,028 for the health insurance program to CIP.

13. Other Risk Management Issues

The College is exposed to various risks of loss due to torts involving outside contractors, theft, or damage to assets, errors and omissions, and natural disasters. The College purchases commercial insurance for these risks. There has been no significant reduction in coverage over the past two years and settlements have not exceeded insurance coverage in any of the past three years.

The District is insured under a retrospectively-rated policy for workers' compensation coverage whereas the initial premium may be adjusted based on actual experience. Adjustments in premiums are recorded when paid or received. During the current fiscal year, there were no significant adjustments in premiums based on actual experience.

14. Inter-Sub-Fund Balances and Transfers

The College maintains various sub-funds to track the activity of the primary government. The following is a summary of the balances and transactions among these sub-funds as of and for the year ended June 30, 2020.

	<u>Due to</u>	<u>Due from</u>
Education Fund	\$ -	\$ 390,000
Restricted Purposes Fund	390,000	-
	<u>\$ 390,000</u>	<u>\$ 390,000</u>

	<u>Transfer in</u>	<u>Transfer out</u>
Auxiliary Enterprise Fund	\$ 583,880	\$ 200,000
Operation and Maintenance Fund	981,567	-
Education Fund	303,953	1,565,447
Working Cash Fund	-	103,953
	<u>\$ 1,869,400</u>	<u>\$ 1,869,400</u>

The inter-sub-fund balances and transactions are eliminated for the preparation of the basic financial statements of the primary government of the College.

15. Related Party Activity

In September 2019, the College' Board approved a transfer of \$153,613 to the Foundation. These funds were transferred to the College from the previous Foundation in a prior fiscal year. The College placed no specific restrictions on the usage of these funds by the Foundation outside of their original intent as scholarships for eligible students. There were no balances remaining to be transferred to the Foundation as of June 30, 2020.

At June 30, 2020, the College has \$5,500 receivable from the Foundation related to scholarships.

16. Contingencies

Federal and State Grants

The College participates in a number of federal and state funded grant programs. Under the terms of these programs, periodic audits may be required by grantor agencies, and certain costs may be questioned as not being appropriate expenditures under the terms of these programs. Such audits could lead to reimbursements to grantor agencies. Based on prior experience, the College's management believes examinations would not result in any material disallowed costs for grant revenue recorded in these financial statements or from prior years.

During Fiscal Years 2018 through 2020, the College received an estimated \$623,586 in property taxes on county assessments that have been successfully protested by a taxpayer. As of the date of the Independent Auditor's Report, no claims have been made directly against the College by the impacted county or the taxpayer. In addition, at this stage in the process, a determination of the ultimate repayment amount and the scheduling of the repayment(s) has not been made.

Uncertainty

As of June 30, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the College as of the date of the Independent Auditor's Report, management believes that a material impact on the College's financial position and results of future operations is reasonably possible.

17. Other Commitments

During Fiscal Year 2020, the College entered into a two-year cleaning and maintenance contract through June 30, 2021. The total contract price is \$534,120. As of June 30, 2020, the remaining contract payments total \$312,000.

The College has three uncompleted major construction contracts in progress through the date of the Independent Auditor's Report. The remaining commitment on the three contracts totaled approximately \$623,000 as of June 30, 2020.

18. New Government Accounting Standard

In June 2017, GASB issued GASB Statement 87 (GASB 87), *Leases*. The provisions of GASB 87 require that certain lessees recognize a lease liability and asset for all leases greater than 12 months. GASB 87 is effective for the College's Fiscal Year 2022. The College's management is currently reviewing what impact, if any, this new standard will have on its future financial statements and disclosures.

19. Discretely Presented Component Unit

The following notes are provided for the College's component unit, the Foundation:

A. Nature of Organization

The Saints Foundation at Shawnee Community College (the Foundation) is a nonprofit corporation organized under the laws of the State of Illinois for the purpose of furthering the excellence of education at Shawnee Community College, Community College District #531 (the College). The Foundation is considered a component unit of the College under the accounting standards followed by the College; however, the Foundation is a separate legal entity.

The Foundation operates to secure gifts that support the mission of the College, its students, faculty, and programs through scholarships and other forms of institutional support. The Foundation's major sources of revenue and support are contributions from donors and investment income.

B. Summary of Significant Accounting Policies

- a. The Foundation's financial statements have been prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States. Net assets of the Foundation and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations. Contributions with donor-imposed stipulations will be treated as net assets without donor restrictions if the restriction is met during the same report period.

Net Assets With Donor Restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Board of Directors and/or the passage of time, or that must be maintained perpetually by the Foundation. When a restriction expires, assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

- b. Investments consist of managed investment accounts comprised of various mutual funds, fixed income investments that include corporate and government-backed bond funds, and cash equivalents. These investments are stated at fair value based on quoted market prices. Investment securities are exposed to various risks such as interest rate, market, and credit risks.
- c. Contributions of facilities and services are recognized if the benefit received (a) creates or enhances non-financial assets or (b) requires specialized skills provided by individuals possessing those skills and (c) would typically need to be purchased if not provided by donation. Such contributions are recorded at fair value on the date of the contribution and presented as in-kind contributions.

- d. The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Expenses that can be identified with a specific program or supporting service are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions are allocated among the programs and supporting services benefited.

Salaries expense was allocated on Exhibit C based on the time and effort of employees devoted to each function. All other expenses are identified with a specific program or supporting service.

- e. The Foundation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.
- f. The Foundation has evaluated subsequent events through February 22, 2021, the date which the financial statements were available to be issued.
- g. In June 2018, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2018-08, Not-for-Profit Entities – *Clarifying the Scope and Accounting Guidance for Contributions Received and Made* (Topic 958). The ASU clarifies whether transactions should be accounted for as contributions (nonreciprocal transactions within the scope of Topic 958) or exchanges (reciprocal transactions) subject to other guidance such as Topic 606. Additionally, the ASU assists in determining whether a contribution is conditional. The Foundation adopted the new standard effective July 1, 2019, the first day of the Foundation’s fiscal year using the modified prospective approach.

The adoption of this standard did not impact beginning net assets of July 1, 2019 and there was also no impact to any component of the financial statements for Fiscal Year 2020 as a result of applying this ASU.

C. Investments

Fair Value Measurements

FASB Accounting Standards Codification (ASC) 820, *Fair Value Measurements*, establishes a framework for measuring fair value under generally accepted accounting principles. Topic 820 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability in an orderly transaction between market participants on the measurement date. Topic 820 requires that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs. Topic 820 also establishes a fair value hierarchy, which prioritizes the valuation inputs into three broad levels.

- Level 1 Inputs to the valuation methodology are based on unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets
- Quoted prices for identical or similar assets or liabilities in inactive markets
- Inputs other than quoted prices that are observable for the asset or liability
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Mutual Funds, Unit Trust, and Exchange Traded Funds (ETF) – Valued at unadjusted quoted prices for identical assets in active markets that the Foundation has the ability to access.

The following table sets forth, by level within the fair value hierarchy, the Foundation's investments at fair value as of June 30, 2020:

	<u>Cost</u>	<u>Market</u>	<u>Fair Value Level</u>
Mutual Funds - Equity		\$ 374,154	1
Mutual Funds - Debt		204,931	1
Unit Trust - Debt		61,968	1
ETF & Closed End Mutual Funds - Equity		171,185	1
ETF & Closed End Mutual Funds - Debt		103,259	1
Non-Negotiable Certificates of Deposit		178,090	N/A
Cash and Cash Equivalents		3,005	N/A
Total	<u>\$ 1,081,034</u>	<u>\$ 1,096,592</u>	

D. Custodial Credit Risk - Investments

At June 30, 2020, the Foundation had no custodial credit risk related to its investments as all investments were held through a Securities Investor Protection Corporation (SIPC) member brokerage firm and the value of the investments was below the SIPC coverage limit.

E. Liquidity and Availability of Financial Assets

The following reflects the Foundation's financial assets as of June 30, 2020:

Financial Assets at Year-End:	
Cash and Cash Equivalents	\$ 62,009
Investments	1,096,592
Total Financial Assets	<u>1,158,601</u>
Less those unavailable for general expenditures within one year:	
	<u>276,758</u>
Financial Assets available to meet cash needs for general expenditures within one year:	<u>\$ 1,435,359</u>

The Foundation does not maintain a line of credit.

F. Net Assets With Donor Restrictions

Net assets with donor restrictions at June 30, 2020 are restricted for the purpose of scholarships as designated by the donors.

G. Related-Party Activity

In September 2019, the College donated \$153,613 to the Foundation for scholarships. This accounted for 57 percent of the Foundation's total support and revenue for the year ended June 30, 2020. These funds were previously held by the College after the dissolution of the previous foundation. No restrictions were added by the College outside of the original restriction of the donor. No remaining balance is to be received by the Foundation as of June 30, 2020.

At June 30, 2020, the Foundation has \$5,500 payable to the College related to scholarships.

H. Prior Period Adjustment

The statement of activities for Fiscal Year 2020 includes a restatement of net assets by category at June 30, 2019 to correct an error in the allocation of net assets between net assets without donor restrictions and net assets with donor restrictions. In order to comply with GAAP as of June 30, 2019, net assets without donor restrictions were decreased by \$45,883, and net assets with donor restrictions were increased by \$45,883. Total net assets at June 30, 2019 did not change. The error had no impact on the total change in net assets for Fiscal Year 2019 as previously reported.

I. Recent Accounting Pronouncements

In August 2018, the FASB issued ASU 2018-03, *Fair Value Measurement* (Topic 820). The provisions of the ASU will modify the disclosures on fair value measurements requiring entities to add materiality as a consideration for necessity of any singular disclosure requirement. The ASU is effective for periods beginning after December 15, 2019. The Foundation has yet to select a transition method and is currently evaluating the effect, if any, that the updated standard will have on future financial statements.

20. Supplemental Information

Schedules 1 through 3, Schedules 6 through 9, Schedules 11 through 13, Schedule 17, and Schedules 19 through 21 are reported using the modified accrual basis of accounting, which is a comprehensive basis of accounting other than GAAP for a special-purpose government engaged only in business-type activities.

In the schedules noted, the modified accrual basis of accounting differs from GAAP for a special-purpose government engaged only in business-type activities because:

- Capital assets are not depreciated, and depreciation expense is not presented in the schedules, except for funds considered to be proprietary operations.
- Payments of principal on long-term debt are reported as expenditures in the schedules.
- In the schedules, the full amount of summer school revenue and scholarship expense is recognized in the fiscal year in which the related term is completed.
- Expenditures in the schedules include the cost of capital asset acquisitions, except for funds considered to be proprietary operations.
- Debt service expenditures in the schedules are recorded only when payment is due, except for funds considered to be proprietary operations.
- Pension expenditures in the schedules include payments made by the College in the current fiscal year for federal, trust, or grant-funded salaries in the current fiscal year.
- OPEB expenditures in the schedules include payments made by the College in the current fiscal year for salaries in the current fiscal year.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Required Supplementary Information
Schedule of Proportionate Share of Net Pension Liability - SURS
For the Year Ended June 30, 2020
(Unaudited)

	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
a) Shawnee's Proportionate Percentage of the Collective Net Pension Liability	0%	0%	0%	0%	0%	0%
b) Shawnee's Proportionate Amount of the Collective Net Pension Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c) Portion of Nonemployer Contributing Entities' Total Proportion of Collective Net Pension Liability Associated with Shawnee	<u>38,542,019</u>	<u>42,413,468</u>	<u>46,570,743</u>	<u>44,540,973</u>	<u>47,675,561</u>	<u>51,121,727</u>
Total b) + c)	<u>\$ 38,542,019</u>	<u>\$ 42,413,468</u>	<u>\$ 46,570,743</u>	<u>\$ 44,540,973</u>	<u>\$ 47,675,561</u>	<u>\$ 51,121,727</u>
Shawnee Defined Benefit Covered Payroll	<u>\$ 6,467,888</u>	<u>\$ 6,554,621</u>	<u>\$ 6,498,556</u>	<u>\$ 6,190,483</u>	<u>\$ 6,217,104</u>	<u>\$ 6,456,232</u>
Proportion of Collective Net Pension Liability Associated with Shawnee as a Percentage of Defined Benefit Covered Payroll	595.90%	647.08%	716.63%	719.51%	766.85%	791.82%
SURS Plan Net Position as a Percentage of Total Pension Liability	44.39%	42.37%	39.57%	42.04%	41.27%	40.71%

Required Supplementary Information
Schedule of Contributions - SURS
For the Year Ended June 30, 2020
(Unaudited)

	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Shawnee's Federal, Trust, and Other Contribution	\$ 57,061	\$ 52,110	\$ 60,689	\$ 55,477	\$ 55,146	\$ 54,766
Shawnee's Contribution in relation to required contribution	57,061	52,110	60,689	55,477	55,146	54,766
Contribution Deficiency (Excess)	<u>\$ -</u>					
Shawnee's Covered Payroll	<u>\$ 479,102</u>	<u>\$ 445,004</u>	<u>\$ 478,243</u>	<u>\$ 442,753</u>	<u>\$ 442,584</u>	<u>\$ 445,614</u>
Contributions as a Percentage of Covered Payroll	11.91%	11.71%	12.69%	12.53%	12.46%	12.29%
	Fiscal Year 2020					
Shawnee's Federal, Trust, and Other Contribution	\$ 61,573					
Shawnee's Contribution in relation to required contribution	61,573					
Contribution Deficiency (Excess)	<u>\$ -</u>					
Shawnee's Covered Payroll	<u>\$ 472,911</u>					
Contributions as a Percentage of Covered Payroll	13.02%					

NOTE: The system implemented GASB No. 68 in fiscal year 2015. The information is presented for as many years as available. The schedules are intended to show information for 10 years.

See Accompanying Notes on the Following Page

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to Required Supplementary Information – Pension Liability
For the Year Ended June 30, 2020
(Unaudited)

Changes of Benefit Terms

There were no benefit changes in the Total Pension Liability as of June 30, 2019.

Changes of Assumptions

In accordance with *Illinois Compiled Statutes*, an actuarial review is to be performed at least once every three years to determine the reasonableness of actuarial assumptions regarding the retirement, disability, mortality, turnover, interest, and salary of the members and benefit recipients of SURS. An experience review for the years June 30, 2014 to June 30, 2017 was performed in February 2018, resulting in the adoption of new assumptions as of June 30, 2018.

- Salary Increase – Decrease in the overall assumed salary increase rates, ranging from 3.25 percent to 12.25 percent based on years of service, with underlying wage inflation of 2.25 percent.
- Investment return – Decrease the investment return assumption to 6.75 percent. This reflects maintaining an assumed real rate of return of 4.50 percent and decreasing the underlying assumed price inflation to 2.25 percent.
- Effective rate of interest – Decrease the long-term assumption for the ERI for crediting the money purchase accounts to 6.75 percent (effective July 2, 2019).
- Normal retirement rates – A slight increase in the retirement rate at age 50. No change to the rates for ages 60-61, 67-74 and 80+, but a slight decrease in rates at all other ages. A rate of 50 percent if the member has 40 or more years of service and is younger than age 80.
- Early retirement rates – Decrease in rates for all Tier 1 early retirement eligibility ages (55-59).
- Turnover rates – Change rates to produce lower expected turnover for members with less than 10 years of service and higher turnover for members with more than 10 years of service.
- Mortality rates – Maintain the RP-2014 mortality tables with projected generational mortality improvement. Update the projection scale from the MP-2014 to the MP-2017 scale.
- Disability rates – Decrease current rates to reflect that certain members who receive disability benefits do not receive the benefits on a long-term basis.

SHAWNEE COMMUNITY COLLEGE
Required Supplementary Information
Schedule of Proportionate Share of OPEB Liability - CIP
For the Year Ended June 30, 2020
(Unaudited)

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2019</u>
a) Shawnee's Proportionate Percentage of the Collective Net OPEB Liability	0.358787%	0.352815%	0.349766%	0.354974%
b) Shawnee's Proportionate Amount of the Collective Net OPEB Liability	\$ 6,529,754	\$ 6,434,065	\$ 6,593,971	\$ 6,703,834
c) Portion of Nonemployer Contributing Entities' Total Proportion of Collective Net OPEB Liability Associated with Shawnee	<u>6,803,453</u>	<u>6,349,324</u>	<u>6,593,970</u>	<u>6,703,834</u>
Total b) + c)	<u>\$ 13,333,207</u>	<u>\$ 12,783,389</u>	<u>\$ 13,187,941</u>	<u>\$ 13,407,668</u>
Shawnee's Covered Payroll	<u>\$ 6,503,516</u>	<u>\$ 6,121,858</u>	<u>\$ 6,108,812</u>	<u>\$ 6,372,800</u>
Shawnee's Proportionate Share of Collective Net OPEB Liability as a Percentage of Covered Payroll	100.40%	105.10%	107.94%	105.19%
CIP Plan Net Position as a Percentage of Total OPEB Liability	-2.15%	-2.87%	-3.54%	-4.13%

NOTE: The College implemented GASB No. 75 in fiscal year 2018. The information is presented for as many years as available. The schedules are intended to show information for 10 years.

SHAWNEE COMMUNITY COLLEGE
 Required Supplementary Information
 Schedule of Contributions- CIP
 For the Year Ended June 30, 2020
 (Unaudited)

Year Ended June 30	Statutorily Required Contributions*	Covered Payroll	Actual Contribution as a % of Covered Payroll
2020	\$ 32,853	6,570,600	0.50%
2019	31,864	6,372,800	0.50%
2018	30,544	6,108,812	0.50%
2017	30,609	6,121,858	0.50%
2016	32,518	6,503,516	0.50%
2015	32,607	6,521,490	0.50%
2014	31,804	6,360,830	0.50%

* Statutorily required contributions equal actual contributions recognized by the plan.

NOTE: The College implemented GASB No. 75 in fiscal year 2018. The information is presented for as many years as available. The schedules are intended to show information for 10 years.

See Accompanying Notes on the Following Page

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #505
Notes to Required Supplementary Information – OPEB Liability
For the Year Ended June 30, 2020
(Unaudited)

Changes of Benefit Terms

There were no benefit changes in the Total OPEB Liability as of June 30, 2019.

Assumptions Used

- Actuarial Cost Method – Entry Age Normal, used to measure the Total OPEB Liability
- Contribution Policy – Benefits are financed on a pay-as-you go basis. Contribution rates are defined by statute. For fiscal year end June 30, 2019, contribution rates are 0.50 percent of pay for active members, 0.50 percent of pay for community colleges and 0.50 percent of pay for the State. Retired members contribute a percentage of premium rates. The goal of the policy is to finance current year costs plus a margin for incurred but not paid plan costs.
- Asset Valuation Method – Market value
- Investment Rate of Return – 0 percent, net of OPEB plan investment expense, including inflation, for all plan years.
- Inflation – 2.25 percent
- Salary Increases – Depends on service and ranges from 12.25 percent at less than 1 year of service to 3.25 percent at 34 or more years of service. Salary increase includes a 3.25 percent wage inflation assumption
- Retirement Age – Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the June 30, 2018, actuarial valuation of SURS.
- Mortality – Retirement and Beneficiary Annuitants: RP-2014 White Collar Annuitant Mortality Table. Disabled Annuitants: RP-2014 Disabled Annuitant Table. Pre-Retirement: RP-2014 White Collar Table. Tables are adjusted for SURS experience. All tables reflect future mortality improvements using Projection Scale MP-2017.
- Healthcare Cost Trend Rates – Actual trend used for Fiscal Year 2019. For fiscal years on and after 2020, trend starts at 8.00 percent and 9.00 percent for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend of 4.50 percent. Additional trend rate of 0.40 percent is added to non-Medicare cost on and after 2022 to account for the Excise tax.
- Aging Factors – Based on the 2013 SOA Study “Health Care Costs – From Birth to Death”
- Expenses – Health administrative expenses are included in the development of the per-capita claims cost. Operating expenses are included as a component of the Annual OPEB Expense.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531

Combined Balance Sheet -

Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types)

All Fund Types and Account Groups

June 30, 2020

	Governmental Fund Types				Proprietary Fund Type		Fiduciary Fund Type		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Trust and Agency Funds	General Fixed Assets	Long-Term Debt	General	Long-Term Debt	Total	
ASSETS												
Cash and Cash Equivalents	\$ 12,008,308	\$ 1,712,486	\$ 425,885	\$ 890,266	\$ 375,860	\$ 2,601,438	\$ -	\$ -	\$ -	\$ -	\$ 18,014,243	
Investments	-	-	-	-	-	2,641,712	-	-	-	-	2,641,712	
Receivables:												
Property Taxes	620,652	253,970	527,700	75,000	-	-	-	-	-	-	1,477,322	
Replacement Taxes	75,380	-	-	-	-	-	-	-	-	-	75,380	
Agency Tuition	88,483	-	-	-	-	-	-	-	-	-	88,483	
Student Tuition and Fees, Net of Allowance	285,138	-	-	-	-	-	-	-	-	-	285,138	
Governmental Grants and Contracts	314,487	361,936	-	-	-	-	-	-	-	-	676,423	
Prepaid Expenses	170,954	89,555	-	-	-	-	-	-	-	-	260,509	
Due from Other Funds	390,000	-	-	-	-	-	-	-	-	-	390,000	
Inventory	-	-	-	-	296,282	-	-	-	-	-	296,282	
Property and Equipment, Net	-	-	-	-	3,939	-	-	-	22,073,887	-	22,077,826	
OTHER DEBITS												
Amount Available to Retire Debt	-	-	-	-	-	-	-	-	715,185	-	715,185	
Amount to be Provided to Retire Debt	-	-	-	-	-	-	-	-	4,084,815	-	4,084,815	
Total Assets and Other Debits	\$ 13,953,402	\$ 2,417,947	\$ 953,585	\$ 965,266	\$ 676,081	\$ 5,243,150	\$ 22,073,887	\$ 4,800,000	\$ 4,800,000	\$ 51,083,318		

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531

Combined Balance Sheet -

Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types)
All Fund Types and Account Groups
June 30, 2020

	Governmental Fund Types				Proprietary Fund Type		Fiduciary Fund Type		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Trust and Agency Funds	General Fixed Assets	Long-Term Debt	General			
									General	Long-Term Debt		
LIABILITIES												
Accounts Payable	\$ 1,411,837	-	\$ -	-	\$ 3,760	\$ -	-	\$ -	-	-	-	\$ 1,415,597
Accrued Liabilities	418,945	-	13,057	-	-	-	-	-	-	-	-	432,002
Unearned Revenue	712,190	113,767	225,343	34,177	8,896	-	-	-	-	-	-	1,094,373
Due to Other Funds	-	390,000	-	-	-	-	-	-	-	-	-	390,000
Due to Student Groups	-	-	-	-	922	212,972	-	-	-	-	-	213,894
Note Payable	1,548,298	-	-	-	-	-	-	-	-	-	-	1,548,298
Bonds Payable	-	-	-	-	-	-	-	-	4,800,000	-	-	4,800,000
Total Liabilities	4,091,270	503,767	238,400	34,177	13,578	212,972	-	-	4,800,000	-	-	9,894,164
COLLEGE EQUITY												
Investment in General Fixed Assets	-	-	-	-	-	-	-	22,073,887	-	-	-	22,073,887
Fund Balance:												
Reserved	-	1,914,180	715,185	931,089	-	5,030,178	-	-	-	-	-	8,590,632
Unreserved, Designated	817,937	-	-	-	-	-	-	-	-	-	-	817,937
Unreserved, Undesignated	9,044,195	-	-	-	-	-	-	-	-	-	-	9,044,195
Retained Earnings	-	-	-	-	662,503	-	-	-	-	-	-	662,503
Total College Equity	9,862,132	1,914,180	715,185	931,089	662,503	5,030,178	-	22,073,887	-	-	-	41,189,154
Total Liabilities and College Equity	\$ 13,953,402	\$ 2,417,947	\$ 953,585	\$ 965,266	\$ 676,081	\$ 5,243,150	\$ 22,073,887	\$ 4,800,000	\$ -	\$ -	\$ -	\$ 51,083,318

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances - Modified Accrual Basis
All Governmental Fund Types
For the Year Ended June 30, 2020

	General	Special Revenue	Debt Service - Bond and Interest	Capital Projects Fund-Operation and Maintenance Restricted	Total (Memorandum Only)
Revenues					
Local Sources	\$ 2,355,014	\$ 807,146	\$ 1,735,831	\$ 250,633	\$ 5,148,624
State Sources	4,446,526	169,093	-	-	4,615,619
Federal Sources	-	3,760,916	-	-	3,760,916
Tuition and Fees	4,451,240	-	-	-	4,451,240
Facilities	41,153	-	-	-	41,153
Investment Income	184,110	-	-	-	184,110
Other Revenue	274,733	-	-	-	274,733
On-Behalf Payments	-	5,788,534	-	-	5,788,534
Total Revenues	<u>11,752,776</u>	<u>10,525,689</u>	<u>1,735,831</u>	<u>250,633</u>	<u>24,264,929</u>
Expenditures					
Instruction	5,110,292	258,566	-	-	5,368,858
Academic Support	321,646	74,511	-	-	396,157
Student Services	1,041,525	424,171	-	-	1,465,696
Public Service	93,194	342,561	-	-	435,755
Operation and Maintenance of Plant	2,654,217	-	-	115,129	2,769,346
Scholarships and Grants	1,800,987	2,830,200	-	-	4,631,187
Institutional Support	2,494,159	641,852	-	-	3,136,011
Principal	-	-	1,200,000	-	1,200,000
Interest	-	-	573,510	-	573,510
On-Behalf Payments	-	5,788,534	-	-	5,788,534
Total Expenditures	<u>13,516,020</u>	<u>10,360,395</u>	<u>1,773,510</u>	<u>115,129</u>	<u>25,765,054</u>
Revenue Over (Under) Expenditures	<u>(1,763,244)</u>	<u>165,294</u>	<u>(37,679)</u>	<u>135,504</u>	<u>(1,500,125)</u>
Other Financing Uses					
Operating Transfers, Net	<u>(279,927)</u>	-	-	-	<u>(279,927)</u>
Total Other Financing Sources Uses	<u>(279,927)</u>	-	-	-	<u>(279,927)</u>
Revenue Over (Under) Expenditures and Other Financing Uses	<u>(2,043,171)</u>	<u>165,294</u>	<u>(37,679)</u>	<u>135,504</u>	<u>(1,780,052)</u>
Fund Balance, July 1, 2019	<u>11,905,303</u>	<u>1,748,886</u>	<u>752,864</u>	<u>795,585</u>	<u>15,202,638</u>
Fund Balance, June 30, 2020	<u>\$ 9,862,132</u>	<u>\$ 1,914,180</u>	<u>\$ 715,185</u>	<u>\$ 931,089</u>	<u>\$ 13,422,586</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances - Budget and Actual - Modified Accrual Basis
All Budgeted Governmental Fund Types
For the Year Ended June 30, 2020

	General		Special Revenue		Debt Service - Bond and Interest Fund		Capital Projects Fund - Operation and Maintenance Restricted Fund		Total (Memorandum Only)	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues										
Local Sources	\$ 2,489,548	\$ 2,355,014	\$ 861,000	\$ 807,146	\$ 1,774,512	\$ 1,735,831	\$ 250,000	\$ 250,633	\$ 5,375,060	\$ 5,148,624
State Sources	4,442,446	4,446,526	176,855	169,093	-	-	-	-	4,619,301	4,615,619
Federal Sources	-	-	5,210,883	3,760,916	-	-	-	-	5,210,883	3,760,916
Tuition and Fees	4,900,328	4,451,240	-	-	-	-	-	-	4,900,328	4,451,240
Facilities	40,000	41,153	-	-	-	-	-	-	40,000	41,153
Investment Income	240,000	184,110	-	-	-	-	-	-	240,000	184,110
Other Revenue	267,720	274,733	-	-	-	-	-	-	267,720	274,733
Total Revenues	12,380,042	11,752,776	6,248,738	4,737,155	1,774,512	1,735,831	250,000	250,633	20,633,292	18,476,395
Expenditures										
Instruction	5,325,699	5,110,292	267,177	258,566	-	-	-	-	5,592,876	5,368,858
Academic Support	337,287	321,646	20,001	74,511	-	-	-	-	357,288	396,157
Student Services	1,131,757	1,041,525	474,856	424,171	-	-	-	-	1,606,573	1,465,696
Public Service	167,542	93,194	352,995	342,561	-	-	-	-	520,537	435,755
Operation and Maintenance of Plant	5,313,884	2,654,217	-	-	-	-	750,000	115,129	6,063,884	2,769,346
Scholarships and Grants	1,976,000	1,800,987	4,272,314	2,830,200	-	-	-	-	6,248,314	4,631,187
Institutional Support	2,833,031	2,494,159	864,000	641,852	-	-	-	-	3,697,031	3,136,011
Principal	-	-	-	-	1,200,000	1,200,000	-	-	1,200,000	1,200,000
Interest	-	-	-	-	574,512	573,510	-	-	574,512	573,510
Total Expenditures	17,085,180	13,516,020	6,251,323	4,571,861	1,774,512	1,773,510	750,000	115,129	25,861,015	19,976,520
Revenue Over (Under) Expenditures	(4,705,138)	(1,763,244)	(2,585)	165,294	-	(37,679)	(500,000)	135,504	(5,207,723)	(1,500,125)
Other Financing Uses										
Operating Transfers, Net	(296,655)	(279,927)	-	-	-	-	-	-	(296,655)	(279,927)
Total Other Financing Uses	(296,655)	(279,927)	-	-	-	-	-	-	(296,655)	(279,927)
Revenue Over (Under) Expenditures and Other Financing Uses	\$ (5,001,793)	(2,043,171)	\$ (2,585)	165,294	\$ -	(37,679)	\$ (500,000)	135,504	\$ (5,504,378)	(1,780,052)
Fund Balance, July 1, 2019		11,905,303		1,748,886		752,864		795,585		15,202,638
Fund Balance, June 30, 2020		\$ 9,862,132		\$ 1,914,180		\$ 715,185		\$ 931,089		\$ 13,422,586

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Revenues, Expenses,
and Changes in College Equity - Budget and Actual
Proprietary Fund Types and Similar Trust Funds
For the Year Ended June 30, 2020

	Fiduciary Fund Type		Proprietary Fund Type	
	Working Cash Fund		Enterprise Funds	
	Budget	Actual	Budget	Actual
Operating Revenues				
Student and Community Services	\$ -	\$ -	\$ 410,200	\$ 386,346
Student Tuition and Fees	-	-	-	-
State Sources	-	-	-	-
Other Revenue	-	-	-	-
Investment Income	67,000	103,953	-	-
Total Operating Revenues	<u>67,000</u>	<u>103,953</u>	<u>410,200</u>	<u>386,346</u>
Operating Expenses				
Salaries	-	-	213,913	197,488
Employee Benefits	-	-	5,214	11,586
Contractual Services	-	-	47,976	42,483
General Materials and Supplies	-	-	321,754	251,082
Conference and Meeting	-	-	34,855	39,713
Fixed Charges	-	-	25,000	5,988
Depreciation	-	-	2,000	1,931
Capital Outlay	-	-	-	425
Other	-	-	323,143	342,372
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>973,855</u>	<u>893,068</u>
Operating Income (Loss)	67,000	103,953	(563,655)	(506,722)
Other Financing Sources (Uses)				
Operating Transfers, Net	<u>(67,000)</u>	<u>(103,953)</u>	<u>363,655</u>	<u>383,880</u>
Net Loss	<u>\$ -</u>	<u>-</u>	<u>\$ (200,000)</u>	<u>(122,842)</u>
College Equity, July 1, 2019		<u>5,030,178</u>		<u>785,345</u>
College Equity, June 30, 2020		<u>\$ 5,030,178</u>		<u>\$ 662,503</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Cash Flows
Proprietary Fund Types and Similar Trust Funds
For the Year Ended June 30, 2020

	Fiduciary Fund Type	Proprietary Fund Type
	Working Cash Fund	Enterprise Funds
Cash Flows from Operating Activities		
Auxiliary Enterprise Charges	\$ -	\$ 386,346
Student Tuition and Fees	-	4,396
Payments to Suppliers	-	(749,537)
Payments to Employees and Benefits Paid	-	(209,074)
Interest on Investments	103,953	-
Net Cash Provided by (Used in) Operating Activities	103,953	(567,869)
Cash Flows from Non-Capital Financing Activities		
Operating Transfers In (Out)	(103,953)	383,880
Cash Flows from Investing Activities		
Purchases of Investments	(174,942)	-
Net Decrease in Cash and Cash Equivalents	(174,942)	(183,989)
Cash and Cash Equivalents, July 1, 2019	2,563,408	559,849
Cash and Cash Equivalents, June 30, 2020	\$ 2,388,466	\$ 375,860
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities		
Operating Income (Loss)	\$ 103,953	\$ (506,722)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:		
Depreciation Expense	-	1,931
Changes in Assets and Liabilities:		
Receivables	-	4,396
Inventories	-	(68,584)
Payables	-	1,110
Net Cash Provided by (Used in) Operating Activities	\$ 103,953	\$ (567,869)

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Balance Sheet - Modified Accrual Basis
General Funds
June 30, 2020

	<u>Education Fund</u>	<u>Operation and Maintenance Fund</u>	<u>Total</u>
ASSETS			
Cash and Cash Equivalents	\$ 8,831,558	\$ 3,176,750	\$ 12,008,308
Receivables:			
Property Taxes	416,501	204,151	620,652
Replacement Taxes	52,766	22,614	75,380
Agency Tuition	88,483	-	88,483
Student Tuition and Fees, Net of Allowance	285,138	-	285,138
Governmental Grants and Contracts	294,755	19,732	314,487
Prepaid Expenses	170,954	-	170,954
Due From Other Funds	390,000	-	390,000
	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$ 10,530,155</u>	<u>\$ 3,423,247</u>	<u>\$ 13,953,402</u>
LIABILITIES			
Accounts Payable	\$ 1,411,837	\$ -	\$ 1,411,837
Accrued Liabilities	418,945	-	418,945
Unearned Revenue	628,526	83,664	712,190
Note Payable	1,548,298	-	1,548,298
Total Liabilities	<u>4,007,606</u>	<u>83,664</u>	<u>4,091,270</u>
FUND BALANCE			
Unreserved, Designated	817,937	-	817,937
Unreserved, Undesignated	5,704,612	3,339,583	9,044,195
Total Fund Balance	<u>6,522,549</u>	<u>3,339,583</u>	<u>9,862,132</u>
	<u> </u>	<u> </u>	<u> </u>
Total Liabilities and Fund Balance	<u>\$ 10,530,155</u>	<u>\$ 3,423,247</u>	<u>\$ 13,953,402</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Statement of Revenues, Expenditures, and
Changes in Fund Balances - Modified Accrual Basis
General Funds
For the Year Ended June 30, 2020

	Education Fund	Operation and Maintenance Fund	Total
Revenues			
Local Sources	\$ 1,591,563	\$ 763,451	\$ 2,355,014
State Sources	4,077,322	369,204	4,446,526
Tuition and Fees	4,451,240	-	4,451,240
Facilities	-	41,153	41,153
Investment Income	184,110	-	184,110
Other Revenue	274,733	-	274,733
Total Revenues	<u>10,578,968</u>	<u>1,173,808</u>	<u>11,752,776</u>
Expenditures			
Instruction	5,110,292	-	5,110,292
Academic Support	321,646	-	321,646
Student Services	1,041,525	-	1,041,525
Public Service	93,194	-	93,194
Operation and Maintenance of Plant	-	2,654,217	2,654,217
Institutional Support	2,493,250	909	2,494,159
Scholarships and Grants	1,800,987	-	1,800,987
Total Expenditures	<u>10,860,894</u>	<u>2,655,126</u>	<u>13,516,020</u>
Revenue Under Expenditures	<u>(281,926)</u>	<u>(1,481,318)</u>	<u>(1,763,244)</u>
Other Financing Sources (Uses)			
Operating Transfers, Net	<u>(1,261,494)</u>	981,567	<u>(279,927)</u>
Total Other Financing Sources (Uses)	<u>(1,261,494)</u>	981,567	<u>(279,927)</u>
Revenue and Other Financing Sources Under Expenditures and Other Financing Uses	(1,543,420)	(499,751)	(2,043,171)
Fund Balance, July 1, 2019	<u>8,065,969</u>	<u>3,839,334</u>	<u>11,905,303</u>
Fund Balance, June 30, 2020	<u>\$ 6,522,549</u>	<u>\$ 3,339,583</u>	<u>\$ 9,862,132</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Balance Sheet - Modified Accrual Basis
Special Revenue Funds
June 30, 2020

	Restricted Purposes Fund	Audit Fund	Liability, Protection and Settlement Fund	Total
ASSETS				
Cash and Cash Equivalents	\$ 28,064	\$ 47,978	\$ 1,636,444	\$ 1,712,486
Receivables:				
Property Taxes	-	10,037	243,933	253,970
Governmental Grants and Contracts	361,936	-	-	361,936
Prepaid Expenses	-	-	89,555	89,555
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$ 390,000</u>	<u>\$ 58,015</u>	<u>\$ 1,969,932</u>	<u>\$ 2,417,947</u>
LIABILITIES				
Unearned Revenue	\$ -	\$ 4,183	\$ 109,584	\$ 113,767
Due to Other Funds	390,000	-	-	390,000
Total Liabilities	<u>390,000</u>	<u>4,183</u>	<u>109,584</u>	<u>503,767</u>
FUND BALANCE				
Reserved	-	53,832	1,860,348	1,914,180
Total Fund Balance	<u>-</u>	<u>53,832</u>	<u>1,860,348</u>	<u>1,914,180</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Liabilities and Fund Balance	<u>\$ 390,000</u>	<u>\$ 58,015</u>	<u>\$ 1,969,932</u>	<u>\$ 2,417,947</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances - Modified Accrual Basis
Special Revenue Funds
For the Year Ended June 30, 2020

	Restricted Purposes Fund	Audit Fund	Liability, Protection, and Settlement Fund	Total
Revenues				
Local Sources	\$ -	\$ 30,623	\$ 776,523	\$ 807,146
State Sources	169,093	-	-	169,093
Federal Sources	3,760,916	-	-	3,760,916
Other Revenue	-	-	-	-
On-Behalf Payments	5,788,534	-	-	5,788,534
Total Revenues	<u>9,718,543</u>	<u>30,623</u>	<u>776,523</u>	<u>10,525,689</u>
Expenditures				
Instruction	258,566	-	-	258,566
Academic Support	74,511	-	-	74,511
Student Services	424,171	-	-	424,171
Public Service	342,561	-	-	342,561
Auxiliary Services	-	-	-	-
Operations and Maintenance of Plant	-	-	-	-
Institutional Support	-	35,451	606,401	641,852
Scholarships and Grants	2,830,200	-	-	2,830,200
On-Behalf Payments	5,788,534	-	-	5,788,534
Total Expenditures	<u>9,718,543</u>	<u>35,451</u>	<u>606,401</u>	<u>10,360,395</u>
Revenue Over (Under) Expenditures	-	(4,828)	170,122	165,294
Other Financing Sources (Uses)				
Operating Transfers (Net)	-	-	-	-
Revenue and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-	(4,828)	170,122	165,294
Fund Balance, July 1, 2019	<u>-</u>	<u>58,660</u>	<u>1,690,226</u>	<u>1,748,886</u>
Fund Balance, June 30, 2020	<u>\$ -</u>	<u>\$ 53,832</u>	<u>\$ 1,860,348</u>	<u>\$ 1,914,180</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Balance Sheet
Fiduciary Funds
June 30, 2020

	Non-Expendable Trust		
	Working Cash Fund	Trust and Agency Fund	Total
ASSETS			
Cash and Cash Equivalents	\$ 2,388,466	\$ 212,972	\$ 2,601,438
Investments	2,641,712	-	2,641,712
	<u>\$ 5,030,178</u>	<u>\$ 212,972</u>	<u>\$ 5,243,150</u>
LIABILITIES			
Due to Student Groups	\$ -	\$ 212,972	\$ 212,972
FUND BALANCE			
Reserved	<u>5,030,178</u>	<u>-</u>	<u>5,030,178</u>
Total Liabilities and Fund Balance	<u>\$ 5,030,178</u>	<u>\$ 212,972</u>	<u>\$ 5,243,150</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Balance Sheet - Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types)
All Funds and Account Groups
June 30, 2020

	Operations and Maintenance Funds				Account Groups				Total (Memorandum Only)				
	Education Fund	Operational	Restricted	Auxiliary Enterprise Funds	Restricted Purposes Fund	Working Cash Fund	Trust and Agency Fund	Bond and Interest Fund		Audit Fund	Liability, Protection, and Settlement Fund	General Fixed Assets	General Long-Term Debt
ASSETS													
Cash and Cash Equivalents	\$ 8,831,558	\$ 3,176,750	\$ 890,266	\$ 375,860	\$ 28,064	\$ 2,388,466	\$ 212,972	\$ 425,885	\$ 47,978	\$ 1,636,444	\$ -	\$ -	\$ 18,014,243
Investments	-	-	-	-	-	2,641,712	-	-	-	-	-	-	2,641,712
Receivables:													
Property Taxes	416,501	204,151	75,000	-	-	-	-	527,700	10,037	243,933	-	-	1,477,322
Replacement Taxes	52,766	22,614	-	-	-	-	-	-	-	-	-	-	75,380
Agency Tuition	88,483	-	-	-	-	-	-	-	-	-	-	-	88,483
Student Tuition and Fees, Net of Allowance	285,138	-	-	-	-	-	-	-	-	-	-	-	285,138
Governmental Grants and Contracts	294,755	19,732	-	-	361,936	-	-	-	-	-	-	-	676,423
Due from Other Funds	390,000	-	-	-	-	-	-	-	-	-	-	-	390,000
Prepaid Expenses	170,954	-	-	-	-	-	-	-	-	89,555	-	-	260,509
Inventory	-	-	-	296,282	-	-	-	-	-	-	-	-	296,282
Property and Equipment at Cost, Net	-	-	-	3,939	-	-	-	-	-	-	22,073,887	-	22,077,826
Amount Available to Retire Debt	-	-	-	-	-	-	-	-	-	-	715,185	-	715,185
Amount to be Provided to Retire Debt	-	-	-	-	-	-	-	-	-	-	4,084,815	-	4,084,815
Total Assets	\$ 10,530,155	\$ 3,423,247	\$ 965,266	\$ 676,081	\$ 390,000	\$ 5,030,178	\$ 212,972	\$ 953,585	\$ 58,015	\$ 1,969,932	\$ 22,073,887	\$ 4,800,000	\$ 51,083,318
LIABILITIES													
Accounts Payable	\$ 1,411,837	\$ -	\$ -	\$ 3,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,597
Accrued Liabilities	418,945	-	-	-	-	-	-	13,057	-	-	-	-	432,002
Due to Other Funds	-	-	-	-	390,000	-	-	-	-	-	-	-	390,000
Unearned Revenue	628,526	83,664	34,177	8,896	-	-	-	225,343	4,183	109,584	-	-	1,094,373
Due to Student Groups	-	-	-	922	-	-	212,972	-	-	-	-	-	213,894
Note Payable	1,548,298	-	-	-	-	-	-	-	-	-	-	-	1,548,298
Bonds Payable	-	-	-	-	-	-	-	-	-	-	-	4,800,000	4,800,000
Total Liabilities	4,007,606	83,664	34,177	13,578	390,000	-	212,972	238,400	4,183	109,584	-	4,800,000	9,894,164
COLLEGE EQUITY													
Investment in General Fixed Assets	-	-	-	-	-	-	-	-	-	-	22,073,887	-	22,073,887
Fund Balance:													
Reserved	-	-	931,089	-	-	5,030,178	-	715,185	53,832	1,860,348	-	-	8,590,632
Unreserved, Designated	817,937	-	-	-	-	-	-	-	-	-	-	-	817,937
Unreserved, Undesignated	5,704,612	3,339,583	-	-	-	-	-	-	-	-	-	-	9,044,195
Retained Earnings (Accumulated Deficit)	-	-	-	662,503	-	-	-	-	-	-	-	-	662,503
Total College Equity (Deficit)	6,522,549	3,339,583	931,089	662,503	-	5,030,178	-	715,185	53,832	1,860,348	22,073,887	-	41,189,154
Total Liabilities and College Equity	\$ 10,530,155	\$ 3,423,247	\$ 965,266	\$ 676,081	\$ 390,000	\$ 5,030,178	\$ 212,972	\$ 953,585	\$ 58,015	\$ 1,969,932	\$ 22,073,887	\$ 4,800,000	\$ 51,083,318

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Revenues, Expenditures, and Changes in College Equity -
Modified Accrual Basis (Governmental Fund Types)
and GAAP Basis (Proprietary and Fiduciary Fund Types)
All Funds

For the Year Ended June 30, 2020

	Operations and Maintenance Funds				Auxiliary Enterprise Funds	Restricted Purposes Fund	Working Cash Fund	Bond and Interest Fund	Audit Fund	Liability, Protection, and Settlement Fund	Total (Memorandum Only)
	Education Fund	Operational	Restricted								
Revenues											
Local Sources	\$ 1,591,563	\$ 763,451	\$ 250,633	\$ -	\$ -	\$ -	\$ -	\$ 1,735,831	\$ 30,623	\$ 776,523	\$ 5,148,624
State Sources	4,077,322	369,204	-	-	-	169,093	-	-	-	-	4,615,619
Federal Sources	-	-	-	-	-	3,760,916	-	-	-	-	3,760,916
Tuition and Fees	4,451,240	-	-	-	-	-	-	-	-	-	4,451,240
Facilities	-	41,153	-	-	-	-	-	-	-	-	41,153
Investment Income	184,110	-	-	-	-	-	103,953	-	-	-	288,063
Other Revenue	274,733	-	-	-	386,346	-	-	-	-	-	661,079
On-Behalf Payments	-	-	-	-	-	5,788,534	-	-	-	-	5,788,534
Total Revenues	10,578,968	1,173,808	250,633	-	386,346	9,718,543	103,953	1,735,831	30,623	776,523	24,755,228
Expenditures											
Instruction	5,110,292	-	-	-	-	258,566	-	-	-	-	5,368,858
Academic Support	321,646	-	-	-	-	74,511	-	-	-	-	396,157
Student Services	1,041,525	-	-	-	-	424,171	-	-	-	-	1,465,696
Public Service	93,194	-	-	-	-	342,561	-	-	-	-	435,755
Auxiliary Services	-	-	-	-	891,137	-	-	-	-	-	891,137
Operation and Maintenance of Plant	-	2,654,217	115,129	-	-	-	-	-	-	-	2,769,346
Institutional Support	2,493,250	909	-	-	-	-	-	-	35,451	606,401	3,136,011
Scholarships and Grants	1,800,987	-	-	-	-	2,830,200	-	-	-	-	4,631,187
Principal	-	-	-	-	-	-	-	1,200,000	-	-	1,200,000
Interest	-	-	-	-	-	-	-	573,510	-	-	573,510
Depreciation	-	-	-	-	1,931	-	-	-	-	-	1,931
On-Behalf Payments	-	-	-	-	-	5,788,534	-	-	-	-	5,788,534
Total Expenditures	10,860,894	2,655,126	115,129	-	893,068	9,718,543	-	1,773,510	35,451	606,401	26,658,122
Revenue Over (Under) Expenditures	(281,926)	(1,481,318)	135,504	-	(506,722)	-	103,953	(37,679)	(4,828)	170,122	(1,902,894)
Other Financing Sources (Uses)											
Operating Transfers, Net	(1,261,494)	981,567	-	-	383,880	-	(103,953)	-	-	-	-
Total Other Financing Sources (Uses)	(1,261,494)	981,567	-	-	383,880	-	(103,953)	-	-	-	-
Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	(1,543,420)	(499,751)	135,504	-	(122,842)	-	-	(37,679)	(4,828)	170,122	(1,902,894)
College Equity, Beginning of Year	8,065,969	3,839,334	795,585	-	785,345	-	5,030,178	752,864	58,660	1,690,226	21,018,161
College Equity, End of Year	\$ 6,522,549	\$ 3,339,583	\$ 931,089	\$ -	\$ 662,503	\$ -	\$ 5,030,178	\$ 715,185	\$ 53,832	\$ 1,860,348	\$ 19,115,267

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Reconciliations to the Basic Financial Statements

Reconciliation of the Balance Sheet -
Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types) to the Statement of Net Position
June 30, 2020

College Equity	\$ 41,189,154
Reconciling Items:	
Reclassification of Long Term Debt	(4,800,000)
Accrual of Interest on Long-Term Debt	(15,833)
Recognition of Other Postemployment Benefit Liability	(6,703,834)
Recognition of Summer Tuition Revenues and Scholarship Expenses	123,458
Deferred Outflows of Resources - Other Postemployment Benefits	202,867
Deferred Inflows of Resources - Other Postemployment Benefits	(1,186,655)
Deferred Outflows of Resources - Retirement Plan Contributions	<u>62,333</u>
Net Position	<u>\$ 28,871,490</u>

Reconciliation of the Statement of Revenues, Expenditures, and Changes in College Equity -
Modified Accrual Basis (Governmental Fund Types) and GAAP Basis (Proprietary Fund Types)
to the Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2020

Change in College Equity	\$ (1,902,894)
Reconciling Items:	
General Obligation Debt Retired	1,200,000
Record Depreciation on the Capital Assets	(960,416)
Remove Capital Expenditures Related to Capital Assets	1,625,623
Change in Recognition of Summer Tuition Revenues and Scholarship Expenses	124,414
Change in Deferred Outflows - Other Postemployment Benefits	74,088
Change in Deferred Inflows - Other Postemployment Benefits	(223,600)
Change in Net Other Postemployment Benefits Liability	(109,863)
Accrual of Interest on Long-Term Debt	343,051
Change in Deferred Outflows - Retirement Plan Contributions	<u>6,807</u>
Change in Net Position	<u>\$ 177,210</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Assessed Valuations, Tax Rates, Extensions, and Collections
June 30, 2020

	<u>2018 Levy</u>	<u>2017 Levy</u>	<u>2016 Levy</u>	<u>2015 Levy</u>
District Valuations	\$ 635,983,048	\$ 624,533,755	\$ 603,076,562	\$ 587,294,095
Tax Rates (Per \$100 Assessed Valuations)				
Education	0.20000	0.20000	0.20000	0.20000
Building	0.10000	0.10000	0.10000	0.10000
Liability Insurance	0.10711	0.11142	0.12031	0.12210
Social Security	0.01860	0.01956	0.02120	0.02170
Audit	0.00500	0.00500	0.00500	0.00500
Health and Safety	0.04132	0.04077	0.04192	0.04310
Bond and Interest	0.28356	0.26934	0.28445	0.29440
TOTAL	<u>0.75559</u>	<u>0.74609</u>	<u>0.77288</u>	<u>0.78630</u>
Tax Extensions				
Education	\$ 1,271,966	\$ 1,249,068	\$ 1,206,153	\$ 1,174,588
Building	635,983	624,534	603,077	587,294
Liability Insurance	681,201	695,856	725,561	717,086
Social Security	118,293	122,159	127,852	127,443
Audit	31,799	31,227	30,154	29,365
Health and Safety	262,788	254,604	252,810	253,124
Bond and Interest	1,803,394	1,682,119	1,715,451	1,728,994
	<u>\$ 4,805,424</u>	<u>\$ 4,659,565</u>	<u>\$ 4,661,058</u>	<u>\$ 4,617,893</u>
Collections				
Education	\$ 1,276,325	\$ 1,262,663	\$ 1,240,460	\$ 1,234,935
Building	632,989	621,662	603,999	602,761
Liability Insurance	684,476	701,317	734,025	729,682
Social Security	118,293	122,159	127,852	129,681
Audit	31,739	31,121	30,405	30,556
Health and Safety	263,860	256,522	255,059	257,570
Bond and Interest	1,810,764	1,691,263	1,730,563	1,759,972
	<u>\$ 4,818,445</u>	<u>\$ 4,686,707</u>	<u>\$ 4,722,363</u>	<u>\$ 4,745,157</u>
Percent of Extension Collected	<u>100.27%</u>	<u>100.58%</u>	<u>101.32%</u>	<u>102.76%</u>

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Schedule of Legal Debt Margin
 June 30, 2020

Assessed Valuations - 2019 Levy***	<u>\$ 649,341,448</u>
Debt Limit, 2.875 Percent of Assessed Valuation (50 ILCS 405/1)	<u>\$ 18,668,567</u>
Indebtedness:	
General Obligation Community College Bonds	4,800,000
Note Payable	<u>1,548,298</u>
Total Indebtedness	<u>6,348,298</u>
Legal Debt Margin	<u>\$ 12,320,269</u>

*** - Most Current Assessed Valuation Available

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Student Enrollment and Full-Time Equivalency
 At Tenth Day
 For the Year Ended June 30, 2020
 (Unaudited)

School Quarter	Student Enrollment	Full-Time Equivalency
	<u> </u>	<u> </u>
Summer 2019	575	204
Fall 2019	1,089	851
Spring 2020	<u>1,272</u>	<u>879</u>
Semester Average (Exclusive of Summer School)	<u><u>1,181</u></u>	<u><u>865</u></u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
All Funds Summary - Modified Accrual Basis
Uniform Financial Statement No. 1
For the Year Ended June 30, 2020

	Education Fund	Operations and Maintenance Fund	Operations and Maintenance Fund (Restricted)	Bond and Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability, Protection, and Settlement Fund	Total
Fund Balance, July 1, 2019	\$ 8,065,969	\$ 3,839,334	\$ 795,585	\$ 752,864	\$ 785,345	\$ -	\$ 5,030,178	\$ 58,660	\$ 1,690,226	\$ 21,018,161
Revenues:										
Local Tax Revenue	1,221,507	604,856	250,633	1,735,831	-	-	-	30,623	776,523	4,619,973
All Other Local Revenue	370,056	158,595	-	-	-	-	-	-	-	528,651
Chargeback Revenue	1,679	-	-	-	-	-	-	-	-	1,679
JCCB Grants	4,077,322	369,204	-	-	-	165,740	-	-	-	4,612,266
All Other State Revenue (Including SURS On-Behalf)	-	-	-	-	-	5,791,887	-	-	-	5,791,887
Federal Revenue	-	-	-	-	-	3,760,916	-	-	-	3,760,916
Student Tuition and Fees	4,451,240	-	-	-	-	-	-	-	-	4,451,240
All Other Revenue	457,164	41,153	-	-	386,346	-	103,953	-	-	988,616
Total Revenues	10,578,968	1,173,808	250,633	1,735,831	386,346	9,718,543	103,953	30,623	776,523	24,755,228
Expenditures:										
Instruction	5,110,292	-	-	-	-	3,708,101	-	-	-	8,818,393
Academic Support	321,646	-	-	-	-	222,489	-	-	-	544,135
Student Services	1,041,525	-	-	-	-	1,215,091	-	-	-	2,256,616
Public Service/Continuing Education	93,194	-	-	-	-	544,401	-	-	-	637,595
Organized Research	-	-	-	-	-	-	-	-	-	-
Auxiliary Services	-	-	-	-	893,068	154,320	-	-	-	1,047,388
Operations and Maintenance	-	2,654,217	115,129	-	-	131,351	-	-	-	2,900,697
Institutional Support	2,493,250	909	-	1,773,510	-	891,318	-	35,451	606,401	5,800,839
Scholarships, Student Grants, and Waivers	1,800,987	-	-	-	-	2,851,472	-	-	-	4,652,459
Total Expenditures	10,860,894	2,655,126	115,129	1,773,510	893,068	9,718,543	-	35,451	606,401	26,658,122
Net Transfers	(1,261,494)	981,567	-	-	383,880	-	(103,953)	-	-	-
Fund Balance, June 30, 2020	\$ 6,522,549	\$ 3,339,583	\$ 931,089	\$ 715,185	\$ 662,503	\$ -	\$ 5,030,178	\$ 53,832	\$ 1,860,348	\$ 19,115,267

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Summary of Fixed Assets and Debt
Uniform Financial Statement No. 2
For the Year Ended June 30, 2020

	Capital Assets / Long Term Debt			
	July 1, 2019	Additions	Deletions	June 30, 2020
Fixed Assets:				
Land	\$ 89,166	\$ -	\$ -	\$ 89,166
Land Improvements	190,732	22,046	-	212,778
Buildings, Additions, and Improvements	30,125,648	-	(22,678)	30,102,970
Equipment	3,546,019	206,517	(45,870)	3,706,666
Other Fixed Assets	-	1,419,559	-	1,419,559
Accumulated Depreciation	(12,537,970)	(962,347)	47,004	(13,453,313)
Net Fixed Assets	<u>\$ 21,413,595</u>	<u>\$ 685,775</u>	<u>\$ (21,544)</u>	<u>\$ 22,077,826</u>
Fixed Debt:				
Bonds	\$ 6,000,000	\$ -	\$ (1,200,000)	\$ 4,800,000
Net Other Postemployment Benefit Liability	6,593,971	141,727	(31,864)	6,703,834
Note Payable	-	1,548,298	-	1,548,298
Total Fixed Liabilities	<u>\$ 12,593,971</u>	<u>\$ 1,690,025</u>	<u>\$ (1,231,864)</u>	<u>\$ 13,052,132</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Operating Funds Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 3
For the Year Ended June 30, 2020

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
Operating Revenues by Source:			
<i>Local Government Revenue</i>			
Local Taxes	\$ 1,221,507	\$ 604,856	\$ 1,826,363
Corporate Personal Property Replacement Tax	370,056	158,595	528,651
Chargeback Revenue	1,679	-	1,679
Total Local Government	<u>1,593,242</u>	<u>763,451</u>	<u>2,356,693</u>
<i>State Government</i>			
ICCB Base Operating Grant	972,512	369,204	1,341,716
ICCB Equalization Grant	2,984,560	-	2,984,560
ICCB Career & Technical Education	120,250	-	120,250
Total State Government	<u>4,077,322</u>	<u>369,204</u>	<u>4,446,526</u>
<i>Federal Government</i>			
Department of Education	-	-	-
Total Federal Government	<u>-</u>	<u>-</u>	<u>-</u>
<i>Student Tuition and Fees</i>			
Tuition	3,796,910	-	3,796,910
Fees	654,330	-	654,330
Total Student Tuition and Fees	<u>4,451,240</u>	<u>-</u>	<u>4,451,240</u>
<i>Other Sources</i>			
Sales and Service Fees	4,410	-	4,410
Facilities Revenue	-	41,153	41,153
Investment Revenue	184,110	-	184,110
Bond Proceeds	-	-	-
Other	268,644	-	268,644
Total Other Sources	<u>457,164</u>	<u>41,153</u>	<u>498,317</u>
Total Operating Revenues	10,578,968	1,173,808	11,752,776
<i>Less: Non-Operating Items</i>			
Tuition Chargeback Revenue	(1,679)	-	(1,679)
Adjusted Operating Revenue	<u>\$ 10,577,289</u>	<u>\$ 1,173,808</u>	<u>\$ 11,751,097</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Operating Funds Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 3
For the Year Ended June 30, 2020

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
Operating Expenditures by Program:			
Instruction	\$ 5,110,292	\$ -	\$ 5,110,292
Academic Support	321,646	-	321,646
Student Services	1,041,525	-	1,041,525
Public Service/Continuing Education	93,194	-	93,194
Operations and Maintenance	-	2,654,217	2,654,217
Institutional Support	2,493,250	909	2,494,159
Scholarships, Grants, and Waivers	1,800,987	-	1,800,987
Transfers	1,261,494	-	1,261,494
Total Operating Expenditures by Program	12,122,388	2,655,126	14,777,514
Less: Non-Operating Items			
Transfers	(1,261,494)	-	(1,261,494)
Tuition Chargeback	-	-	-
Adjusted Operating Expenditures by Program	\$ 10,860,894	\$ 2,655,126	\$ 13,516,020
Operating Expenditures by Object:			
Salaries	\$ 6,637,284	\$ 173,671	\$ 6,810,955
Employee Benefits	620,548	18,738	639,286
Contractual Services	742,939	509,741	1,252,680
General Materials and Supplies	489,019	43,418	532,437
<i>Library Materials *</i>	33,568	-	33,568
Conference and Meeting Expenses	72,944	-	72,944
Fixed Charges	128,020	-	128,020
Utilities	52,145	549,910	602,055
Capital Outlay	189,976	1,357,723	1,547,699
Other	1,928,019	1,925	1,929,944
Transfers	1,261,494	-	1,261,494
Total Operating Expenditures by Object	12,122,388	2,655,126	14,777,514
Less: Non-Operating Items			
Transfers	(1,261,494)	-	(1,261,494)
Tuition Chargeback	-	-	-
Adjusted Operating Expenditures by Object	\$ 10,860,894	\$ 2,655,126	\$ 13,516,020

* Per ICCB reporting requirements, this line is presented as a memo only figures and is not added into the total expenditures amount.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Restricted Purposes Fund Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 4
For the Year Ended June 30, 2020

	<u>Restricted Purposes Fund</u>
Revenue by Source:	
<i>State Government</i>	
ICCB - Adult Education	\$ 163,887
ICCB - Other	1,853
Illinois Department of Commerce and Economic Opportunity	-
Illinois Board of Higher Education	230
SURS - On Behalf	5,788,534
Other State Government	<u>3,123</u>
Total State Government	<u>5,957,627</u>
 <i>Federal Government</i>	
Department of Education	3,494,875
ICCB - Adult Education	94,449
ICCB - Carl Perkins	77,867
ICCB - Other Grants	-
National Science Foundation	-
Department of Health and Human Services	-
Department of Labor	-
Department of Commerce and Economic Opportunity	93,725
Other Federal Sources	<u>-</u>
Total Federal Government	<u>3,760,916</u>
 <i>All Other Revenues</i>	
	<u>-</u>
 Total Restricted Purposes Fund Revenues	 <u>\$ 9,718,543</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Restricted Purposes Fund Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 4
For the Year Ended June 30, 2020

	<u>Restricted Purposes Fund</u>
Expenditures by Program:	
Instruction	\$ 3,708,331
Academic Support	239,128
Student Services	1,209,842
Public Service/Continuing Education	532,781
Auxiliary Services	154,320
Operations and Maintenance	131,351
Institutional Support	891,318
Scholarships, Grants, and Waivers	2,851,472
Total Restricted Purposes Fund Expenditures by Program	<u>\$ 9,718,543</u>
Expenditures by Object:	
Salaries	\$ 638,526
Employee Benefits (Including SURS On-Behalf)	5,933,724
Contractual Services	49,186
General Materials and Supplies	116,911
Travel and Conference/Meeting Expenses	34,869
Utilities	18,272
Capital Outlay	54,469
Other	2,872,586
<i>Scholarships, Grants, and Waivers *</i>	2,851,472
Total Restricted Purposes Fund Expenditures by Object	<u>\$ 9,718,543</u>

* Per ICCB reporting requirements, this line is presented as a memo only figures and is not added into the total expenditures amount.

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Current Funds* Expenditures by Activity - Modified Accrual Basis
 Uniform Financial Statement No. 5
 For the Year Ended June 30, 2020

Instruction:	
Instructional Programs	<u>\$ 8,818,393</u>
Academic Support:	
Library Center	130,842
Academic Computing Support	73,663
Academic Administration and Planning	175,013
Other	164,617
Total Academic Support	<u>544,135</u>
Student Services Support:	
Admissions and Records	44,243
Counseling and Career Services	776,029
Financial Aid Administration	197,495
Other	1,238,849
Total Student Services Support	<u>2,256,616</u>
Public Service/Continuing Education:	
Community Services	447,375
Other	190,220
Total Public Service/Continuing Education	<u>637,595</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Current Funds* Expenditures by Activity - Modified Accrual Basis
Uniform Financial Statement No. 5
For the Year Ended June 30, 2020

Auxiliary Services	<u>1,047,388</u>
Operations and Maintenance of Plant:	
Maintenance	1,782,957
Custodial Services	291,665
Grounds	24,650
Campus Security	5,035
Transportation	-
Utilities	549,910
Administration	-
Other	131,351
Total Operations and Maintenance of Plant	<u>2,785,568</u>
Institutional Support:	
Executive Management	336,460
Fiscal Operations	505,486
Community Relations	201,133
Board of Trustees	11,577
General Institutional	1,253,588
Institutional Research	71,706
Administrative Data Processing	756,061
Other	2,664,828
Total Institutional Support	<u>5,800,839</u>
Scholarships, Student Grants, and Waivers	<u>4,652,459</u>
Total Current Funds Expenditures	<u><u>\$ 26,542,993</u></u>

* Current funds include the Education; Operations and Maintenance; Auxiliary Enterprises; Restricted Purposes; Audit; Liability, Protection, and Settlement; and Bond and Interest Funds

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Certificate of Chargeback Reimbursement
 For the Year Ended June 30, 2020

All Fiscal Year 2020 Non-Capital Audited Operating Expenditures
 from the Following Funds:

Education	\$ 10,670,918
Operations and Maintenance Fund	1,297,403
Bond and Interest Fund	-
Restricted Purposes Fund	3,875,540
Audit Fund	35,451
Liability, Protection and Settlement Fund	606,401
Auxiliary Enterprise Fund (subsidy fund)	383,880
Total Non-Capital Expenditures	<u>16,869,593</u>

Depreciation on Capital Outlay Expenditures from Sources

Other than State and Federal Funds	781,223
Total Costs Included	<u>\$ 17,650,816</u>

Total Certified Semester Credit Hours for Fiscal Year 2020 26,530

Per Capita Cost \$ 665.32

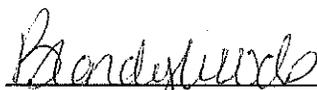
All Fiscal Year 2020 State and Federal Operating Grants
 for Non-Capital Expenditures, Except ICCB Grants \$ 3,764,269

Fiscal Year 2020 State and Federal Grants Per Semester Credit Hour 141.89

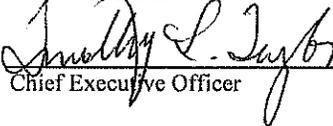
District's Average ICCB Grant Rate for Fiscal Year 2021 42.85

District's Student Tuition and Fee Rate Per Semester
 Credit Hour for Fiscal Year 2021 140.00

Chargeback Reimbursement Per Semester Credit Hour \$ 340.58

Approved: 
 Chief Fiscal Officer

Date: 02/24/21

Approved: 
 Chief Executive Officer

Date: 02/24/21

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH STATE
REQUIREMENTS FOR ADULT EDUCATION AND
FAMILY LITERACY GRANT

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on the Financial Statements

We have audited the accompanying balance sheet of the Adult Education and Family Literacy Grant of Shawnee Community College, Community College District #531 (the College) as of June 30, 2020, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements and Compliance

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and the financial reporting provisions of the Illinois Community College Board (ICCB). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. Management is also responsible for compliance with the requirements of the ICCB.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the grant policy guidelines of the ICCB's *Fiscal Management Manual*. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.



An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our audit also included a review of compliance with the provisions of laws, regulations, contracts, and grants between the College and the State of Illinois and the ICCB.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Adult Education and Family Literacy grant of the College at June 30, 2020, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Information

The accompanying balance sheet and statement of revenue and expenditures were prepared for the purpose of complying with the terms of the ICCB Grant and are not intended to be a complete presentation of the College's revenue and expenditures in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic grant program financial statements taken as a whole. The supplementary ICCB compliance schedule for the Adult Education and Family Literacy Grant (Schedule 25) is presented for purposes of additional analysis as required by the ICCB and is not a required part of the basic grant program financial statements. This schedule is the responsibility of the College's management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic grant program financial statements. This schedule has been subjected to the auditing procedures applied in the audit of the basic grant program financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic grant program financial statements taken as a whole.

Report on Compliance

In connection with our audit, nothing came to our attention that caused us to believe that the College failed to comply with the terms, covenants, provisions, or conditions of the Adult Education and Family Literacy grant as presented in the policy guidelines of the ICCB's *Fiscal Management Manual*, insofar as they relate to accounting matters.

However, our audit was not directed toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures; other matters may have come to our attention regarding the College's noncompliance.

Master Hood LLC

Champaign, Illinois
February 22, 2021

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
State Adult Education Restricted Funds
(State Basic and Performance)
Balance Sheet
June 30, 2020

ASSETS

	<u>State Basic</u>	<u>Performance</u>	<u>Total</u>
Cash	\$ -	\$ -	\$ -
Accounts Receivable	-	-	-
Total Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

LIABILITIES AND FUND BALANCE

Accounts Payable	\$ -	\$ -	\$ -
Due to Other Funds	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Accompanying Notes on Page 77

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
State Adult Education Restricted Funds
(State Basic and Performance)
Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended June 30, 2020

	State Basic	Performance	Total
Revenues			
ICCB Grant	\$ 112,820	\$ 51,067	\$ 163,887
Expenditures			
Instructional Student Services:			
Instruction	106,483	33,935	140,418
Social Work Services	-	-	-
Guidance Services	-	-	-
Assistive and Adaptive Equipment	-	-	-
Assessment and Testing	3,593	8,665	12,258
Student Transportation Services	-	-	-
Literacy Services	-	-	-
Total Instructional Student Services	<u>110,076</u>	<u>42,600</u>	<u>152,676</u>
Program Support:			
Improvement of Instructional Services	2,744	8,467	11,211
General Administration	-	-	-
Operation and Maintenance of Plant	-	-	-
Data and Information Services	-	-	-
Approved Indirect Costs	-	-	-
Total Program Support	<u>2,744</u>	<u>8,467</u>	<u>11,211</u>
Total Expenditures	<u>112,820</u>	<u>51,067</u>	<u>163,887</u>
Excess of Revenue Over Expenditures	-	-	-
Fund Balance, July 01, 2019	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, June 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Accompanying Notes on Page 77

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 ICCB Compliance Statement for the
 Adult Education and Family Literacy Grant
 Expenditure Amounts and Percentages for
 ICCB Grant Funds Only
 For the Year Ended June 30, 2020

	Audited Expenditure (Dollars)	Actual Expenditure (Percentage)
State Basic		
Instruction (45 Percent Minimum Required)*	\$ 106,483	94.38%
General Administration (15 Percent Maximum Allowed)	-	0.00%

* This requirement was waived by ICCB for Fiscal Year 2020

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to the ICCB Grant Financial Statements
June 30, 2020

The Adult Education and Family Literacy Grant Program was established as a special revenue sub-fund of Shawnee Community College, Community College District #531 (the College) to account for revenues and expenditures of the respective program. This program is administered by the Illinois Community College Board (ICCB). The following is a summary of the significant accounting policies followed by the College in respect to this fund.

Basis of Accounting

The statements have been prepared on the accrual basis of accounting. Expenditures include all accounts payable representing liabilities for goods and services actually received as of June 30, 2020. Funds obligated for goods prior to June 30 for which the goods are received prior to August 31 are recorded as encumbrances. Unexpended funds are reflected as a reduction to fund balance and a liability due to the ICCB by October 15.

Budgets and Budgetary Accounting

Each year the College prepares a budget for the grant. The budget is prepared on the same basis of accounting as the records are maintained.

Capital Outlay

Capital outlay is charged to expenditure in the period which it is purchased instead of being recognized as an asset and depreciated over its useful life. As a result, the expenditures reflected in the statements include the cost of capital outlay purchased during the year rather than a provision for depreciation.

Certain capital outlay expenditures are accumulated in the General Fixed Assets Account Group of the College, for reporting specific to ICCB and in capital assets for external financial reporting on the statement of net position.

Grant Extension

All state funded ICCB grants for Fiscal Year 2020 were extended until June 30, 2021 in response to the coronavirus pandemic.

INDEPENDENT AUDITOR'S REPORT ON THE SCHEDULE OF ENROLLMENT DATA AND OTHER BASES UPON WHICH CLAIMS ARE FILED

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed

We have audited the Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed of Shawnee Community College, Community College District #531 (the College) for the year ended June 30, 2020.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the financial reporting provisions of the Illinois Community College Board. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement, which is free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the guidelines of the Illinois Community College Board's *Fiscal Management Manual*, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the accompanying Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed of the College for the year ended June 30, 2020 is fairly presented in accordance with the aforementioned guidelines.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statement noted above. The information on Schedules 27 through 31 is presented for purposes of additional analysis as required by the Illinois Community College Board and is not a required part of the financial statement. These schedules are the responsibility of the College's management and were derived from and related directly to the underlying accounting and other records used to prepare the financial statement. These schedules have been subjected to the auditing procedures applied in the audit of the financial statement and, in our opinion, are fairly stated, in all material respects, in relation to the financial statement taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated February 22, 2021, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



Champaign, Illinois
February 22, 2021

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Enrollment Data and Other Bases
Upon Which Claims are Filed
For the Year Ended June 30, 2020

Categories	Total Reimbursable Semester Credit Hours by Term							
	Summer		Fall		Spring		Total	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Baccalaureate	1,911.0	-	6,991.0	-	7,515.0	-	16,417.0	-
Business Occupational	134.0	-	775.0	-	923.5	-	1,832.5	-
Technical Occupational	211.0	-	783.5	-	702.5	-	1,697.0	-
Health Occupational	705.5	100.0	1,445.5	188.5	1,540.5	150.0	3,691.5	438.5
Remedial Developmental	139.0	-	763.0	-	454.0	-	1,356.0	-
Adult Basic/Secondary Education	397.0	-	425.0	1,320.0	714.0	834.0	1,536.0	2,154.0
TOTAL CREDIT HOURS CERTIFIED	3,497.5	100.0	11,183.0	1,508.5	11,849.5	984.0	26,530.0	2,592.5

Attending In-District	28,057.5	Total	28,057.5
Attending Out-of-District on Chargeback	-		
Dual Enrollment	2,205.5		

Reimbursable Semester Credit Hours (All Terms)

Reimbursable Semester Credit Hours (All Terms)

District 2018 Equalized Assessed Valuation

Categories	Total Reimbursable Correctional Semester Credit Hours by Term			
	Summer	Fall	Spring	Total
Baccalaureate	-	-	-	-
Business Occupational	-	-	-	-
Technical Occupational	-	-	-	-
Health Occupational	-	-	-	-
Remedial Developmental	-	-	-	-
Adult Basic/Secondary Education	-	-	-	-
TOTAL CREDIT HOURS CERTIFIED	-	-	-	-

[Signature]
Chief Executive Officer (CEO)

[Signature]
Chief Financial Officer (CFO)

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
For the Year Ended June 30, 2020

Reconciliation of Total Semester Credit Hours

Categories	Total	Total	Difference	Total	Total	Difference
	Unrestricted Credit Hours	Unrestricted Credit Hours Certified to the ICCB		Restricted Credit Hours	Restricted Credit Hours Certified to the ICCB	
Baccalaureate	16,417.0	16,417.0	-	-	-	-
Business Occupational	1,832.5	1,832.5	-	-	-	-
Technical Occupational	1,697.0	1,697.0	-	-	-	-
Health Occupational	3,691.5	3,691.5	-	439	439	-
Remedial Developmental	1,356.0	1,356.0	-	-	-	-
Adult Basic / Secondary Education	1,536.0	1,536.0	-	2,154	2,154	-
Total Credit Hours Certified	26,530.0	26,530.0	-	2,593	2,593	-

Reconciliation of In-District/Chargeback and Cooperative/Contractual Agreement Credit Hours

	Total	Total	Difference
	Attending	Attending as Certified to the ICCB	
In-District Residents	28,057.5	28,057.5	-
Out-of-District on Chargeback or Contractual Agreement	-	-	-
Total	28,057.5	28,057.5	-

	Total	Total	Difference
	Reimbursable	Reimbursable Certified to ICCB	
Dual Credit	3,501.0	3,501.0	-
Dual Enrollment	2,205.5	2,205.5	-
Total	5,706.5	5,706.5	-

Reconciliation of Total Correctional Semester Credit Hours

Categories	Total	Total	Difference
	Correctional Credit Hours	Correctional Credit Hours Certified to the ICCB	
Baccalaureate	-	-	-
Business Occupational	-	-	-
Technical Occupational	-	-	-
Health Occupational	-	-	-
Remedial Developmental	-	-	-
Adult Basic/Secondary Education	-	-	-
Total Credit Hours Certified	-	-	-

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Documentation of Residency Verification Steps
For the Year Ended June 30, 2020

The following procedures detail the process for verifying the residency status of the students of Shawnee Community College, Community College District #531:

In-District Student

Description: A student who has lived in Johnson, Alexander, Massac, Pulaski, or Union counties for at least 30 days prior to the beginning of the semester.

Residency Code: In-district

Acceptable Documentation: Includes driver's license, voter registration card, property tax statement, in-district high school transcript, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

Tuition Charge: Current in-district tuition charge

Student Employed Full-Time in the District

Description: An Illinois resident who lives outside the district but works at least 35 hours per week at a business or industry located in the district.

Residency Code: In-district

Acceptable Documentation: A signed letter from employer verifying that the student works at least 35 hours in the district.

Tuition Charge: Current in-district tuition charge

Out-of-District Student

Description: A student who has lived outside the district boundaries but within the state of Illinois for at least 30 days prior to the beginning of the semester.

Residency Code: Out-of-district

Acceptable Documentation: Includes driver's license, voter registration card, property tax statement, in-district high school transcript, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

Tuition Charge: Current out-of-district tuition charge

Chargeback Student

Description: A student who lives in Illinois outside the district boundaries but attends Shawnee Community College because his/her home Community College does not offer a specific degree/certificate program.

Residency Code: Out-of-district

Acceptable Documentation: A signed chargeback agreement from home community college. Documentation maintained by the Business Office.

Tuition Charge: Current in-district tuition charge

Reciprocal Agreement Student

Description: A student who lives in the district of a College participating in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) and attends Shawnee Community College for the purpose of enrolling in a program or specific course not offered by the home community college. Since this is an agreement made among these colleges, a chargeback request is not required.

Residency Code: Out-of-district

Acceptable Documentation: A letter of reciprocity from the home community college. Documentation maintained by the Business Office.

Tuition Charge: Current in-district tuition charge

Out-of-State Student

Description: A student who lives outside the state of Illinois.

Residency Code: Out-of-state

Acceptable Documentation: None is required.

Tuition Charge: Current out-of-state tuition charge

International Student

Description: A student who lives outside of the United States.

Residency Code: Out-of-country

Acceptable Documentation: None, other than the typical international student admission paperwork which is completed with the Dean of Student Services or Registrar.

Tuition Charge: Current foreign student tuition charge

International Athlete

Description: A student who lives outside of the United States but attends Shawnee Community College for the purpose of playing collegiate sports.

Residency Code: Out-of-country

Acceptable Documentation: None, other than the typical international student admission paperwork which is completed with the Dean of Student Services or Registrar.

Tuition Charge: Current foreign student tuition charge

International Student with U.S. In-District Sponsor

Description: A student whose permanent residence is outside of the United States but who lives with and is financially sponsored by a resident within the college district.

Residency Code: Out-of-country

Acceptable Documentation: None, other than the typical international student admission paperwork which is completed with the Dean of Student Services or Registrar.

Tuition Charge: Current foreign student tuition charge

Returned Mail

When mail is returned to the College in which the post office has provided a label indicating the forwarding address is out-of-district or out-of-state, the College will correct the address in the computer system.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Background Information on State Grant Activity
For the Year Ended June 30, 2020

Unrestricted Grants

Base Operating Grants – General operating funds provided to colleges based upon credit enrollment.

Equalization Grants – Grants provided to institutions with less than the statewide average local tax dollars available per full-time equivalent student.

Statewide Initiatives

Other Grants – These other grants are additional contractual grants provided for special or specific system-related initiatives. These grants are supported by signed contracts between the College and the State of Illinois. A description of the grants supported by grant agreements may be found in the appendix of the grant agreement governing these grants.

Restricted Adult Education Grants/State

State Basic – Grant awarded to Adult Education and Family Literacy providers to establish special classes for the instruction of persons of age 21 and over or persons under the age of 21 and not otherwise in attendance in public school for the purpose of providing adults in the community, and other instruction as may be necessary to increase their qualifications for employment or other means of self-support and their ability to meet their responsibilities as citizens including courses of instruction regularly accepted for graduation from elementary or high schools and for Americanization and General Education Development Review classes. Included in this grant are funds for support services, such as student transportation and childcare facilities or provision.

Performance – Grant awarded to Adult Education and Family Literacy providers based on performance outcomes.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Findings and Questioned Costs – ICCB Grant Compliance
For the Year Ended June 30, 2020

Findings – ICCB Grant Compliance

No findings noted in the current fiscal year.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Prior Audit Findings – ICCB Grant Compliance
For the Year Ended June 30, 2020

Findings – ICCB Grant Compliance

No findings noted in the prior fiscal year.

SHAWNEE COMMUNITY COLLEGE
 Illinois Grant Accountability and Transparency - Consolidated Year-End Financial Report
 For the Year Ended June 30, 2020

CSFA Number	Program Name	State Funding	Federal Funding	Other Funding	Total
420-35-0083	Small Business Development Centers	\$ -	\$ 93,725	\$ -	\$ 93,725
497-00-1177	Veterans Scratch-Off Lottery Ticket Program	1,853	-	-	1,853
684-00-0465	Career and Technical Education - Basic Grants to States	-	66,033	-	66,033
684-00-0816	Small College Grants	49,251	-	-	49,251
684-00-0820	Career and Technical Education Formula Grants	131,139	-	-	131,139
684-00-0825	Base Operating Grants	1,011,323	-	-	1,011,323
684-00-0826	Equalization Grants	3,254,814	-	-	3,254,814
684-00-2333	Transitional Instruction Math and English Pilot Grant	230	-	-	230
684-01-1625	Adult Education - Basic Grants to States - Federal and State Funding Combined	162,727	94,035	-	256,762
	Other Grant Programs and Activities	-	3,507,123	-	3,507,123
	All Other Costs Not Allocated	-	-	13,608,381	13,608,381
Total		<u>\$ 4,611,337</u>	<u>\$ 3,760,916</u>	<u>\$ 13,608,381</u>	<u>\$ 21,980,634</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

Federal Grantor/State Pass-Through Grantor/Program Title/Grant Name	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Provided to Subrecipients
Department of Education				
<i>Direct</i>				
<i>Student Financial Aid Cluster</i>				
Pell Grant Program	84.063		\$ 2,577,480	\$ -
Federal Work Study	84.033		29,466	-
Federal Supplemental Educational Opportunity Grant (FSEOG)	84.007		26,617	-
Total Student Financial Aid Cluster			* 2,633,563	-
<i>Trio Cluster</i>				
Trio Student Support Services	84.042A		332,345	-
Trio Talent Search Program	84.044A		260,456	-
Total Trio Cluster			592,801	-
<i>Other Direct Programs</i>				
COVID-19 Higher Education Emergency Relief Fund - Institutional Portion	84.425E		* 74,511	-
COVID-19 Higher Education Emergency Relief Fund - Student Portion	84.425F		* 194,000	-
Total Other Direct Programs			268,511	-
<i>Passed through the Illinois Community College Board (ICCB)</i>				
Career and Technical Education - Basic Grants to States	84.048	CTE-50620	77,867	-
Adult Education - Basic Grants to States	84.002	5310120	94,449	-
Total Passed through ICCB			172,316	-
Total Department of Education			3,667,191	-
U.S. Small Business Administration				
<i>Passed through the Illinois Department of Commerce and Economic Opportunity:</i>				
Small Business Development Center	59.037	19-185174	93,725	-
Total Expenditures of Federal Awards			\$ 3,760,916	\$ -

* - Denotes a major program.

See Accompanying Notes on the Following Page

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

1. Summary of Significant Accounting Policies

The accompanying Schedule of Expenditures of Federal Awards (Schedule 33) includes the federal grant activity of Shawnee Community College (the College) for the year ended June 30, 2020. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements of the College, which are presented in conformity with accounting principles generally accepted in the United States of America.

The College did not use the 10 percent de minimis indirect cost rate. The indirect allocations allowable under the TRIO Cluster was \$49,651 for the year ended June 30, 2020.

2. Basis of Accounting

The schedule has been prepared on the accrual basis of accounting. Expenditures include all accounts payable representing liabilities for goods and services received as of June 30, 2020.

3. Property and Equipment

Property and equipment purchases that are presented as expenditures in the schedule may be capitalized by the College, if applicable.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2020

1. Summary of Auditor's Results

- (i) Type of audit report issued on the financial statements: Unmodified
- (ii) The audit did not disclose a significant deficiency or material weakness in internal control that is required to be reported in accordance with *Government Auditing Standards*.
- (iii) The audit did not disclose instances of noncompliance material to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.
- (iv) The audit did not disclose a significant deficiency or material weakness in internal control over major federal award programs.
- (v) Type of report issued on compliance for the major programs: Unmodified
- (vi) The audit did not disclose findings that are required to be reported in accordance with 2 CFR Section 200.516a
- (vii) Major Programs:
 - U.S. Department of Education:
 - Student Financial Aid Cluster:
 - CFDA # 84.007
 - CFDA # 84.033
 - CFDA # 84.063
 - COVID-19 Higher Education Emergency Relief Funds:
 - CFDA #84.425E
 - CFDA #84.425F
- (viii) The dollar threshold used to distinguish Type A and Type B programs was \$750,000.
- (ix) The College qualifies as a low-risk auditee.

2. Findings – Financial Statement Audit

None noted

3. Findings and Questioned Costs – Major Federal Award Program Audit

None noted

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2020

The College has no prior audit findings.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Shawnee Community College, Community College District #531 (the College) and its discretely presented component unit for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the basic financial statements of the College and have issued our report thereon dated February 22, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected, and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Champaign, Illinois
February 22, 2021

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on Compliance for Each Major Federal Program

We have audited Shawnee Community College, Community College District #531's (the College) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the College's major federal programs for the year ended June 30, 2020. The College's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirement of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative*



Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

Opinion on Each Major Federal Program

In our opinion, the College, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Martin Hood LLC". The signature is written in a cursive, flowing style.

Champaign, Illinois
February 22, 2021

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531

Ullin, Illinois

Comprehensive Annual Financial Report

For the Year Ended

June 30, 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on the Financial Statements

We have audited the accompanying financial statements of Shawnee Community College, Community College District #531 (the College) and its discretely presented component unit, Saints Foundation at Shawnee Community College (the Foundation), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the College and its discretely presented component unit as of June 30, 2020, and the changes in financial position and, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8, the Schedule of Proportionate Share of Net Pension Liability – SURS and Schedule of Contributions – SURS on page 40, the Schedule of Proportionate Share of OPEB Liability – CIP on page 42, and the Schedule of Contributions – CIP on page 43 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements of the College as of and for the year ended June 30, 2020. The combining financial statements and other data in Schedules 1 through 16 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The uniform financial statements in Schedules 17 through 21 and the certificate of chargeback reimbursement (Schedule 22) are presented for purposes of additional analysis as required by the Illinois Community College Board and are also not a required part of the basic financial statements. The accompanying Schedule 32 is presented for purposes of additional analysis as required by the Illinois Grant Accountability and Transparency Act and is not a required part of the basic financial statements. The accompanying Schedules 33 through 35, including the Schedule of Expenditures of Federal Awards, are presented for the purpose of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are also not a required part of the basic financial statements. As described in Note 17, Schedules 1 through 3, Schedules 6 through 9, Schedules 11 through 13, Schedule 17, and Schedules 19 through 21 are reported using the modified accrual basis of accounting, which is a comprehensive basis of accounting other than GAAP for a special-purpose government engaged only in business-type activities.

Schedules 1 through 22 and Schedules 32 through 35, including the schedule of expenditures of federal awards, are the responsibility of management. Schedules 1 through 22, except Schedule 16, and Schedules 32 through 35, were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Information on Schedules 1 through 22, except Schedule 16, and Schedules 32 through 35, has been subjected to the auditing procedures applied in the audit of the basic financial statements, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information on Schedules 1 through 22, except Schedule 16, and Schedules 32 through 35, including the schedule of expenditures of federal awards, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole, except for differences between GAAP for a special-purpose government engaged only in business-type activities and the modified accrual basis of accounting used for the schedules noted above.

Schedule 16 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on Schedule 16.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated February 22, 2021, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



Champaign, Illinois
February 22, 2021

**SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

This section of Shawnee Community College's (the College) Financial Statements represents management's discussion and analysis of the College's primary government financial activity during the fiscal year ended June 30, 2020. Since this discussion and analysis is designed to focus on current activities and currently known facts, please read it in conjunction with the basic financial statements and footnotes (pages 9-39). Responsibility for the completeness and fairness of this information rests with the College.

Using this Annual Report

The financial statements focus on the College as a whole. The College's basic financial statements are designed to resemble corporate financial statements whereby all College activities are consolidated into one total. The Statement of Net Position is to be considered bottom line results for the College. This statement combines and consolidates current financial resources (short-term spendable resources) with capital assets. The Statement of Revenues, Expenses and Changes in Net Position focuses on the gross and net costs of College activities. These activities are supported by property taxes, state and federal revenues, tuition and other revenues. This approach is intended to summarize and simplify the user's evaluation of the cost of various College services to students and the public.

Financial Highlights

As of June 30, 2020, the College's Net Position was \$28.9 million, an increase of \$0.2 million over the prior year's Net Position of \$28.7 million. This increase in net position is due to an increase in unrestricted net position of \$2.4 million and an offsetting decrease net investment in capital assets of \$2.4 million, as well as an increase in other restricted net position (which is restricted by enabling legislation) of \$0.2 million.

The largest concern in the district is the continual decline in enrollment. Administration is monitoring this and looking at ways to increase enrollment through new programs, hybrid courses, online courses, and condensed courses.

There are currently no other known facts, decisions or conditions which will have a significant effect on the financial position (Net Position) or results of operation (revenues, expenses and changes in Net Position).

Financial Analysis of the College as a Whole

The following tables are prepared from the College's Statement of Net Position (page 9), which is presented on the accrual basis of accounting whereby capital assets are capitalized and depreciated, and Statement of Revenues, Expenses, and Changes in Net Position.

Statements of Net Position
As of June 30
(in millions)

	<u>2020</u>	<u>2019</u>
Current Assets	\$ 23.7	\$ 23.1
Non-Current Assets		
Land	0.1	0.1
Buildings in Progress	1.4	-
Capital Assets, Net of Depreciation	<u>20.6</u>	<u>21.3</u>
Total Assets	<u>45.8</u>	<u>44.5</u>
Deferred Outflows	<u>0.3</u>	<u>0.2</u>
Current Liabilities	6.1	3.6
Long Term Liabilities	<u>9.9</u>	<u>11.4</u>
Total Liabilities	<u>16.0</u>	<u>15.0</u>
Deferred Inflows	<u>1.2</u>	<u>1.0</u>
Net Position		
Net Investment in Capital Assets	17.4	19.8
Restricted for:		
Expendable Trust	5.0	5.0
Capital Projects	0.9	0.8
Debt Service	0.7	0.8
Other	1.9	1.7
Unrestricted	<u>3.0</u>	<u>0.6</u>
Total Net Position	<u>\$ 28.9</u>	<u>\$ 28.7</u>

Operating expenses, excluding on-behalf payments, for the College over the fiscal year ending June 30, 2020 were \$16.2 million compared to \$15.5 million for the previous year.

Operating Expenses
As of June 30
(in millions)

	<u>2020</u>	<u>2019</u>
Instruction	\$ 5.4	\$ 5.3
Academic Support	0.4	0.3
Student Services	1.5	1.5
Public Services	0.4	0.5
Auxiliary Expenses	0.9	0.9
Operation and Maintenance of Plant	1.1	-
Grants and Scholarships	2.1	1.7
Institutional Support	3.1	4.0
Other Postemployment Benefits	0.3	0.4
Depreciation	<u>1.0</u>	<u>0.9</u>
Total Operating Expenses	<u>\$ 16.2</u>	<u>\$ 15.5</u>

The operating revenue for fiscal year 2020 was \$2.8 million compared to \$2.8 for 2019. Non-operating revenues (expenses) for fiscal year 2020, excluding on-behalf revenue, were \$13.5 million compared to \$13.1 million for 2019.

**Operating Results
For the Year Ended June 30
(in millions)**

	<u>2020</u>	<u>2019</u>
Operating Revenues		
Tuition and Fees, Net of Allowance	\$ 2.1	\$ 1.9
Auxiliary Enterprise Revenues	0.4	0.5
Other	<u>0.3</u>	<u>0.4</u>
Total Operating Revenues	<u>2.8</u>	<u>2.8</u>
Non-Operating Revenue (Expenses)		
State Grants and Contracts	5.1	5.2
Local Property Taxes	4.6	4.3
Federal Grants and Contracts	3.8	3.6
Investment Income	0.3	0.3
Interest Expense	<u>(0.2)</u>	<u>(0.3)</u>
Total Non-Operating Revenues	<u>13.6</u>	<u>13.1</u>
Total Revenues	16.4	15.9
Operating Expenses	<u>16.2</u>	<u>15.5</u>
Increase in Net Position	0.2	0.4
Net Position, Beginning of Year	<u>28.7</u>	<u>28.3</u>
Net Position, End of Year	<u>\$ 28.9</u>	<u>\$ 28.7</u>

Significant Transactions and Changes in Individual Funds

The operating fund balance, as represented by both the education and the operation and maintenance funds, experienced a decrease of \$2,043,171 in 2020. This is due to the spend down of the 2017 bond funds in addition the College suffered an operating loss of \$384,885 due to decreased enrollment partially due to the COVID-19 pandemic. Individually, the education fund balance decreased by \$1,543,420 and the operations and maintenance fund balance decreased by \$499,751. The College budgeted and expended \$39,534 on the current student information system upgrade out of education fund reserves. The college expended \$1,618,752 of bond revenue for needed capital projects.

The liability, protection and settlement fund balance increased in 2020 by \$170,122 bringing that fund balance to a surplus of \$1,860,348. Local property taxes are the only source of revenues for this fund.

The bond and interest fund was started in 2007. This fund ended fiscal year 2020 with a decrease in fund balance of \$37,679. The remaining fund balance of \$715,185 will be used to make future bond payments.

The capital projects fund balance increased by \$135,504. This increase is due to the planning of several health, safety, and protection projects around the College to improve the campus but not yet expended. The remaining fund balance of \$931,089 will be used for future capital expenditures.

Capital Asset Administration

At the end of fiscal year 2020, the College had \$22.0 million invested in a broad range of capital assets (see table below). This amount represents a net increase (including additions and depreciation) of \$0.6 million. More detailed information about capital assets can be found in Note 4 to the Basic Financial Statements.

**Capital Assets
As of June 30
(Net of Depreciation in millions)**

	<u>2020</u>	<u>2019</u>
Land	\$ 0.1	\$ 0.1
Buildings in Progress	1.4	-
Land Improvements	0.2	0.1
Buildings	19.2	19.8
Equipment	0.2	0.3
Vehicles	0.3	0.2
Software	0.6	0.8
Computer Equipment	<u>0.1</u>	<u>0.1</u>
Total Capital Assets, Net of Depreciation	<u>\$ 22.1</u>	<u>\$ 21.4</u>

Long-Term Debt Activity

The College’s long-term debt increased during Fiscal Year 2020 from \$12.8 million to \$13.2 million due to the addition of a \$1.5 million note payable and a net increase of other postemployment benefit liabilities of \$0.1 million recorded during the year, offset by the retirement of \$1.2 million in bond debt. More detailed information about long-term debt can be found in Note 8 to the Basic Financial Statements.

Economic Factors That Will Affect the Future

For fiscal year 2021, the College’s Board of Trustees increased tuition and fees that are effective summer 2020. The state of Illinois did pass a budget for fiscal year 2021, therefore allowing the college to avoid significant reductions in fund balance.

The College’s fiscal future is influenced by such factors as; the local economy, student enrollment, new program innovations, and technological advances. The College maintains good fiscal management policies and continues to explore alternative revenue sources. The College’s approved operating budget for fiscal year 2021 is \$12.8 million. The total College budget is \$23.6 million. Administration will continue to be proactive in monitoring all areas of its operating budget.

The College's Administration and its Board continue to monitor other major factors related to its financial state including declining student enrollment, limited state funding, and the COVID-19 pandemic. Shawnee will continue capital improvements on its grounds and facilities as needed. This includes ongoing annual protection, health and safety projects.

Other than the above, the College is not aware of any currently known facts, decisions, or conditions that are expected to have significant effect on the financial position or results of operations during the new fiscal year.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Net Position
June 30, 2020

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	Primary Government	Component Unit
Current Assets		
Unrestricted:		
Cash and Cash Equivalents	\$ 12,412,232	\$ 62,009
Investments	-	819,834
Receivables:		
Property Taxes	620,652	-
Replacement Taxes	75,380	-
Student Tuition and Fees, Net of Allowance of \$129,456	373,621	-
Prepaid Expenses	148,960	11,525
Inventories	296,282	-
Restricted:		
Cash and Cash Equivalents	5,602,011	-
Investments	2,641,712	276,758
Receivables:		
Property Taxes	856,670	-
Governmental Grants and Contracts	676,423	-
Total Current Assets	23,703,943	1,170,126
Property and Equipment, Net	22,077,826	-
Total Assets	45,781,769	1,170,126
Deferred Outflows of Resources		
Pension Related Deferred Outflows	62,333	-
Other Postemployment Benefits Related Deferred Outflows	202,867	-
Total Deferred Outflows of Resources	265,200	-
Total Assets and Deferred Outflows of Resources	\$ 46,046,969	\$ 1,170,126

LIABILITIES, DEFERRED INFLOWS, AND NET POSITION

Current Liabilities		
Accounts Payable	\$ 1,415,597	\$ 5,500
Accrued Liabilities	447,835	-
Due to Student Groups	213,894	-
Unearned Revenue	859,366	-
Note Payable	1,548,298	-
Current Portion of Bonds Payable	1,600,000	-
Total Current Liabilities	6,084,990	5,500
Long-Term Liabilities		
Bonds Payable, Net of Current Portion	3,200,000	-
Net Other Postemployment Benefit Liabilities	6,703,834	-
Total Long-Term Liabilities	9,903,834	-
Total Liabilities	15,988,824	5,500
Deferred Inflows of Resources		
Other Postemployment Benefits Related Deferred Inflows	1,186,655	-
Net Position		
Net Investment in Capital Assets	17,344,936	-
Restricted for:		
Expendable Trust	5,030,178	-
Capital Projects	931,089	-
Debt Service	715,185	-
Other - Restricted by Enabling Legislation	1,914,180	-
Net Assets With Donor Restrictions	-	276,758
Unrestricted	2,935,922	887,868
Total Net Position	28,871,490	1,164,626
Total Liabilities, Deferred Inflows, and Net Position	\$ 46,046,969	\$ 1,170,126

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2020

Operating Revenues

Student Tuition and Fees, Net of Scholarship	
Allowance of \$2,602,888	\$ 2,083,359
Auxiliary Enterprises Revenue	391,746
Other Operating Revenues	310,486
Total Operating Revenues	<u>2,785,591</u>

Operating Expenses

Instruction	5,368,858
Academic Support	387,657
Student Services	1,450,978
Public Services	435,755
Auxiliary Expenses	885,583
Operation and Maintenance of Plant	1,160,134
Grants and Scholarships	2,145,402
Institutional Support	3,136,011
On-Behalf Payments	5,788,534
Other Postemployment Benefits	259,375
Depreciation	962,347
Total Operating Expenses	<u>21,980,634</u>

Operating Loss(19,195,043)**Non-Operating Revenues (Expenses)**

State Grants and Contracts	5,144,270
Local Property Tax Revenues	4,619,973
Federal Grants and Contracts	3,760,916
On-Behalf Payments	5,788,534
Investment Income Earned	288,063
Gain on Sale of Property and Equipment	956
Interest Expense	(230,459)
Total Non-Operating Revenues	<u>19,372,253</u>

Increase in Net Position

177,210

Net Position, Beginning of Year28,694,280**Net Position, End of Year**\$ 28,871,490

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Activities - Component Unit
For the Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue:			
Contributions	\$ 27,239	\$ 229,927	\$ 257,166
Investment Return, Net	10,078	948	11,026
Total Support and Revenue	37,317	230,875	268,192
 Net Assets Released from Restrictions	-	-	-
Total Support and Revenue and Net Assets Released from Restrictions	37,317	230,875	268,192
 Expenses:			
<i>Program Services</i>			
Scholarships, Awards, and Grants	21,005	-	21,005
Supplies	225	-	225
Total Program Services	21,230	-	21,230
<i>Supporting Services</i>			
Fundraising Expenses			
Salaries	39,470	-	39,470
Postage and Supplies	3,499	-	3,499
Contractual Services	2,000	-	2,000
Advertising and Fundraising	1,098	-	1,098
Total Fundraising Expenses	46,067	-	46,067
Management and General Expenses			
Salaries	17,902	-	17,902
Consulting	15,996	-	15,996
Postage and Supplies	6,520	-	6,520
Legal Fees	1,346	-	1,346
Advertising	400	-	400
Travel	369	-	369
Miscellaneous	257	-	257
Total Management and General Expenses	42,790	-	42,790
Total Supporting Services	88,857	-	88,857
Total Expenses	110,087	-	110,087
 Change in Net Assets	(72,770)	230,875	158,105
 Net Assets, Beginning of Year, As Previously Reported	1,006,521	-	1,006,521
 Prior Period Adjustment	(45,883)	45,883	-
 Net Assets, Beginning of Year, As Restated	960,638	45,883	1,006,521
 Net Assets, End of Year	\$ 887,868	\$ 276,758	\$ 1,164,626

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Cash Flows
For the Year Ended June 30, 2020

Cash Flows from Operating Activities	
Student Tuition and Fees	\$ 2,103,448
Payments to Suppliers	(2,975,713)
Payments to Employees and Benefits Paid	(8,824,203)
Payments for Financial Aid and Scholarships	(2,299,015)
Auxiliary Enterprise Charges	391,746
Other Receipts	<u>310,486</u>
Net Cash Used in Operating Activities	<u>(11,293,251)</u>
Cash Flows from Non-Capital Financing Activities	
State Grants and Contracts	4,852,358
Local Property Taxes	4,830,996
Federal Grants and Contracts	3,534,736
Principal Received on Note Payable	<u>1,548,298</u>
Net Cash Provided by Non-Capital Financing Activities	<u>14,766,388</u>
Cash Flows from Capital and Related Financing Activities	
Principal Paid on Bonds	(1,200,000)
Interest Paid on Bonds	(573,510)
Purchase of Property and Equipment	(1,648,122)
Proceeds from Sale of Property and Equipment	<u>22,500</u>
Net Cash Used in Capital and Related Financing Activities	<u>(3,399,132)</u>
Cash Flows from Investing Activities	
Interest on Investments	288,063
Purchases of Investments	<u>(174,942)</u>
Net Cash Provided by Investing Activities	<u>113,121</u>
Net Increase in Cash and Cash Equivalents	187,126
Cash and Cash Equivalents, Beginning of Year	<u>17,827,117</u>
Cash and Cash Equivalents, End of Year	<u>\$ 18,014,243</u>
On the Statement of Net Position as:	
Unrestricted - Cash and Cash Equivalents	\$ 12,412,232
Restricted - Cash and Cash Equivalents	<u>5,602,011</u>
Cash and Cash Equivalents, End of Year	<u>\$ 18,014,243</u>

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Cash Flows
For the Year Ended June 30, 2020

Reconciliation of Operating Loss to Net Cash

Used in Operating Activities

Operating Loss	\$ (19,195,043)
Adjustments to Reconcile Operating Loss to Net Cash	
Used in Operating Activities:	
Depreciation Expense	962,347
On-Behalf Payments	5,788,534
Changes in Assets, Deferred Outflows, Liabilities, and Deferred Inflows:	
Student Tuition and Fees Receivables	313,585
Prepaid Expenses	21,721
Inventories	(68,584)
Pension Related Deferred Outflows	(6,807)
OPEB Related Deferred Outflows	(74,088)
Accounts Payable	1,073,008
Accrued Liabilities	(7,295)
Due to Student Groups	13,017
Unearned Revenue	(447,109)
Net OPEB Liabilities	109,863
OPEB Related Deferred Inflows	223,600
	<hr/>
Net Cash Used in Operating Activities	\$ (11,293,251)

See Accompanying Notes

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to Basic Financial Statements
June 30, 2020

Shawnee Community College, Community College District #531 (the College) is a governmental unit that provides post-secondary school education and vocational training for six counties in Southern Illinois. The summary of accounting policies is presented to assist you in understanding the College's financial statements.

1. Reporting Entity

The accompanying financial statements include all entities for which the Board of Trustees of the District has financial accountability.

The College is a community college governed by an elected eight-member Board of Trustees. The College's district includes the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union. The College's mission is to provide affordable vocational, technical, and academic education.

As required by accounting principles generally accepted in the United States of America (GAAP), these financial statements present the financial reporting entity of the College, which consists of the College (the primary government of the reporting entity) and The Saints Foundation at Shawnee Community College (the Foundation), a discretely presented component unit of the College. The Foundation is a discretely presented component unit because the resources received and held by the Foundation are entirely for the direct benefit of the College and those resources are significant to the College.

2. Basis of Accounting and Significant Accounting Policies

- a. The financial statements of the College are prepared in accordance with GAAP. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments. GAAP includes all relevant GASB pronouncements plus other sources of accounting and financial reporting guidance noted in GASB Statement 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*.
- b. For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

Non-exchange transactions, in which the College receives value without directly giving equal value in return, include property taxes; federal, state, and local grants; state appropriations; and other contributions. On an accrual basis, revenue from grants, state appropriations, and other contributions is recognized in the year in which all eligibility requirements have been satisfied.

Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when the use is first permitted; matching requirements, in which the College must provide local resources to be used for a specified purpose; and, expenditure requirements, in which the resources are provided to the College on a reimbursement basis.

- c. Cash includes deposits held at banks and small amounts of cash held for change funds. Cash equivalents include deposits held in the Illinois Funds Money Market Fund.
- d. Cash and cash equivalents that are subject to certain limitations as to their uses are reported as restricted. These amounts include property taxes received for specific purposes, grant funds, bond proceeds for capital projects and amounts held by the College as an agent for student organizations.
- e. Investments consist of certificates of deposit with maturities greater than three months. These certificates of deposit are carried at cost. The difference between the cost and fair value of the negotiable certificates of deposit is insignificant.
- f. Student tuition and fees receivables include uncollateralized student obligations, which generally require payment by the first day of classes. These receivables are stated at the invoice amount.

Student balances unpaid at the middle of the term are considered delinquent. Collection costs may be applied to account balances still outstanding 30 days following the end of the semester. Payments of accounts receivable are applied to the specific invoices identified on the students' remittance advice or, if unspecified, to the earliest unpaid invoices.

The carrying amount of student tuition and fees receivables is reduced by a valuation allowance that reflects management's best estimate of amounts that will not be collected. The allowance for doubtful accounts is based on management's assessment of the collectability of accounts based on the aging of the accounts receivable by semesters. If the actual defaults are higher than the historical experience, management's estimates of recoverability of amounts due could be adversely affected. All accounts or portions thereof deemed to be uncollectible or to require an excessive collection cost are written off to the allowance for doubtful accounts. The total allowance as of June 30, 2020, was \$129,456.

Receivables also include outstanding balances from replacement taxes, federal and state funding sources, and other miscellaneous items. No allowance has been provided for these receivables, as management believes these are fully collectible based on past experience with these funding sources.

- g. Inventories are stated at the lower of average cost or market. Cost is determined on a first-in, first-out (FIFO) basis. Inventories consist of food supplies, textbooks, college apparel, and school supplies.

- h. Capital assets include property, plant equipment, and infrastructure assets, such as roads and sidewalks. Capital assets are defined by the College as assets with an initial cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation is computed by the straight-line method over the estimated lives as follows:

Land Improvements	10-12.5 Years
Buildings	50 Years
Equipment	7-8 Years
Vehicles	5 Years
Computer Technology Equipment	5 Years

- i. The financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The College has two items that qualify for reporting in this category. These items, the pension related deferred outflows and other postemployment benefits (OPEB) related deferred outflows, are reported in the Statement of Net Position. The pension related deferred outflows item is the amount of contributions made by the College to the State Universities Retirement System (SURS or the System) for retirement benefits on grant funded salaries during the year ended June 30, 2020. One of the OPEB related deferred outflows items is the amount of contributions made by the College to the Community College Health Insurance Security Fund (also known as the College Insurance Program (CIP)) for retiree health insurance benefits. These contributions occurred after the SURS and CIP liability measurement date of June 30, 2019 and will be included in the pension and other postemployment benefit expense, respectively, in Fiscal Year 2021. The College's other OPEB related deferred outflows item is the allocated portion of the net difference between projected and actual experience of the total OPEB liability, the College's changing portion of the allocated CIP liability, and the differences between the College's contribution and its share of contributions.

The financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Other postemployment benefit related deferred inflows qualify for reporting in this category at June 30, 2020. The other postemployment benefit related deferred inflows consist of the College's allocated portion of changes in assumptions, the net difference between projected and actual experience of the total OPEB liability, and the net difference between projected and actual investment earnings on OPEB plan investments. Additionally, this category includes a deferred inflow for the College's changing proportion of the allocated CIP liability.

- j. Accrued liabilities include accrued vacation, which is accumulated unused vacation days up to a maximum of 20 days that employees are allowed to accumulate. Those days are guaranteed to be paid to employees upon termination of employment.

The rate of accrued compensated absence is calculated based on the employee's equivalent hourly rate as of Statement of Net Position date.

- k. Unearned revenue includes amounts received which represent payments for services to be provided in future periods for which asset recognition criteria has been met, but for which revenue recognition criteria have not been met. These amounts consist of unexpended grant funds and tuition and fee charges for a portion of the in-progress Summer semester and all of the upcoming Fall semester. The tuition and fee charges are prorated according to the timing of the semester.

Unearned revenue also includes a refund payable for property taxes collected that are subject to successful tax protests.

- l. The College's net position is classified as follows:

- Net Investment in Capital Assets – This represents the College's total investment in capital assets net of accumulated depreciation and related debt that has been used as of the statement of net position date to finance capital additions.
- Restricted Net Position – This includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties or enabling legislation.
- Unrestricted Net Position – This includes resources derived from student tuition and fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources may be used for transactions relating to the educational and general operations of the College and may be used at the discretion of the governing board to meet current expenses for any purpose.

When both restricted and unrestricted resources are available to finance expenses, it is the College's policy to first apply restricted resources to such expenses.

- m. Operating revenues include all activities that have the characteristics of exchange transactions, such as student tuition and fees, and sales and services of auxiliary enterprises, net of scholarship discounts and allowances. All other revenues are considered non-operating.
- n. The College's property taxes are levied each calendar year on all taxable real estate located in the District. The District's boundaries overlap six counties with each serving as a local taxing authority for the College. Property taxes are recorded on an accrual basis of accounting. Pursuant to Board of Trustee's resolutions, property tax levies passed in December 2018 and 2019, were allocated 70 percent and 30 percent, respectively, for Fiscal Year 2020. Taxes must be levied by the last Tuesday in December for the following collection year. The levy becomes an enforceable lien against the property as of January 1 of the levy year. Taxpayers may file a complaint with the Board of Review if they believe assessments are too high and may make further appeal to the state Property Tax Appeals Board. However, tax levies are determined by local governments, not by assessors. Due dates and collection dates vary according to the schedules of the individual counties with disbursements to the District normally made within 30 days of collection.

Property tax receivables have not been reduced for an allowance as the College's historical collection experience indicates this amount is insignificant.

Act 89-1 placed limitations on the annual growth of most local governments' property tax collections. Currently, the limitation is the lesser of 5 percent or the rate of inflation. The following are the statutory maximum tax rates permitted and the actual rates levied per \$100 of assessed valuation:

	Maximum Rate	Actual Rate	
		2019 Levy Payable 2020	2018 Levy Payable 2019
Education	.20000	.20000	.20000
Building	.10000	.10000	.10000
Tort Immunity	Unlimited	.10734	.10711
Social Security	Unlimited	.01957	.01860
Audit	.00500	.00500	.00500
Health and Safety	.05000	.03902	.04132
Bond and Interest	Unlimited	.27452	.28356
		<u>.74545</u>	<u>.75559</u>

- o. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the plan net position of SURS and additions to/deduction from SURS' plan net position has been determined on the same basis as they are reported by SURS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of measuring the net other postemployment benefit (OPEB) liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the plan net position of the Community College Health Insurance Security Fund (CIP) and additions to/deduction from CIP's plan net position has been determined on the same basis as they are reported by CIP. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For the purposes of financial reporting, the State of Illinois and its public universities and community colleges are under a special funding situation. A special funding situation exists when a non-employer entity is legally responsible for making contributions directly to a pension plan that is used to provide pensions to the employees of another entity and the non-employer is the only entity with a legal obligation to make contributions directly to a pension plan. The State of Illinois is considered a non-employer contributing entity. The College recognizes its proportionate share of the State's pension expense relative to the College's employees as non-operating revenue and on-behalf expense.

- p. Although the College adopts an expanded operational budget, the budget legally required by the Illinois Community College Board contains only a statement of cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year.
- q. The preparation of financial statements in conformity with GAAP requires the use of management's estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Accordingly, actual results may differ from those estimates.

The most sensitive estimates affecting the financial statements were:

1. The valuation of the student tuition receivable
2. The useful lives of depreciable capital assets
3. The unearned revenue for property taxes received under appeal
4. The valuation of the liability for post-employment health insurance benefits
5. The amount of expenses eligible for reimbursement under the College's state and federal grants

3. Deposits and Investments

The College is authorized to invest in instruments outlined under Chapter 30, Section 235 of the Illinois Compiled Statutes. Such instruments include: direct obligations of federally insured banks and savings and loan associations; insured obligations of Illinois credit unions; securities issued or guaranteed by the U.S. Government; money market mutual funds investing only in U.S. Government based securities; commercial paper of U.S. corporations with assets over \$500 million; short-term obligations as defined in the Public Fund Investment Act; and the investment pools managed by the State Treasurer of Illinois.

Investments

At June 30, 2020, the College held the following investments:

Certificates of Deposit	
Non-Negotiable	\$ 1,900,000
Negotiable	741,712
Total Investments	<u>\$ 2,641,712</u>

Custodial Credit Risk – Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. The College's investment policy requires that funds on deposit in excess of federal deposit insurance limits must be secured by collateral pledged by the financial institution. At June 30, 2020, \$5,676,079 of the College's \$8,723,999 bank balance, including certificates of deposits, was exposed to custodial credit risk. The exposed balance was fully collateralized by securities pledged by the depository bank, but such securities are not held in the name of the College.

Credit Risk and Interest Rate Risk – External Investment Pools

At June 30, 2020, the College held \$12,330,926 in the Illinois Funds Money Market Fund. The fair value of the College's position in this fund is equal to the value of the College's fund shares, which maintain a \$1 net asset value. The portfolio is regulated by oversight of the Treasurer of the State of Illinois and private rating agencies. The portfolio has an AAAM rating from Standard and Poor's. The assets of the fund are mainly invested in securities issued by the United States government or agencies related to the United States. Assets of the fund that are not invested in United States government securities are fully collateralized by pledged securities. The time to maturity of the investments in this external investment pool averages less than one year. The College has no restrictions on withdrawing funds from this external investment pool.

At June 30, 2020, the College held a total of \$28,921 in the Illinois School District Liquid Asset Fund Plus. The reported value of the College's position in this fund is equal to the value of the College's fund shares, which maintain a \$1 net asset value. The Illinois School District Liquid Asset Fund Plus is regulated by private rating agencies. The portfolio has an AAAM rating from Standard and Poor's. The assets of the fund are mainly invested in money market instruments having maximum remaining maturities of one year or less, except investments in U.S. Government securities, which may have up to two years remaining to maturity and are valued at amortized cost. Assets of the fund are fully collateralized by pledged securities. The time to maturity of the investments in this external investment pool averages less than one year. The College has no restrictions on withdrawing funds from this external investment pool.

Custodial Credit Risk – Investments

At June 30, 2020, the College had custodial credit risk related to its investments that were held through a Securities Investor Protection Corporation (SIPC) member brokerage firm and the value of investments subject to custodial credit risk (negotiable certificates of deposit) in excess of the SIPC protection limit was \$241,712.

Interest Rate Risk – Investments

Interest rate risk is the risk that a change in the market rate of interest for a category of debt securities will negatively impact the market value of a debt security. Interest rate risk is not directly addressed by the College's investment policy except for the general goal to "remain sufficiently liquid to meet the College's reasonably anticipated operating requirements."

At June 30, 2020, the District held the following investments subject to interest rate risk:

	<u>Carrying Value</u>	<u>Weighted Average Maturity (Years)</u>
Negotiable Certificates of Deposit	\$ 741,712	0.73

4. Property and Equipment, Net

The following is a summary of changes in property and equipment for the year ended June 30, 2020:

	<u>June 30, 2019</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30, 2020</u>
Assets Not Being Depreciated:				
Land	\$ 89,166	\$ -	\$ -	\$ 89,166
Buildings in Progress	-	1,419,559	-	1,419,559
Assets Being Depreciated:				
Land Improvements	190,732	22,046	-	212,778
Buildings	30,125,648	-	22,678	30,102,970
Equipment	876,958	42,072	-	919,030
Vehicles	676,874	164,445	45,870	795,449
Software	1,199,826	-	-	1,199,826
Computer Technology Equipment	792,361	-	-	792,361
Total Property and Equipment	<u>33,951,565</u>	<u>1,648,122</u>	<u>68,548</u>	<u>35,531,139</u>
Less: Accumulated Depreciation and Amortization				
Land Improvements	(120,532)	(9,225)	-	(129,757)
Buildings	(10,346,975)	(595,513)	(1,134)	(10,941,354)
Equipment	(624,101)	(62,655)	-	(686,756)
Vehicles	(470,729)	(50,789)	(45,870)	(475,648)
Software	(343,946)	(201,578)	-	(545,524)
Computer Technology Equipment	(631,687)	(42,587)	-	(674,274)
Total Accumulated Depreciation and Amortization	<u>(12,537,970)</u>	<u>(962,347)</u>	<u>(47,004)</u>	<u>(13,453,313)</u>
Property and Equipment, Net	<u>\$ 21,413,595</u>	<u>\$ 685,775</u>	<u>\$ 21,544</u>	<u>\$ 22,077,826</u>

5. Accrued Liabilities

Accrued liabilities consist of the following at June 30, 2020:

Accrued Wages	\$ 237,500
Accrued Vacation	181,445
Accrued Interest	28,890
Total Accrued Liabilities	<u>\$ 447,835</u>

6. Unearned Revenue

Unearned revenue consists of the following at June 30, 2020:

Property Taxes Received Under Protest	\$ 623,586
Unearned Student Tuition	155,129
Unearned Student Fees	71,755
Other Unearned Revenue	8,896
Total Unearned Revenue	<u>\$ 859,366</u>

7. Unrestricted Net Position

Unrestricted net position at June 30, 2020 consisted of (\$7,687,622) related to other postemployment benefit activity and \$10,683,001 related to other general purposes.

8. Long-Term Debt

The following is a summary of changes in long-term debt for the year ended June 30, 2020:

	June 30, 2019	Additions	Retired	June 30, 2020	Due Within One Year
2017A Series Bond	\$ 2,000,000	\$ -	\$ 1,200,000	\$ 800,000	\$ 800,000
2017B Series Bond	4,000,000	-	-	4,000,000	800,000
Other Postemployment Benefit	6,593,971	141,727	31,864	6,703,834	-
Accrued Vacation	157,571	174,702	150,828	181,445	181,445
Note Payable	-	1,548,298	-	1,548,298	1,548,298
Total Long-Term Debt	<u>\$ 12,751,542</u>	<u>\$ 1,864,727</u>	<u>\$ 1,382,692</u>	<u>\$ 13,233,577</u>	<u>\$ 3,329,743</u>

The College issued 2017A general obligation community college bonds in December 2017. Principal payments are made annually beginning December 1, 2019 and run through December 1, 2020. Interest rates on the bonds range from 4.00 percent to 4.50 percent. Interest is payable semiannually on June 1 and December 1 beginning December 1, 2019.

The College issued 2017B general obligation community college bonds in December 2017. Principal payments are made annually beginning December 1, 2020 and run through December 1, 2022. Interest rates on the bonds range from 3.75 percent to 4.00 percent. Interest is payable semiannually on June 1 and December 1 beginning December 1, 2019.

In May 2020, the College received a Paycheck Protection Program (PPP) loan from the U.S. Small Business Administration in the amount of \$1,548,298 in response to the global COVID-19 pandemic. The note, including interest, is payable in monthly installments starting November 2020 after a 6-month deferral period with an interest rate of 1 percent and matures May 2022. Interest will accrue during the 6-month deferral period. The full amount of the note is classified as current, as management anticipates repayment of the entire note in the next fiscal year.

Total interest expense incurred for all long-term debt for the year ended June 30, 2020 was \$230,459.

Maturities of the bonds are as follows:

Fiscal Year Ending June 30	Principal	Interest	Total
2021	\$ 1,600,000	\$ 159,000	\$ 1,759,000
2022	1,625,000	95,500	1,720,500
2023	1,575,000	31,500	1,606,500
	<u>\$ 4,800,000</u>	<u>\$ 286,000</u>	<u>\$ 5,086,000</u>

9. Lease Commitments

The College is obligated under one non-cancellable operating lease for office building, classroom, and activity space, with terms running through February 2023. The College is also obligated under 13 non-cancellable operating leases for office equipment with terms running through October 2024. An operating lease does not give rise to property rights or purchase obligations; therefore, these lease agreements are not reflected in the College's property and equipment.

Future minimum lease payments under these operating leases are as follows:

Fiscal Year Ending June 30	
2021	\$ 85,812
2022	76,795
2023	53,906
2024	7,561
2025	2,520
	<u>\$ 226,594</u>

Total rental expense for the leases above and other short-term leases for the year ending June 30, 2020 was \$126,832.

10. Pension Plan

Plan Description

The College contributes to SURS, a cost-sharing multiple-employer-defined benefit pension plan with a special funding situation whereby the State of Illinois makes substantially all actuarially determined required contributions on behalf of the participating employers. SURS was established July 21, 1941, to provide retirement annuities and other benefits for staff members and employees of state universities, certain affiliated organizations, and certain other state educational and scientific agencies and for survivors, dependents, and other beneficiaries of such employees. SURS is considered a component unit of the State of Illinois' financial reporting entity and is included in the state's Comprehensive Annual Financial Report (CAFR) as a pension trust fund. SURS is governed by Chapter 40, Act 5, Article 15 of the *Illinois Compiled Statutes*.

SURS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by accessing the website at www.SURS.org.

Benefits Provided

A traditional benefit plan was established in 1941. Public Act 90-0448 enacted effective January 1, 1998, established an alternative defined benefit program known as the portable benefit package. The traditional and portable plan Tier 1 refers to members that began participation prior to January 1, 2011. Public Act 96-0889 revised the traditional and portable benefit plans for members who begin participation on or after January 1, 2011, and who do not have other eligible Illinois reciprocal system services. The revised plan is referred to as Tier 2. New employees are allowed six months after their date of hire to make an irrevocable election. A summary of the benefit provisions as of June 30, 2019, can be found in SURS CAFR's Notes to the Financial Statements.

Contributions

The State of Illinois is primarily responsible for funding the System on behalf of the individual employers at an actuarially determined amount. Public Act 88-0593 provides a Statutory Funding Plan consisting of two parts: (i) a ramp-up period from 1996 to 2010 and (ii) a period of contributions equal to a level percentage of the payroll of active members of the System to reach 90 percent of the total Actuarial Accrued Liability by the end of Fiscal Year 2045. Employer contributions from "trust, federal, and other funds" are provided under Section 15-155(b) of the Illinois Pension Code and require employers to pay contributions which are sufficient to cover the accruing normal costs on behalf of applicable employees. The College's normal cost for Fiscal Year 2020 was 13.02 percent of employee payroll. The normal cost is equal to the value of the current year's pension benefit and does not include any allocation for the past unfunded liability or interest on the unfunded liability. Plan members are required to contribute 8.0 percent of their annual covered salary. The contribution requirements of plan members and the College are established and may be amended by the Illinois General Assembly.

The College makes contributions toward separately financed specific liabilities under Section 15-139.5(e) of the Illinois Pension Code (relating to contributions payable due to the employment of "affected annuitants" or specific return to work annuitants), Section 15-155(g) (relating to contributions payable due to earning increases exceeding 6 percent during the final rate of earnings period), and Section 15-155(j-5) (relating to contributions payable due to earnings exceeding the salary set for the Governor).

Net Pension Liability

The net pension liability was measured as of June 30, 2019. At June 30, 2019, SURS reported a net pension liability (NPL) of \$28,720,071,173.

Employer Proportionate Share of Net Pension Liability

The amount of the proportionate share of the NPL to be recognized for the College is \$0. The proportionate share of the State of Illinois' net pension liability associated with the College is \$51,121,727 or 0.1780 percent.

This amount should not be recognized in the financial statements. The net pension liability was measured as of June 30, 2019, and the total pension used to calculate the net pension liability was determined based on the June 30, 2018, actuarial valuation rolled forward. The basis of allocation used in the proportionate share of net pension liability is the actual reported pensionable contributions made to SURS during Fiscal Year 2019.

Pension Expense

At June 30, 2019, SURS reported a collective net pension expense of \$3,094,666,252.

Employer Proportionate Share of Pension Expense

The College's proportionate share of collective pension expense is recognized as nonoperating revenue with matching operating expense in the financial statements. The basis of allocation used in the proportionate share of collective pension expense is the actual reported pensionable contributions made to SURS during Fiscal Year 2019. As a result, the College recognized on-behalf revenue and pension expense of \$5,508,506 from this special funding situation for the fiscal year ended June 30, 2020.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Deferred outflows of resources are the consumption of net position by the system that is applicable to future reporting periods. Conversely, deferred inflows of resources are the acquisition of net position by SURS that is applicable to future reporting periods.

SURS Collective Deferred Outflows and Deferred Inflows of Resources by Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$160,132,483	\$80,170,745
Changes in assumption	773,321,300	-
Net difference between projected and actual earnings on pension plan investments	-	55,456,660
Total	\$933,453,783	\$135,627,405

SURS Collective Deferred Outflows and Deferred Inflows of Resources by Year to be Recognized in Future Pension Expenses:

Fiscal Year Ending June 30	Net Deferred Outflows of Resources
2020	\$ 786,021,133
2021	(11,534,848)
2022	(6,661,326)
2023	30,001,419
	<u>\$ 797,826,378</u>

Employer Deferral of Fiscal Year 2020 Pension Expense

The College paid \$61,573 in federal, trust or grant contributions for the fiscal year ended June 30, 2020. These contributions were made subsequent to the pension liability measurement date of June 30, 2019, and are recognized as Deferred Outflows of Resources as of June 30, 2020.

Assumptions and Other Inputs

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period June 30, 2014 through June 30, 2017. The total pension liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

- Inflation 2.25 percent
- Salary increases 3.25 to 12.25 percent, including inflation
- Investment rate of return 6.75 percent beginning with the actuarial valuation as of June 30, 2018

Mortality rates were based on the RP-2014 White Collar, gender distinct tables with projected generational mortality and a separate mortality assumption for disabled participants.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return were adopted by the plan's trustees after considering input from the plan's investment consultant(s) and actuary(s).

For each major asset class that is included in the pension plan's target asset allocation as of June 30, 2019, these best estimates are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
U.S. Equity	23%	5.25%
Private Equity	6%	8.65%
Non-U.S. Equity	19%	6.75%
Global Equity	8%	6.25%
Fixed Income	19%	1.85%
Treasury-Inflation Protected Securities	4%	1.20%
Emerging Market Debt	3%	4.00%
Real Estate REITS	4%	5.70%
Direct Real Estate	6%	4.85%
Commodities	2%	2.00%
Hedged Strategies	5%	2.85%
Opportunity Fund	1%	7.00%
Total	100%	4.80%
Inflation		2.75%
Expected Arithmetic Return		7.55%

Discount Rate

A single discount rate of 6.59 percent was used to measure the total pension liability. This single discount rate was based on an expected rate of return on pension plan investments of 6.75 percent and a municipal bond rate of 3.13 percent (based on the weekly rate closest to but not later than the measurement date of the 20-Year Bond Buyer Index as published by the Federal Reserve). The projection of cash flows used to determine this single discount rate were the amounts of contributions attributable to current plan members and assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the statutory contribution rates under the System's funding policy. Based on these assumptions, the pension plan's fiduciary net position and future contributions were sufficient to finance the benefit payments through the year 2075. As a result, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through the year 2075, and the municipal bond rate was applied to all benefit payments after that date.

Sensitivity of the System's Net Pension Liability to Changes in the Discount Rate

Regarding the sensitivity of the net pension liability to changes in the single discount rate, the following presents the plan's net pension liability, calculated using a single discount rate of 6.59 percent, as well as what the plan's net pension liability would be if it were calculated using a single discount rate that is one percentage point lower or one percentage point higher:

1% Decrease 5.59%	Current Single Discount Rate Assumption 6.59%	1% Increase 7.59%
\$34,786,851,779	\$28,720,071,173	\$23,712,555,197

Additional information regarding the SURS basic financial statements including the Plan's net position can be found in the SURS CAFR by accessing the website at www.SURS.org.

11. Post-Employment Benefits Other Than Pension (OPEB)

Plan Description

The College participates in the State of Illinois Community College Health Insurance Security Fund (CCHISF) (also known as the College Insurance Program, "CIP"). CIP is a non-appropriated trust fund held outside the State Treasury, with the State Treasurer as custodian. Additions deposited into the Trust are for the sole purpose of providing the health benefits to retirees, as established under the plan, and associated administrative costs. CIP is a cost-sharing multiple-employer defined benefit post-employment healthcare plan that covers retired employees and their dependents of Illinois community college districts throughout the State of Illinois, excluding the City Colleges of Chicago. As a result of the Governor's Executive Order 12-01, the responsibilities in relation to CIP were transferred to the Department of Central Management Services (Department) as of July 1, 2013. The Department administers the plan with the cooperation of SURS and the boards of trustees of the various community college districts.

Plan Membership

All members receiving benefits from the SURS who have been full-time employees of a community college district or an association of a community who have paid the required active member CIP contributions prior to retirement are eligible to participate in CIP. Survivors of an annuitant or benefit recipient eligible for CIP coverage are also eligible for coverage under CIP.

Benefits Provided

CIP health coverage includes provisions for medical, prescription drugs, vision, dental, and behavioral health benefits. Eligibility to participate in the CIP is defined in the State Employees Group Insurance Act of 1971 (the Act) (5 ILCS 375/3). The Act (5 ILCS 375/6.9) also establishes health benefits for community college benefit recipients and dependent beneficiaries.

Contributions

The Act (5 ILCS 375/6.10) requires every active contributor (employee) of SURS to contribute .5 percent of covered payroll and every community college district to contribute .5 percent of covered payroll. Retirees pay a premium for coverage that is determined by the Director of the Illinois Department of Central Management Services. The State Pension Funds Continuing Appropriation Act (40/ILCS 15/1.4) requires a special funding situation whereby the State of Illinois makes an annual appropriation to the CIP in an amount certified by the SURS Board of Trustees. The State of Illinois pays .5 percent of covered payroll. At the option of the SURS Board of Trustees, the community college districts may pay all or part of the balance of the cost of coverage for retirees from their district. The result is pay as you go financing of the plan. The employer contributions made by the State of Illinois on behalf of the District to CIP and the College's contributions for the year ended June 30, 2020 were both \$32,853.

OPEB Liability

At June 30, 2019, CIP reported a total OPEB liability of \$1,888,540,493.

Employer Proportionate Share of Net OPEB Liability

The proportionate share of the net OPEB liability reported by the College is \$6,703,834. The State of Illinois is considered a non-employer contributing entity and the state's contribution meets the definition of special funding situation. The OPEB liability was measured as of June 30, 2019. The total OPEB liability used to calculate the OPEB liability was determined based on the June 30, 2018 actuarial valuation rolled forward. The College's proportion of the OPEB liability was based on the College's share of contributions to the OPEB plan relative to the contributions of all participating employers and the state of Illinois. At June 30, 2019, the College's proportion was 0.3550 percent. The portion of the State of Illinois' liability that is associated with the College is \$6,703,834. The total share that is associated with the College is \$13,407,668.

OPEB Expense

At June 30, 2019, CIP reported a collective net OPEB expense of \$85,809,839.

Employer Proportionate Share of OPEB Expense

For the year ended June 30, 2020, the College recognized proportionate share of collective OPEB expense of \$304,603. The basis of allocation used in the proportionate share of collective OPEB expense is the actual reported contributions made to CIP during Fiscal Year 2019.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

Deferred Outflows of Resources are the consumption of net position by the system that is applicable to future reporting periods, and thus will not be recognized as an outflow (expense) until the future periods.

Deferred Inflows of Resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Deferred Outflows and Deferred Inflows of Resources by Sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$78,568	\$141,771
Changes in assumption	-	934,000
Net difference between projected and actual earnings on OPEB investments	-	296
Changes in proportion and differences between employer contributions and share of contributions	<u>91,446</u>	<u>110,587</u>
Total deferred amounts to be recognized in OPEB expense in future periods	170,014	1,186,655
OPEB contributions made subsequent to the measurement date	<u>32,853</u>	=
Total deferred amounts related to OPEB	\$202,867	\$1,186,655

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense in future periods as follows:

Fiscal Year Ending June 30	Deferred Outflows of Resources	Deferred Inflows of Resources
2021	\$ 34,003	\$ 237,331
2022	34,003	237,331
2023	34,003	237,331
2024	34,003	237,331
2025	34,003	237,331
Total	<u>\$ 170,014</u>	<u>\$ 1,186,655</u>

Employer Deferral of Fiscal Year 2019 OPEB Expense

The College paid \$32,853 in OPEB contributions for the fiscal year ended June 30, 2020. These contributions were made subsequent to the OPEB liability measurement date of June 30, 2019, and are recognized as Deferred Outflows of Resources as of June 30, 2020. This amount will be recognized in OPEB expense in Fiscal Year 2021.

Assumptions and Other Inputs

The total CIP plan's net OPEB liability was determined by an actuarial valuation as of June 30, 2018 using the following actuarial assumptions, applied to all periods included in the measurement date, unless otherwise specified.

- Inflation – 2.25 percent
- Salary increases – depends on service and ranges from 12.25 percent at less than 1 year of service to 3.25 percent at 34 or more years of service. Salary increases include a 3.25 percent wage inflation assumption.
- Investment rate of return – 0 percent, net of OPEB plan investment expense, including inflation
- Healthcare cost trend rates – actual trend used for Fiscal Year 2019 based on premium increases. For fiscal years on or after 2020, trend starts at 8.00 percent and 9.00 percent for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend rate of 4.50 percent. Additional trend rate of 0.40 percent is added to non-Medicare cost on and after 2022 to account for the Excise tax.

Mortality rates for retirement and beneficiary annuitants were based on the RP-2014 White Collar Annuitant Mortality Table. For disabled annuitants, mortality rates were based on the RP-2014 Disabled Annuitant Table. Mortality rates for pre-retirement were based on RP-2014 White Collar Table. Tables were adjusted for SURS experience. All tables reflect future mortality improvements using Projection Scale MP-2017.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period of June 30, 2014 to June 30, 2017.

Discount Rate

Projected benefit payments were discounted to their actuarial present value using a Single Discount Rate that reflects (1) a long-term expected rate of return on OPEB plan investments (to the extent that the plan's fiduciary net position is projected to be sufficient to pay benefits), and (2) tax-exempt municipal bond rate based on an index of 20-year general obligation bond with an average AA credit rating as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met). Since CIP is financed on a pay-as-you-go basis, a discount rate consistent with fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity's index's "20-year Municipal GO AA Index" has been selected. The discount rates are 3.13 percent as of June 30, 2019, and 3.62 percent as of June 30, 2018. The decrease in the single discount rate from 3.62 to 3.13 percent caused the total OPEB liability to increase by approximately \$121.1 million from 2018 to 2019.

Sensitivity of total CIP's OPEB liability to changes in the Single Discount Rate

The following presents the College's proportional share of the OPEB liability, calculated using a Single Discount Rate of 3.13 percent, as well as what the total CIP's plan OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.13 percent) or 1-percentage-point higher (4.13 percent) than the current discount rate:

1% Decrease (2.13%)	Current Single Discount Rate Assumption (3.13%)	1% Increase (4.13%)
\$7,694,231	\$6,703,834	\$5,863,231

Sensitivity of the total CIP's plan OPEB liability to changes in the healthcare cost trend rates

The following presents the College's share of the OPEB liability, calculated using the healthcare cost trend rates as well as what the OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point that is higher or lower than the current healthcare cost trend rate. The key trend rates are 8.00 percent in 2020 decreasing to an ultimate trend rate of 4.90 percent in 2027, for non-Medicare coverage and 9.00 percent in 2020 decreasing to an ultimate trend rate of 4.50 percent in 2029 for Medicare coverage.

1% Decrease	Current Healthcare Cost Trend Rate Assumption	1% Increase
\$5,563,774	\$6,703,834	\$8,210,357

- One percentage point decrease in healthcare trend rates are 7.00 percent in 2020 decreasing to an ultimate trend rate of 3.90 percent in 2027, for non-Medicare coverage and 8.00 percent in 2020 decreasing to an ultimate trend rate of 3.50 percent in 2029 for Medicare coverage.
- One percentage point increase in healthcare trend rates are 9.00 percent in 2020 decreasing to an ultimate trend rate of 5.90 percent in 2027, for non-Medicare coverage and 10.00 percent in 2020 decreasing to an ultimate trend rate of 5.50 percent in 2029 for Medicare coverage.

No amount was owed to the plan at June 30, 2020. The College provides no other financially significant postemployment benefit to employees.

12. On-Behalf Payments for Fringe Benefits

For the year ending June 30, 2020, expense for fringe benefits payments made by the State of Illinois on behalf of the College were \$5,508,506 for pensions to SURS and \$280,028 for the health insurance program to CIP.

13. Other Risk Management Issues

The College is exposed to various risks of loss due to torts involving outside contractors, theft, or damage to assets, errors and omissions, and natural disasters. The College purchases commercial insurance for these risks. There has been no significant reduction in coverage over the past two years and settlements have not exceeded insurance coverage in any of the past three years.

The District is insured under a retrospectively-rated policy for workers' compensation coverage whereas the initial premium may be adjusted based on actual experience. Adjustments in premiums are recorded when paid or received. During the current fiscal year, there were no significant adjustments in premiums based on actual experience.

14. Inter-Sub-Fund Balances and Transfers

The College maintains various sub-funds to track the activity of the primary government. The following is a summary of the balances and transactions among these sub-funds as of and for the year ended June 30, 2020.

	Due to	Due from
Education Fund	\$ -	\$ 390,000
Restricted Purposes Fund	390,000	-
	<u>\$ 390,000</u>	<u>\$ 390,000</u>

	Transfer in	Transfer out
Auxiliary Enterprise Fund	\$ 583,880	\$ 200,000
Operation and Maintenance Fund	981,567	-
Education Fund	303,953	1,565,447
Working Cash Fund	-	103,953
	<u>\$ 1,869,400</u>	<u>\$ 1,869,400</u>

The inter-sub-fund balances and transactions are eliminated for the preparation of the basic financial statements of the primary government of the College.

15. Related Party Activity

In September 2019, the College' Board approved a transfer of \$153,613 to the Foundation. These funds were transferred to the College from the previous Foundation in a prior fiscal year. The College placed no specific restrictions on the usage of these funds by the Foundation outside of their original intent as scholarships for eligible students. There were no balances remaining to be transferred to the Foundation as of June 30, 2020.

At June 30, 2020, the College has \$5,500 receivable from the Foundation related to scholarships.

16. Contingencies

Federal and State Grants

The College participates in a number of federal and state funded grant programs. Under the terms of these programs, periodic audits may be required by grantor agencies, and certain costs may be questioned as not being appropriate expenditures under the terms of these programs. Such audits could lead to reimbursements to grantor agencies. Based on prior experience, the College's management believes examinations would not result in any material disallowed costs for grant revenue recorded in these financial statements or from prior years.

During Fiscal Years 2018 through 2020, the College received an estimated \$623,586 in property taxes on county assessments that have been successfully protested by a taxpayer. As of the date of the Independent Auditor's Report, no claims have been made directly against the College by the impacted county or the taxpayer. In addition, at this stage in the process, a determination of the ultimate repayment amount and the scheduling of the repayment(s) has not been made.

Uncertainty

As of June 30, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the College as of the date of the Independent Auditor's Report, management believes that a material impact on the College's financial position and results of future operations is reasonably possible.

17. Other Commitments

During Fiscal Year 2020, the College entered into a two-year cleaning and maintenance contract through June 30, 2021. The total contract price is \$534,120. As of June 30, 2020, the remaining contract payments total \$312,000.

The College has three uncompleted major construction contracts in progress through the date of the Independent Auditor's Report. The remaining commitment on the three contracts totaled approximately \$623,000 as of June 30, 2020.

18. New Government Accounting Standard

In June 2017, GASB issued GASB Statement 87 (GASB 87), *Leases*. The provisions of GASB 87 require that certain lessees recognize a lease liability and asset for all leases greater than 12 months. GASB 87 is effective for the College's Fiscal Year 2022. The College's management is currently reviewing what impact, if any, this new standard will have on its future financial statements and disclosures.

19. Discretely Presented Component Unit

The following notes are provided for the College's component unit, the Foundation:

A. Nature of Organization

The Saints Foundation at Shawnee Community College (the Foundation) is a nonprofit corporation organized under the laws of the State of Illinois for the purpose of furthering the excellence of education at Shawnee Community College, Community College District #531 (the College). The Foundation is considered a component unit of the College under the accounting standards followed by the College; however, the Foundation is a separate legal entity.

The Foundation operates to secure gifts that support the mission of the College, its students, faculty, and programs through scholarships and other forms of institutional support. The Foundation's major sources of revenue and support are contributions from donors and investment income.

B. Summary of Significant Accounting Policies

- a. The Foundation's financial statements have been prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States. Net assets of the Foundation and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations. Contributions with donor-imposed stipulations will be treated as net assets without donor restrictions if the restriction is met during the same report period.

Net Assets With Donor Restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Board of Directors and/or the passage of time, or that must be maintained perpetually by the Foundation. When a restriction expires, assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

- b. Investments consist of managed investment accounts comprised of various mutual funds, fixed income investments that include corporate and government-backed bond funds, and cash equivalents. These investments are stated at fair value based on quoted market prices. Investment securities are exposed to various risks such as interest rate, market, and credit risks.
- c. Contributions of facilities and services are recognized if the benefit received (a) creates or enhances non-financial assets or (b) requires specialized skills provided by individuals possessing those skills and (c) would typically need to be purchased if not provided by donation. Such contributions are recorded at fair value on the date of the contribution and presented as in-kind contributions.

- d. The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Expenses that can be identified with a specific program or supporting service are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions are allocated among the programs and supporting services benefited.

Salaries expense was allocated on Exhibit C based on the time and effort of employees devoted to each function. All other expenses are identified with a specific program or supporting service.

- e. The Foundation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.
- f. The Foundation has evaluated subsequent events through February 22, 2021, the date which the financial statements were available to be issued.
- g. In June 2018, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2018-08, Not-for-Profit Entities – *Clarifying the Scope and Accounting Guidance for Contributions Received and Made* (Topic 958). The ASU clarifies whether transactions should be accounted for as contributions (nonreciprocal transactions within the scope of Topic 958) or exchanges (reciprocal transactions) subject to other guidance such as Topic 606. Additionally, the ASU assists in determining whether a contribution is conditional. The Foundation adopted the new standard effective July 1, 2019, the first day of the Foundation’s fiscal year using the modified prospective approach.

The adoption of this standard did not impact beginning net assets of July 1, 2019 and there was also no impact to any component of the financial statements for Fiscal Year 2020 as a result of applying this ASU.

C. Investments

Fair Value Measurements

FASB Accounting Standards Codification (ASC) 820, *Fair Value Measurements*, establishes a framework for measuring fair value under generally accepted accounting principles. Topic 820 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability in an orderly transaction between market participants on the measurement date. Topic 820 requires that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs. Topic 820 also establishes a fair value hierarchy, which prioritizes the valuation inputs into three broad levels.

- Level 1 Inputs to the valuation methodology are based on unadjusted quoted prices for identical assets or liabilities in active markets that the Foundation has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets
- Quoted prices for identical or similar assets or liabilities in inactive markets
- Inputs other than quoted prices that are observable for the asset or liability
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

Mutual Funds, Unit Trust, and Exchange Traded Funds (ETF) – Valued at unadjusted quoted prices for identical assets in active markets that the Foundation has the ability to access.

The following table sets forth, by level within the fair value hierarchy, the Foundation's investments at fair value as of June 30, 2020:

	<u>Cost</u>	<u>Market</u>	<u>Fair Value Level</u>
Mutual Funds - Equity		\$ 374,154	1
Mutual Funds - Debt		204,931	1
Unit Trust - Debt		61,968	1
ETF & Closed End Mutual Funds - Equity		171,185	1
ETF & Closed End Mutual Funds - Debt		103,259	1
Non-Negotiable Certificates of Deposit		178,090	N/A
Cash and Cash Equivalents		3,005	N/A
Total	<u>\$ 1,081,034</u>	<u>\$ 1,096,592</u>	

D. Custodial Credit Risk - Investments

At June 30, 2020, the Foundation had no custodial credit risk related to its investments as all investments were held through a Securities Investor Protection Corporation (SIPC) member brokerage firm and the value of the investments was below the SIPC coverage limit.

E. Liquidity and Availability of Financial Assets

The following reflects the Foundation's financial assets as of June 30, 2020:

Financial Assets at Year-End:

Cash and Cash Equivalents	\$ 62,009
Investments	<u>1,096,592</u>
Total Financial Assets	1,158,601

Less those unavailable for general expenditures

within one year:	<u>276,758</u>
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Financial Assets available to meet cash needs for general expenditures within one year:

\$ 1,435,359

The Foundation does not maintain a line of credit.

F. Net Assets With Donor Restrictions

Net assets with donor restrictions at June 30, 2020 are restricted for the purpose of scholarships as designated by the donors.

G. Related-Party Activity

In September 2019, the College donated \$153,613 to the Foundation for scholarships. This accounted for 57 percent of the Foundation's total support and revenue for the year ended June 30, 2020. These funds were previously held by the College after the dissolution of the previous foundation. No restrictions were added by the College outside of the original restriction of the donor. No remaining balance is to be received by the Foundation as of June 30, 2020.

At June 30, 2020, the Foundation has \$5,500 payable to the College related to scholarships.

H. Prior Period Adjustment

The statement of activities for Fiscal Year 2020 includes a restatement of net assets by category at June 30, 2019 to correct an error in the allocation of net assets between net assets without donor restrictions and net assets with donor restrictions. In order to comply with GAAP as of June 30, 2019, net assets without donor restrictions were decreased by \$45,883, and net assets with donor restrictions were increased by \$45,883. Total net assets at June 30, 2019 did not change. The error had no impact on the total change in net assets for Fiscal Year 2019 as previously reported.

I. Recent Accounting Pronouncements

In August 2018, the FASB issued ASU 2018-03, *Fair Value Measurement* (Topic 820). The provisions of the ASU will modify the disclosures on fair value measurements requiring entities to add materiality as a consideration for necessity of any singular disclosure requirement. The ASU is effective for periods beginning after December 15, 2019. The Foundation has yet to select a transition method and is currently evaluating the effect, if any, that the updated standard will have on future financial statements.

20. Supplemental Information

Schedules 1 through 3, Schedules 6 through 9, Schedules 11 through 13, Schedule 17, and Schedules 19 through 21 are reported using the modified accrual basis of accounting, which is a comprehensive basis of accounting other than GAAP for a special-purpose government engaged only in business-type activities.

In the schedules noted, the modified accrual basis of accounting differs from GAAP for a special-purpose government engaged only in business-type activities because:

- Capital assets are not depreciated, and depreciation expense is not presented in the schedules, except for funds considered to be proprietary operations.
- Payments of principal on long-term debt are reported as expenditures in the schedules.
- In the schedules, the full amount of summer school revenue and scholarship expense is recognized in the fiscal year in which the related term is completed.
- Expenditures in the schedules include the cost of capital asset acquisitions, except for funds considered to be proprietary operations.
- Debt service expenditures in the schedules are recorded only when payment is due, except for funds considered to be proprietary operations.
- Pension expenditures in the schedules include payments made by the College in the current fiscal year for federal, trust, or grant-funded salaries in the current fiscal year.
- OPEB expenditures in the schedules include payments made by the College in the current fiscal year for salaries in the current fiscal year.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Required Supplementary Information
Schedule of Proportionate Share of Net Pension Liability - SURS
For the Year Ended June 30, 2020
(Unaudited)

	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
a) Shawnee's Proportionate Percentage of the Collective Net Pension Liability	0%	0%	0%	0%	0%	0%
b) Shawnee's Proportionate Amount of the Collective Net Pension Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
c) Portion of Nonemployer Contributing Entities' Total Proportion of Collective Net Pension Liability Associated with Shawnee	<u>38,542,019</u>	<u>42,413,468</u>	<u>46,570,743</u>	<u>44,540,973</u>	<u>47,675,561</u>	<u>51,121,727</u>
Total b) + c)	<u>\$ 38,542,019</u>	<u>\$ 42,413,468</u>	<u>\$ 46,570,743</u>	<u>\$ 44,540,973</u>	<u>\$ 47,675,561</u>	<u>\$ 51,121,727</u>
Shawnee Defined Benefit Covered Payroll	<u>\$ 6,467,888</u>	<u>\$ 6,554,621</u>	<u>\$ 6,498,556</u>	<u>\$ 6,190,483</u>	<u>\$ 6,217,104</u>	<u>\$ 6,456,232</u>
Proportion of Collective Net Pension Liability Associated with Shawnee as a Percentage of Defined Benefit Covered Payroll	595.90%	647.08%	716.63%	719.51%	766.85%	791.82%
SURS Plan Net Position as a Percentage of Total Pension Liability	44.39%	42.37%	39.57%	42.04%	41.27%	40.71%

Required Supplementary Information
Schedule of Contributions - SURS
For the Year Ended June 30, 2020
(Unaudited)

	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Shawnee's Federal, Trust, and Other Contribution	\$ 57,061	\$ 52,110	\$ 60,689	\$ 55,477	\$ 55,146	\$ 54,766
Shawnee's Contribution in relation to required contribution	57,061	52,110	60,689	55,477	55,146	54,766
Contribution Deficiency (Excess)	<u>\$ -</u>					
Shawnee's Covered Payroll	<u>\$ 479,102</u>	<u>\$ 445,004</u>	<u>\$ 478,243</u>	<u>\$ 442,753</u>	<u>\$ 442,584</u>	<u>\$ 445,614</u>
Contributions as a Percentage of Covered Payroll	11.91%	11.71%	12.69%	12.53%	12.46%	12.29%
	Fiscal Year 2020					
Shawnee's Federal, Trust, and Other Contribution	\$ 61,573					
Shawnee's Contribution in relation to required contribution	61,573					
Contribution Deficiency (Excess)	<u>\$ -</u>					
Shawnee's Covered Payroll	<u>\$ 472,911</u>					
Contributions as a Percentage of Covered Payroll	13.02%					

NOTE: The system implemented GASB No. 68 in fiscal year 2015. The information is presented for as many years as available. The schedules are intended to show information for 10 years.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to Required Supplementary Information – Pension Liability
For the Year Ended June 30, 2020
(Unaudited)

Changes of Benefit Terms

There were no benefit changes in the Total Pension Liability as of June 30, 2019.

Changes of Assumptions

In accordance with *Illinois Compiled Statutes*, an actuarial review is to be performed at least once every three years to determine the reasonableness of actuarial assumptions regarding the retirement, disability, mortality, turnover, interest, and salary of the members and benefit recipients of SURS. An experience review for the years June 30, 2014 to June 30, 2017 was performed in February 2018, resulting in the adoption of new assumptions as of June 30, 2018.

- Salary Increase – Decrease in the overall assumed salary increase rates, ranging from 3.25 percent to 12.25 percent based on years of service, with underlying wage inflation of 2.25 percent.
- Investment return – Decrease the investment return assumption to 6.75 percent. This reflects maintaining an assumed real rate of return of 4.50 percent and decreasing the underlying assumed price inflation to 2.25 percent.
- Effective rate of interest – Decrease the long-term assumption for the ERI for crediting the money purchase accounts to 6.75 percent (effective July 2, 2019).
- Normal retirement rates – A slight increase in the retirement rate at age 50. No change to the rates for ages 60-61, 67-74 and 80+, but a slight decrease in rates at all other ages. A rate of 50 percent if the member has 40 or more years of service and is younger than age 80.
- Early retirement rates – Decrease in rates for all Tier 1 early retirement eligibility ages (55-59).
- Turnover rates – Change rates to produce lower expected turnover for members with less than 10 years of service and higher turnover for members with more than 10 years of service.
- Mortality rates – Maintain the RP-2014 mortality tables with projected generational mortality improvement. Update the projection scale from the MP-2014 to the MP-2017 scale.
- Disability rates – Decrease current rates to reflect that certain members who receive disability benefits do not receive the benefits on a long-term basis.

SHAWNEE COMMUNITY COLLEGE
Required Supplementary Information
Schedule of Proportionate Share of OPEB Liability - CIP
For the Year Ended June 30, 2020
(Unaudited)

	<u>Fiscal Year 2016</u>	<u>Fiscal Year 2017</u>	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2019</u>
a) Shawnee's Proportionate Percentage of the Collective Net OPEB Liability	0.358787%	0.352815%	0.349766%	0.354974%
b) Shawnee's Proportionate Amount of the Collective Net OPEB Liability	\$ 6,529,754	\$ 6,434,065	\$ 6,593,971	\$ 6,703,834
c) Portion of Nonemployer Contributing Entities' Total Proportion of Collective Net OPEB Liability Associated with Shawnee	<u>6,803,453</u>	<u>6,349,324</u>	<u>6,593,970</u>	<u>6,703,834</u>
Total b) + c)	<u>\$ 13,333,207</u>	<u>\$ 12,783,389</u>	<u>\$ 13,187,941</u>	<u>\$ 13,407,668</u>
Shawnee's Covered Payroll	<u>\$ 6,503,516</u>	<u>\$ 6,121,858</u>	<u>\$ 6,108,812</u>	<u>\$ 6,372,800</u>
Shawnee's Proportionate Share of Collective Net OPEB Liability as a Percentage of Covered Payroll	100.40%	105.10%	107.94%	105.19%
CIP Plan Net Position as a Percentage of Total OPEB Liability	-2.15%	-2.87%	-3.54%	-4.13%

NOTE: The College implemented GASB No. 75 in fiscal year 2018. The information is presented for as many years as available. The schedules are intended to show information for 10 years.

SHAWNEE COMMUNITY COLLEGE
 Required Supplementary Information
 Schedule of Contributions- CIP
 For the Year Ended June 30, 2020
 (Unaudited)

Year Ended <u>June 30</u>	Statutorily Required Contributions*	Covered Payroll	Actual Contribution as a % of Covered Payroll
2020	\$ 32,853	6,570,600	0.50%
2019	31,864	6,372,800	0.50%
2018	30,544	6,108,812	0.50%
2017	30,609	6,121,858	0.50%
2016	32,518	6,503,516	0.50%
2015	32,607	6,521,490	0.50%
2014	31,804	6,360,830	0.50%

* Statutorily required contributions equal actual contributions recognized by the plan.

NOTE: The College implemented GASB No. 75 in fiscal year 2018. The information is presented for as many years as available. The schedules are intended to show information for 10 years.

See Accompanying Notes on the Following Page

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #505
Notes to Required Supplementary Information – OPEB Liability
For the Year Ended June 30, 2020
(Unaudited)

Changes of Benefit Terms

There were no benefit changes in the Total OPEB Liability as of June 30, 2019.

Assumptions Used

- Actuarial Cost Method – Entry Age Normal, used to measure the Total OPEB Liability
- Contribution Policy – Benefits are financed on a pay-as-you go basis. Contribution rates are defined by statute. For fiscal year end June 30, 2019, contribution rates are 0.50 percent of pay for active members, 0.50 percent of pay for community colleges and 0.50 percent of pay for the State. Retired members contribute a percentage of premium rates. The goal of the policy is to finance current year costs plus a margin for incurred but not paid plan costs.
- Asset Valuation Method – Market value
- Investment Rate of Return – 0 percent, net of OPEB plan investment expense, including inflation, for all plan years.
- Inflation – 2.25 percent
- Salary Increases – Depends on service and ranges from 12.25 percent at less than 1 year of service to 3.25 percent at 34 or more years of service. Salary increase includes a 3.25 percent wage inflation assumption
- Retirement Age – Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the June 30, 2018, actuarial valuation of SURS.
- Mortality – Retirement and Beneficiary Annuitants: RP-2014 White Collar Annuitant Mortality Table. Disabled Annuitants: RP-2014 Disabled Annuitant Table. Pre-Retirement: RP-2014 White Collar Table. Tables are adjusted for SURS experience. All tables reflect future mortality improvements using Projection Scale MP-2017.
- Healthcare Cost Trend Rates – Actual trend used for Fiscal Year 2019. For fiscal years on and after 2020, trend starts at 8.00 percent and 9.00 percent for non-Medicare costs and post-Medicare costs, respectively, and gradually decreases to an ultimate trend of 4.50 percent. Additional trend rate of 0.40 percent is added to non-Medicare cost on and after 2022 to account for the Excise tax.
- Aging Factors – Based on the 2013 SOA Study “Health Care Costs – From Birth to Death”
- Expenses – Health administrative expenses are included in the development of the per-capita claims cost. Operating expenses are included as a component of the Annual OPEB Expense.

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Combined Balance Sheet -
 Modified Accrual Basis (Governmental Fund Types and Account Groups)
 and GAAP Basis (Proprietary and Fiduciary Fund Types)
 All Fund Types and Account Groups
 June 30, 2020

	Governmental Fund Types				Proprietary Fund Type		Fiduciary Fund Type		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Trust and Agency Funds	General		Long-Term Debt	Total		
							Fixed Assets	General				
ASSETS												
Cash and Cash Equivalents	\$ 12,008,308	\$ 1,712,486	\$ 425,885	\$ 890,266	\$ 375,860	\$ 2,601,438	\$ -	\$ -	\$ -	\$ -	\$ 18,014,243	
Investments	-	-	-	-	-	2,641,712	-	-	-	-	2,641,712	
Receivables:												
Property Taxes	620,652	253,970	527,700	75,000	-	-	-	-	-	-	1,477,322	
Replacement Taxes	75,380	-	-	-	-	-	-	-	-	-	75,380	
Agency Tuition	88,483	-	-	-	-	-	-	-	-	-	88,483	
Student Tuition and Fees, Net of Allowance	285,138	-	-	-	-	-	-	-	-	-	285,138	
Governmental Grants and Contracts	314,487	361,936	-	-	-	-	-	-	-	-	676,423	
Prepaid Expenses	170,954	89,555	-	-	-	-	-	-	-	-	260,509	
Due from Other Funds	390,000	-	-	-	-	-	-	-	-	-	390,000	
Inventory	-	-	-	-	-	-	296,282	-	-	-	296,282	
Property and Equipment, Net	-	-	-	-	-	-	-	22,073,887	-	-	22,077,826	
OTHER DEBITS												
Amount Available to Retire Debt	-	-	-	-	-	-	-	-	715,185	-	715,185	
Amount to be Provided to Retire Debt	-	-	-	-	-	-	-	-	4,084,815	-	4,084,815	
Total Assets and Other Debits	\$ 13,953,402	\$ 2,417,947	\$ 953,585	\$ 965,266	\$ 676,081	\$ 5,243,150	\$ 22,073,887	\$ 4,800,000	\$ 4,800,000	\$ 51,083,318		

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Balance Sheet -
Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types)
All Fund Types and Account Groups
June 30, 2020

	Governmental Fund Types				Proprietary Fund Type		Fiduciary Fund Type		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Trust and Agency Funds	General Fixed Assets	Long-Term Debt	General			
									General Fixed Assets	Long-Term Debt		
LIABILITIES												
Accounts Payable	\$ 1,411,837	-	\$ -	-	\$ 3,760	\$ -	\$ -	\$ -	-	-	\$ -	\$ 1,415,597
Accrued Liabilities	418,945	-	13,057	-	-	-	-	-	-	-	-	432,002
Unearned Revenue	712,190	113,767	225,343	34,177	8,896	-	-	-	-	-	-	1,094,373
Due to Other Funds	-	390,000	-	-	-	-	-	-	-	-	-	390,000
Due to Student Groups	-	-	-	-	922	212,972	-	-	-	-	-	213,894
Note Payable	1,548,298	-	-	-	-	-	-	-	-	-	-	1,548,298
Bonds Payable	-	-	-	-	-	-	-	-	4,800,000	-	-	4,800,000
Total Liabilities	4,091,270	503,767	238,400	34,177	13,578	212,972	-	-	4,800,000	-	-	9,894,164
COLLEGE EQUITY												
Investment in General Fixed Assets	-	-	-	-	-	-	-	-	22,073,887	-	-	22,073,887
Fund Balance:												
Reserved	817,937	1,914,180	715,185	931,089	-	5,030,178	-	-	-	-	-	8,590,632
Unreserved, Designated	9,044,195	-	-	-	-	-	-	-	-	-	-	817,937
Unreserved, Undesignated	-	-	-	-	-	-	-	-	-	-	-	9,044,195
Retained Earnings	-	-	-	-	662,503	-	-	-	-	-	-	662,503
Total College Equity	9,862,132	1,914,180	715,185	931,089	662,503	5,030,178	-	-	22,073,887	-	-	41,189,154
Total Liabilities and College Equity	\$ 13,953,402	\$ 2,417,947	\$ 953,585	\$ 965,266	\$ 676,081	\$ 5,243,150	\$ 22,073,887	\$ 4,800,000	\$ -	\$ -	\$ -	\$ 51,083,318

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances - Modified Accrual Basis
All Governmental Fund Types
For the Year Ended June 30, 2020

	General	Special Revenue	Debt Service - Bond and Interest	Capital Projects Fund-Operation and Maintenance Restricted	Total (Memorandum Only)
Revenues					
Local Sources	\$ 2,355,014	\$ 807,146	\$ 1,735,831	\$ 250,633	\$ 5,148,624
State Sources	4,446,526	169,093	-	-	4,615,619
Federal Sources	-	3,760,916	-	-	3,760,916
Tuition and Fees	4,451,240	-	-	-	4,451,240
Facilities	41,153	-	-	-	41,153
Investment Income	184,110	-	-	-	184,110
Other Revenue	274,733	-	-	-	274,733
On-Behalf Payments	-	5,788,534	-	-	5,788,534
Total Revenues	<u>11,752,776</u>	<u>10,525,689</u>	<u>1,735,831</u>	<u>250,633</u>	<u>24,264,929</u>
Expenditures					
Instruction	5,110,292	258,566	-	-	5,368,858
Academic Support	321,646	74,511	-	-	396,157
Student Services	1,041,525	424,171	-	-	1,465,696
Public Service	93,194	342,561	-	-	435,755
Operation and Maintenance of Plant	2,654,217	-	-	115,129	2,769,346
Scholarships and Grants	1,800,987	2,830,200	-	-	4,631,187
Institutional Support	2,494,159	641,852	-	-	3,136,011
Principal	-	-	1,200,000	-	1,200,000
Interest	-	-	573,510	-	573,510
On-Behalf Payments	-	5,788,534	-	-	5,788,534
Total Expenditures	<u>13,516,020</u>	<u>10,360,395</u>	<u>1,773,510</u>	<u>115,129</u>	<u>25,765,054</u>
Revenue Over (Under) Expenditures	<u>(1,763,244)</u>	<u>165,294</u>	<u>(37,679)</u>	<u>135,504</u>	<u>(1,500,125)</u>
Other Financing Uses					
Operating Transfers, Net	<u>(279,927)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(279,927)</u>
Total Other Financing Sources Uses	<u>(279,927)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(279,927)</u>
Revenue Over (Under) Expenditures and Other Financing Uses	<u>(2,043,171)</u>	<u>165,294</u>	<u>(37,679)</u>	<u>135,504</u>	<u>(1,780,052)</u>
Fund Balance, July 1, 2019	<u>11,905,303</u>	<u>1,748,886</u>	<u>752,864</u>	<u>795,585</u>	<u>15,202,638</u>
Fund Balance, June 30, 2020	<u>\$ 9,862,132</u>	<u>\$ 1,914,180</u>	<u>\$ 715,185</u>	<u>\$ 931,089</u>	<u>\$ 13,422,586</u>

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Combined Statement of Revenues, Expenditures,
 and Changes in Fund Balances - Budget and Actual - Modified Accrual Basis
 All Budgeted Governmental Fund Types
 For the Year Ended June 30, 2020

	General		Special Revenue		Debt Service - Bond and Interest Fund		Capital Projects Fund - Operation and Maintenance Restricted Fund		Total (Memorandum Only)	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues										
Local Sources	\$ 2,489,948	\$ 2,355,014	\$ 861,000	\$ 807,146	\$ 1,774,512	\$ 1,735,831	\$ 250,000	\$ 250,633	\$ 5,375,060	\$ 5,148,624
State Sources	4,442,446	4,446,526	176,855	169,093	-	-	-	-	4,619,301	4,615,619
Federal Sources	-	-	5,210,883	3,760,916	-	-	-	-	5,210,883	3,760,916
Tuition and Fees	4,900,328	4,451,240	-	-	-	-	-	-	4,900,328	4,451,240
Facilities	40,000	41,153	-	-	-	-	-	-	40,000	41,153
Investment Income	240,000	184,110	-	-	-	-	-	-	240,000	184,110
Other Revenue	267,720	274,733	-	-	-	-	-	-	267,720	274,733
Total Revenues	12,380,042	11,752,776	6,248,738	4,737,155	1,774,512	1,735,831	250,000	250,633	20,653,292	18,476,395
Expenditures										
Instruction	5,325,699	5,110,292	267,177	258,566	-	-	-	-	5,592,876	5,368,858
Academic Support	337,287	321,646	20,001	74,511	-	-	-	-	357,288	396,157
Student Services	1,131,737	1,041,525	474,836	424,171	-	-	-	-	1,606,573	1,465,696
Public Service	167,542	93,194	352,995	342,561	-	-	-	-	520,537	435,755
Operation and Maintenance of Plant	5,313,884	2,654,217	-	-	-	-	750,000	115,129	6,063,884	2,769,346
Scholarships and Grants	1,976,000	1,800,987	4,272,314	2,830,200	-	-	-	-	6,248,314	4,631,187
Institutional Support	2,833,031	2,494,159	864,000	641,852	-	-	-	-	3,697,031	3,136,011
Principal Interest	-	-	-	-	1,200,000	1,200,000	-	-	1,200,000	1,200,000
Total Expenditures	17,085,180	13,516,020	6,251,323	4,571,861	574,512	573,510	750,000	115,129	25,861,015	19,976,520
Revenue Over (Under) Expenditures	(4,705,138)	(1,763,244)	(2,585)	165,294	-	(37,679)	(500,000)	135,504	(5,207,723)	(1,500,125)
Other Financing Uses										
Operating Transfers, Net	(296,655)	(279,927)	-	-	-	-	-	-	(296,655)	(279,927)
Total Other Financing Uses	(296,655)	(279,927)	-	-	-	-	-	-	(296,655)	(279,927)
Revenue Over (Under) Expenditures and Other Financing Uses	\$ (5,001,793)	(2,043,171)	\$ (2,585)	165,294	\$ -	(37,679)	\$ (500,000)	135,504	\$ (5,504,378)	(1,780,052)
Fund Balance, July 1, 2019		11,905,303		1,748,886		752,864		795,585		15,202,638
Fund Balance, June 30, 2020		\$ 9,862,132		\$ 1,914,180		\$ 715,185		\$ 931,089		\$ 13,422,586

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Revenues, Expenses,
and Changes in College Equity - Budget and Actual
Proprietary Fund Types and Similar Trust Funds
For the Year Ended June 30, 2020

	Fiduciary Fund Type		Proprietary Fund Type	
	Working Cash Fund		Enterprise Funds	
	Budget	Actual	Budget	Actual
Operating Revenues				
Student and Community Services	\$ -	\$ -	\$ 410,200	\$ 386,346
Student Tuition and Fees	-	-	-	-
State Sources	-	-	-	-
Other Revenue	-	-	-	-
Investment Income	67,000	103,953	-	-
Total Operating Revenues	<u>67,000</u>	<u>103,953</u>	<u>410,200</u>	<u>386,346</u>
Operating Expenses				
Salaries	-	-	213,913	197,488
Employee Benefits	-	-	5,214	11,586
Contractual Services	-	-	47,976	42,483
General Materials and Supplies	-	-	321,754	251,082
Conference and Meeting	-	-	34,855	39,713
Fixed Charges	-	-	25,000	5,988
Depreciation	-	-	2,000	1,931
Capital Outlay	-	-	-	425
Other	-	-	323,143	342,372
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>973,855</u>	<u>893,068</u>
Operating Income (Loss)	67,000	103,953	(563,655)	(506,722)
Other Financing Sources (Uses)				
Operating Transfers, Net	<u>(67,000)</u>	<u>(103,953)</u>	<u>363,655</u>	<u>383,880</u>
Net Loss	<u>\$ -</u>	<u>-</u>	<u>\$ (200,000)</u>	<u>(122,842)</u>
College Equity, July 1, 2019		<u>5,030,178</u>		<u>785,345</u>
College Equity, June 30, 2020		<u>\$ 5,030,178</u>		<u>\$ 662,503</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combined Statement of Cash Flows
Proprietary Fund Types and Similar Trust Funds
For the Year Ended June 30, 2020

	Fiduciary Fund Type	Proprietary Fund Type
	Working Cash Fund	Enterprise Funds
Cash Flows from Operating Activities		
Auxiliary Enterprise Charges	\$ -	\$ 386,346
Student Tuition and Fees	-	4,396
Payments to Suppliers	-	(749,537)
Payments to Employees and Benefits Paid	-	(209,074)
Interest on Investments	103,953	-
Net Cash Provided by (Used in) Operating Activities	103,953	(567,869)
Cash Flows from Non-Capital Financing Activities		
Operating Transfers In (Out)	(103,953)	383,880
Cash Flows from Investing Activities		
Purchases of Investments	(174,942)	-
Net Decrease in Cash and Cash Equivalents	(174,942)	(183,989)
Cash and Cash Equivalents, July 1, 2019	2,563,408	559,849
Cash and Cash Equivalents, June 30, 2020	\$ 2,388,466	\$ 375,860
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities		
Operating Income (Loss)	\$ 103,953	\$ (506,722)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:		
Depreciation Expense	-	1,931
Changes in Assets and Liabilities:		
Receivables	-	4,396
Inventories	-	(68,584)
Payables	-	1,110
Net Cash Provided by (Used in) Operating Activities	\$ 103,953	\$ (567,869)

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Balance Sheet - Modified Accrual Basis
General Funds
June 30, 2020

	Education Fund	Operation and Maintenance Fund	Total
ASSETS			
Cash and Cash Equivalents	\$ 8,831,558	\$ 3,176,750	\$ 12,008,308
Receivables:			
Property Taxes	416,501	204,151	620,652
Replacement Taxes	52,766	22,614	75,380
Agency Tuition	88,483	-	88,483
Student Tuition and Fees, Net of Allowance	285,138	-	285,138
Governmental Grants and Contracts	294,755	19,732	314,487
Prepaid Expenses	170,954	-	170,954
Due From Other Funds	390,000	-	390,000
	<u>\$ 10,530,155</u>	<u>\$ 3,423,247</u>	<u>\$ 13,953,402</u>
LIABILITIES			
Accounts Payable	\$ 1,411,837	\$ -	\$ 1,411,837
Accrued Liabilities	418,945	-	418,945
Unearned Revenue	628,526	83,664	712,190
Note Payable	1,548,298	-	1,548,298
Total Liabilities	<u>4,007,606</u>	<u>83,664</u>	<u>4,091,270</u>
FUND BALANCE			
Unreserved, Designated	817,937	-	817,937
Unreserved, Undesignated	5,704,612	3,339,583	9,044,195
Total Fund Balance	<u>6,522,549</u>	<u>3,339,583</u>	<u>9,862,132</u>
	<u>\$ 10,530,155</u>	<u>\$ 3,423,247</u>	<u>\$ 13,953,402</u>
Total Liabilities and Fund Balance	<u>\$ 10,530,155</u>	<u>\$ 3,423,247</u>	<u>\$ 13,953,402</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Statement of Revenues, Expenditures, and
Changes in Fund Balances - Modified Accrual Basis
General Funds
For the Year Ended June 30, 2020

	Education Fund	Operation and Maintenance Fund	Total
Revenues			
Local Sources	\$ 1,591,563	\$ 763,451	\$ 2,355,014
State Sources	4,077,322	369,204	4,446,526
Tuition and Fees	4,451,240	-	4,451,240
Facilities	-	41,153	41,153
Investment Income	184,110	-	184,110
Other Revenue	274,733	-	274,733
Total Revenues	<u>10,578,968</u>	<u>1,173,808</u>	<u>11,752,776</u>
Expenditures			
Instruction	5,110,292	-	5,110,292
Academic Support	321,646	-	321,646
Student Services	1,041,525	-	1,041,525
Public Service	93,194	-	93,194
Operation and Maintenance of Plant	-	2,654,217	2,654,217
Institutional Support	2,493,250	909	2,494,159
Scholarships and Grants	1,800,987	-	1,800,987
Total Expenditures	<u>10,860,894</u>	<u>2,655,126</u>	<u>13,516,020</u>
Revenue Under Expenditures	<u>(281,926)</u>	<u>(1,481,318)</u>	<u>(1,763,244)</u>
Other Financing Sources (Uses)			
Operating Transfers, Net	<u>(1,261,494)</u>	<u>981,567</u>	<u>(279,927)</u>
Total Other Financing Sources (Uses)	<u>(1,261,494)</u>	<u>981,567</u>	<u>(279,927)</u>
Revenue and Other Financing Sources Under Expenditures and Other Financing Uses	<u>(1,543,420)</u>	<u>(499,751)</u>	<u>(2,043,171)</u>
Fund Balance, July 1, 2019	<u>8,065,969</u>	<u>3,839,334</u>	<u>11,905,303</u>
Fund Balance, June 30, 2020	<u>\$ 6,522,549</u>	<u>\$ 3,339,583</u>	<u>\$ 9,862,132</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Balance Sheet - Modified Accrual Basis
Special Revenue Funds
June 30, 2020

	Restricted Purposes Fund	Audit Fund	Liability, Protection and Settlement Fund	Total
ASSETS				
Cash and Cash Equivalents	\$ 28,064	\$ 47,978	\$ 1,636,444	\$ 1,712,486
Receivables:				
Property Taxes	-	10,037	243,933	253,970
Governmental Grants and Contracts	361,936	-	-	361,936
Prepaid Expenses	-	-	89,555	89,555
Total Assets	\$ 390,000	\$ 58,015	\$ 1,969,932	\$ 2,417,947
LIABILITIES				
Unearned Revenue	\$ -	\$ 4,183	\$ 109,584	\$ 113,767
Due to Other Funds	390,000	-	-	390,000
Total Liabilities	390,000	4,183	109,584	503,767
FUND BALANCE				
Reserved	-	53,832	1,860,348	1,914,180
Total Fund Balance	-	53,832	1,860,348	1,914,180
Total Liabilities and Fund Balance	\$ 390,000	\$ 58,015	\$ 1,969,932	\$ 2,417,947

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances - Modified Accrual Basis
Special Revenue Funds
For the Year Ended June 30, 2020

	Restricted Purposes Fund	Audit Fund	Liability, Protection, and Settlement Fund	Total
Revenues				
Local Sources	\$ -	\$ 30,623	\$ 776,523	\$ 807,146
State Sources	169,093	-	-	169,093
Federal Sources	3,760,916	-	-	3,760,916
Other Revenue	-	-	-	-
On-Behalf Payments	5,788,534	-	-	5,788,534
Total Revenues	<u>9,718,543</u>	<u>30,623</u>	<u>776,523</u>	<u>10,525,689</u>
Expenditures				
Instruction	258,566	-	-	258,566
Academic Support	74,511	-	-	74,511
Student Services	424,171	-	-	424,171
Public Service	342,561	-	-	342,561
Auxiliary Services	-	-	-	-
Operations and Maintenance of Plant	-	-	-	-
Institutional Support	-	35,451	606,401	641,852
Scholarships and Grants	2,830,200	-	-	2,830,200
On-Behalf Payments	5,788,534	-	-	5,788,534
Total Expenditures	<u>9,718,543</u>	<u>35,451</u>	<u>606,401</u>	<u>10,360,395</u>
Revenue Over (Under) Expenditures	-	(4,828)	170,122	165,294
Other Financing Sources (Uses)				
Operating Transfers (Net)	-	-	-	-
Revenue and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-	(4,828)	170,122	165,294
Fund Balance, July 1, 2019	<u>-</u>	<u>58,660</u>	<u>1,690,226</u>	<u>1,748,886</u>
Fund Balance, June 30, 2020	<u>\$ -</u>	<u>\$ 53,832</u>	<u>\$ 1,860,348</u>	<u>\$ 1,914,180</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Combining Balance Sheet
Fiduciary Funds
June 30, 2020

	Non-Expendable Trust		
	<u>Working Cash Fund</u>	<u>Trust and Agency Fund</u>	<u>Total</u>
ASSETS			
Cash and Cash Equivalents	\$ 2,388,466	\$ 212,972	\$ 2,601,438
Investments	<u>2,641,712</u>	<u>-</u>	<u>2,641,712</u>
Total Assets	<u>\$ 5,030,178</u>	<u>\$ 212,972</u>	<u>\$ 5,243,150</u>
LIABILITIES			
Due to Student Groups	\$ -	\$ 212,972	\$ 212,972
FUND BALANCE			
Reserved	<u>5,030,178</u>	<u>-</u>	<u>5,030,178</u>
Total Liabilities and Fund Balance	<u>\$ 5,030,178</u>	<u>\$ 212,972</u>	<u>\$ 5,243,150</u>

SHA WNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Balance Sheet - Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types)
All Funds and Account Groups
June 30, 2020

	Education Fund		Operations and Maintenance Funds		Working Cash Fund	Trust and Agency Fund	Bond and Interest Fund	Audit Fund	Liability, Protection, and Settlement Fund	Account Groups		Total (Memorandum Only)
			Operational	Restricted						Auxiliary Enterprise Funds	Restricted Purposes Fund	
ASSETS												
Cash and Cash Equivalents	\$ 8,831,558	\$ 3,176,750	\$ 890,266	\$ 375,860	\$ 2,388,466	\$ 212,972	\$ 425,885	\$ 47,978	\$ 1,636,444	\$ -	\$ -	\$ 18,014,243
Investments	-	-	-	-	2,641,712	-	-	-	-	-	-	2,641,712
Receivables:												
Property Taxes	416,501	204,151	75,000	-	-	-	527,700	10,037	243,933	-	-	1,477,322
Replacement Taxes	52,766	22,614	-	-	-	-	-	-	-	-	-	75,380
Agency Tuition	88,483	-	-	-	-	-	-	-	-	-	-	88,483
Student Tuition and Fees, Net of Allowance	285,138	-	-	-	-	-	-	-	-	-	-	285,138
Governmental Grants and Contracts	294,755	19,732	-	-	-	-	-	-	-	-	-	676,423
Due from Other Funds	390,000	-	-	-	361,936	-	-	-	-	-	-	390,000
Prepaid Expenses	170,954	-	-	-	-	-	-	-	89,555	-	-	260,509
Inventory	-	-	-	296,282	-	-	-	-	-	-	-	296,282
Property and Equipment at Cost, Net	-	-	-	3,939	-	-	-	-	-	22,073,887	-	22,077,826
Amount Available to Retire Debt	-	-	-	-	-	-	-	-	-	715,185	-	715,185
Amount to be Provided to Retire Debt	-	-	-	-	-	-	-	-	-	4,084,815	-	4,084,815
Total Assets	\$ 10,530,155	\$ 3,423,247	\$ 965,266	\$ 676,081	\$ 5,030,178	\$ 212,972	\$ 953,585	\$ 58,015	\$ 1,969,932	\$ 22,073,887	\$ 4,800,000	\$ 51,083,318
LIABILITIES												
Accounts Payable	\$ 1,411,837	\$ -	\$ -	\$ 3,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,597
Accrued Liabilities	418,945	-	-	-	-	-	13,057	-	-	-	-	432,002
Due to Other Funds	-	-	-	-	390,000	-	-	-	-	-	-	390,000
Unearned Revenue	628,526	83,664	34,177	8,896	-	-	225,343	4,183	109,584	-	-	1,094,373
Due to Student Groups	-	-	-	922	-	212,972	-	-	-	-	-	213,894
Note Payable	1,548,298	-	-	-	-	-	-	-	-	-	-	1,548,298
Bonds Payable	-	-	-	-	-	-	-	-	-	4,800,000	-	4,800,000
Total Liabilities	4,007,606	83,664	34,177	13,578	390,000	212,972	238,400	4,183	109,584	4,800,000	-	9,894,164
COLLEGE EQUITY												
Investment in General Fixed Assets	-	-	-	-	-	-	-	-	-	22,073,887	-	22,073,887
Fund Balance:												
Reserved	-	-	931,089	-	5,030,178	-	715,185	53,832	1,860,348	-	-	8,590,632
Unreserved, Designated	817,937	-	-	-	-	-	-	-	-	-	-	817,937
Unreserved, Undesignated	5,704,612	3,339,583	-	-	-	-	-	-	-	-	-	9,044,195
Retained Earnings (Accumulated Deficit)	-	-	-	662,503	-	-	-	-	-	-	-	662,503
Total College Equity (Deficit)	6,522,549	3,339,583	931,089	662,503	5,030,178	212,972	715,185	53,832	1,860,348	22,073,887	-	41,189,154
Total Liabilities and College Equity	\$ 10,530,155	\$ 3,423,247	\$ 965,266	\$ 676,081	\$ 5,030,178	\$ 212,972	\$ 953,585	\$ 58,015	\$ 1,969,932	\$ 22,073,887	\$ 4,800,000	\$ 51,083,318

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Statement of Revenues, Expenditures, and Changes in College Equity -
Modified Accrual Basis (Governmental Fund Types)
and GAAP Basis (Proprietary and Fiduciary Fund Types)
All Funds
For the Year Ended June 30, 2020

	Operations and Maintenance Funds		Auxiliary Enterprise Funds	Restricted Purposes Fund	Working Cash Fund	Bond and Interest Fund	Audit Fund	Liability, Protection, and Settlement Fund	Total (Memorandum Only)
	Operational	Restricted							
Revenues									
Local Sources	\$ 1,591,563	\$ 250,633	\$ -	\$ -	\$ -	\$ 1,735,831	\$ 30,623	\$ 776,523	\$ 5,148,624
State Sources	4,077,322	-	-	169,093	-	-	-	-	4,615,619
Federal Sources	-	-	-	3,760,916	-	-	-	-	3,760,916
Tuition and Fees	4,451,240	-	-	-	-	-	-	-	4,451,240
Facilities	-	41,153	-	-	-	-	-	-	41,153
Investment Income	184,110	-	-	-	103,953	-	-	-	288,063
Other Revenue	274,733	-	386,346	-	-	-	-	-	661,079
On-Behalf Payments	-	-	-	5,788,534	-	-	-	-	5,788,534
Total Revenues	10,578,968	250,633	386,346	9,718,543	103,953	1,735,831	30,623	776,523	24,755,228
Expenditures									
Instruction	5,110,292	-	-	258,566	-	-	-	-	5,368,858
Academic Support	321,646	-	-	74,511	-	-	-	-	396,157
Student Services	1,041,525	-	-	424,171	-	-	-	-	1,465,696
Public Service	93,194	-	-	342,561	-	-	-	-	435,755
Auxiliary Services	-	-	891,137	-	-	-	-	-	891,137
Operation and Maintenance of Plant	2,654,217	115,129	-	-	-	-	-	-	2,769,346
Institutional Support	2,493,250	909	-	-	-	-	35,451	606,401	3,136,011
Scholarships and Grants	1,800,987	-	-	2,830,200	-	-	-	-	4,631,187
Principal	-	-	-	-	-	1,200,000	-	-	1,200,000
Interest	-	-	-	-	-	573,510	-	-	573,510
Depreciation	-	-	1,931	-	-	-	-	-	1,931
On-Behalf Payments	-	-	-	5,788,534	-	-	-	-	5,788,534
Total Expenditures	10,860,894	115,129	893,068	9,718,543	-	1,773,510	35,451	606,401	26,658,122
Revenue Over (Under) Expenditures	(281,926)	135,504	(506,722)	-	103,953	(37,679)	(4,828)	170,122	(1,902,894)
Other Financing Sources (Uses)									
Operating Transfers, Net	(1,261,494)	-	383,880	-	(103,953)	-	-	-	-
Total Other Financing Sources (Uses)	(1,261,494)	-	383,880	-	(103,953)	-	-	-	-
Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	(1,543,420)	135,504	(122,842)	-	-	(37,679)	(4,828)	170,122	(1,902,894)
College Equity, Beginning of Year	8,065,969	3,839,334	785,345	-	5,030,178	752,864	58,660	1,690,226	21,018,161
College Equity, End of Year	\$ 6,522,549	\$ 3,339,583	\$ 662,503	\$ -	\$ 5,030,178	\$ 715,185	\$ 53,832	\$ 1,860,348	\$ 19,115,267

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Reconciliations to the Basic Financial Statements

Reconciliation of the Balance Sheet -
Modified Accrual Basis (Governmental Fund Types and Account Groups)
and GAAP Basis (Proprietary and Fiduciary Fund Types) to the Statement of Net Position
June 30, 2020

College Equity	\$ 41,189,154
Reconciling Items:	
Reclassification of Long Term Debt	(4,800,000)
Accrual of Interest on Long-Term Debt	(15,833)
Recognition of Other Postemployment Benefit Liability	(6,703,834)
Recognition of Summer Tuition Revenues and Scholarship Expenses	123,458
Deferred Outflows of Resources - Other Postemployment Benefits	202,867
Deferred Inflows of Resources - Other Postemployment Benefits	(1,186,655)
Deferred Outflows of Resources - Retirement Plan Contributions	<u>62,333</u>
Net Position	<u>\$ 28,871,490</u>

Reconciliation of the Statement of Revenues, Expenditures, and Changes in College Equity -
Modified Accrual Basis (Governmental Fund Types) and GAAP Basis (Proprietary Fund Types)
to the Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended June 30, 2020

Change in College Equity	\$ (1,902,894)
Reconciling Items:	
General Obligation Debt Retired	1,200,000
Record Depreciation on the Capital Assets	(960,416)
Remove Capital Expenditures Related to Capital Assets	1,625,623
Change in Recognition of Summer Tuition Revenues and Scholarship Expenses	124,414
Change in Deferred Outflows - Other Postemployment Benefits	74,088
Change in Deferred Inflows - Other Postemployment Benefits	(223,600)
Change in Net Other Postemployment Benefits Liability	(109,863)
Accrual of Interest on Long-Term Debt	343,051
Change in Deferred Outflows - Retirement Plan Contributions	<u>6,807</u>
Change in Net Position	<u>\$ 177,210</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Assessed Valuations, Tax Rates, Extensions, and Collections
June 30, 2020

	<u>2018 Levy</u>	<u>2017 Levy</u>	<u>2016 Levy</u>	<u>2015 Levy</u>
District Valuations	\$ 635,983,048	\$ 624,533,755	\$ 603,076,562	\$ 587,294,095
Tax Rates (Per \$100 Assessed Valuations)				
Education	0.20000	0.20000	0.20000	0.20000
Building	0.10000	0.10000	0.10000	0.10000
Liability Insurance	0.10711	0.11142	0.12031	0.12210
Social Security	0.01860	0.01956	0.02120	0.02170
Audit	0.00500	0.00500	0.00500	0.00500
Health and Safety	0.04132	0.04077	0.04192	0.04310
Bond and Interest	0.28356	0.26934	0.28445	0.29440
TOTAL	<u>0.75559</u>	<u>0.74609</u>	<u>0.77288</u>	<u>0.78630</u>
Tax Extensions				
Education	\$ 1,271,966	\$ 1,249,068	\$ 1,206,153	\$ 1,174,588
Building	635,983	624,534	603,077	587,294
Liability Insurance	681,201	695,856	725,561	717,086
Social Security	118,293	122,159	127,852	127,443
Audit	31,799	31,227	30,154	29,365
Health and Safety	262,788	254,604	252,810	253,124
Bond and Interest	1,803,394	1,682,119	1,715,451	1,728,994
	<u>\$ 4,805,424</u>	<u>\$ 4,659,565</u>	<u>\$ 4,661,058</u>	<u>\$ 4,617,893</u>
Collections				
Education	\$ 1,276,325	\$ 1,262,663	\$ 1,240,460	\$ 1,234,935
Building	632,989	621,662	603,999	602,761
Liability Insurance	684,476	701,317	734,025	729,682
Social Security	118,293	122,159	127,852	129,681
Audit	31,739	31,121	30,405	30,556
Health and Safety	263,860	256,522	255,059	257,570
Bond and Interest	1,810,764	1,691,263	1,730,563	1,759,972
	<u>\$ 4,818,445</u>	<u>\$ 4,686,707</u>	<u>\$ 4,722,363</u>	<u>\$ 4,745,157</u>
Percent of Extension Collected	<u>100.27%</u>	<u>100.58%</u>	<u>101.32%</u>	<u>102.76%</u>

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Schedule of Legal Debt Margin
 June 30, 2020

Assessed Valuations - 2019 Levy***	<u>\$ 649,341,448</u>
Debt Limit, 2.875 Percent of Assessed Valuation (50 ILCS 405/1)	<u>\$ 18,668,567</u>
Indebtedness:	
General Obligation Community College Bonds	4,800,000
Note Payable	<u>1,548,298</u>
Total Indebtedness	<u>6,348,298</u>
Legal Debt Margin	<u>\$ 12,320,269</u>

*** - Most Current Assessed Valuation Available

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Student Enrollment and Full-Time Equivalency
At Tenth Day
For the Year Ended June 30, 2020
(Unaudited)

School Quarter	Student	Full-Time
	<u>Enrollment</u>	<u>Equivalency</u>
		<u>Semester</u>
Summer 2019	575	204
Fall 2019	1,089	851
Spring 2020	<u>1,272</u>	<u>879</u>
Semester Average (Exclusive of Summer School)	<u><u>1,181</u></u>	<u><u>865</u></u>

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 All Funds Summary - Modified Accrual Basis
 Uniform Financial Statement No. 1
 For the Year Ended June 30, 2020

	Education Fund	Operations and Maintenance Fund	Operations and Maintenance Fund (Restricted)	Bond and Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability, Protection, and Settlement Fund	Total
Fund Balance, July 1, 2019	\$ 8,065,969	\$ 3,839,334	\$ 795,585	\$ 752,864	\$ 783,345	\$ -	\$ 5,030,178	\$ 58,660	\$ 1,690,226	\$ 21,018,161
Revenues:										
Local Tax Revenue	1,221,507	604,856	250,633	1,735,831	-	-	-	30,623	776,523	4,619,973
All Other Local Revenue	370,056	158,595	-	-	-	-	-	-	-	528,651
Chargeback Revenue	1,679	-	-	-	-	-	-	-	-	1,679
ICCB Grants	4,077,322	369,204	-	-	-	165,740	-	-	-	4,612,266
All Other State Revenue (Including SURS On-Behalf)	-	-	-	-	-	5,791,887	-	-	-	5,791,887
Federal Revenue	-	-	-	-	-	3,760,916	-	-	-	3,760,916
Student Tuition and Fees	4,451,240	-	-	-	-	-	-	-	-	4,451,240
All Other Revenue	457,164	41,153	-	-	386,346	-	103,953	-	-	988,616
Total Revenues	10,578,968	1,173,808	250,633	1,735,831	386,346	9,718,543	103,953	30,623	776,523	24,755,228
Expenditures:										
Instruction	5,110,292	-	-	-	-	3,708,101	-	-	-	8,818,393
Academic Support	321,646	-	-	-	-	222,489	-	-	-	544,135
Student Services	1,041,525	-	-	-	-	1,215,091	-	-	-	2,256,616
Public Service/Continuing Education	93,194	-	-	-	-	544,401	-	-	-	637,595
Organized Research	-	-	-	-	-	-	-	-	-	-
Auxiliary Services	-	-	-	-	893,068	154,320	-	-	-	1,047,388
Operations and Maintenance	-	2,654,217	115,129	-	-	131,351	-	-	-	2,900,697
Institutional Support	2,493,250	909	-	1,773,510	-	891,318	-	35,451	606,401	5,800,839
Scholarships, Student Grants, and Waivers	1,890,987	-	-	-	-	2,851,472	-	-	-	4,652,459
Total Expenditures	10,860,894	2,655,126	115,129	1,773,510	893,068	9,718,543	-	35,451	606,401	26,658,122
Net Transfers	(1,261,494)	981,567	-	-	383,880	-	(103,953)	-	-	-
Fund Balance, June 30, 2020	\$ 6,522,549	\$ 3,339,583	\$ 931,089	\$ 715,185	\$ 662,503	\$ -	\$ 5,030,178	\$ 53,832	\$ 1,860,348	\$ 19,115,267

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Summary of Fixed Assets and Debt
Uniform Financial Statement No. 2
For the Year Ended June 30, 2020

	Capital Assets / Long Term Debt			
	July 1, 2019	Additions	Deletions	June 30, 2020
Fixed Assets:				
Land	\$ 89,166	\$ -	\$ -	\$ 89,166
Land Improvements	190,732	22,046	-	212,778
Buildings, Additions, and Improvements	30,125,648	-	(22,678)	30,102,970
Equipment	3,546,019	206,517	(45,870)	3,706,666
Other Fixed Assets	-	1,419,559	-	1,419,559
Accumulated Depreciation	(12,537,970)	(962,347)	47,004	(13,453,313)
Net Fixed Assets	<u>\$ 21,413,595</u>	<u>\$ 685,775</u>	<u>\$ (21,544)</u>	<u>\$ 22,077,826</u>
Fixed Debt:				
Bonds	\$ 6,000,000	\$ -	\$ (1,200,000)	\$ 4,800,000
Net Other Postemployment Benefit Liability	6,593,971	141,727	(31,864)	6,703,834
Note Payable	-	1,548,298	-	1,548,298
Total Fixed Liabilities	<u>\$ 12,593,971</u>	<u>\$ 1,690,025</u>	<u>\$ (1,231,864)</u>	<u>\$ 13,052,132</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Operating Funds Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 3
For the Year Ended June 30, 2020

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
Operating Revenues by Source:			
<i>Local Government Revenue</i>			
Local Taxes	\$ 1,221,507	\$ 604,856	\$ 1,826,363
Corporate Personal Property Replacement Tax	370,056	158,595	528,651
Chargeback Revenue	1,679	-	1,679
Total Local Government	<u>1,593,242</u>	<u>763,451</u>	<u>2,356,693</u>
<i>State Government</i>			
ICCB Base Operating Grant	972,512	369,204	1,341,716
ICCB Equalization Grant	2,984,560	-	2,984,560
ICCB Career & Technical Education	120,250	-	120,250
Total State Government	<u>4,077,322</u>	<u>369,204</u>	<u>4,446,526</u>
<i>Federal Government</i>			
Department of Education	-	-	-
Total Federal Government	<u>-</u>	<u>-</u>	<u>-</u>
<i>Student Tuition and Fees</i>			
Tuition	3,796,910	-	3,796,910
Fees	654,330	-	654,330
Total Student Tuition and Fees	<u>4,451,240</u>	<u>-</u>	<u>4,451,240</u>
<i>Other Sources</i>			
Sales and Service Fees	4,410	-	4,410
Facilities Revenue	-	41,153	41,153
Investment Revenue	184,110	-	184,110
Bond Proceeds	-	-	-
Other	268,644	-	268,644
Total Other Sources	<u>457,164</u>	<u>41,153</u>	<u>498,317</u>
Total Operating Revenues	10,578,968	1,173,808	11,752,776
<i>Less: Non-Operating Items</i>			
Tuition Chargeback Revenue	(1,679)	-	(1,679)
Adjusted Operating Revenue	<u>\$ 10,577,289</u>	<u>\$ 1,173,808</u>	<u>\$ 11,751,097</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Operating Funds Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 3
For the Year Ended June 30, 2020

	Education Fund	Operations and Maintenance Fund	Total Operating Funds
Operating Expenditures by Program:			
Instruction	\$ 5,110,292	\$ -	\$ 5,110,292
Academic Support	321,646	-	321,646
Student Services	1,041,525	-	1,041,525
Public Service/Continuing Education	93,194	-	93,194
Operations and Maintenance	-	2,654,217	2,654,217
Institutional Support	2,493,250	909	2,494,159
Scholarships, Grants, and Waivers	1,800,987	-	1,800,987
Transfers	1,261,494	-	1,261,494
Total Operating Expenditures by Program	12,122,388	2,655,126	14,777,514
Less: Non-Operating Items			
Transfers	(1,261,494)	-	(1,261,494)
Tuition Chargeback	-	-	-
Adjusted Operating Expenditures by Program	\$ 10,860,894	\$ 2,655,126	\$ 13,516,020
Operating Expenditures by Object:			
Salaries	\$ 6,637,284	\$ 173,671	\$ 6,810,955
Employee Benefits	620,548	18,738	639,286
Contractual Services	742,939	509,741	1,252,680
General Materials and Supplies	489,019	43,418	532,437
<i>Library Materials *</i>	33,568	-	33,568
Conference and Meeting Expenses	72,944	-	72,944
Fixed Charges	128,020	-	128,020
Utilities	52,145	549,910	602,055
Capital Outlay	189,976	1,357,723	1,547,699
Other	1,928,019	1,925	1,929,944
Transfers	1,261,494	-	1,261,494
Total Operating Expenditures by Object	12,122,388	2,655,126	14,777,514
Less: Non-Operating Items			
Transfers	(1,261,494)	-	(1,261,494)
Tuition Chargeback	-	-	-
Adjusted Operating Expenditures by Object	\$ 10,860,894	\$ 2,655,126	\$ 13,516,020

* Per ICCB reporting requirements, this line is presented as a memo only figures and is not added into the total expenditures amount.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Restricted Purposes Fund Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 4
For the Year Ended June 30, 2020

	<u>Restricted Purposes Fund</u>
Revenue by Source:	
<i>State Government</i>	
ICCB - Adult Education	\$ 163,887
ICCB - Other	1,853
Illinois Department of Commerce and Economic Opportunity	-
Illinois Board of Higher Education	230
SURS - On Behalf	5,788,534
Other State Government	<u>3,123</u>
Total State Government	<u>5,957,627</u>
 <i>Federal Government</i>	
Department of Education	3,494,875
ICCB - Adult Education	94,449
ICCB - Carl Perkins	77,867
ICCB - Other Grants	-
National Science Foundation	-
Department of Health and Human Services	-
Department of Labor	-
Department of Commerce and Economic Opportunity	93,725
Other Federal Sources	<u>-</u>
Total Federal Government	<u>3,760,916</u>
 <i>All Other Revenues</i>	
	<u>-</u>
 Total Restricted Purposes Fund Revenues	 <u><u>\$ 9,718,543</u></u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Restricted Purposes Fund Revenues and Expenditures - Modified Accrual Basis
Uniform Financial Statement No. 4
For the Year Ended June 30, 2020

	Restricted Purposes Fund
Expenditures by Program:	
Instruction	\$ 3,708,331
Academic Support	239,128
Student Services	1,209,842
Public Service/Continuing Education	532,781
Auxiliary Services	154,320
Operations and Maintenance	131,351
Institutional Support	891,318
Scholarships, Grants, and Waivers	2,851,472
Total Restricted Purposes Fund Expenditures by Program	\$ 9,718,543
Expenditures by Object:	
Salaries	\$ 638,526
Employee Benefits (Including SURS On-Behalf)	5,933,724
Contractual Services	49,186
General Materials and Supplies	116,911
Travel and Conference/Meeting Expenses	34,869
Utilities	18,272
Capital Outlay	54,469
Other	2,872,586
<i>Scholarships, Grants, and Waivers *</i>	2,851,472
Total Restricted Purposes Fund Expenditures by Object	\$ 9,718,543

* Per ICCB reporting requirements, this line is presented as a memo only figures and is not added into the total expenditures amount.

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Current Funds* Expenditures by Activity - Modified Accrual Basis
 Uniform Financial Statement No. 5
 For the Year Ended June 30, 2020

Instruction:	
Instructional Programs	\$ <u>8,818,393</u>
Academic Support:	
Library Center	130,842
Academic Computing Support	73,663
Academic Administration and Planning	175,013
Other	<u>164,617</u>
Total Academic Support	<u>544,135</u>
Student Services Support:	
Admissions and Records	44,243
Counseling and Career Services	776,029
Financial Aid Administration	197,495
Other	<u>1,238,849</u>
Total Student Services Support	<u>2,256,616</u>
Public Service/Continuing Education:	
Community Services	447,375
Other	<u>190,220</u>
Total Public Service/Continuing Education	<u>637,595</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Current Funds* Expenditures by Activity - Modified Accrual Basis
Uniform Financial Statement No. 5
For the Year Ended June 30, 2020

Auxiliary Services	<u>1,047,388</u>
Operations and Maintenance of Plant:	
Maintenance	1,782,957
Custodial Services	291,665
Grounds	24,650
Campus Security	5,035
Transportation	-
Utilities	549,910
Administration	-
Other	131,351
Total Operations and Maintenance of Plant	<u>2,785,568</u>
Institutional Support:	
Executive Management	336,460
Fiscal Operations	505,486
Community Relations	201,133
Board of Trustees	11,577
General Institutional	1,253,588
Institutional Research	71,706
Administrative Data Processing	756,061
Other	2,664,828
Total Institutional Support	<u>5,800,839</u>
Scholarships, Student Grants, and Waivers	<u>4,652,459</u>
Total Current Funds Expenditures	<u><u>\$ 26,542,993</u></u>

* Current funds include the Education; Operations and Maintenance; Auxiliary Enterprises; Restricted Purposes; Audit; Liability, Protection, and Settlement; and Bond and Interest Funds

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Certificate of Chargeback Reimbursement
For the Year Ended June 30, 2020

All Fiscal Year 2020 Non-Capital Audited Operating Expenditures
from the Following Funds:

Education	\$ 10,670,918
Operations and Maintenance Fund	1,297,403
Bond and Interest Fund	-
Restricted Purposes Fund	3,875,540
Audit Fund	35,451
Liability, Protection and Settlement Fund	606,401
Auxiliary Enterprise Fund (subsidy fund)	383,880
Total Non-Capital Expenditures	16,869,593

Depreciation on Capital Outlay Expenditures from Sources
Other than State and Federal Funds
Total Costs Included

781,223
\$ 17,650,816

Total Certified Semester Credit Hours for Fiscal Year 2020

26,530

Per Capita Cost

\$ 665.32

All Fiscal Year 2020 State and Federal Operating Grants
for Non-Capital Expenditures, Except ICCB Grants

\$ 3,764,269

Fiscal Year 2020 State and Federal Grants Per Semester Credit Hour

141.89

District's Average ICCB Grant Rate for Fiscal Year 2021

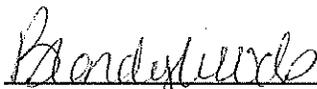
42.85

District's Student Tuition and Fee Rate Per Semester
Credit Hour for Fiscal Year 2021

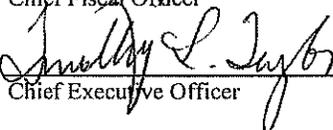
140.00

Chargeback Reimbursement Per Semester Credit Hour

\$ 340.58

Approved: 
Chief Fiscal Officer

Date: 02/24/21

Approved: 
Chief Executive Officer

Date: 02/24/21

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH STATE
REQUIREMENTS FOR ADULT EDUCATION AND
FAMILY LITERACY GRANT

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on the Financial Statements

We have audited the accompanying balance sheet of the Adult Education and Family Literacy Grant of Shawnee Community College, Community College District #531 (the College) as of June 30, 2020, and the related statement of revenues, expenditures, and changes in fund balance for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements and Compliance

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and the financial reporting provisions of the Illinois Community College Board (ICCB). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. Management is also responsible for compliance with the requirements of the ICCB.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the grant policy guidelines of the ICCB's *Fiscal Management Manual*. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.



An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our audit also included a review of compliance with the provisions of laws, regulations, contracts, and grants between the College and the State of Illinois and the ICCB.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Adult Education and Family Literacy grant of the College at June 30, 2020, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Information

The accompanying balance sheet and statement of revenue and expenditures were prepared for the purpose of complying with the terms of the ICCB Grant and are not intended to be a complete presentation of the College's revenue and expenditures in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic grant program financial statements taken as a whole. The supplementary ICCB compliance schedule for the Adult Education and Family Literacy Grant (Schedule 25) is presented for purposes of additional analysis as required by the ICCB and is not a required part of the basic grant program financial statements. This schedule is the responsibility of the College's management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic grant program financial statements. This schedule has been subjected to the auditing procedures applied in the audit of the basic grant program financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic grant program financial statements taken as a whole.

Report on Compliance

In connection with our audit, nothing came to our attention that caused us to believe that the College failed to comply with the terms, covenants, provisions, or conditions of the Adult Education and Family Literacy grant as presented in the policy guidelines of the ICCB's *Fiscal Management Manual*, insofar as they relate to accounting matters.

However, our audit was not directed toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures; other matters may have come to our attention regarding the College's noncompliance.

Martin Hood LLC

Champaign, Illinois

February 22, 2021

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 State Adult Education Restricted Funds
 (State Basic and Performance)
 Balance Sheet
 June 30, 2020

ASSETS

	State Basic	Performance	Total
Cash	\$ -	\$ -	\$ -
Accounts Receivable	-	-	-
Total Assets	\$ -	\$ -	\$ -

LIABILITIES AND FUND BALANCE

Accounts Payable	\$ -	\$ -	\$ -
Due to Other Funds	-	-	-
Total Liabilities	-	-	-
Fund Balance	-	-	-
Total Liabilities and Fund Balance	\$ -	\$ -	\$ -

See Accompanying Notes on Page 77

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
State Adult Education Restricted Funds
(State Basic and Performance)
Statement of Revenues, Expenditures, and
Changes in Fund Balance
For the Year Ended June 30, 2020

	State Basic	Performance	Total
Revenues			
ICCB Grant	\$ 112,820	\$ 51,067	\$ 163,887
Expenditures			
Instructional Student Services:			
Instruction	106,483	33,935	140,418
Social Work Services	-	-	-
Guidance Services	-	-	-
Assistive and Adaptive Equipment	-	-	-
Assessment and Testing	3,593	8,665	12,258
Student Transportation Services	-	-	-
Literacy Services	-	-	-
Total Instructional Student Services	<u>110,076</u>	<u>42,600</u>	<u>152,676</u>
Program Support:			
Improvement of Instructional Services	2,744	8,467	11,211
General Administration	-	-	-
Operation and Maintenance of Plant	-	-	-
Data and Information Services	-	-	-
Approved Indirect Costs	-	-	-
Total Program Support	<u>2,744</u>	<u>8,467</u>	<u>11,211</u>
Total Expenditures	<u>112,820</u>	<u>51,067</u>	<u>163,887</u>
Excess of Revenue Over Expenditures	-	-	-
Fund Balance, July 01, 2019	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, June 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Accompanying Notes on Page 77

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 ICCB Compliance Statement for the
 Adult Education and Family Literacy Grant
 Expenditure Amounts and Percentages for
 ICCB Grant Funds Only
 For the Year Ended June 30, 2020

	<u>Audited Expenditure (Dollars)</u>	<u>Actual Expenditure (Percentage)</u>
State Basic		
Instruction (45 Percent Minimum Required)*	\$ 106,483	94.38%
General Administration (15 Percent Maximum Allowed)	-	0.00%

* This requirement was waived by ICCB for Fiscal Year 2020

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to the ICCB Grant Financial Statements
June 30, 2020

The Adult Education and Family Literacy Grant Program was established as a special revenue sub-fund of Shawnee Community College, Community College District #531 (the College) to account for revenues and expenditures of the respective program. This program is administered by the Illinois Community College Board (ICCB). The following is a summary of the significant accounting policies followed by the College in respect to this fund.

Basis of Accounting

The statements have been prepared on the accrual basis of accounting. Expenditures include all accounts payable representing liabilities for goods and services actually received as of June 30, 2020. Funds obligated for goods prior to June 30 for which the goods are received prior to August 31 are recorded as encumbrances. Unexpended funds are reflected as a reduction to fund balance and a liability due to the ICCB by October 15.

Budgets and Budgetary Accounting

Each year the College prepares a budget for the grant. The budget is prepared on the same basis of accounting as the records are maintained.

Capital Outlay

Capital outlay is charged to expenditure in the period which it is purchased instead of being recognized as an asset and depreciated over its useful life. As a result, the expenditures reflected in the statements include the cost of capital outlay purchased during the year rather than a provision for depreciation.

Certain capital outlay expenditures are accumulated in the General Fixed Assets Account Group of the College, for reporting specific to ICCB and in capital assets for external financial reporting on the statement of net position.

Grant Extension

All state funded ICCB grants for Fiscal Year 2020 were extended until June 30, 2021 in response to the coronavirus pandemic.

INDEPENDENT AUDITOR'S REPORT ON THE SCHEDULE OF ENROLLMENT DATA AND OTHER BASES UPON WHICH CLAIMS ARE FILED

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed

We have audited the Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed of Shawnee Community College, Community College District #531 (the College) for the year ended June 30, 2020.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the financial reporting provisions of the Illinois Community College Board. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement, which is free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the guidelines of the Illinois Community College Board's *Fiscal Management Manual*, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the accompanying Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed of the College for the year ended June 30, 2020 is fairly presented in accordance with the aforementioned guidelines.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statement noted above. The information on Schedules 27 through 31 is presented for purposes of additional analysis as required by the Illinois Community College Board and is not a required part of the financial statement. These schedules are the responsibility of the College's management and were derived from and related directly to the underlying accounting and other records used to prepare the financial statement. These schedules have been subjected to the auditing procedures applied in the audit of the financial statement and, in our opinion, are fairly stated, in all material respects, in relation to the financial statement taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated February 22, 2021, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.



Champaign, Illinois
February 22, 2021

SHAWNEE COMMUNITY COLLEGE
 COMMUNITY COLLEGE DISTRICT #531
 Schedule of Enrollment Data and Other Bases
 Upon Which Claims are Filed
 For the Year Ended June 30, 2020

Categories	Total Reimbursable Semester Credit Hours by Term							
	Summer		Fall		Spring		Total	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Baccalaureate	1,911.0	-	6,991.0	-	7,515.0	-	16,417.0	-
Business Occupational	134.0	-	775.0	-	923.5	-	1,832.5	-
Technical Occupational	211.0	-	783.5	-	702.5	-	1,697.0	-
Health Occupational	705.5	100.0	1,445.5	188.5	1,540.5	150.0	3,691.5	438.5
Remedial/Developmental	139.0	-	763.0	-	454.0	-	1,356.0	-
Adult Basic/Secondary Education	397.0	-	425.0	1,320.0	714.0	834.0	1,536.0	2,154.0
TOTAL CREDIT HOURS CERTIFIED	3,497.5	100.0	11,183.0	1,508.5	11,849.5	984.0	26,530.0	2,592.5

Attending In-District 28,057.5

Attending Out-of-District on Chargeback -

Dual Credit 3,501.0

Dual Enrollment 2,205.5

Total 28,057.5

Reimbursable Semester Credit Hours (All Terms)

Reimbursable Semester Credit Hours (All Terms)

District 2018 Equalized Assessed Valuation

Categories	Total Reimbursable Semester Credit Hours by Term			
	Summer	Fall	Spring	Total
Baccalaureate	-	-	-	-
Business Occupational	-	-	-	-
Technical Occupational	-	-	-	-
Health Occupational	-	-	-	-
Remedial/Developmental	-	-	-	-
Adult Basic/Secondary Education	-	-	-	-
TOTAL CREDIT HOURS CERTIFIED	-	-	-	-

\$ 635,983,048

Matthew J. Juby
 Chief Executive Officer (CEO)

Brenda Swank
 Chief Financial Officer (CFO)

Signatures:

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
For the Year Ended June 30, 2020

Reconciliation of Total Semester Credit Hours

Categories	Total Unrestricted Credit Hours	Total Unrestricted Credit Hours Certified to the ICCB	Difference	Total Restricted Credit Hours	Total Restricted Credit Hours Certified to the ICCB	Difference
Baccalaureate	16,417.0	16,417.0	-	-	-	-
Business Occupational	1,832.5	1,832.5	-	-	-	-
Technical Occupational	1,697.0	1,697.0	-	-	-	-
Health Occupational	3,691.5	3,691.5	-	439	439	-
Remedial Developmental	1,356.0	1,356.0	-	-	-	-
Adult Basic / Secondary Education	1,536.0	1,536.0	-	2,154	2,154	-
Total Credit Hours Certified	<u>26,530.0</u>	<u>26,530.0</u>	<u>-</u>	<u>2,593</u>	<u>2,593</u>	<u>-</u>

Reconciliation of In-District/Chargeback and Cooperative/Contractual Agreement Credit Hours

Categories	Total Attending	Total Attending as Certified to the ICCB	Difference
In-District Residents	28,057.5	28,057.5	-
Out-of-District on Chargeback or Contractual Agreement	-	-	-
Total	<u>28,057.5</u>	<u>28,057.5</u>	<u>-</u>

Categories	Total Reimbursable	Total Reimbursable Certified to ICCB	Difference
Dual Credit	3,501.0	3,501.0	-
Dual Enrollment	2,205.5	2,205.5	-
Total	<u>5,706.5</u>	<u>5,706.5</u>	<u>-</u>

Reconciliation of Total Correctional Semester Credit Hours

Categories	Total Correctional Credit Hours	Total Correctional Credit Hours Certified to the ICCB	Difference
Baccalaureate	-	-	-
Business Occupational	-	-	-
Technical Occupational	-	-	-
Health Occupational	-	-	-
Remedial Developmental	-	-	-
Adult Basic/Secondary Education	-	-	-
Total Credit Hours Certified	<u>-</u>	<u>-</u>	<u>-</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Documentation of Residency Verification Steps
For the Year Ended June 30, 2020

The following procedures detail the process for verifying the residency status of the students of Shawnee Community College, Community College District #531:

In-District Student

Description: A student who has lived in Johnson, Alexander, Massac, Pulaski, or Union counties for at least 30 days prior to the beginning of the semester.

Residency Code: In-district

Acceptable Documentation: Includes driver's license, voter registration card, property tax statement, in-district high school transcript, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

Tuition Charge: Current in-district tuition charge

Student Employed Full-Time in the District

Description: An Illinois resident who lives outside the district but works at least 35 hours per week at a business or industry located in the district.

Residency Code: In-district

Acceptable Documentation: A signed letter from employer verifying that the student works at least 35 hours in the district.

Tuition Charge: Current in-district tuition charge

Out-of-District Student

Description: A student who has lived outside the district boundaries but within the state of Illinois for at least 30 days prior to the beginning of the semester.

Residency Code: Out-of-district

Acceptable Documentation: Includes driver's license, voter registration card, property tax statement, in-district high school transcript, utility or phone bill, automobile license registration, or statement from the student verifying his/her address. This statement must be verified by sending correspondence to the address.

Tuition Charge: Current out-of-district tuition charge

Chargeback Student

Description: A student who lives in Illinois outside the district boundaries but attends Shawnee Community College because his/her home Community College does not offer a specific degree/certificate program.

Residency Code: Out-of-district

Acceptable Documentation: A signed chargeback agreement from home community college. Documentation maintained by the Business Office.

Tuition Charge: Current in-district tuition charge

Reciprocal Agreement Student

Description: A student who lives in the district of a College participating in the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) and attends Shawnee Community College for the purpose of enrolling in a program or specific course not offered by the home community college. Since this is an agreement made among these colleges, a chargeback request is not required.

Residency Code: Out-of-district

Acceptable Documentation: A letter of reciprocity from the home community college. Documentation maintained by the Business Office.

Tuition Charge: Current in-district tuition charge

Out-of-State Student

Description: A student who lives outside the state of Illinois.

Residency Code: Out-of-state

Acceptable Documentation: None is required.

Tuition Charge: Current out-of-state tuition charge

International Student

Description: A student who lives outside of the United States.

Residency Code: Out-of-country

Acceptable Documentation: None, other than the typical international student admission paperwork which is completed with the Dean of Student Services or Registrar.

Tuition Charge: Current foreign student tuition charge

International Athlete

Description: A student who lives outside of the United States but attends Shawnee Community College for the purpose of playing collegiate sports.

Residency Code: Out-of-country

Acceptable Documentation: None, other than the typical international student admission paperwork which is completed with the Dean of Student Services or Registrar.

Tuition Charge: Current foreign student tuition charge

International Student with U.S. In-District Sponsor

Description: A student whose permanent residence is outside of the United States but who lives with and is financially sponsored by a resident within the college district.

Residency Code: Out-of-country

Acceptable Documentation: None, other than the typical international student admission paperwork which is completed with the Dean of Student Services or Registrar.

Tuition Charge: Current foreign student tuition charge

Returned Mail

When mail is returned to the College in which the post office has provided a label indicating the forwarding address is out-of-district or out-of-state, the College will correct the address in the computer system.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Background Information on State Grant Activity
For the Year Ended June 30, 2020

Unrestricted Grants

Base Operating Grants – General operating funds provided to colleges based upon credit enrollment.

Equalization Grants – Grants provided to institutions with less than the statewide average local tax dollars available per full-time equivalent student.

Statewide Initiatives

Other Grants – These other grants are additional contractual grants provided for special or specific system-related initiatives. These grants are supported by signed contracts between the College and the State of Illinois. A description of the grants supported by grant agreements may be found in the appendix of the grant agreement governing these grants.

Restricted Adult Education Grants/State

State Basic – Grant awarded to Adult Education and Family Literacy providers to establish special classes for the instruction of persons of age 21 and over or persons under the age of 21 and not otherwise in attendance in public school for the purpose of providing adults in the community, and other instruction as may be necessary to increase their qualifications for employment or other means of self-support and their ability to meet their responsibilities as citizens including courses of instruction regularly accepted for graduation from elementary or high schools and for Americanization and General Education Development Review classes. Included in this grant are funds for support services, such as student transportation and childcare facilities or provision.

Performance – Grant awarded to Adult Education and Family Literacy providers based on performance outcomes.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Findings and Questioned Costs – ICCB Grant Compliance
For the Year Ended June 30, 2020

Findings – ICCB Grant Compliance

No findings noted in the current fiscal year.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Prior Audit Findings – ICCB Grant Compliance
For the Year Ended June 30, 2020

Findings – ICCB Grant Compliance

No findings noted in the prior fiscal year.

SHAWNEE COMMUNITY COLLEGE
 Illinois Grant Accountability and Transparency - Consolidated Year-End Financial Report
 For the Year Ended June 30, 2020

CSFA Number	Program Name	State Funding	Federal Funding	Other Funding	Total
420-35-0083	Small Business Development Centers	\$ -	\$ 93,725	\$ -	\$ 93,725
497-00-1177	Veterans Scratch-Off Lottery Ticket Program	1,853	-	-	1,853
684-00-0465	Career and Technical Education - Basic Grants to States	-	66,033	-	66,033
684-00-0816	Small College Grants	49,251	-	-	49,251
684-00-0820	Career and Technical Education Formula Grants	131,139	-	-	131,139
684-00-0825	Base Operating Grants	1,011,323	-	-	1,011,323
684-00-0826	Equalization Grants	3,254,814	-	-	3,254,814
684-00-2333	Transitional Instruction Math and English Pilot Grant	230	-	-	230
684-01-1625	Adult Education - Basic Grants to States - Federal and State Funding Combined	162,727	94,035	-	256,762
	Other Grant Programs and Activities	-	3,507,123	-	3,507,123
	All Other Costs Not Allocated	-	-	13,608,381	13,608,381
Total		<u>\$ 4,611,337</u>	<u>\$ 3,760,916</u>	<u>\$ 13,608,381</u>	<u>\$ 21,980,634</u>

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

Federal Grantor/State Pass-Through Grantor/Program Title/Grant Name	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	Provided to Subrecipients
Department of Education				
<i>Direct</i>				
<i>Student Financial Aid Cluster</i>				
Pell Grant Program	84.063		\$ 2,577,480	\$ -
Federal Work Study	84.033		29,466	-
Federal Supplemental Educational Opportunity Grant (FSEOG)	84.007		26,617	-
Total Student Financial Aid Cluster			* 2,633,563	-
<i>Trio Cluster</i>				
Trio Student Support Services	84.042A		332,345	-
Trio Talent Search Program	84.044A		260,456	-
Total Trio Cluster			592,801	-
<i>Other Direct Programs</i>				
COVID-19 Higher Education Emergency Relief Fund - Institutional Portion	84.425E		* 74,511	-
COVID-19 Higher Education Emergency Relief Fund - Student Portion	84.425F		* 194,000	-
Total Other Direct Programs			268,511	-
<i>Passed through the Illinois Community College Board (ICCB)</i>				
Career and Technical Education - Basic Grants to States	84.048	CTE-50620	77,867	-
Adult Education - Basic Grants to States	84.002	5310120	94,449	-
Total Passed through ICCB			172,316	-
Total Department of Education			3,667,191	-
U.S. Small Business Administration				
<i>Passed through the Illinois Department of Commerce and Economic Opportunity:</i>				
Small Business Development Center	59.037	19-185174	93,725	-
Total Expenditures of Federal Awards			\$ 3,760,916	\$ -

* - Denotes a major program.

See Accompanying Notes on the Following Page

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

1. Summary of Significant Accounting Policies

The accompanying Schedule of Expenditures of Federal Awards (Schedule 33) includes the federal grant activity of Shawnee Community College (the College) for the year ended June 30, 2020. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements of the College, which are presented in conformity with accounting principles generally accepted in the United States of America.

The College did not use the 10 percent de minimis indirect cost rate. The indirect allocations allowable under the TRIO Cluster was \$49,651 for the year ended June 30, 2020.

2. Basis of Accounting

The schedule has been prepared on the accrual basis of accounting. Expenditures include all accounts payable representing liabilities for goods and services received as of June 30, 2020.

3. Property and Equipment

Property and equipment purchases that are presented as expenditures in the schedule may be capitalized by the College, if applicable.

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2020

1. Summary of Auditor's Results

- (i) Type of audit report issued on the financial statements: Unmodified
- (ii) The audit did not disclose a significant deficiency or material weakness in internal control that is required to be reported in accordance with *Government Auditing Standards*.
- (iii) The audit did not disclose instances of noncompliance material to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.
- (iv) The audit did not disclose a significant deficiency or material weakness in internal control over major federal award programs.
- (v) Type of report issued on compliance for the major programs: Unmodified
- (vi) The audit did not disclose findings that are required to be reported in accordance with 2 CFR Section 200.516a
- (vii) Major Programs:
 - U.S. Department of Education:
 - Student Financial Aid Cluster:
 - CFDA # 84.007
 - CFDA # 84.033
 - CFDA # 84.063
 - COVID-19 Higher Education Emergency Relief Funds:
 - CFDA #84.425E
 - CFDA #84.425F
- (viii) The dollar threshold used to distinguish Type A and Type B programs was \$750,000.
- (ix) The College qualifies as a low-risk auditee.

2. Findings – Financial Statement Audit

None noted

3. Findings and Questioned Costs – Major Federal Award Program Audit

None noted

SHAWNEE COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT #531
Summary Schedule of Prior Audit Findings
For the Year Ended June 30, 2020

The College has no prior audit findings.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Shawnee Community College, Community College District #531 (the College) and its discretely presented component unit for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the basic financial statements of the College and have issued our report thereon dated February 22, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected, and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Champaign, Illinois
February 22, 2021

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Trustees
Shawnee Community College
Community College District #531
Ullin, Illinois

Report on Compliance for Each Major Federal Program

We have audited Shawnee Community College, Community College District #531's (the College) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the College's major federal programs for the year ended June 30, 2020. The College's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirement of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative*



CERTIFIED PUBLIC ACCOUNTANTS and CONSULTANTS

Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

Opinion on Each Major Federal Program

In our opinion, the College, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Martin Hood LLC". The signature is written in a cursive, flowing style.

Champaign, Illinois
February 22, 2021

FY 22 Catalog



Student Centered, Community Connected

www.shawneecc.edu

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.

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
(618) 734-3660

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

**Vienna
Extension Center**
Vienna High School
601 N. 1st 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 Veterans Affairs

An Institutional Member of:
Southern Illinois Collegiate Common Market
3213 S Park Avenue
Herrin, IL 62948
(618) 942-6902

SHAWNEE COMMUNITY COLLEGE FACTS

Shawnee Community College, located in Ullin, Illinois, is one of 48, two-year, open-admission colleges in 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 that cover 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. The College annually serves approximately 4,200 individuals through credit and non-credit courses. The average age of Shawnee Community College students is 27. Thirty-six percent (36%) of the students are male, and sixty-four percent (64%) are female. Eighteen percent (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 is located at 1150 E. Vienna Street, Anna, IL; (618) 833-3399 Cairo Extension Center is located at 2035 Washington Street, Cairo, IL; (618) 634-3490 or (618) 734-3660 Metropolis Regional Education Center is located at 5385 Industrial Park Road, Metropolis, IL; (618) 524-3003 Vienna Extension Center is located at 601 N. 1 st St, Vienna, IL; (618) 634-3441
Academic Calendar:	Current academic calendars are located on the SCC website, www.shawneecc.edu , and in the printed catalog.
College District #531:	Alexander, Johnson, Massac, Pulaski, and Union; portion of Jackson
President:	Dr. Tim Taylor
Annual Operating Budget:	\$12,331,209
District Equalized Assessed Evaluation:	635,983,048
Annual Enrollment:	FY2019 unduplicated headcount was 3,344 full- and part-time students
Tuition:	In-district \$125/credit hour for FY2021 Out-of-district \$188/credit hour for FY2021 Out-of-state \$209/credit hour for FY2021
Library:	34,300 books 700 DVDs 34 print magazine subscriptions 9 newspaper subscriptions (local, regional, and national) 40 databases 6 online educational video collections 11,000 ebooks in EBSCOhost
Financial Assistance for Tuition and Fees Awarded Annually:	Approximately \$3,500,000
Faculty/Staff:	97 full-time; 76 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



LETTER FROM THE PRESIDENT

**Shawnee Community College President
Tim Taylor, Ph.D.**

Welcome!

Welcome to Shawnee Community College. We are excited you chose us to be your higher education learning provider. You have made an excellent choice, and here is why. In recent years, we have all witnessed how the industrial revolution has given way to the information age. The information age – fueled by the Internet's birth and rapid growth – changed our lifestyles and our economy. Today, we see signs that the information age is transforming into the knowledge age... and more dramatic changes in our lifestyle and economy are beginning to take shape. Rapid advances in information technology (e.g., cloud computing, artificial intelligence, data analytics, mobile device interconnectivity), eCommerce, bioenergy, genomics and precision medicine, and globalization of the workforce are, again, changing the way we live and work.

In an economy of this nature, it is no longer enough to have a high school diploma and work hard to maintain a good lifestyle. These attributes – although admirable and desirable – are just a starting point. To compete in this economy, employers need (not just want) employees who have excellent communication skills, the ability to critically analyze and solve problems; and the capability to adapt to the rapidly evolving technical environment. These skills are learned through experience and higher education.

At Shawnee Community College, we are poised for growth and are beginning to transform our College to meet the **FUTURE** workforce's demands. Currently, we offer programming in the agribusiness, transportation, medical, and information technology workforce sectors. We also provide a comprehensive curriculum of transfer-oriented baccalaureate, career and technical, liberal arts and sciences, continuing education, and adult basic education courses – many of which lead to associate degrees and/or certificates. We are also happy to customize skills-based education and training opportunities to meet employers and employees' needs.

To help achieve your goals, we as community members, friends, and family, must work together and be continuous lifelong learners. At Shawnee, we will prepare you for the high-skill, high-wage jobs of tomorrow by: exposing you to practical learning opportunities supported by cutting-edge technology; flexible class schedules; innovative and dedicated faculty; work-based learning opportunities; and an array of personalized support services intended to help you overcome any complication you might encounter. Our #SaintsFamily promise is aimed at helping you achieve the skills and abilities needed to enjoy a higher quality of life.

Education has the power to change lives and transform the community. At Shawnee, it is our intention to help you change your life by providing the high-quality courses you want, when you want them, where you want them, and how you want them. We encourage you to visit us online and in person and let us know how we can meet your needs and help change your life.

Tim Taylor, Ph.D.
President of Shawnee Community College

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DIRECTIONS TO SHAWNEE COMMUNITY COLLEGE

The Shawnee Community College main campus is located 9 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 the right.

Charleston, MO, travel on I-57 north past Cairo, IL to Ullin, exit 18 (approximately 35 miles total). Turn right (east). Shawnee College is approximately 6 miles due east on the right.

Paducah, KY, and Metropolis, IL, travel on IL Rt. 45 north. Follow Rt. 45 approximately 15 miles to Rt. 169. Turn left onto Rt. 169. Travel through Karnak. The road will end at Rt. 37. Turn left (south) onto Rt. 37. Travel 1 mile. Turn right onto Shawnee College Road. Shawnee College is approximately 1/2 mile due west on the left.

Cape Girardeau, MO, cross the Bill Emerson Bridge. Turn left at the "T-Stop" onto IL Rt. 3 north. Travel north on Rt. 3 approximately 2 miles. Turn right onto the Grapevine Trail. Follow the trail 14 miles into Tamms, IL. Cross the railroad tracks upon entering Tamms, and make an immediate left. Continue to the Stop sign. Turn left onto Rt. 127 north. Travel 2.5. Turn right onto the Ullin-Tamms blacktop. Travel 4 miles to Ullin, and continue across the railroad tracks. Immediately turn right. Turn right onto Rt. 51 south at the Stop sign. Travel 1/4 mile, and turn left onto Shawnee Community College. Shawnee College is approximately 6 miles due east on the right.

BOARD OF TRUSTEES

Cathleen Belcher
Union County

Steve Heisner
Pulaski County

Michael McMahan
Johnson County

Randall Rushing
Massac County

John Windings
Massac County

Andrea Witthoft
Union County

James Darden
Johnson County

Steven Etter
Student Trustee

ADMINISTRATION

Tim Taylor, Ph.D.

President

Kathleen Curphy, Ph.D.

Vice President of Academic Affairs and Student Learning

Lisa Price, Ed.D.

Vice President of Student Success and Services

Brandy Woods

Interim Vice President of Financial and Campus Operations
Director of Business Services

Vacant

Dean of Student Success and Services

Kristin Shelby, Ph.D.

Dean of Academic Affairs and Student Learning

Gregory Mason, Ed.D.

Dean of Workforce Innovation, Adult Basic and Continuing Education

Tammy Capps, Ph.D.

Director of Financial Aid/Coordinator of Veteran and Military Personnel

Chris Clark

Director of Information Technology and Campus Security

Russ Stoup

Director of Learning Resources and Instructional Technology

Brett Whitnel

Interim Director of Center for Community and Economic Development

Emily Forthman

Director of Human Services

Robert Betts

Director of Communications and Public Relations

Amber Suggs

Director of Student Support Services

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

Connie Drury, Ph.D.

Director of Nursing

Don Koch

Director of Facilities

SHAWNEE COMMUNITY COLLEGE 2021-2022 ACADEMIC CALENDAR



FALL SEMESTER 2021

Faculty Convocation August 16

Registration

Registration Begins..... April 5
 Evening Registration (4:00 p.m.–6:00 p.m.)August 16-18
 Saturday Registration (8:00 a.m.–12:00 noon)..... August 14

16-Week Classes Begin August 18
 Last Day to Drop with Refund August 31
 Mid-term for 16-week Classes..... October 13
 Last Day to Withdraw November 17

12-Week Late Start Classes BeginSeptember 13
 Last Day to Drop with Refund.....September 24
 Mid-Term for Late Start Classes October 25
 Last Day to Withdraw..... November 17

First 8-Week Classes Begin August 18
 Last Day to Drop with Refund..... August 24
 Mid-Term for First 8-Week ClassesSeptember 15
 Last Day to Withdraw.....September 29

Second 8-Week Classes Begin October 18
 Last Day to Drop with Refund..... October 22
 Mid-Term for Second 8-Week Classes November 15
 Last Day to Withdraw..... November 29

Bookstore

Book Sales Begin.....August 9
 Bookstore Buybacks.....December 13-20

Financial Aid

Pell Checks Mailed October 20

Final Exams

Final Exams..... December 13-16
 End of Semester December 17

No Classes

Labor Day September 6
 Shawnee Community College Experience (no classes)..... October 7
 Fall Break for Students October 8
 Columbus Day October 11
 Veterans Day..... November 11
 Thanksgiving November 24-26
 Christmas/New Year's Break..... December 17 – January 10

SHAWNEE COMMUNITY COLLEGE 2021-2022 ACADEMIC CALENDAR

SPRING SEMESTER 2022

Faculty ConvocationJanuary 6

Registration

Registration Begins..... October 18
Evening Registration (4:00 p.m.–6:00 p.m.) January 5-6, 10
Saturday Registration (8:00 a.m.–12:00 noon)..... January 8

16-Week Classes Begin January 10
Registration Closes for Regular Start Classes (4 p.m.) January 10
Last Day to Drop with Refund January 24
Mid-Term for Regular Start Classes March 4
Last Day to WithdrawApril 18

12-Week Late Start Classes Begin February 7
Last Day to Drop with Refund.....February 18
Mid-Term for Late Start Classes March 21
Last Day to Withdraw.....April 18

First 8-Week Classes Begin January 10
Last Day to Drop with Refund..... January 14
Mid-Term for First 8-Week Classes February 7
Last Day to Withdraw.....February 21

Second 8-Week Classes Begin March 14
Last Day to Drop with Refund.....March 18
Mid-Term for Second 8-Week Classes April 11
Last Day to Withdraw.....April 25

Bookstore

Book Sales Begin.....January 4
Bookstore Buybacks May 9-14, 16

Financial Aid

Pell Check MailedMarch 14

Final Exams

Final Exams..... May 9-12
End of Semester May 13
Commencement..... May 13

No Classes

Martin Luther King, Jr. Day..... January 17
Presidents Day.....February 21
Spring BreakMarch 7-11
Good Friday.....April 15

SHAWNEE COMMUNITY COLLEGE 2021-2022 ACADEMIC CALENDAR

SUMMER SESSION 2022

Registration

Registration Begins.....March 28
Evening Registration (4:00 p.m.–6:00 p.m.) June 1-2
Saturday Registration (8:00 a.m.–12:00 noon)..... June 4

8-Week Classes Begin June 6
Last Day to Drop with RefundJune 13
Mid-TermJune 30
Last Day to WithdrawJuly 11

First 4-Week Classes Begin June 6
Last Day to Drop with RefundJune 13
Mid-TermJune 16
Last Day to WithdrawJune 23

Second 4-Week Classes Begin July 5
Last Day to Drop with RefundJuly 12
Mid-TermJuly 19
Last Day to WithdrawJuly 26

Bookstore

Book Sales Begin May 25
Bookstore BuybacksJuly 27-29

Financial Aid

Pell Checks Mailed July 6

Finals

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

No Classes

Independence Day July 4

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, and 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.

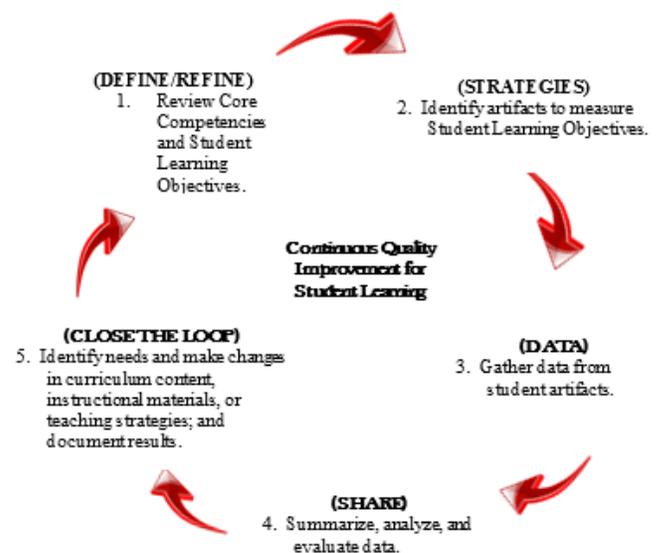
Purpose 8. Shawnee Community College **values** the prudent utilization of resources. As a consequence, the College develops and administers programs, services, and facilities which are consistent with the district's financial base and which benefit the greatest number of individuals. Specific **activities** 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; and 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 their 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 ensure 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 and 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 8 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 (1) 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. 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.

Dr. Peggy Bradford was selected as the eighth president of Shawnee Community College. During her tenure, the Cairo Extension Center was reopened, and the Vienna Extension Center was created. The College Foundation reorganized during Dr. Bradford's first year to re-establish scholarship opportunities for potential and existing students.

On September 9, 2020, **Dr. Tim Taylor** was named the ninth president of Shawnee Community College. With an extensive background in academic leadership, community partnerships, and performance-based curriculum design, Dr. Taylor brings tremendous depth and leadership focused on student success. Dr. Taylor is truly an example of the successful foundation available through the Illinois community college system. He holds a Ph.D. in Educational Leadership & Policy Analysis from the University of Wisconsin, a Master's in Science in Vocational Education from Southern Illinois University, a B.S. in Electronics Management from Southern Illinois University, an A.A.S. in Electronics Technology, an A.A.S. in Industrial Maintenance, and a Certificate in Welding from Danville Area Community College. He began his career in a faculty role and quickly moved to leadership positions in business, technology, skilled trades, and agriculture.

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 may be scheduled between the spring and summer semesters. Late start classes are regularly scheduled each fall and spring semester.

MAIN CAMPUS

Campus Bookstore

The Campus Bookstore is located at Shawnee Community College's Main Campus in Administration Building H. Regular hours of operation are 8:00 a.m.– 4:00 p.m., Monday – Friday, excluding holidays. Hours will vary during the summer classes and periods between each semester.

The Campus Bookstore carries all required course material, new and used, for purchase or rental. Various software, backpacks, personal health care items, SCC gear, and miscellaneous supplies needed for classes are also available. Shawnee MTD Public Transportation bus passes are available for purchase at the beginning of each semester.

Textbooks can be purchased over the phone or online at www.bookstore.shawneecc.edu using a credit card or financial aid. Phone and online orders are shipped through UPS for a small fee. Financial aid can be used to purchase books, supplies, and a Shawnee MTD Public Transportation pass only after tuition and fees have been covered. For more information, contact the Campus Bookstore Manager at bookstore@shawneecc.edu.

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 34,000 books, 34 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 11,000 titles. The databases are electronic collections of articles from popular magazines and scholarly journals, with material suitable for personal and academic research. The library also offers more than 700 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 three 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.

Saints Lounge

The Saints Lounge is a comfortable area open to all students. It is an excellent place to gather and relax between classes. The Saints Lounge is equipped with a pool table, video games, a TV, and snack and drink machines. Video game tournaments and other extracurricular events are hosted in the Saints Lounge.

Saints Lounge Community Standards:

- Adhere to Shawnee Community College's Student Conduct Code.
- Be courteous towards others and respectful of all property.
- Clean up trash and personal items.
- Be responsible for personal items.
- Do not tamper with artwork, fixtures, furniture, and property.

EXTENSION CENTERS

The College maintains extension centers throughout the district to accommodate students who desire educational opportunities but prefer alternative options for their attendance center. Courses are offered at the Anna Extension Center, Cairo Extension Center, Metropolis Regional Education and Training Center, and Vienna Extension Center.

Academic, vocational and personal development courses are offered at designated times at the various locations. Schedules of course offerings are available online. Options can be seen on the Admissions page of the college website at www.shawneecc.edu.

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 ongoing 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.

The Business and Industry Training Center – This 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, and customer service training, and more. A program can be customized to meet the specific needs of a business.

The Illinois Small Business Development Center (SBDC) – The SBDC 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’s 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 and 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.

COMMUNITY PROGRAMS AND SERVICES

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’s 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.

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.

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 standard 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 of links for information in many subject areas.

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 requested by the Accessibility and Resources Coordinator. Faculty Notification forms, which describe needed classroom accommodations, will be developed with the student’s 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 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.

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 the level established by the federal Department of Education.
- **Disability** - Documented disabilities.

SSS assists 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 free resources and services including the following:

1. Academic advisement
2. Career and transfer assistance
3. Tutorial assistance
4. Cultural exposure
5. Study skills clinics
6. Personal enhancement skills
7. 4-year university application assistance
8. Scholarship application assistance
9. Grant Aid
10. FAFSA application assistance

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.

INSTRUCTIONAL DELIVERY OPTIONS

Distance Learning (ITV)

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.

These courses will be identified as section 90A, 90B, 90C, 90D, or 90E courses on the schedule.

Face-to-Face Courses

The majority of courses offered at Shawnee Community College are offered in the traditional face-to-face delivery format. The courses are taught at the Main Campus and all of the Extension Centers. Instructors may supplement their face-to-face course with online materials and videos.

Hybrid Courses

Any course that has a mix of online and face-to-face delivery is referred to as a hybrid course. Such courses combine the best features of in-class teaching with the best features of online learning. Hybrid courses require dedication and time

management skills that are different from those necessary for success in traditional classroom.

Hybrid sections are denoted with a "Y" in the section number. The predominant mode of instructional delivery is indicated by the section number.

Asynchronous Online Courses

Shawnee Community College offers asynchronous courses that allow students to log in and access required course readings and work according to their personal timeframes. While there are no specified times to enter the course, all due dates for course assignments, quizzes, and tests will have to be met. 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, spellchecking, 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 private messenger systems.

These courses will be identified as either section 95, 96, or 97 courses on the schedule.

Synchronous Online Courses

As part of Shawnee Community College's ongoing commitment to current learning trends and the increasing need for flexibility among students, synchronous courses are gradually being added to the delivery options. One delivery option requires students to log into the class at specified times. Instructors will provide live lectures and opportunities for students to ask questions. Attendance in a synchronous class is expected as in a traditional course. Participation in this type of course is done *almost* exclusively online.

These courses will be identified as section 99 courses on the schedule.

HyFlex

HyFlex is hybrid learning in a flexible course structure that gives students the option of attending sessions in the classroom, participating online, or doing both. Students can change their mode of attendance weekly or by topic, according to need or preference.

NOTE: In certain situations, such as the 2020 pandemic, the College reserves the right to change the delivery method of courses.

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 or GED with graduation date.
2. Completing the placement test to determine proper course placement.
3. Students with placement testing scores that are five years or older and who 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 high school equivalency and have taken a recognized Shawnee Community Placement exam and/or adhere to the recognized multiple forms of assessment.

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 allowed to take developmental classes.

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

International Student Admission

Shawnee Community College is authorized to admit a limited number of non-immigrant alien students providing the students meet 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 that 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 and 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 Registrar or other designee appointed by the President.

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 noncredit 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 and 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 admits high school students while still in high school. 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. 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. Early enrollment is ordinarily 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.
2. 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.
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 and college officials.

Home-Schooled Student or High School-Age Student Not Attending High School

A home-schooled student is defined as a student who has officially severed his or her relationship with the district secondary education provider but is completing or has completed a home-study program. The secondary education program should be the equivalent of a high school diploma or GED certification and must include reading, language arts, mathematics, social science and science. Students must be high school junior or senior equivalent to attend Shawnee Community College. To be admitted to Shawnee Community College, the prospective student needs to:

1. Be at least 16 years of age.
2. Early enrollment is ordinarily restricted to students in the junior and senior years of high school.
3. Complete and submit a Shawnee Community College admissions form.
4. Provide yearly documentation stating the student has never had or has officially severed his or her connection with the school system. A verification form can be obtained from the Admissions Office.
5. Provide any transcripts available to document credit or completion of secondary education.
6. Submit placement test, ACT or SAT scores, or scores from an alternate assessment as determined by Shawnee Community College, or make arrangements for placement assessment with the Student Success Center.

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 their respective

high schools 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's 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, 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 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 and Services, with the final determination being made by the Vice President of Student Success and Services.
4. The College will accept a maximum of six (6) credit hours of D grades. The College's registrar will make the determination as to whether transfer hours will be accepted as it relates to the student's degree.

5. If a transfer course from another accredited institution earned more credit hours than the equivalent course at Shawnee Community College, the student is given full credit for the hours earned at the former institution.
6. If a transfer course has fewer credit hours than the equivalent at Shawnee Community College, the student will be granted only the number of credit hours earned at the other institution.
7. If a transfer course has no Shawnee Community College equivalent, the hours earned will be granted as elective hours.
8. Quarter hours will be converted to semester hours on the Shawnee Community College transcript.
9. Credit hours will be granted for military service according to the recommendation of the American Council on Education.
10. Veterans shall submit an official copy of their DD214 or an official certificate which documents other credit earned during military training.
11. All military service members receive 2 hours of health and 4 hours of physical education with a copy of their DD214.
12. 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.
13. The decision on the awarding of transfer credit may be appealed by the student in writing to the Vice President of Academic Affairs and Student Learning and the Vice President of Student Success and Services.

Experiential Credit

Shawnee Community College works cooperatively with third-party professional training programs to articulate coursework commensurate with specific training. Students who have completed the Police Training Institute will receive 6 credit hours of credit for crime control and criminal behavior. Students completing the Department of Corrections Training course will receive 6 hours of credit for criminal behavior and corrections coursework.

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 course 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 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.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 and Associate Degree 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.

Multiple Measures

Unless otherwise noted, a student may achieve placement in college-level courses if one of the currently-identified multiple measures for placement is achieved rather than by taking the placement test. Each of the following multiple measures will be independently used to allow students to demonstrate readiness for college-level English courses. Anyone who meets one of the following measures may enroll in college-level English 111:

- An SAT score of 480 in English
- An ACT score of 19 in English
- Successful completion of an appropriate developmental-level English course at another college or university as evidenced in an official transcript
- Completion of 4 years of high school-level English with an A in each course as evidenced in an official transcript

Multiple Measures for math include the following:

- SAT score of < 530 in Math
- ACT score of < 22
- Successful completion of college-level math course(s) at a college or university as evidenced on an official transcript.
- Successful completion of Algebra II, pre-calculus or college algebra (see table below)
- Successful completion (grade of C or better in each) of a transitional math course
- Accuplacer, Next-Gen Accuplacer, Asset or Compass Placement Scores

To place into SCC Math courses:	High school math requirement (MUST have been completed within the last 3 years)
MAT 110, 111, 112, 113	Algebra II (Grade of A if taken as a Senior) or Grade A or B (if taken as a sophomore or junior)
MAT 115, 116	Pre-Calculus or College Algebra (Grade of A if taken as a Senior) or Grade A or B (if taken as a sophomore or junior)

For more details, please view the reference section.

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 Career and Technical Education (CTE) 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 applicants meeting their admission criteria.

The College provides testing services which are used in the admissions procedure in various CTE programs. Applicants interested in CTE programs should contact the appropriate department for further information concerning test requirements.

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.

Associate Degree Nursing (ADN)

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 Associate Degree Nursing from the Assessment Technologies Institute, LLC (ATI) with a score of 60 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, BIO 215, BIO 218, ENG 111, ENG 112 prior to the beginning of the Associate Degree 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 class, 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.
9. An accumulative GPA of 2.5 is required for admission to the Associate Degree Nursing Program.

Further information can be obtained by calling the Nursing Department.

Certified Nurse Assistant (CNA)/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. Placement test score equivalent to ENG 047 or higher.
3. A fingerprint background check prior to beginning the program and a PPD 2-step test for TB prior to clinical rotation.

Construction Management of Laborers

Persons seeking admission to the Construction Management of Laborers program must meet the following criteria:

1. First be accepted as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).
2. Have graduated from an approved high school or demonstrate equivalent competency (GED).
3. Complete all college admission forms and meet all admission policies of the College and the program.

Massage Therapy (MTP)

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.

Medical Assistant (MA)

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

1. Be a graduate of an accredited high school or have attained a GED.
2. Be at least 18 years of age.
3. Submit a criminal background check and drug screen prior to enrolling in MA-0108 Internship.
4. Be certified in CPR Healthcare Providers prior to enrolling in MA-0108 Internship.

5. Provide documentation of PPD two-step test for TB, MMR vaccinations (titers required if unable to provide proof of two documented MMR vaccinations), Tdap, Varicella, and Hepatitis B series prior to enrolling in MA-0108 Internship.

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.

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 60 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 115, BIO 210, ENG 111, PSY 211, HLT 116, PN 101 prior to the beginning of the Practical Nursing classes.
7. The applicant must submit to a criminal background check and drug testing after admission into the program.
8. An accumulative GPA of 2.5 is required for admission to the Practical Nursing Program.
9. Students applying to the Practical Nursing Program for the academic year 2022-2023 are required to have BIO 221 and BIO 222. Students who have completed BIO 210 and BIO 215 prior to fall 2021 will be considered as meeting this prerequisite.

Further information can be obtained by calling the Nursing Department.

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

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 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.

RESIDENCY FOR TUITION PURPOSES **(Policy Manual: Section 7311)**

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 towns are in Shawnee Community College District #531 and some are not.

Out-of-District Resident

A student whose residency is not within the Shawnee Community College District #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.

Out-of-State Contiguous Counties Tuition

Students enrolled in courses at Shawnee Community College District #531 will be considered in-district for tuition purposes for the contiguous counties in Missouri of: Cape Girardeau, New Madrid, Mississippi, Scott and for the Kentucky counties of: Ballard, Livingston, and McCracken.

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-time student is one who carries less than 12 credit hours in a given semester.

A full-time student may enroll for a maximum of 18 credit hours 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 and 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 and 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 9 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. Readmitted 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 readmission 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 and 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 students will be given login information for mySCC (the student 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. Course tuition and service fee rates can be found on the College's website.

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.

Course/Laboratory Fees

Special course/laboratory fees may be assessed when enrolling for certain courses. The current fee list is located on the College website. Contact the Bursar's Office for additional information. Fees are subject to change.

Technology Fees

Technology fees cover technology enhancements at Shawnee Community College, and are charged to all students. The funds generated from these fees are dedicated to improvements and opportunities that will enhance the learning experience of our students. Some examples are hardware and software upgrades in labs and

classrooms, multimedia technology upgrades in classroom, increased broadband, and lab consumables.

CAREER Agreement

The CAREER Agreement allows students to take advantage of programs not offered by their home districts. Students wishing to enroll in a program not offered by Shawnee Community College but offered by another Illinois community college district should consult the Registrar about approval under the CAREER Agreement.

Payment

Payment may be made in person at the Bursar's Office in the Building H-Administration, or at Anna or Metropolis extension centers, or 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 Bursar's 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 advisor determines the official date of withdrawal. Tuition and fee charges will be refunded 100 percent under the following conditions:

1. Class is cancelled by a college official
2. A student drops a class(es) meeting 12 weeks or longer within the first ten (10) instructional days of the semester

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

No refund 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 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 grant money for college-related expenses to students demonstrating financial need. The program is open to Shawnee Community College students who are enrolled in at least a 16-credit-hour 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 online at www.fafsa.gov. 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 grant 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)

Grant 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 and 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. and 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.

GI BILL

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), Shawnee Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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)

Standards of Satisfactory Academic Progress for Financial Aid Recipients

It is the policy of the Board of Trustees to comply with all federal and state laws as it relates to financial aid procedures. The Standards of Satisfactory Academic Progress (SAP) at Shawnee Community College are compliant 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 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 Shawnee Community College policy revision procedures.

Each student who receives federal and/or state student financial assistance must maintain SAP, according to the policies outlined below, in order to continue to receive financial aid. These policies determine SAP 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, Illinois National Guard, and MIA/POW Scholarship.

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 previous 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 after each semester to determine the progress made for the last semester 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 formally declared program. Transfer students will be assessed for SAP 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 (GPA) (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative GPA is 2.00, regardless of the current GPA, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative GPA drops below 2.00, the student will be placed on financial aid warning for the following semester. During the warning semester, the student must attain a 2.00 cumulative GPA to retain financial aid eligibility.

If the student does not attain a 2.00 cumulative GPA during the warning 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.

Following the semester in which the cumulative GPA reaches 2.00, the student will be taken off of warning or suspension.

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).

Hours Requirement

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 warning for one semester. During the warning 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 warning 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 to the student until eligibility is reinstated.

When a student is placed on financial aid warning, probation, or suspension, a notification e-mail is sent to the student. SAP information is available on mySCC. However, lack of receipt of a notification email does not nullify the warning or suspension status.

Failures, Incompletes, Withdrawals, Audits, ABE/High School Equivalency, and Community Education courses are not counted as successfully-completed credit hours. Repeated courses are counted in the review 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 warning, probation, or suspension, it is the student's responsibility to notify the Financial Aid Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will not

change the student's SAP standing upon re-entering (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

Monitoring Procedures

Satisfactory progress toward the completion of a degree or certificate, the percentage of hours attempted that have been earned, and the federal requirement for a 2.00 cumulative GPA are monitored by the Financial Aid Office at the end of each semester for all enrolled students.

Appeals

Students not meeting one or more of the SAP standards of SCC will be ineligible for continued financial assistance, as described, unless an appeal that justifies reinstatement is submitted and approved. A student may appeal suspension 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, appeal form, and degree plan should be sent to the Financial Aid Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Appeals Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. If the appeal is approved, the student's status is changed to probationary. The Scholarship Committee decision shall be final.

Reinstatement

Students on probation or warning for grade requirements retain probationary or warning status as long as their current 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.

To reinstate financial aid eligibility, the student must have an appeal approved. If an appeal is approved and the student is placed on probation, the student must meet with their academic advisor to complete and sign an academic plan. A student may not receive Title IV program funds for the subsequent payment period unless the student makes satisfactory progress or the student meets the requirements specified in the academic plan.

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 seven (7) 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 Financial Aid.
2. Within ten (10) 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 five (5) 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 and Services.
2. Within ten working days of receipt of the documents specified in Part 1 above, the Vice President of Student Success and 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 a petition through the Advisement Department.

CARL D. PERKINS V PROGRAM

Perkins V is a federal grant that supports students enrolled in Career and technical Education programs. CTE programs are skills-based courses of study that focus on preparing students to enter the workforce in high demand fields. Perkins offers services for students such as assistance with books, tool kit rentals and other resources.

To be eligible:

You must be currently enrolled in a CTE program and meet one of the following nine criteria:

- Individuals with disabilities
- Individuals from economically disadvantaged families including low-income youth and adults
- Individuals who are in non-traditional fields for their gender
- Single parents, including single pregnant women
- Out-of-workforce individuals
- Homeless individuals
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is a member of the armed forces who is on active duty
- Individuals with other barriers to educational achievement, including individuals with limited English proficiency/English language learners

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's 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 link, 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

Career Services provides current career and employment 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. Extracurricular activities provide students with opportunities to enhance their educational experiences, make new friends, learn new skills, develop lifelong 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. Campus art exhibits, dance programs, and musical concerts are presented during the school year. The extracurricular and cocurricular 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 and Services. This document should contain a statement of purposes for that organization. The Vice President of Student Success and 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 and 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
- Book Club
- Cosmetology Club
- Drama Club
- Esports
- Future Teachers Education Organization

- History Club
- Math/Science Club
- Music Club
- Phi Beta Lambda
- Phi Theta Kappa
- Scholastic Bowl
- Student Senate
- Veterans Club
- Writers Club

When appropriate, all clubs should generate funds through dues and/or fundraising activities, but no fund raising activities will be permitted unless approved by the club sponsor and the Vice President of Student Success and 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 eight students elected by campus-wide referendum and one representative from each extension center. Four 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 and 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 and Services.
4. The Vice President of Student Success and 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 advisement staff.

Intercollegiate Athletics

Intercollegiate 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 Division I Region 24 and National Tournaments.

GRADING

(Policy Manual: Section 8161)

Final grades are posted on mySCC at the close of each term. Grades may be withheld 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.

GPA is figured by adding the total quality points earned and dividing that number by the total quality hours attempted.

Students should consult the Student Handbook for the grade appeal process.

Incompletes

A student may receive an incomplete (I) grade for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable and approved by the Vice President of Academic Affairs and Student Learning. 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.

Coronavirus Guidance for Issuance of Grades

In March 2020, the Coronavirus (Covid-19) created an unprecedented situation that forced all Illinois public and private colleges and universities to convert to remote methods of instruction, primarily 100% online courses, for the remainder of the Spring 2020 semester. Many institutions allowed students to elect to complete their courses on a pass-fail basis.

The Illinois Community College Board (ICCB), Illinois Board of Higher Education (IBHE), and Illinois Articulation Initiative (IAI) provided guidance as to the manner that colleges and universities treat transfer courses taken during spring and summer semesters 2020. The guidance of the ICCB, IBHE, and IAI provided that all courses completed via these crisis-driven alternative delivery methods shall be deemed transferable and earn credit. Courses with lab portions successfully completed shall also be deemed transferable and earn credit.

Courses completed with a passing grade should be applied as intended for IAI credit and should count toward completion of the General Education Core Curriculum (GECC) package. Students should not be required to repeat an IAI general education course for general education credit who received a "P" or passing grade at any IAI participating institution during the Spring 2020 semester.

Courses should be allowed to meet graduation requirements both for the home college as well as the transfer college.

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 per-credit-hour fee 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 and Student Learning. Faculty may drop a student from class as late as the fifth week of the course if the student has not attended more than 50% of the scheduled class sessions. Any student enrolled after midterm must withdraw from any 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 and 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 Vice President of Student Success and Services and the Registrar 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.

Reverse Transfer

In accordance with IL State Law 110 ILCS 150, Student Transfer Achievement Reform Act, reverse transfer is a process for students who transfer to another institution before completing an associate degree at the community college. Eligible students must complete at least 15 hours at Shawnee College. Participation in reverse transfer allows the university to send official transcripts to Shawnee to potential award an associate degree. Contact the Registrar's Office for more information.

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 and 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 and 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 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 and 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 advisement staff to initiate a withdrawal 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)

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 successfully completed. No grade is recorded, nor can a prior grade be changed or removed by credit by examination. Credit earned by examination is not included in the computation of a student's grade point average (GPA).
7. A maximum of 30 credit hours toward an associate degree or one-half of the credit hours for a certificate may be credited.
8. A person seeking credit by examination must have previously completed courses in which credits have been earned at Shawnee Community College.

Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on-campus advisor to obtain an "Application for Proficiency Examination" The student should then pay the 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 8150)

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 or the Official Transcript 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 and 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 and 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 and 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 limit of the College's liability is to compensation stated herein.

TRANSFER PROGRAMS OF STUDY

Two-Year Degrees

Associate of Arts * Associate of Science * Associate of General Studies
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.

General Education Core Certificate, Associate of Arts Degree, and Associate of Science Degree

General requirements for graduation with a General Education Core Certificate (GECC), 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 any student 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)	English (EGL)
Art (ART)	History (HST)
Biological Sciences (BIO)	Mathematics (MTH)
Business (BUS)	Media and Communication Arts (MC)
Chemistry (CHM)	Physics (PHY)
Computer Science (CS)	Political Science (PLS)
Criminal Justice (CRJ)	Psychology (PSY)
Early Childhood Education (ECE)	Sociology (SOC)
Engineering (EGR)	Theatre Arts (TA)

UNIVERSITY STUDIES AREAS OF CONCENTRATION

Because four-year institutions vary in degree 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 an Associate of Arts or Associate of Science is responsible for consulting with a Shawnee Community College advisor and the appropriate university personnel prior to course 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. Courses offered at Shawnee Community College support many concentrations of study, including (but 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 (minimum 9 hours) Must earn at least a C in each course to graduate
 Must meet an entrance Multiple Measure in English or take ENG 0041/0047/0048
 Must take ENG 111 and ENG 112 in consecutive semesters

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

Fine Arts/Humanities (minimum 9 hours)

Fine Arts
(Choose One)

___ART 114 – Art Appreciation (F2900)
 ___ART 117 – Art History Survey I (F2901)
 ___ART 118 – Art History Survey II (F2902)
 ___ART 227 – Afric Am Art and Artists (F2906)
 ___MUS 115 – Music Appreciation (F1900)
 ___MUS 130 – Intro to Am Music (F1904)
 ___MUS 145 – Rock Music Styles (F1913)
 ___SPC 124 – Theater Appreciation (F1907)

Humanities
(Choose One)

___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)

Humanities

___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 Soc (H5905)

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

___ECO 211 – Intro to Macroecon (S3901) ___HIS 215 – Hist of US from 1877 (S2901) ___SOC 122 – Introduction to Social Problems (S7901)
 ___ECO 212 – Intro to Microecon (S3902) ___HIS 217 – Hist of Eastern Civ (S2920N) ___SOC 212 – Sociology (S7900)
 ___GOV 117 – Intro to Am Gov (S5900) ___PSY 211 – Intro to Psychology (S6900) ___SOC 217 – Marriage and Family (S7902)
 ___HIS 116 – West Civ to 1715 (S2902) ___PSY 216 – Social Psychology (S8900) ___SOC 218 – Cultural Diversity (S7903)
 ___HIS 117 – West Civ from 1715 (S2903) ___PSY 217 – Dev Psy: Lifespan (S6902)
 ___HIS 121 – World His Beg-1450 (S2912N) ___PSY 218 – Child Psychology (S6903)
 ___HIS 122 – World His fro 1450 (S2913N)
 ___HIS 214 – Hist of US to 1877 (S2900)

Mathematics (AA: minimum 3 hours) Must meet an entrance Multiple Measure 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 (M1900-1) ___MAT 212 – Calculus III (M1900-3)
 ___MAT 113 – Quant Literacy (M1901) ___MAT 210 – Gen Elem. Statistics (M1902) ___MAT 215 – App Calc for Bus and Soc (M1900B)

Sciences (AA: minimum 7-8 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 Ast (P1906L)
 ___CHE 111 – Inorg, Org and Bio I (LP900L)
 ___CHE 114 – Inorganic Chemistry I (CHM911)
 ___CHE 115 – Inorganic Chemistry II (CHM912)
 ___GEO 213 – Geology (P1907L)
 ___GEO 215 – Intro to Envir Geology (P1908L)

Physical Sciences

___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 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 <u>Must earn at least a C in each course to graduate</u> (Must either test out of or take ENG 0041/0047/0048)		
<input type="checkbox"/> ENG 111 – English Composition I (C1900)	<input type="checkbox"/> ENG 112 – English Composition II (C1901R)	<input type="checkbox"/> SPC 111 – Speech (C2900)
Fine Arts/Humanities 3 hours minimum		
<input type="checkbox"/> ART 114 – Art Appreciation (F2900) <input type="checkbox"/> ART 117 – Art History Survey I (F2901) <input type="checkbox"/> ART 118 – Art History Survey II (F2902) <input type="checkbox"/> ART 227 – African Am Art and Artists (F2906) <input type="checkbox"/> MUS 115 – Music Appreciation (F1900) <input type="checkbox"/> MUS 130 – Intro to American Music (F1904) <input type="checkbox"/> MUS 145 – Rock Music Styles (F1913) <input type="checkbox"/> SPC 124 – Theater Appreciation (F1907)	<input type="checkbox"/> HIS 108 – 20th Cent Am History (H2905) <input type="checkbox"/> LIT 210 – Intro to Literature (H3900) <input type="checkbox"/> LIT 211 – Intro to Poetry (H3903) <input type="checkbox"/> LIT 212 – Modern Fiction (H3901) <input type="checkbox"/> LIT 213 – Intro to Drama (H3902) <input type="checkbox"/> LIT 214 – British Literature I (H3912) <input type="checkbox"/> LIT 215 – British Literature II (H3913) <input type="checkbox"/> LIT 216 – American Literature I (H3914)	<input type="checkbox"/> LIT 217 – American Literature II (H3915) <input type="checkbox"/> LIT 218 – World Literature (H3906) <input type="checkbox"/> LIT 219 – Cont Multicultural Lit (H3910) <input type="checkbox"/> LIT 220 – Literature and Gender (H3911D) <input type="checkbox"/> LIT 221 – African American Lit (H3910D) <input type="checkbox"/> PHI 215 – Intro to Philosophy (H4900) <input type="checkbox"/> PHI 216 – Logic (H4906) <input type="checkbox"/> PHI 218 – Intro to Ethics and Values (H4904) <input type="checkbox"/> PHI 219 – Religion in Am Society (H5905)
Social Sciences 3 hours minimum		
<input type="checkbox"/> ECO 211 – Intro to Macroeconomics (S3901) <input type="checkbox"/> ECO 212 – Intro to Microeconomics (S3902) <input type="checkbox"/> GOV 117 – Intro to American Gov (S5900) <input type="checkbox"/> HIS 116 – Western Civ to 1715 (S2902) <input type="checkbox"/> HIS 117 – Western Civ from 1715 (S2903) <input type="checkbox"/> HIS 121 – World History Beg-1450 (S2912N) <input type="checkbox"/> HIS 122 – World History from 1450 (S2913N) <input type="checkbox"/> HIS 214 – History of US to 1877 (S2900)	<input type="checkbox"/> HIS 215 – History of US from 1877 (S2901) <input type="checkbox"/> HIS 217 – History of Eastern Civ (S2920N) <input type="checkbox"/> PSY 211 – Intro to Psychology (S6900) <input type="checkbox"/> PSY 216 – Social Psychology (S8900) <input type="checkbox"/> PSY 217 – Dev Psy: Lifespan (S6902) <input type="checkbox"/> PSY 218 – Child Psychology (S6903)	<input type="checkbox"/> SOC 122 – Introduction to Social Problems (S7901) <input type="checkbox"/> SOC 212 – Sociology (S7900) <input type="checkbox"/> SOC 217 – Marriage and Family (S7902) <input type="checkbox"/> SOC 218 – Cultural Diversity (S7903)
Mathematics 3 hours minimum (Must test out of or take MAT 0039/0041/0043)		
<input type="checkbox"/> MAT 110 – Gen Education Math (M1904) <input type="checkbox"/> MAT 111 – Math for Elem Teachers I <input type="checkbox"/> MAT 112 – Math Elem. Teach II (M1903) <input type="checkbox"/> MAT 113 – Quant Literacy (M1901) <input type="checkbox"/> MAT 115 – Pre-Calculus <input type="checkbox"/> MAT 116 – College Algebra	<input type="checkbox"/> MAT 118 – Trigonometry <input type="checkbox"/> MAT 119 – Finite Mathematics (M1906) <input type="checkbox"/> MAT 209 – Calculus I (M1900-I) <input type="checkbox"/> MAT 210 – General Elem. Stat (M1902) <input type="checkbox"/> MAT 121 – Technical Mathematics <input type="checkbox"/> MAT 122 – Applied Basic Mathematics	<input type="checkbox"/> MAT 211 – Calculus II (M1900-2) <input type="checkbox"/> MAT 212 – Calculus III (M1900-3) <input type="checkbox"/> MAT 215 – App Calc for Bus and Soc Sci (M1900B)
Sciences 3 hours minimum		
<input type="checkbox"/> AST 111 – Intro to Astronomy (P1906L) <input type="checkbox"/> BIO 111 – Intro to Biology (L1900L) <input type="checkbox"/> BIO 115 – Human Biology (L1904L) <input type="checkbox"/> BIO 210 – Intro. to Human Anatomy <input type="checkbox"/> BIO 211 – Ecology ((L1905) <input type="checkbox"/> BIO 212 – Anatomy and Physiology <input type="checkbox"/> BIO 213 – Botany	<input type="checkbox"/> BIO 214 – Field Biology <input type="checkbox"/> BIO 215 – Intro. to Human Physiology <input type="checkbox"/> BIO 216 – Survey of the Animal Kingdom <input type="checkbox"/> BIO 218 – Intro. to Microbiology <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L) <input type="checkbox"/> CHE 114 – Inorganic Chemistry I (CHM911) <input type="checkbox"/> GEO 213 – Geology (P1907L)	<input type="checkbox"/> GEO 215 – Intro to Envir Geology (P1908L) <input type="checkbox"/> GRY 214 – Intro to Physical Geography (P1909) <input type="checkbox"/> PHY 116 – College Physics I (P1900L) <input type="checkbox"/> PHY 120 – Intro to Real World Physics (P1900) <input type="checkbox"/> PHY 216 – University Physics I (P2900L)
Electives (43 hours) - Total Hours for the AGS degree must equal 64 hours. Developmental courses will not count as electives for any degree.		
<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Associate of Science

Degree Code: AS-0091

Minimum GPA: 2.0

Minimum Hours: 64

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

<p>Communications (minimum 9 hours) Must earn at least a C in each course to graduate Must meet an entrance Multiple Measure in English or take ENG 0041/0047/0048 Must take ENG 111 and ENG 112 in consecutive semesters</p> <p style="text-align: center;"> <input type="checkbox"/> ENG 111 – English Composition I (C1900) <input type="checkbox"/> ENG 112 – English Composition II (C1901R) <input type="checkbox"/> SPC 111 – Speech (C2900)</p>					
<p>Fine Arts/ Humanities (minimum 6 hours)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Fine Arts</u> (Choose One)</p> <input type="checkbox"/> ART 114 – Art Appreciation (F2900) <input type="checkbox"/> ART 117 – Art History Survey I (F2901) <input type="checkbox"/> ART 118 – Art History Survey II (F2902) <input type="checkbox"/> ART 227 – Afr Am Art and Artists (F2906) <input type="checkbox"/> MUS 115 – Music Appreciation (F1900) <input type="checkbox"/> MUS 130 – Intro to Am Music(F1904) <input type="checkbox"/> MUS 145 – Rock Music Styles (F1913) <input type="checkbox"/> SPC 124 – Theater Appreciation (F1907) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Humanities</u> (Choose One)</p> <input type="checkbox"/> HIS 108 – 20th Cent Am History (H2905) <input type="checkbox"/> LIT 210 – Intro to Literature (H3900) <input type="checkbox"/> LIT 211 – Intro to Poetry (H3903) <input type="checkbox"/> LIT 212 – Modern Fiction (H3901) <input type="checkbox"/> LIT 213 – Intro to Drama (H3902) <input type="checkbox"/> LIT 214 – British Literature I (H3912) <input type="checkbox"/> LIT 215 – British Literature II (H3913) <input type="checkbox"/> LIT 216 – American Literature I (H3914) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Humanities</u></p> <input type="checkbox"/> LIT 217 – American Literature II (H3915) <input type="checkbox"/> LIT 218 – World Literature (H3906) <input type="checkbox"/> LIT 219 – Cont Multicultural Lit (H3910) <input type="checkbox"/> LIT 220 – Literature and Gender (H3911D) <input type="checkbox"/> LIT 221 – African American Lit (H3910D) <input type="checkbox"/> PHI 215 – Intro to Philosophy (H4900) <input type="checkbox"/> PHI 216 – Logic (H4906) <input type="checkbox"/> PHI 218 – Intro to Ethics and Values (H4904) <input type="checkbox"/> PHI 219 – Religion in Am Society (H5905) </td> </tr> </table>			<p style="text-align: center;"><u>Fine Arts</u> (Choose One)</p> <input type="checkbox"/> ART 114 – Art Appreciation (F2900) <input type="checkbox"/> ART 117 – Art History Survey I (F2901) <input type="checkbox"/> ART 118 – Art History Survey II (F2902) <input type="checkbox"/> ART 227 – Afr Am Art and Artists (F2906) <input type="checkbox"/> MUS 115 – Music Appreciation (F1900) <input type="checkbox"/> MUS 130 – Intro to Am Music(F1904) <input type="checkbox"/> MUS 145 – Rock Music Styles (F1913) <input type="checkbox"/> SPC 124 – Theater Appreciation (F1907)	<p style="text-align: center;"><u>Humanities</u> (Choose One)</p> <input type="checkbox"/> HIS 108 – 20th Cent Am History (H2905) <input type="checkbox"/> LIT 210 – Intro to Literature (H3900) <input type="checkbox"/> LIT 211 – Intro to Poetry (H3903) <input type="checkbox"/> LIT 212 – Modern Fiction (H3901) <input type="checkbox"/> LIT 213 – Intro to Drama (H3902) <input type="checkbox"/> LIT 214 – British Literature I (H3912) <input type="checkbox"/> LIT 215 – British Literature II (H3913) <input type="checkbox"/> LIT 216 – American Literature I (H3914)	<p style="text-align: center;"><u>Humanities</u></p> <input type="checkbox"/> LIT 217 – American Literature II (H3915) <input type="checkbox"/> LIT 218 – World Literature (H3906) <input type="checkbox"/> LIT 219 – Cont Multicultural Lit (H3910) <input type="checkbox"/> LIT 220 – Literature and Gender (H3911D) <input type="checkbox"/> LIT 221 – African American Lit (H3910D) <input type="checkbox"/> PHI 215 – Intro to Philosophy (H4900) <input type="checkbox"/> PHI 216 – Logic (H4906) <input type="checkbox"/> PHI 218 – Intro to Ethics and Values (H4904) <input type="checkbox"/> PHI 219 – Religion in Am Society (H5905)
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<p>Social Sciences (minimum 6 hours) Taken from 2 different disciplines.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> ECO 211 – Intro to Macroecon (S3901) <input type="checkbox"/> ECO 212 – Intro to Microecon (S3902) <input type="checkbox"/> GOV 117 – Intro to Am Gov (S5900) <input type="checkbox"/> HIS 116 – Western Civ to 1715 (S2902) <input type="checkbox"/> HIS 117 – West Civ from 1715 (S2903) <input type="checkbox"/> HIS 121 – World Hist Beg-1450 (S2912N) <input type="checkbox"/> HIS 122 – World His from 1450 (S2913N) <input type="checkbox"/> HIS 214 – History of US to 1877 (S2900) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> HIS 215 – History of US from 1877 (S2901) <input type="checkbox"/> HIS 217 – History of Eastern Civ (S2920N) <input type="checkbox"/> PSY 211 – Intro to Psychology (S6900) <input type="checkbox"/> PSY 216 – Social Psychology (S8900) <input type="checkbox"/> PSY 217 – Dev Psy: Lifespan (S6902) <input type="checkbox"/> PSY 218 – Child Psychology (S6903) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> SOC 122 – Introduction to Social Problems (S7901) <input type="checkbox"/> SOC 212 – Sociology (S7900) <input type="checkbox"/> SOC 217 – Marriage and Family (S7902) <input type="checkbox"/> SOC 218 – Cultural Diversity (S7903) </td> </tr> </table>			<input type="checkbox"/> ECO 211 – Intro to Macroecon (S3901) <input type="checkbox"/> ECO 212 – Intro to Microecon (S3902) <input type="checkbox"/> GOV 117 – Intro to Am Gov (S5900) <input type="checkbox"/> HIS 116 – Western Civ to 1715 (S2902) <input type="checkbox"/> HIS 117 – West Civ from 1715 (S2903) <input type="checkbox"/> HIS 121 – World Hist Beg-1450 (S2912N) <input type="checkbox"/> HIS 122 – World His from 1450 (S2913N) <input type="checkbox"/> HIS 214 – History of US to 1877 (S2900)	<input type="checkbox"/> HIS 215 – History of US from 1877 (S2901) <input type="checkbox"/> HIS 217 – History of Eastern Civ (S2920N) <input type="checkbox"/> PSY 211 – Intro to Psychology (S6900) <input type="checkbox"/> PSY 216 – Social Psychology (S8900) <input type="checkbox"/> PSY 217 – Dev Psy: Lifespan (S6902) <input type="checkbox"/> PSY 218 – Child Psychology (S6903)	<input type="checkbox"/> SOC 122 – Introduction to Social Problems (S7901) <input type="checkbox"/> SOC 212 – Sociology (S7900) <input type="checkbox"/> SOC 217 – Marriage and Family (S7902) <input type="checkbox"/> SOC 218 – Cultural Diversity (S7903)
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<p>**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.</p>					
<p>Mathematics (AS: 2-3 courses with a minimum of 6 hours) Must meet an entrance Multiple Measure or take MAT 0039/0041/0043.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> MAT 110 – Gen Education Math (M1904) <input type="checkbox"/> MAT 112 – Math Elem. Teach II (M1903) <input type="checkbox"/> MAT 113 – Quantitative Literacy (M1901) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> MAT 119 – Finite Mathematics (M1906) <input type="checkbox"/> MAT 209 – Calculus I (M1900-I) <input type="checkbox"/> MAT 210 – Gen Elem. Statistics (M1902) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> MAT 211 – Calculus II (M1900-2) <input type="checkbox"/> MAT 212 – Calculus III (M1900-3) <input type="checkbox"/> MAT 215 – App Calc for Bus and Soc Sci (M1900B) </td> </tr> </table>			<input type="checkbox"/> MAT 110 – Gen Education Math (M1904) <input type="checkbox"/> MAT 112 – Math Elem. Teach II (M1903) <input type="checkbox"/> MAT 113 – Quantitative Literacy (M1901)	<input type="checkbox"/> MAT 119 – Finite Mathematics (M1906) <input type="checkbox"/> MAT 209 – Calculus I (M1900-I) <input type="checkbox"/> MAT 210 – Gen Elem. Statistics (M1902)	<input type="checkbox"/> MAT 211 – Calculus II (M1900-2) <input type="checkbox"/> MAT 212 – Calculus III (M1900-3) <input type="checkbox"/> MAT 215 – App Calc for Bus and Soc Sci (M1900B)
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<p>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.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Life Sciences</u></p> <input type="checkbox"/> BIO 111 – Intro to Biology (L1900L) <input type="checkbox"/> BIO 115 – Human Biology (L1904L) <input type="checkbox"/> BIO 211 – Ecology ((L1905) <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> AST 111 – Intro to Astronomy (P1906L) <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L) <input type="checkbox"/> CHE 114 – Inorganic Chemistry I (CHM911) <input type="checkbox"/> CHE 115 – Inorganic Chemistry II (CHM912) <input type="checkbox"/> GEO 213 – Geology (P1907L) <input type="checkbox"/> GEO 215 – Intro to Envir Geology (P1908L) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> GRY 214 – Intro to Physical Geog (P1909) <input type="checkbox"/> PHY 116 – College Physics I (P1900L) <input type="checkbox"/> PHY 120 – Intro to Real World Phy (P1900) <input type="checkbox"/> PHY 216 – University Physics I (P2900L) </td> </tr> </table>			<p style="text-align: center;"><u>Life Sciences</u></p> <input type="checkbox"/> BIO 111 – Intro to Biology (L1900L) <input type="checkbox"/> BIO 115 – Human Biology (L1904L) <input type="checkbox"/> BIO 211 – Ecology ((L1905) <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L)	<p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> AST 111 – Intro to Astronomy (P1906L) <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L) <input type="checkbox"/> CHE 114 – Inorganic Chemistry I (CHM911) <input type="checkbox"/> CHE 115 – Inorganic Chemistry II (CHM912) <input type="checkbox"/> GEO 213 – Geology (P1907L) <input type="checkbox"/> GEO 215 – Intro to Envir Geology (P1908L)	<p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> GRY 214 – Intro to Physical Geog (P1909) <input type="checkbox"/> PHY 116 – College Physics I (P1900L) <input type="checkbox"/> PHY 120 – Intro to Real World Phy (P1900) <input type="checkbox"/> PHY 216 – University Physics I (P2900L)
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<p>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.</p>					

CAREER AND TECHNICAL EDUCATION PROGRAMS OF STUDY



CAREER AND TECHNICAL EDUCATION PROGRAMS

ASSOCIATE OF APPLIED SCIENCE DEGREES AND RELATED CERTIFICATE PROGRAMS

Shawnee Community College’s Career and Technical Education (CTE) programs prepare students to enter challenging, specialized careers after two years of college or less.

CTE programs prepare students to be part of a skilled workforce in all areas of business, medicine, and industry. Practical, job-preparatory knowledge is emphasized in the community college’s CTE programs. Students can pursue most of these programs either full or part time.

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 program curriculum;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Completion of a minimum of fifteen (15) semester hours of General Education credit at Shawnee Community College;
4. Application for graduation by the College’s 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 for all credit earned at Shawnee Community College;
3. Completion of a minimum of one-half of the required credit hours of the curriculum at Shawnee Community College;
4. Application for graduation by published deadline;
5. Payment of all tuition and fees.

=====NOTES=====

ALLIED HEALTH PROGRAMS OF STUDY

Less-Than-One-Year Certificate

Certified Nurse Assistant * Gerontology Aide
Massage Therapy
Medical Biller * Medical Coder

One-Year Certificate

Massage Therapy * Medical Assistant
Medical Coding Specialist
Medical Office Assistant
Practical Nursing (PN)

Two-Year Degree (AAS)

Associate Degree in Nursing (ADN) * Social Work



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 Allied Health Division Administrative Assistant 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.**

Pre-requisites		Credit Hours
BIO 210	Introduction to Human Anatomy	4
BIO 215	Introduction to Human Physiology	4
BIO 218	Microbiology	4
ENG 111	English Composition I	3
ENG 112	English Composition II	3
	Humanities/Social Science Elective	3
TOTAL HOURS		21

Full-Time Cohort

Fall Semester		Credit Hours
ADN 222	Medical-Surgical Nursing I Theory	3
ADN 223	Medical-Surgical Nursing I Clinical	2
ADN 224	Nursing Care of Mother and Child Theory	3
ADN 225	Nursing Care of Mother and Child Clinical	2
ADN 239	Transitions to Professional Nursing Practice	3
TOTAL HOURS		13

Spring Semester		Credit Hours
ADN 229	Community Based Nursing Care	2
ADN 232	Nursing Today and Tomorrow	2
ADN 237	Mental Health Nursing Theory	2
ADN 241	Medical-Surgical Nursing II Theory	3
ADN 242	Medical-Surgical Nursing II Clinical	2
ADN 243	Mental Health Nursing Clinical	1
TOTAL HOURS		12

Summer Semester		Credit Hours
ADN 227	Healthcare Diversity	<u>1</u>
ADN 245	Medical-Surgical Nursing III Theory	3
ADN 246	Medical-Surgical Nursing III Clinical	2
Total Hours		6

Part-Time Cohort

Pre-requisites		Credit Hours
BIO 210	Introduction to Human Anatomy	4
BIO 215	Introduction to Human Physiology	4
BIO 218	Microbiology	4
ENG 111	English Composition I	3
ENG 112	English Composition II	3
	Humanities/Social Science Elective	3
TOTAL HOURS		21

First Year

Fall Semester		Credit Hours
ADN 222	Medical-Surgical Nursing I Theory	3
ADN 223	Medical-Surgical Nursing I Clinical	2
ADN 239	Transitions to Professional Nursing Practice	3
TOTAL HOURS		8
Spring Semester		Credit Hours
ADN 241	Medical-Surgical Nursing II Theory	3
ADN 242	Medical-Surgical Nursing II Clinical	2
TOTAL HOURS		5

Second Year

Fall Semester		Credit Hours
ADN 224	Nursing Care of Mother and Child Theory	3
ADN 225	Nursing Care of Mother and Child Clinical	2
TOTAL HOURS		5
Spring Semester		Credit Hours
ADN 229	Community Based Nursing Care	2
ADN 232	Nursing Today and Tomorrow	2
ADN 237	Mental Health Nursing Theory	2
ADN 243	Mental Health Nursing Clinical	1
TOTAL HOURS		7
Summer Semester		Credit Hours
ADN 227	Healthcare Diversity	1
ADN 245	Medical-Surgical Nursing III Theory	3
ADN 246	Medical-Surgical Nursing III Clinical	2
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: Major employers include hospitals, community health providers (Skilled Care Homes, Home Health Agencies, Hospice, Clinics, Health Care Providers' Offices), and Federal and State government institutions.

O*NET Links: www.onetonline.org
SOC Codes: 29-1141.00



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

(PN 2126)

Minimum 7.5 hours

Amy Sheffer | (618) 634-3285 | amys@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
	CPR 120	CPR for Healthcare Providers
		TOTAL HOURS
		7.5

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

*90 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 Certified Nursing Assistant Examination for employment in this field of study.

Admission Requirements:

- **AGE:** Be at least 16 years of age.
- **ENTRANCE TEST:** Placement test score equivalent to ENG 047 or higher.
- **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.

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

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

(HCM 1101)

Minimum 17.5 hours

Amy Sheffer | (618) 634-3285 | amys@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 patients' 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	7
	CPR 120	Cardiopulmonary Resuscitation	.5
	PHB 120	Phlebotomy	2
	CNA 100	Medical Terminology Basics	2
	CNA 121	Holistic Care of the Aging	3
	SW 0126	Social Work and the Aging Population	3
		Total	17.5

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

Admission Requirements:

- **AGE:** Be at least 18 years of age.
- **ENTRANCE TEST:** Placement test score equivalent to ENG 047 or higher.
- **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.

Possible Career Opportunities

Certified Medication Aide; Certified Nurse 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

MASSAGE THERAPY (One-Year Certificate)

(MTP 2141) Minimum 33 hours

Kayla Sauerbrunn | (618) 634-3217 | kaylas@shawnecc.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.

Legislative changes that occur to the Illinois Department of Professional and Financial Regulations during a catalog cycle will supersede catalog the catalog curriculum guide. See an advisor for the most current information.

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 and 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 ASSISTANT (One-Year Certificate)

(HCM 1201) Minimum 32 hours

Kayla Sauerbrunn | (618) 634-3217 | kaylas@shawnecc.edu

This one-year certificate program is designed to prepare the student to provide both administrative and clinical services in a medical office. Medical assistants have a moderate level of patient contact. The profession-specific duties of a medical assistant will vary depending on the legal requirements of the state and on-the-job training, skill level, and capabilities of the medical assistant. Administrative duties may include: managing the flow of patients in and out of the office, updating and filing medical records, filling out insurance information, arranging for hospital admission or laboratory services, and billing. Under the direct supervision of a licensed professional such as a physician, medical assistants also provide direct, hand-on patient care procedures. These procedures may include: monitoring vital signs, explaining treatment procedures, preparing patients for examinations, sterilizing instruments and/or performing routine laboratory procedures and electrocardiograms. **See the Medical Assistant admission information in the college catalog.**

For further information regarding the field of medical assistant, refer to the American Association of Medical Assistants website at www.aama-ntl.org.

FALL SEMESTER			Credit Hours
HIT 100	Medical Terminology		3
BIO 212	Anatomy & Physiology		3
MA 100	Medical Office Procedures		3
MA 101	Patient Care I		3
MA 102	Billing and Coding		3
MA 103	Medical Law and Ethics		2
TOTAL HOURS			17

SPRING SEMESTER			Credit Hours
MA 104	Professionalism and Safety		3
MA 105	Patient Care II		3
MA 106	Medical Assisting Pharmacology		3
MA 107	Lab Diagnostics		4
MA 108	Internship		2
TOTAL HOURS			15

Possible Career Opportunities: Medical assistant. Major employers include community health providers, hospitals, and other healthcare facilities.

O*NET Links: www.onetonline.org SOC Codes: 31-9092.00

MEDICAL BILLER (Less-Than-One-Year Certificate)

(HIT 2176) Minimum 11 hours

Kayla Sauerbrunn | (618) 634-3217 | kaylas@shawnecc.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

Kayla Sauerbrunn | (618) 634-3217 | kaylas@shawnecc.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

Kayla Sauerbrunn | (618) 634-3217 | kaylas@shawnecc.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 and 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

Kayla Sauerbrunn | (618) 634-3217 | kaylas@shawnecc.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

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 Allied Health Division Administrative Assistant or college website for specific admission requirements and application procedure.** Application and TEAS Test Deadline is the end of February for classes beginning in the Summer Semester.

Note: MA-0122 Applied Basic Mathematics is highly recommended before Introduction to Pharmacology.

Prerequisites		Credit Hours
BIO 115	Human Biology	5
BIO 210	Intro to Human Anatomy	4
ENG 111	English Composition I	3
PSY 211	Introduction to Psychology	3
HLT 116	Nutrition	3
TOTAL HOURS		18

Full-Time Cohort

First Semester – Summer		Credit Hours
PN 114	Growth and Development	2
PN 121	Fundamentals of Nursing	2
PN 128	Nursing Procedures	2
TOTAL HOURS		6

Second Semester – Fall		Credit Hours
PN 115	Clinical Nursing I (First 8 weeks)	2
PN 116	Clinical Nursing II (Second 8 weeks)	3
PN 125	Introduction to Mental Health	1
PN 126	Introduction to Pharmacology	3
PN 129	Medical-Surgical Nursing I	3
PN 170	Geriatric Nursing	2
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

Part-Time Cohort

Pre-requisites		Credit Hours
BIO 115	Human Biology	5
BIO 210	Intro to Human Anatomy	4
ENG 111	English Composition I	3
PSY 211	Introduction to Psychology	3
HLT 116	Nutrition	3
TOTAL HOURS		18

SUMMER SEMESTER		Credit Hours
PN 114	Growth and Development	2
PN 121	Fundamentals of Nursing	2
PN 128	Nursing Procedures	2
TOTAL HOURS		6

FALL SEMESTER		Credit Hours
PN 115	Clinical Nursing I (First 8 weeks)	2
PN 126	Introduction to Pharmacology	3
PN 129	Medical-Surgical Nursing I	3
TOTAL HOURS		8

SPRING SEMESTER		Credit Hours
PN 117	Obstetric Clinical	1
PN 131	Nursing Care of Mother and Newborn	2
PN 132	Nursing Care of the Child	2
PN 133	Pharmacology	2
TOTAL HOURS		7

FALL SEMESTER		Credit Hours
PN 116	Clinical Nursing II (Second 8 weeks)	3
PN 125	Introduction to Mental Health	1
PN 170	Geriatric Nursing	2
TOTAL HOURS		6

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

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: Major employers include 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

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 * Welding (Arc, Gas, Tig, Pipe, Mig)

One-Year Certificate

Agriculture * Automotive Technician Assistant * Cosmetology * Criminal Justice
Esthetics * Welding

Two-Year Degree (AAS)

Accounting * Agriculture Business and Management * Automotive Technology
Business Management * Computer Systems and Security Specialist
Construction Management of Laborers * 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 64 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
BUS 124	Bookkeeping	3
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	3/4
TOTAL HOURS		12/13

SPRING SEMESTER		Credit Hours
ACC 111	Financial 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
ACC 112	Managerial Accounting	4
BUS 232	Supervision	3
BUS 215	Legal and Social Environment of Business	3
ECO 211	Introduction to Macroeconomics	3
IAI Physical Science	IAI Physical Science	3/4
TOTAL HOURS		16/17

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	3
IAI Humanities	IAI Humanities	3
TOTAL HOURS		18

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 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

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.

AGRICULTURE (One-year Certificate)
(AGR 2214) Minimum 33 hours

Dr. Anna Vaughn-Doom | (618) 634-3264 | annav@shawneecc.edu

This One-year Certificate program is designed to prepare the student as a self-employed participant in the field of agriculture or an agriculture-related business. This certificate is a part of the **Guided Pathway** into the **Associate of Applied Science degree in Agriculture Business and Management** and the **Associate of Applied Science degree in Fish and Wildlife Management**.

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path.

FALL SEMESTER			Credit Hours
AGR 113	Introduction to Soil Science		4
AGR 117	Conservation of Natural Resources		3
AGR 235	Tree Identification Lab		2
COM 111	Business Computer Systems		4
ENG 111	English Composition I		3
TOTAL HOURS			16

SPRING SEMESTER			Credit Hours
AGR 112	Introduction to Crop Science		4
AGR 115	Intro to Animal Science		4
AGR 145	Introduction to Agribusiness Management		3
AGR 211	Technology in Agriculture		3
ENG 112	English Composition		3
TOTAL HOURS			17

AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)
(AGR 2215) Minimum 61 hours

Dr. Anna Vaughn-Doom | (618) 634-3264 | annav@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

Second 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

FALL SEMESTER			Credit Hours
AGR 111	Introduction to Horticulture		3
AGR 117	Conservation of Natural Resources		3
AGR 228	Wildlife Management		3
AGR 235	Tree Identification Lab		2
	Humanities Elective		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

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	Agriculture Internship		2
TOTAL HOURS			15

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

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

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

(AUT 2106) Minimum 6 hours

Derek Pender | (618)-634-3318 | derekp@shawnecc.edu

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.

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

Note: No minimum placement test required.

AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR (Less-Than-One-Year Certificate)

(AUT 2186) Minimum 16 hours

Derek Pender | (618)-634-3318 | derekp@shawnecc.edu

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 (One-Year Certificate)

(AUT 2158) Minimum 31 hours

Derek Pender | (618)-634-3318 | derekp@shawnecc.edu

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 and AC	3
TOTAL HOURS		15

AUTOMOTIVE TECHNOLOGY (AAS Degree)

(AUT 2256) Minimum 62 hours

Derek Pender | (618)-634-3318 | derekp@shawnecc.edu

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

Second 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

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 General Industry	3
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

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

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

(ELT 2161) Minimum 18 hours

Dr. Greg Mason | (618) 634-3325 | gregm@shawneecc.edu

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 General Industry	3
		Total Hours	18

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

BUSINESS MANAGEMENT (AAS Degree)

(BUS 2210) Minimum 63 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.

First Year

FALL SEMESTER		Credit Hours
BUS 124	Bookkeeping	3
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	15

SPRING SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 215	Legal and Social Environment of Business	3
BUS 230	Human Resource Management	3
MAT 116	College Algebra	4
SPC 111	Speech	3
	TOTAL HOURS	17

Second Year

FALL SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
BUS 116	Principles of Marketing	3
BUS 232	Supervision	3
ECO 211	Intro to Macroeconomics	3
MAT 210	General Elementary Statistics	4
	TOTAL HOURS	17

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@shawnecc.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.

First Year

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 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 and Network	2
COM 222	Computer Logic	3
COM 246	Introduction to Cybersecurity	3
COM 265	Command Prompt-Windows	2
SPC 111	Speech	3
TOTAL HOURS		13

Second Year

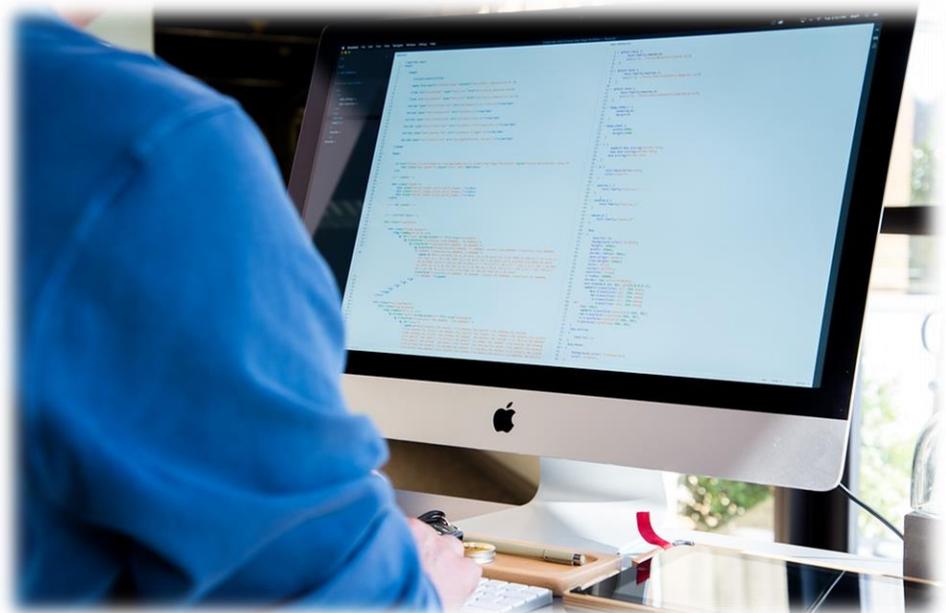
FALL SEMESTER		Credit Hours
COM 218	Security + Certification	3
COM 227	Database Management Systems	3
COM 231	C-Programming	3
COM 244	A+ Certification	3
ENG 111	English Composition	3
COM 281	Microsoft Excel	2
TOTAL HOURS		17

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
COM 247	Python Programming	3
COM 241	Windows Server Networking	3
ECO 211 or ECO 212	Introduction to Macroeconomics (Fall) or Introduction to Macroeconomics (Spring)	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



CONSTRUCTION MANAGEMENT OF LABORERS (AAS Degree)

Ruth Smith | (618) 634-3347 | ruths@shawneecc.edu

(CMT 2005)

Minimum 62 Hours

Teale Betts | (618) 634-3423 or (618) 634-3441 | tealeb@shawneecc.edu

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 (ILCJATP). All LBR-prefix courses are taken with the union according to the apprenticeship cycle. All other courses are taken with SCC.

NOTE: The Business (BUS) courses are to be taken in this sequence for successful completion of this program. The students will take all of the LBR courses with the ILCJATP. Any 30 hours of that coursework will count toward the degree.

FIRST SEMESTER 12 weeks		Credit Hours
COM 111	Business and Computer Systems	4
ENG 124	Technical Communication I	3
TOTAL HOURS		7

THIRD SEMESTER 12 weeks		Credit Hours
BUS 232	Supervision	3
BUS 215 or SOC 218	Legal and Social Environment of Business or Cultural Diversity	3
SPC 210	Interpersonal Communication	3
TOTAL HOURS		9

SECOND SEMESTER		Credit Hours
BUS 112	Leadership Principles	2
BUS 210	Principles of Management	3
ENG 221	Technical Communication II	3
TOTAL HOURS		8

FOURTH SEMESTER 16 weeks		Credit Hours
BUS 128	Introduction to Management	3
BUS 197	Construction Management for Laborers Internship	5
TOTAL HOURS		8

ILCJATP courses (Select any combination of 30 credit hours)

LBR 140 - Craft Laborer Orientation	3
LBR 141 - Construction Math	3
LBR 142 - Mason Tending	3
LBR 143 - GPS I	3
LBR 144 - Asphalt Technology and Construction	3
LBR 145 - Grade Checking System	3
LBR 146 - Concrete Specialist 1	3

LBR 147 - Landscaping	3
LBR 148 - Blueprint Reading	3
LBR 240 - Asbestos and Lead Awareness	3
LBR 242 - Principles of Pipe Laying	3
LBR 244 - Concrete Specialist 2	3
LBR 246 - Bridge Construction, Renovation, and Demolition	3
LBR 248 - Hazardous Waste Operations	3

Possible Career Opportunities

Construction Manager, Facilities Manager, Site Engineer, Building Surveyor, Building Services Engineer, Sustainability Consultant

O*NET Links: www.onetonline.org

SOC Codes: 11-9021.00



COSMETOLOGY (One-Year Certificate)

(COS 2139) Minimum 40 hours

Wendy Harris | (618) 634-3253 | wendyh@shawneecc.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 159	Cosmetology Lab V		6
COS 160	Cosmetology Internship		2
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@shawneecc.edu

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

Per the requirements of the Illinois Department of Financial and Professional Regulation (IDFPFR), the student may be eligible to waive COS 221 based on an applicable and qualified work verification audit.

			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

Eric Howard | (618) 634-3225 | erich@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 210	Introduction to Victimology	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 62 hours

Eric Howard | (618) 634-3225 | erich@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 113	Ethics in Criminal Justice	3
CJ 123	Introduction to Criminal Justice	3
CJ 125	Criminal Behavior	3
ENG 124	Technical Communication I	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 210	Introduction to Victimology	3
CJ 224	Juvenile Justice	3
ENG 221	Technical Communication II	3
SOC 212	Sociology	3
TOTAL HOURS		15

Second Year

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

SPRING SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
CJ 223	Introduction to Corrections	3
CJ 225	Introduction to Terrorism	3
CJ 199	Criminal Justice Internship	2
COM 245	Computer Forensics and Investigation	3
SPC 210	Interpersonal Communication	3
TOTAL HOURS		17

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. Potential employees 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.

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 28 hours

Derek Pender|618-634-3318|derekp@shawnecc.edu

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	Agriculture Internship	2
TOTAL HOURS		14

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



ESTHETICS (One-Year Certificate)

(EST 1501)

Minimum 32 hours

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

This certificate program is designed to provide Esthetic students with the basic knowledge and industry standard entry level skills required by the Illinois Department of Financial and Professional Regulations for licensure. A minimum of 850 contact hours and 32 semester hours of college credit are required for the completion of this program. The Esthetics program is 2 semesters and will be offered each Fall with completion each Spring.

FALL SEMESTER		Credit Hours
EST 140	Esthetics Theory I	2
EST 141	Esthetics Laboratory I	6
EST 142	Esthetics Theory II	2
EST 143	Esthetics Laboratory II	6
TOTAL HOURS		16

SPRING SEMESTER		Credit Hours
EST 144	Esthetics Theory III	2
EST 145	Esthetics Laboratory III	6
EST 146	Esthetics Theory IV	2
EST 147	Esthetics Laboratory IV	6
TOTAL HOURS		16

Possible Career Opportunities

Becoming an esthetician can lead to many different career paths, including employment at salons, spas or resorts. Licensed professionals can also serve as manicurists, pedicurists, makeup artistry or even salon and spa managers.

O*NET Links: www.onetonline.org

SOC Codes: 39-5094.00

FISH AND WILDLIFE MANAGEMENT (AAS Degree)

(AGR 2216) Minimum 60 hours

Dr. Anna Vaughn-Doom | (618) 634-3264 | annav@shawnecc.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.

First Year

FALL SEMESTER		Credit Hours
AGR 113	Introduction to Soil Science	4
AGR 228	Wildlife Management	3
AGR 235	Tree Identification Lab	2
ENG 111	English Composition I	3
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

Second Year

FALL SEMESTER		Credit Hours
AGR 117	Conservation of Natural Resources	3
*AGR 225	Introduction to Forestry	3
BIO 214	Field Biology	2
COM 111	Business Computer Systems	4
MAT 110 or 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	Agriculture Internship	2
TOTAL HOURS		14

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 29 hours

Dr. Greg Mason | (618) 634- 3325 | gregm@shawnecc.edu

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 General Industry		3
TOTAL HOURS			15

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 61 hours

Dr. Greg Mason | (618) 634- 3325 | gregm@shawnecc.edu

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 General Industry		3
TOTAL HOURS			15

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
BUS 124	Bookkeeping		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 124 or ENG 111	Technical Communication I or English Composition I		3
ACC 111	Financial Accounting		4
SPC 111	Speech		3
TOTAL HOURS			17

Second Year

FALL SEMESTER			Credit Hours
PSY 211	Intro to Psychology		3
ENG 221 or ENG 112	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			13

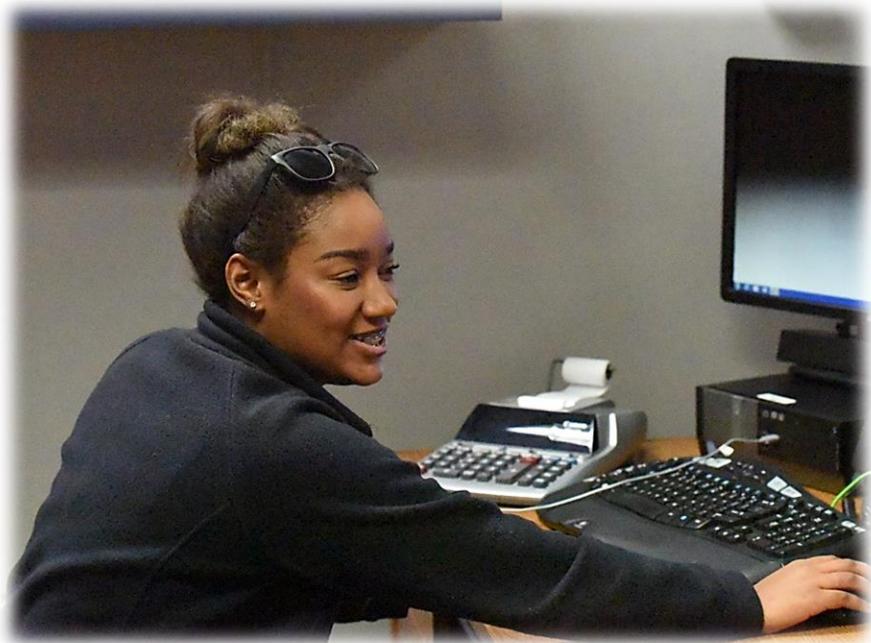
SPRING SEMESTER			Credit Hours
BUS 225	Business Communication		3
BUS 215	Legal and Social Environment of Business		3
COM 283	Microsoft Access		2
ECO 0212	Intro to Microeconomics		3
IMS 0227	Office Information Processing I		3
IMS 197	Information Processing Internship		2
TOTAL HOURS			16

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.onetonline.org

SOC Codes: 43-9021.00



INTERNET AND COMPUTING CORE PREP (Less-Than-One-Year Certificate)

(COM 2182) Minimum 7 hours

Craig Bradley | (618) 634-3345 | craigb@shawneecc.edu

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. Individuals with IC3 Certification also get instant access to Certiport Authenticated Digital Transcript. This first-of-its-kind service allows students to easily access exam and certification status, and enables the sharing of 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

Craig Bradley | (618) 634-3345 | craigb@shawneecc.edu

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 a student has 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 132	Nail Technology Theory II	4
NLT 133	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@shawnecc.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.

First Year

FALL SEMESTER			Credit Hours
ENG 111	English Composition I		3
MAT 210	General Elementary Statistics		4
SOC 122	Intro to Social Problems		3
SW 121	Intro to Social Work		3
SW 225	Community Health Systems		3
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

Second Year

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

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@shawnecc.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

WELDING - COMBINATION (One-Year Certificate)
(WEL 2147) Minimum 31 hours

Randy Lingle | (618) 634-3240 | randyl@shawnecc.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 General Industry	3
TOTAL HOURS		16



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	5
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:

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 a competitive level of a composite selection score. 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

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 and 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 and 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	Immunochemistry (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)
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
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

SURGICAL TECHNOLOGY (AAS Degree)

Pending HLC Approval

(ORT 5199) Minimum 62.5 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 (SICCM). This program is designed to provide students with the knowledge, skills, and attitudes necessary to practice as certified surgical technologists. Students successfully completing the program will be fully qualified for jobs as scrub surgical technologists and circulating surgical technologists. Program graduates will be eligible for employment in hospitals, surgical centers, clinics and physicians' offices. 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

First Year

FALL SEMESTER		Credit Hours
STP 121	Intro to Surgical Tech	3
HIT 100	Medical Terminology I	3
*BIO 218	Intro to Microbiology	4
MAT 122	Mathematics for Applied Tech	3
TOTAL HOURS		13

SPRING SEMESTER		Credit Hours
STP 122	Principles and Practices	7
STP 127	Pharmacology for Health Professions	3
*BIO 210	Intro to Human Anatomy	4
TOTAL HOURS		14

SUMMER SEMESTER		Credit Hours
STP 123	Surgical Procedures I	3
STP 125	Clinical Rotation I	2.5
BIO 215	Intro to Human Physiology	4
TOTAL HOURS		9.5

Second Year

FALL SEMESTER		Credit Hours
STP 224	Surgical Procedures II	5
STP 226	Clinical Rotation II	5
ENG 111	English Composition I	3
TOTAL HOURS		13

SPRING SEMESTER		Credit Hours
STP 228	Surgical Procedures III	5
STP 229	Clinical Rotation III	5
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
TOTAL HOURS		13

Students must be certified in CPR Healthcare Provider through the American Heart Association at the start of the program.

*Prerequisite Course BIO 115 Human Biology

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

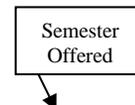
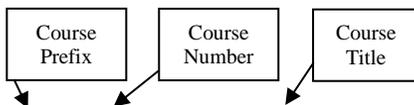
Certified Surgical Tech/First Assistant, Certified Surgical Technician, Certified Surgical Technologist (CST), Operating Room Surgical Technician (OR St), Operating Room Technician (OR Tech), Operating Room Technologist (OR Tech), Surgical Scrub Technician, Surgical Scrub Technologist (Surgical Scrub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

O*NET Links: www.onetonline.org

SOC Codes: 29-2055.00

COURSE DESCRIPTIONS





ACC-0111 Financial Accounting

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.

Semester Credit: 4 credit hours (30 lecture, 30 lab hours per semester)

Prerequisite: BUS-0124.

Transferable

IAI Major: BUS903

Semester Offered

Not all courses are offered every semester. The specific semesters are indicated. If a course is offered *By Request*, it is not offered on a regular basis. It can be added by special request providing there is an adequate number of interested students.

Semester Credit

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 during a traditional 16-week semester. The times will be adjusted on the semester schedule if the number of weeks for the course to meet are fewer than a full semester.

Variations in credit

Lecture: 15 fifty-minute class hours = 1 credit hour

Nursing Clinical: 45 fifty-minute clock hours = 1 credit hour

Cosmetology Lab: 45 sixty-minute clock hours = 1 credit hour

Internship: 75 sixty-minute clock hours = 1 credit hour

Academic credit hours are calculated on a traditional 16-week semester.

Prerequisite

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.

Unless otherwise noted elsewhere, all courses require satisfactory evidence of entry level writing/reading skills based on one of multiple measures and/or completion of the developmental English program with a minimum grade of C.

Transferable

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

IAI Major/IAI GECC

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of Illinois General Education Core curriculum between participating institutions. Completion of the 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 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. This number identifies the IAI major that the course is approved under.

COURSE CATEGORY**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
Computers	COM
Construction Management of Laborers	LBR
Cosmetology	COS
Criminal Justice.....	CJ
Diesel Technology	DSL
Early Childhood Education	ECE
Economics.....	ECO
Education	EDU
Electronics.....	ELT
Engineering	EGR
English.....	ENG
Esthetics.....	EST
Geology	GEO
Geography	GRY
Government	GOV
Health	HLT
Health Information Technology	HIT
Heating/Ventilation/AC/Refrigeration (HVAC-R).....	HAC/HEA
History.....	HIS
Industry.....	IND
Information Management Systems	IMS
Leadership	LEA
Library.....	LRC
Literature	LIT
Massage Therapy	MTP
Mathematics	MAT
Medical Assistant.....	MA
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
Seminar	SEM
Social Work	SW
Sociology	SOC
Spanish	SPA
Speech and Theater.....	SPC
Surgical Technology	STP
Surveying	SUR
Truck Driving.....	TDR
Volunteer Service.....	VOL
Welding	WEL

Academic Course Descriptions

Accounting

ACC-0111 Financial Accounting

Fall/Spring

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: BUS-0124

Transferable

IAI Major: BUS903

ACC-0112 Managerial Accounting

Fall

This course presents accounting as an in-house information production process that is to be used when managing a business. Separate components of a business are emphasized in regards to their planning, controlling, and performance evaluation. The various industry-specific tasks that will be highlighted are job-order costing, activity-based costing, and cost-profit-analysis. Review of budgetary planning processes will include variances for actual output, flexible spending, and implementation of decision models used in making short- and long-term business decisions.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: ACC-0111

Transferable

IAI Major: BUS904

ACC-0121 Payroll Accounting

Spring

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: ACC-0111

ACC-0219 Quickbooks

Spring

This course introduces the accounting student to an electronic, integrated software package, which is intended for the small business owner. Basic areas of accounting, such as payables, receivables, payroll, depreciation, inventory and preparation of accounting statements and reports are practiced using QuickBooks. Students will learn through problem solving to set up computerized financial records for a new business or for an existing business that has been utilizing a manual accounting system.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (15 lecture and 30 lab hours per semester)

Prerequisite: ACC-0111

ACC-0223 Tax Accounting**Spring**

The study of tax accounting includes tax responsibilities of individuals, partnerships, and corporations; income inclusions and exclusions; capital gains and losses; business and personal deductions; dividends, inventories, and depreciation; special filings; death, gift, trust, and estate taxes, and planning for tax minimization.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ACC-0111

Agriculture

AGR-0111 Introduction to Horticulture**Spring**

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.

Semester Credit: 3 credit hours (30 lecture and 30 lab hours per semester)

Transferable

IAI Major: AG905

AGR-0112 Introduction to Crop Science**Spring**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

IAI Major: AG903

AGR-0113 Introduction to Soil Science**Fall**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

IAI Major: AG904

AGR-0115 Introduction to Animal Science**Spring**

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.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

IAI Major: AG902

AGR-0116 Agricultural Economics**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: AG901

AGR-0117 Conservation of Natural Resources**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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-0145 Introduction to Agribusiness Management**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

AGR-0197 Agriculture Internship**Fall or Spring**

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.

Semester Credit: 2 credit hours (150 clock hours per semester)

AGR-0211 Technology in Agriculture**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Fall**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Fall**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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-0230 Agricultural Chemicals**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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-0235 Tree Identification Lab**Fall**

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

Semester Credit: 2 credit hours (60 lab hours per semester)

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

AGR-0272 Greenhouse Management**By Request**

A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Associate Degree in Nursing

ADN-0222 Medical–Surgical Nursing I Theory

Fall

It is designed to provide the student with further study of pulmonary and cardiovascular function, principles of pathophysiology, and nursing care of common respiratory and cardiovascular disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing respiratory and cardiovascular diseases and conditions. Combined with ADN 223 Medical Surgical I Clinical, learning opportunities include both theory content and clinical experience.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Admission to ADN program.

Co-Requisite: Must be currently enrolled in ADN 223 Medical-Surgical Nursing I Clinical.

ADN-0223 Medical–Surgical Nursing I Clinical

Fall

It is designed to provide the student with further study of pulmonary and cardiovascular function, principles of pathophysiology, and nursing care of common respiratory and cardiovascular disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing respiratory and cardiovascular diseases and conditions. Combined with ADN 222 Medical Surgical I Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification.

Co-Requisite: Must be currently enrolled in ADN 222 Medical-Surgical Nursing I Theory

ADN-0224 Nursing Care of Mother and Child Theory

Fall

It is designed to provide the student with greater depth and broader perspective of the delivering nursing care to the expanding family. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional and social needs of the antepartum, intrapartum, and postpartum woman as well as to newborn and pediatric patients. 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 health promotion, family involvement and cultural needs of the child bearing family and the hospitalized child and/or adolescent. Combined with ADN 225 Nursing Care of Mother and Child Clinical, learning opportunities include both theory content and clinical experience.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Admission to the ADN nursing program.

Co-Requisite: Must be currently enrolled in ADN 225 Nursing Care of Mother and Child Clinical

ADN-0225 Nursing Care of Mother and Child Clinical

Fall

This course is designed to provide the student with greater depth and broader perspective of the delivering nursing care to the expanding family. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional and social needs of the antepartum, intrapartum, and postpartum woman as well as to newborn and pediatric patients. 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 health promotion, family involvement and cultural needs of the child bearing family and the hospitalized child and/or adolescent. Combined with ADN 224 Nursing Care of Mother and Child Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisites: Current BLS CPR certification.

Co-Requisite: Must be currently enrolled in ADN 224 Nursing Care of Mother and Child Theory.

ADN-0227 Healthcare Diversity

Summer

This course is designed to foster cultural awareness, sensitivity, and competence of the nursing student for the purpose of preparing them to provide quality nursing care that addresses the unique holistic needs of each client or client population in a variety of healthcare settings. Topics to be discussed include cultural diversity, cultural awareness and sensitivity, healthcare disparity, and cultural competence. Students will explore various cultural beliefs regarding medicine, pain, birth and death, family, and today's healthcare system.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: Admission into the ADN nursing program.

ADN-0229 Community-Based Nursing Care

Spring

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.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Current BLS CPR certification.

ADN-0232 Nursing Today and Tomorrow**Spring**

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. Students will have the opportunity to prepare for the application and interview process to pursue professional nurse employment.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I, and ADN 239 Transitions to Professional Nursing Practice.

ADN-0237 Mental Health Nursing Theory**Spring**

This course is taken concurrently with ADN 243 Mental Health Nursing Clinical. The course provides the student with further exploration and study into the concepts of mental health and mental illness. Emphasis is placed upon developing skills in therapeutic communication techniques, principles of mental health nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill client. Combined with ADN 243 Mental Health Nursing Clinical, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I, and ADN 239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 243 Mental Health Nursing Clinical.

ADN-0239 Transitions to Professional Nursing Practice**Fall**

This course introduces students to the roles of the professional nurse. Emphasis is placed on the components of the nursing process, clinical reasoning, advanced physical assessment, and client education. Learning opportunities include both theory content and laboratory experiences.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Admission into the ADN nursing program.

ADN-0241 Medical-Surgical Nursing II Theory**Spring**

It is designed to provide the student with further study of gastrointestinal, genitourinary, metabolic, and endocrine function, principles of pathophysiology, and nursing care of common gastrointestinal, genitourinary, metabolic, and endocrine disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing gastrointestinal, genitourinary, metabolic, and endocrine diseases and conditions. Combined with ADN 242 Medical-Surgical II Clinical, learning opportunities include both theory content and clinical experience.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisites: Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I, ADN 239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 242 Medical-Surgical Nursing II Clinical.

ADN-0242 Medical-Surgical Nursing II Clinical**Spring**

It is designed to provide the student with further study of gastrointestinal, genitourinary, metabolic, and endocrine function, principles of pathophysiology, and nursing care of common gastrointestinal, genitourinary, metabolic, and endocrine disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing gastrointestinal, genitourinary, metabolic, and endocrine diseases and conditions. Combined with ADN 241 Medical-Surgical II Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I and ADN 239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 241 Medical-Surgical Nursing II Theory.

ADN-0243 Mental Health Nursing Clinical**Spring**

The course provides the student with further exploration and study into the concepts of mental health and mental illness. Emphasis is placed upon developing skills in therapeutic communication techniques, principles of mental health nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill client. Combined with ADN 237 Mental Health Nursing Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 1 credit hour (45 clinical hours per semester)

Prerequisites: Current BLS CPR certification. Successful completion of ADN-0222 Medical-Surgical Nursing Theory I, ADN-0223 Medical-Surgical Nursing Clinical I, and ADN-0239 Transitions to Professional Nursing Practice.

ADN-0245 Medical–Surgical Nursing III Theory**Summer**

It is designed to provide the student with further study of orthopedic, dermatological, and neurological function, principles of pathophysiology, and nursing care of common complex medical-surgical conditions. Emphasis will be placed on the application of the nursing process in caring for clients experiencing orthopedic, dermatologic, and neurological disorders, and complex medical-surgical conditions. Combined with ADN 246 Medical-Surgical III Clinical, learning opportunities include both theory content and clinical experience.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Successful completion of ADN 241 Medical-Surgical Nursing Theory II, ADN 242 Medical-Surgical Nursing Clinical II.

Co-Requisite: Must be currently enrolled in ADN 246 Medical-Surgical Nursing III Clinical.

ADN-0246 Medical –Surgical Nursing III Clinical**Summer**

It is designed to provide the student with further study of orthopedic, dermatological, and neurological function, principles of pathophysiology, and nursing care of common complex medical-surgical conditions. Emphasis will be placed on the application of the nursing process in caring for clients experiencing orthopedic, dermatologic, and neurological disorders, and complex medical-surgical conditions. Combined with ADN 246 Medical-Surgical III Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of ADN 241 Medical-Surgical Nursing Theory II, ADN 242 Medical-Surgical Nursing Clinical II.

Co-Requisite: Must be currently enrolled in ADN 245 Medical-Surgical Nursing III Theory.

ART**ART-0111 Drawing I****Fall**

This is an introductory course in drawing. Students will use graphite, charcoal, and alternate methods for producing drawings. Student works will often be exhibited in the SCC display case.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Transferable

ART-0112 Painting I**Spring**

This is an introductory course in oil painting. Students will learn technological and formal aspects of oil painting. Student works will often be exhibited in the SCC display case.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Transferable

ART-0113 Ceramics I**Fall**

This is an introductory course in the use of ceramics for making sculpture and pottery. Various uses of clay, ceramics tools, and surface treatments will be explored in this class. Both hand-building and wheel-throwing techniques will be utilized by each student. Student works will often be exhibited in the SCC display case.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Transferable

ART-0114 Art Appreciation**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: F2900

ART-0115 Fundamentals of Art: 2D Design**Spring**

This class is an exploration of the fundamental elements and principles of design. Emphasis is on two-dimensional design principles and theories. Students will use a variety of media to create artworks. Students will also learn to successfully criticize artworks. Student works will often be exhibited in the SCC display case.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

ART-0117 Art History Survey I**By Request**

This course is an historical survey of significant art works and forms and includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from prehistoric times through Gothic; and cultural backgrounds and influences.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: F2901

ART-0118 Art History Survey II**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ART-0117

Transferable

IAI GECC: F2902

ART-0119 Art in the Elementary School**By Request**

Principles of and practical classroom procedures for teaching art in the elementary school and includes art education theory; art terms, techniques, and various media; economical variations for commonly used materials; children's creative work at various developmental stages; and organization of art programs in the classroom.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

ART-0120 Watercolor I**By Request**

This is an introductory course in watercolor painting. Students will learn technological and formal aspects of watercolor painting. Student works will be exhibited in the SCC display case.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

ART-0121 Fundamentals of Art: 3D Design**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

ART-0211 Drawing II**Fall**

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.

Semester Credit: 3 credit hours (90 lab hours per semester)

Prerequisite: ART-0111

Transferable

ART-0212 Painting II**Spring**

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.

Semester Credit: 3 credit hours (90 lab hours per semester)

Prerequisite: ART-0112

Transferable

ART-0213 Ceramics II**Fall**

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.

Semester Credit: 3 credit hours (90 lab hours per semester)

Prerequisite: ART-0113

ART-0215 Fundamentals of Art: Adv. 2D**Spring**

This class is an exploration of the fundamental elements and principles of design. Emphasis is on two-dimensional design principles and theories. Students will use a variety of media to create artworks. Students will also learn to successfully criticize artworks. This class will also contain a commercial component. Student works will often be exhibited in the SCC display case.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ART-0115

Transferable

ART-0216 Photography I**Fall /Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

ART-0217 Photography II**Fall/Spring**

This is an advanced course which will emphasize the use of a 35 mm SLR and advanced darkroom techniques.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ART-0216

Transferable

ART-0220 Watercolor II**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours)

Prerequisite course: Art-0120

ART-0221 Sculpture I**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ART-0121

Transferable

ART-0227 African-American Art and Artists**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ART-0114

Transferable

IAI GECC: F2906D

Astronomy

AST-0111 Introduction to Astronomy

Fall/Spring

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.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: P1906L

AST-0112 Astronomy: Stars, Galaxies and Beyond

Spring

A second course in astronomy designed for students planning to transfer to a university. The course includes a study of the sun and other stars and their planetary formation, nebulae, galaxies and universe beyond our solar system. Evening observations includes deep sky objects with the telescope and field glasses. Computer and astronomical laboratory exercises and astrophotography will be a crucial part of this course.

Semester Credit: 4 credit hours (3 lecture hours and 2 lab hours per semester)

Transferable

Automotive

AUT-0122 Engine Performance I

Fall

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

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

AUT-0129 Engine Performance II

Spring

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite course: ENG-0047 with a minimum grade of C and AUT 0122.

AUT-0130 Auto Body I

Fall/Spring

This course introduces safety, tools, and the basic fundamentals of auto body repair. Topics include: shop safety, damage analysis, tools and equipment, repair techniques, material selection, material usage and other related topics.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

AUT-0131 Auto Body II

Fall/Spring

This course introduces safety, tools, and the fundamentals of auto body repair. Topics include: shop safety, panel repair and replacement, corrosion protection, paint preparation and proper painting procedures, final detailing, welding and cutting procedures, fiberglass, plastic and composite materials, recognizing various types of mechanical damage, as well as standard and specialty equipment and tools. Special emphasis placed on safety and environmental issues.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: AUT-0130

AUT-0132 Electrical/Electronic Systems

Spring

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0133 Automatic Transmission/Trans Axial**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0135 Brakes**Fall**

This course is a study of automotive fundamental safety, master cylinders, power-assist units, hydraulic lines and valves, disk brakes, drum brakes, antilock braking system, parking brake, brake electric and electronic components.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0136 Suspension and Steering**Fall**

This course is a study of automotive suspensions and steering systems basic theory, safety practices, wheel bearings, tires and wheels, shock absorbers and struts, front and rear suspension systems, computer controlled suspension systems, steering columns and steering linkage mechanisms, power steering pumps, steering gears, four-wheel steering, frames, camber, caster, SAI, setback, toe, and computer alignment systems.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0137 Engine Repair**Fall**

This course is a study of theory of engine operation, safety, operating systems, diagnosis, sealer gaskets, fasteners, tools and machinery, engine removal and disassembly, manifolds, cylinder heads and reconditioning, value train, block assembly, engine re-assembly and installation.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0138 Manual Drive Train and Axles**Spring**

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0139 Auto Heating and Ac**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0150 Basic Diesel**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0197 Automotive Internship**By Request**

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

Semester Credit: 2 credit hours (150 lab hours per semester)

AUT-0225 Engine Performance/Comp I**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0047 with a minimum grade of C.

AUT-0230 Engine Performance/Comp II**Fall**

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

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

AUT-0232 Advanced Electrical/Electronic Systems**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Completion of AUT 132.

Basic Electricity

BEL-0161 Basic Electricity I**Fall**

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: MAT-0041

BEL-0162 Basic Electricity II**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: BEL-0161

BEL-0163 Conduit Bending and Fabrication**Fall**

This course teaches the student how to use electrical conduit. It includes cutting, fitting, threading, and bending.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

BEL-0164 Electrical Safety**Fall**

Electrical Safety requirements per OSHA and NFPA 70E standards.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: BEL-0161

BEL-0165 Residential Wiring**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: BEL-0161 and BEL-0162

BEL-0166 Codeology**Spring**

This course teaches the student how to understand and use the National Electrical Code Book.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Biology

BIO-0111 Introduction to Biology

Fall/Spring/Summer

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.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Transferable

IAI Major: BIO910

IAI GECC: L1910L/L1900L

BIO-0115 Human Biology

Fall/Spring/Summer

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.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Transferable

IAI GECC: L1904L

BIO-0210 Introduction to Human Anatomy

Fall/Spring

The structure of the cells, tissues, and organs that make up the systems of the human body are systematically studied. Study of tissues and systems is augmented through microscopic study of prepared slides and the dissection and study of homologous systems of other mammals.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: BIO-0115 with minimum grade of C.

Transferable

BIO-0211 Ecology

Fall

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Transferable

IAI GECC: L1905

BIO-0212 Anatomy and Physiology

Spring

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Transferable

BIO-0213 Botany

By Request

This course is an introduction to plant biology. Basic principles of plant structure, development, physiology, and reproduction are emphasized. Consideration is also given to plant genetics, classification, evolution, and ecology.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours)

Transferable

BIO-0214 Field Biology

Fall/Spring

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

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

Transferable

BIO-0215 Introduction to Human Physiology**Fall/Spring**

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.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: BIO-0210 with minimum grade of C.

Transferable

BIO-0216 Survey of the Animal Kingdom**By Request**

This course studies the basic principles of the structure, physiology, life cycles, taxonomy, ecology, and evolution of invertebrate and vertebrate animals.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: BIO-0111 or BIO-0115.

Transferable

BIO-0218 Introduction to Microbiology**Fall/Spring**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: BIO-0111 or BIO-0115 with a grade of C or better.

Transferable

BIO-0221 Anatomy and Physiology I**Fall**

This course is the first of a two semester anatomy and physiology class. This portion provides an overview of cytology, histology, and organ systems (integumentary, muscular, skeletal and nervous). Lecture topics are correlated with laboratory activities including anatomical models and vertebrate dissection.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: BIO 115 with grade of C or higher

BIO-0222 Anatomy and Physiology II**Spring**

This course is the second part of a two semester anatomy and physiology class. This course will provide an overview of gross and microscopic structures of human body and basic understanding of physiological mechanisms of the following systems: endocrine, cardiovascular, immune/lymphatic, respiratory, digestive, urinary, and reproductive. Lecture topics are correlated with laboratory work.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: BIO 221 with a grade of C or higher

Business

BUS-0112 Leadership Principles**Fall**

This course assists students in applying effective leadership styles and behaviors to build collaborative, constructive, and motivational work environments by forming strong, cohesive work relationships while engaging employee strengths for organizational success. Leadership philosophy and vision are determined as well as recognizing and applying strengths-based leadership. Applying effective management strategies using team building and leadership techniques will be stressed.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (30 lecture hours per semester)

BUS-0116 Principles of Marketing**Fall**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**By Request**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (30 lab hours per semester)

BUS-0124 Bookkeeping**Fall/Summer**

This course is designed for students who would like to learn basic skills in keeping financial records. Journalizing transactions, petty cash, payroll, and related topics are introduced in this course. Students will complete several comprehensive problems to demonstrate text material understanding.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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 Introduction to Management**Fall/Spring**

Principles and practices of establishing and operating a business are presented, including opportunities, hazards, and problems which might be encountered. Fundamental considerations, planning, organizing, actuating and controlling management application of principles and techniques to all activities.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**By Request**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (30 lecture hours per semester)

BUS-0155 Personal Finance**Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**By Request**

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

Semester Credit: 2 credit hours (150 lab hours per semester)

Prerequisite: 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-0197 Construction Management Internship**By Request**

The purpose of the internship is to provide the student with practical experience on a construction site, competence in problem-solving and personal growth and responsibility, and opportunities for self-evaluation.

Semester Credit: 5 credit hours (25 lab hours per semester)

BUS-0210 Principles of Management**Fall/Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

BUS-0211 Introduction to Finance**Spring**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: BUS-0124 with a minimum grade of C.

Transferable

BUS-0212 Advertising: Principles and Tech**By Request**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: 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**Fall**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

BUS-0215 Legal and Social Environment of Business**Fall/Spring**

The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics are covered in this course. Emphasis is placed on laws which regulate the business enterprise. Employment laws, 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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

BUS-0217 Entrepreneurship**By Request**

This course is designed to help students feel confident in establishing, owning, and operating their own small business with success. Students will study the areas of management, marketing, advertising, and sales in relation to a small business. Topics will focus on the small business aspects of ownership.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: COM-0111

BUS-0230 Human Resource Management**Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**By Request**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Cardiopulmonary Resuscitation

CPR-0120 CPR for Healthcare Providers**Fall/Spring/Summer**

The Basic Life Support for Healthcare Providers course is designed to teach the skills of cardiopulmonary resuscitation (CPR) for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

Semester Credit: 0.5 credit hours (7.5 lecture hours per semester)

Prerequisite: Admission to the Nurse Assistant Program

Certified Nurse Assistant

CNA-0100 Medical Terminology Basics**Fall/Spring**

This course will present students with an introduction to medical language. Basic concepts of medical terminology and body systems will be presented through the study of combining forms, suffixes, and prefixes. Usage of medical terms and abbreviations in health care documents will be presented.

Semester Credit: 2 credit hours (30 lecture hours per semester)

CNA-0120 Basic Nurse Assistant Training Program**Fall/Spring/Summer**

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

Semester Credit: 7 credit hours (90 lecture hours and 40 clinical hours per semester)

Prerequisite: Admission to the Certified Nurse Assistant Program, including testing into ENG 047.

CNA-0121 Holistic Care of the Aging**Fall/Spring**

This course covers the holistic care of the older adult, which includes the person's physical, mental, spiritual, and social needs and how these impact the overall health and well-being of older adults.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Chemistry

CHE-0111 Inorganic, Organic, Biochemistry I**Fall/Spring**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: ENG-0048 and MAT-0041 with a minimum grade C.

Transferable

IAI GECC: LP900L

CHE-0113 Inorganic, Organic, and Biochemistry II**Spring**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: CHE-0111.

Transferable

CHE-0114 Inorganic Chemistry I**Fall**

This course is designed for persons interested in any of the sciences, including engineering, pre-medical and pre-dental majors. Emphasis is on quantitative measurement of chemical composition, the structure of matter, the relationship between the periodic table and properties of elements, and the nature of chemical bonds. Laboratory experiments are designed to give the student experience in handling many of the analytical tools used in industry today.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Prerequisite: MAT-0043 with a minimum grade of C. Recommend CHE-0111.

Transferable

IAI GECC: CHM911/P1902L

CHE-0115 Inorganic Chemistry II**Spring**

Topics of the course include kinetics, equilibrium, solubilities, thermodynamics, organic and biochemistry. The student will be introduced to techniques of solving concentrations of various types of solutions in equilibrium. Laboratory is qualitative analysis of the analytical groups.

Semester Credit: 5 credit hours (60 lecture and 30 lab hours per semester)

Prerequisite: CHE-0114 with a C or better and MAT-0116 or MAT-0115.

Transferable

IAI Major: CHM912

Computer Systems

COM-0101 Introduction to Essential Comp Skills**By Request**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (30 lab hours per semester)

COM-0111 Business Computer Systems**Fall/Spring/Summer**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

COM-0133 Linux Operating System and Network**Spring**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

Prerequisite: Satisfactory evidence of entry level writing/reading skills based assessment testing scores, and/or completion of the

COM-0134 Wireless LANs**Spring**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: 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-0168 Introduction to Desktop Publishing**By Request**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (7.5 lecture hours and 15 lab hours per semester)

COM-0189 Networking Technologies**Fall, even years**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Spring, even years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (7.5 lecture hours and 15 lab hours per semester)

Prerequisite: 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**By Request**

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

Semester Credit: 2 credit hours (150 lab hours per semester)

COM-0201 Windows Operating Systems**Fall**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (7.5 lecture hours and 15 lab hours per semester)

Prerequisite: 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**Fall, odd years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Prerequisite: COM-0189.

COM-0222 Computer Logic**Spring**

This course is a study of the documentation, logic, pseudocode, and flowcharting techniques used in typical applications programs and includes current structured design techniques.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Prerequisite: COM-0111 and MAT-0043.

COM-0225 Systems Analysis**Fall, even years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Prerequisite: COM-0111.

COM-0227 Database Management Systems**Fall, odd years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0111.

COM-0231 C Programming**Fall, odd years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0111 and COM-0222.

COM-0233 Basic Programming**By Request**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0111 and COM-0222.

COM-0239 Java Programming**By Request**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0111 and COM-0222.

COM-0241 Windows Server Networking**Spring, 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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Prerequisite: 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**Fall, odd years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours)
Prerequisite: 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 and Investigation**Spring**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0244.

COM-0246 Introduction to Cybersecurity**Spring, even years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0189.

COM-0247 Python Programming**Spring**

This course introduces core programming basics-including data types, control structures, algorithm development, and program design with functions-via the Python programming language. The course discusses the fundamental principles of Object-Oriented Programming, as well as in-depth data and information processing techniques. Students will solve problems, explore real-world software development challenges, and create practical and contemporary applications.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)
Prerequisite: COM-0111 and COM-0222

COM-0265 Command Prompt-Windows**Spring**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

COM-0280 Microsoft Word**Spring, odd years**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

Prerequisite: 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**Fall**

This course provides the student with hands-on experience and knowledge necessary to create, design, and manipulate functional spreadsheets containing basic to complex formulas, functions, and pivot tables using Microsoft Excel software. The student will incorporate critical-thinking skills and problem-solving techniques to master multi-page spreadsheets for data analysis and accurate decision making. This course will help prepare the student to successfully complete the Microsoft Office Specialist Certification exam.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

Prerequisite: 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**Spring, even years**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Construction Management of Laborers

LBR-0140 Craft Laborer Orientation**By Request**

This is an introductory course designed to improve safety and productivity of laborers and provide an opportunity for them to grow in knowledge and skill level through classroom and on-the-job-training. Students will learn about the union, the rules and regulations involved in applying for an apprenticeship, and how to complete apprenticeship paperwork. Students will be advised of safety procedures that fall under governmental Occupational Safety and Health Administration (OSHA) guidelines.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0141 Construction Math**By Request**

This course provides a review of basic math and develops into instruction of angles, degrees, SIN and COSIN, and will prepare individual for additional training in either Total Station or GPS class.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0142 Mason Tending**By Request**

This course involves the careful examination of mason tending and the skills needed to perform the duties of this labor-intensive work. This class is designed to stress the importance of safety in the workplace. The skills acquired will assist in the student's successful performance in the workplace. The students will learn OSHA regulations Subpart M (fall protection) and Subpart L (scaffolding).

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0143 GPS 1**By Request**

This course provides classroom instruction, hands-on activities, and evaluations of Soil Conservation Service standards and specifications, landscape drainage system, grading and preparing soil, proper planting and transplanting of trees and shrubs, chemical application for safety, preparing and installing sod beds, seeding and plating grass, plant cover, weed barrier and mulch applications, tree cutting and pruning, chainsaw safety and use.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0144 Asphalt Technology and Construction**By Request**

This course provides training in the placement, spreading, and compaction of asphalt materials.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0145 Grade Checking**By Request**

This course provides instruction for basic construction surveying, construction staking, electronic theodolite, line and grade checking, and laser tracking level.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0146 Concrete Specialist 1**By Request**

This course provides classroom instruction and hands-on activities related to the concrete industry. That will include sub-grade preparation, concrete estimating, and placing and finishing various styles of slabs on ground construction, which could include sidewalks, driveways, and parking lots.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0147 Landscaping**By Request**

This course provides classroom instruction, hands-on activities, and evaluations on Soil Conservation Service standards and specifications, landscape drainage system, grading and preparing soil, proper planting and transplanting of trees and shrubs, chemical application for safety, preparing and installing sod beds, seeding and planting grass, plant cover, weed barrier and mulch applications, tree cutting and pruning, and chainsaw safety and use.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0148 Blueprint Reading**By Request**

This course involves an examination of blueprint reading as a skill, and will emphasize scaling, visualization, and problem-solving based on individual needs. This course gives a general "feel" of what it is like to be involved in estimating, project managing, or performing the duties of superintendent.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0240 Asbestos and Lead Awareness**By Request**

This course involves the careful examination of asbestos abatement and the skills needed to perform the duties of this hazardous work. Students will learn federal, state, and local regulatory requirements. Upon successful completion of this course, students will be able to obtain an Asbestos Abatement Workers License from the Illinois Department of Public Health (IDPH). A lead awareness component is also included.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0242 Principles of Pipe Laying**By Request**

This course focuses on trench and evacuation safety, gravity flow pipe techniques, and pressure pipe.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0244 Concrete Specialist 2**By Request**

This course will expand on the knowledge and skills learned in LBR-0146 Concrete Specialist 1. Course content will include sub-grade preparation, concrete estimating, and placing and finishing various styles of slabs on ground construction, which could include sidewalks, driveways, curbs, and parking lots.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0246 Bridge Construction, Renovation, and Demolition**By Request**

This course is designed to satisfy the specific needs of signatory contractors engaged in bridge construction, renovation, and demolition projects.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

LBR-0248 Hazardous Waste Operations**By Request**

This course will prepare students to work with hazardous materials found on various job sites.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

Cosmetology

COS-0150 Cosmetology Theory I**Fall/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.

Semester Credit: 2 credit hours (32 lecture hours per semester)

Prerequisite: Concurrent enrollment in COS-0151. 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**Fall/Spring**

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.

Semester Credit: 6 credit hours (270 lab hours per semester as required by IDFPR)

Prerequisite: Concurrent enrollment in COS-0150.

COS-0152 Cosmetology Theory II**Fall/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.

Semester Credit: 2 credit hours (32 lecture hours per semester)

Prerequisite: Successful completion of COS-0150 and COS-0151. Concurrent enrollment in COS-0153.

COS-0153 Cosmetology Laboratory II**Fall/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.

Semester Credit: 6 credit hours (270 lab hours per semester as required by IDFPR)

Prerequisite: Successful completion of COS-0150 and COS-0151. Concurrent enrollment in COS-0152.

COS-0154 Cosmetology Theory III**Spring/Summer**

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.

Semester Credit: 2 credit hours (32 lecture hours per semester)

Prerequisite: Successful completion of COS-0150, COS-151, COS-152, and COS-153. Concurrent enrollment in COS-0155.

COS-0155 Cosmetology Laboratory III**Spring/Summer**

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.

Semester Credit: 6 credit hours (270 lab hours per semester as required by IDFPR)

Prerequisite: Successful completion of COS-0150, COS-151, COS-152, and COS-153. Concurrent enrollment in COS-0154.

COS-0156 Cosmetology Theory IV**Spring/Summer**

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.

Semester Credit: 2 credit hours (32 lecture hours per semester)

Prerequisite: Successful completion of COS-0150, COS-151, COS-152, COS-153, COS-154, and COS-155. Concurrent enrollment in COS-157.

COS-0157 Cosmetology Laboratory IV**Spring/Summer**

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.

Semester Credit: 6 credit hours (270 lab hours per semester as required by IDFPR)

Prerequisite: Complete Successful completion of COS-0150, COS-151, COS-152, COS-153, COS-154, and COS-155. Concurrent enrollment in COS-0156.

COS-0159 Cosmetology Laboratory V**Summer/Fall**

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 offer a comprehensive review of all prior Cosmetology courses and continue to build and develop student skills for successful completion of the program and preparation for the Shawnee Community College School of Cosmetology Exit Examination and the Illinois State Board Examination for licensure. This course will include the SCC school of Cosmetology Practical exit examination and the SCC School of Cosmetology Final Theory Examination; student must pass this exam with a minimum of 80% to successfully complete the Cosmetology program. Students will perform these duties on each other, Mannequins, and clinic patrons. All IDFPR-mandated sanitation and disinfection practices will be strictly enforced.

Semester Credit: 6 credit hours (32 lecture hours and 260 lab hours per semester as required by IDFPR)

Prerequisite: Successful completion of COS-0150, 151, 152, 153, 154, 155, 156, and 157.

COS-0160 Cosmetology Internship**Summer/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.

Semester Credit: 2 credit hours (150 lab hours per semester as required by ICCB)

Prerequisite: Concurrent enrollment in COS-0159.

COS-0190 Hours Fulfillment Requirement**By Request**

This course is intended to provide truant hours for students in any SCC School of Cosmetology program who fail to obtain the required number of hours set forth by the Illinois Department of Financial and Professional Regulations during the regular program schedule.

Semester Credit: 1.5 credit hours (Lab hours per week will be individually-determined based on IDFPR)

Prerequisites: Student must have completed all coursework in any Shawnee Community College School of Cosmetology program with a C or above.

COS-0220 Cosmetology Instructor Training I**Fall/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.

Semester Credit: 12 credit hours (15 lecture hours and 525 lab hours per semester as required by IDFPR)

Prerequisite: Must have an active license and a minimum two-year work experience.

COS-0221 Cosmetology Instructor Training II**Fall/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.

Semester Credit: 12 credit hours (15 lecture hours and 525 lab hours per semester as required by IDFPR)

Prerequisite: Successful completion of COS-0220.

Criminal Justice

CJ-0111 Criminal Law I**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

CJ-0113 Ethics in Criminal Justice**Fall**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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 Introduction to Criminal Justice**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: CRJ912

CJ-0210 Introduction to Victimology**Spring**

This course focuses on the victims rather than the offenders: why they have been "rediscovered" recently; why they often do not report crimes to the police; how some victims might share responsibility for the crimes with the offenders, how they can be repaid for their losses through offender restitution and government compensation, and what new services are available to help victims prevent crime and survive attacks.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Spring**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: CJ-0111; 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.

Transferable

CJ-0213 Criminal Investigations**Fall**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: CRJ911

CJ-0224 Juvenile Justice**Spring**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: CRJ914

CJ-0225 Introduction to Terrorism**Spring**

This course will examine the concept of terrorism, domestic and international terrorism, and the role of Homeland Security. Students will critically examine, analyze, and discuss law enforcement, security and the intelligence community, and their efforts confronting terrorism and related disasters.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**By Request**

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

Semester Credit: 2 credit hours (150 lab hours per semester as required by ICCB)

Early Childhood Education

ECE-0101 Introduction to Early Childhood Education

Fall

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

ECE-0114 Human Growth and Development

Fall/Spring

This course is designed to provide the student with an understanding of human development. The course content focuses on the physical, cognitive, and social/emotional aspects of human development throughout the lifespan. An exploration of different theoretical and research-based understandings of human development will be presented and discussed. The information presented to students will demonstrate how development is affected by a numerous and varied influences in diverse cultures.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: ECE912

ECE-0222 Children's Literature

Spring

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

Economics

ECO-0211 Introduction to Macroeconomics

Fall/even Summer

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S3901

ECO-0212 Introduction to Microeconomics**Spring/odd Summer**

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.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S3902

Education

EDU-0110 Introduction to Education**Fall/Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

EDU-0111 Diversity of Schools and Society**Fall/Spring**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

EDU-0119 Intro to Educational Technology**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: COM-0101 or COM-0111

EDU-0213 Education for Exceptional Children**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: ECE913

Engineering

EGR-0117 Engineering Graphics

By Request

This course is a study of classical engineering drafting techniques, starting with hand sketching through state-of-the-art computer aided drafting techniques. Topics include concepts in descriptive geometry, sketching and lettering, orthographic projections, isometrics, perspectives, auxiliary views and sectioning. Class projects include examples in engineering and architecture.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: MAT-0115. 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.

Transferable

EGR-0212 Engineering Statics

Fall

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI Major: EGR942

EGR-0214 Engineering Dynamics

Spring

This course is a study of dynamics of rigid bodies and systems of discrete particles, including linear and rotational motions. This course is a sequence of EGR 212 - Statics, and is intended for engineering majors.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: EGR-0212 with a grade of C or better.

Transferable

IAI Major: EGR943

EGR-0218 Engineering Thermodynamics

Spring

This course is a study of concepts and principles of thermodynamics that includes law of thermodynamics, kinetic theory analysis, open and closed systems, reversibility, entropy and power systems.

Semester Credit: 3 credit hours (45 lecture hours per semester)

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

Transferable

English

ENG-0041 Developmental College Reading

By Request

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

ENG-0045 Reading Review

By Request

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.

Semester Credit: 1 credit hour (30 lab hours per semester)

ENG-0046 Writing Review

By Request

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

Semester Credit: 1 credit hours (30 lab hours per semester)

ENG-0047 Basics of College Reading and Writing**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ENG-0041 with a minimum grade of C.

ENG-0048 Fund of College Writing**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ENG-0047 minimum grade of C.

ENG-0049 Writing Lab**By Request**

This course is designed as additional support for students enrolled in developmental English courses, as well as students enrolled in any writing intensive course. Students seeking increased assistance with and opportunities to develop research, writing, and documentation skills will benefit from this course.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

ENG-0111 English Composition I**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: C1900

ENG-0112 English Composition II**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ENG-0111 with a minimum grade of C.

Transferable

IAI GECC: C1901R

ENG-0124 Technical Communication I**Fall, 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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

ENG-0221 Technical Communication II**Spring, 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.

Semester Credit: 3 credit hours (45 lecture hours per semester)
 Prerequisite: ENG-0124 with a minimum grade of C.
 Transferable

Esthetics

EST-0140 Esthetics Theory I**Fall**

This course is designed to introduce the basic principles of Esthetics. Introduction to the history of Esthetics, infection control principles and introduction to the histology of the skin structure, disorders, and diseases.

Semester Credit: 2 credit hours (2 lecture hours per semester)
 Prerequisite: Basics of College Reading and Writing - ENG 047 and Developmental Math – MAT 046.

EST-0141 Esthetics Laboratory I**Fall**

This course is designed to introduce the basic principles and application of skin care products, treatments, and systems. Present basic knowledge and use of chemicals for skin care and beautification and proper treatment room set up, sanitation, and equipment use and maintenance.

Semester Credit: 6 credit hours (18 lecture hours per semester)
 Prerequisite: Basics of College Reading and Writing - ENG 047 and Developmental Math – MAT 046.

EST-0142 Esthetics Theory II**Fall**

This course is designed to continue the basic principles of Esthetics. Anatomy and Physiology, electricity, and chemistry, as it applies to skincare will be introduced.

Semester Credit: 2 credit hours (2 lecture hours per semester)
 Prerequisite: Successful completion of EST 140 and EST 141 with a "C" or above.

EST-0143 Esthetics Laboratory II**Fall**

The course is designed to introduce the basic principles and concepts of electrotherapy and ultrasonic therapy. This course will also introduce the basic knowledge of facial machines and the introduction to the art of hair removal.

Semester Credit: 6 credit hours (18 lecture hours per semester)
 Prerequisite: Successful completion of EST 140 and EST 141 with a "C" or above.

EST-0144 Esthetics Theory III**Fall**

This course is designed to continue the basic principles of Esthetics. This course will also introduce the principles and practices of skin analysis.

Semester Credit: 2 credit hours (2 lecture hours per semester)
 Prerequisite: Successful completion of EST 140, 141, 142, and 143 with a "C" or above.

EST-0145 Esthetics Laboratory III**Fall**

This course is designed to continue the basic principles and concepts of electrotherapy and ultrasonic therapy. This course will also expand on the previous course knowledge of facial machines, the art of hair removal, and introduce the basic principles and concepts of formal, informal, and corrective makeup.

Semester Credit: 6 credit hours (18 lab hours per semester)
 Prerequisite: Successful completion of EST 140, 141, 142, and 143 with a "C" or above.

EST-0146 Esthetics Theory IV**Fall**

This course is designed to introduce students to the basics of business and salon operations. This course will also act as the examination course for the Illinois Written Final Examination.

Semester Credit: 2 credit hours (2 lecture hours per semester)
 Prerequisite: Successful completion of EST 140, 141, 142, 143, 144, and 145 with a "C" or above.

EST-0147 Esthetics Laboratory IV**Fall**

Designed to introduce the advanced principles and application of skin care products, treatment, and systems. Present advanced product knowledge and use of chemicals for skin care and beautification. Present basic principles in application of body treatments and services.

Semester Credit: 6 credit hours (18 lab hours per semester)

Prerequisite: Successful completion of EST 140, 141, 142, 143, 144, and 145 with a "C" or above.

Geography

GRY-0214 Introduction to Physical Geography**Fall/Spring**

This course is a study of the various elements of the natural environment. The nature and characteristics of the physical components, the processes involved in their development, distribution and the basic interrelationships between these components will be stressed.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: P1909

Geology

GEO-0213 Geology**By Request**

This course is a general overview of the science of geology, including both physical and historical concepts. The materials, structures, and surface features of the earth's surface will be studied along with the processes involved in their development. The geological history of the earth and principles used in reconstructing the earth's history will be examined, including the evolution of life through fossil study.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: P1907L

GEO-0215 Introduction to Environmental Geology**By Request**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: P1908L

Government

GOV-0117 Introduction to American Government**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S5900

Health

HLT-0111 Health

Fall/Spring

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

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: 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.

Transferable

HLT-0116 Nutrition

Fall/Spring

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

Health Information Technology

HIT-0100 Medical Terminology

Fall/Spring

Development of a medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession is presented.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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

Fall

This course will initiate the student to the field of Health Information Technology. An overview of the functions and responsibilities of the technologist, and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record system that are consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

Semester Credit: 3 credit hours (45 lecture hours per semester)

HIT-0104 Advanced Medical Terminology

Spring

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Complete HIT-0100 with a minimum grade of C.

HIT-0105 Medical Transcription

Fall

This course involves transcribing medical and health-related documents by use of dictation software and digital equipment. The development of English skills, medical language usage, plus proofreading/editing skills will also be emphasized.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

Prerequisite: Complete IMS-0121, COM-0111, HIT-0100 with a minimum grade of C.

HIT-0106 Principles of Insurance

Spring

The purpose of this course is to familiarize the student with the efficiency and smooth operation of insurance through the study of basic medical and insurance abbreviations and terms, correct and incorrect procedural and diagnostic coding, insurance billing, and type of insurance coverage.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Complete HIT-0109 with a minimum grade of C.

HIT-0107 Medical Office Procedures**Spring**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Complete HIT-0109 with a minimum grade of C.

HIT-0109 Introduction to Coding**Fall**

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.

Semester Credit: 2 credit hours (30 lecture hours per semester)

HIT-0111 Professionalism in the Medical Office**Spring**

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.

Semester Credit: 1 credit hour (15 lecture hours per semester)

HIT-0209 Advanced Physician Coding**Spring**

This course concentrates on analyzing medical chart documentation, assigning diagnostic/procedure codes, and maximizing reimbursement. An in-depth look will be presented of ICD-10-CM, CPT and HCPCS coding systems. Emphasis will be placed on the development of critical thinking skills required for mastery level physician coding.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Complete HIT-0100 and HIT-0109 with a minimum grade of C.

Heating and Air Conditioning

HAC-0111 Basic Sheet Metal Layout**Fall**

A basic course for sheet metal layout techniques as used in residential air conditioning and ventilation.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

HAC-0113 Electronic Controls and Circuitry**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: BEL-0161.

HAC-0130 Commercial Refrigeration I**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: HAC-0160 and HAC-0260.

HAC-0160 Air Conditioning I**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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

HAC-0211 Advanced Sheet Metal Layout**Spring**

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.

Semester Credit: 2 credit hours (60 lab hours per semester)

Prerequisite: HAC-0111.

HAC-0212 Advanced Heating Systems**Spring**

An introduction to more advanced heat pump systems including dual fuel applications and emphasis on air-to-air and geothermal heat pumps.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: HEA-0260.

HAC-0213 Advanced Electrical Controls and Circuitry**Spring**

An introduction to more advanced controls used in the HVAC/R industry for operational, energy management, and diagnostic applications. This course will cover programmable temperature controls/thermostats, Direct Digital Control (DDC) applications, and Energy Management Systems (EMS) as they apply to heating and air conditioning.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: HAC-0113 and BEL-0161.

HAC-0220 Installation of HVAC Systems**Fall**

Students will develop advanced skills and knowledge of the installation and start-up of residential heating and air conditioning systems. Focuses on installation code requirements and start-up procedures for residential heating and air conditioning systems. Tools safety and add-on purchases will also be covered.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

Prerequisite: HEA-0260, HAC-0260 and HAC-0111.

HAC-0230 Commercial Refrigeration II**Spring**

This course is designed to help prepare the student to pass the ICE Exams. The Industry Competency Exams were organized by ARI (Air Conditioning and Refrigeration Institute) to encourage high standards in education, HVAC installation, service, and maintenance.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: HAC-0130.

HAC-0260 Air Conditioning II**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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: HAC-0160.

HEA-0160 Heating I**Fall**

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

HEA-0260 Heating II**Spring**

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

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: HEA-0160.

History

HIS-0108 Twentieth Century American History**Fall/Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H2905

HIS-0109 Twentieth Century World History**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

HIS-0116 Western Civilization to 1715**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2902

HIS-0117 Western Civilization from 1715**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2903

HIS-0121 World History Beginning to 1450**Fall**

This course is a college level introduction to World History. Students will explore the development and divergence of all the world's major societies, cultures and economies to 1450. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings to 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2912N

HIS-0122 World History from 1450**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2913N

HIS-0214 History of United States to 1877**Fall/Spring/Summer**

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 the colonial period through to 1877. Students successfully completing this class will also develop an understanding of how past events influence present-day life in the United States.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2900

HIS-0215 History of United States from 1877**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2901

HIS-0216 African-American History**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

HIS-0217 History of Eastern Civilization**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S2920N

Information Management Systems

IMS-0115 Proofreading**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Prerequisite: 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**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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 Internship**By Request**

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

Semester Credit: 2 credit hours (150 lecture hours per semester as required by ICCB)

Prerequisite: 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 Internship**By Request**

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

Semester Credit: 2 credit hours (150 lecture hours per semester as required by ICCB)

Prerequisite: 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**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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 I**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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 II**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Internship

INT-0111 Career Development**Fall/Spring**

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

Semester Credit: 1 credit hour (15 lecture hours per semester)

Leadership

LEA-0114 Leadership I**Fall**

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.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: 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.

LEA-0115 Leadership II**Spring**

This course builds upon the foundation leadership class (LEA 114). This course is designed to prepare students for positions of leadership on and off SCC's campus. It will also expand the opportunities for oral communication and organizational development.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: Take LEA-0114.

LEA-0214 Leadership III**Fall**

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.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: Take LEA-0115.

LEA-0215 Leadership IV**Spring**

This course builds upon the foundation leadership class (LEA 114, LEA 115 and LEA 214). This course is designed for the experienced student who desires to survey concepts of leadership and examines positive group dynamics. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: LEA-0214.

Learning Resources

LRC-0112 The Library as an Information Source**Fall/Spring**

This course will inform students of strategies that result in successful acquisition of information. Students will develop critical thinking skills as they identify an information need, find appropriate sources, evaluate sources for quality, and create properly formatted citations. This is an online course that utilizes various internet based resources to find websites and print material.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: 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.

Transferable

Literature

LIT-0210 Introduction to Literature**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3900

LIT-0211 Introduction to Poetry**Fall/Spring**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3903

LIT-0212 Modern Fiction**Fall/Spring**

Representative fiction is examined and studied in terms of style, structure, and contribution to modern civilization. Aspects of the authors' backgrounds and historical events will be studied.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3901

LIT-0213 Introduction to Drama**Fall/Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3902

LIT-0214 British Literature I**Fall (Even years)**

A survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3912

LIT-0215 British Literature II**Spring (Odd years)**

A survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3913

LIT-0216 American Literature I**Fall (Odd years)**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3914

LIT-0217 American Literature II**Spring (Even years)**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3915

LIT-0218 World Literature**Fall (Even years)**

A comprehensive survey of representative masterpieces of world literature from the Classical through the 20th Century is presented.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H3906

LIT-0219 Contemporary Multicultural Literature**Spring (Odd years)**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ENG-0111 minimum grade of C.

Transferable

IAI GECC: H3910D

LIT-0220 Literature and Gender**Fall (Odd years)**

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).

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ENG-0111 with a minimum grade of C.

Transferable

IAI GECC: H3911D

LIT-0221 African American Literature**Spring (Even years)**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: ENG-0111 minimum grade of C.

Transferable

IAI GECC: H3910D

Massage Therapy

MTP-0111 Intro to Massage Therapy**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: First-semester Massage Therapy (MTP) courses must be taken concurrently.

MTP-0112 Massage Therapy Anatomy I**Fall**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: First-semester MTP courses must be taken concurrently.

MTP-0113 Massage Therapy Techniques I**Fall**

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

Semester Credit: 4 credit hours (30 lecture hours and 60 lab hours per semester)

Prerequisite: First-semester MTP courses must be taken concurrently.

MTP-0120 Massage Therapy Business Practice**Spring**

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

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: Second-semester MTP courses must be taken concurrently.

MTP-0121 Complementary Therapy Techniques**Spring**

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.

Semester Credit: 4 credit hours (30 lecture hours and 60 lab hours per semester)

Prerequisite: Second-semester MTP courses must be taken concurrently.

MTP-0122 Massage Therapy Anatomy II**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Second-semester MTP courses must be taken concurrently.

MTP-0123 Advance Techniques in Massage**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Second-semester MTP courses must be taken concurrently.

MTP-0124 Massage Therapy Pathology**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Second-semester MTP courses must be taken concurrently.

MTP-0130 Massage Therapy Technique III**Summer**

This course is designed to provide the student with the opportunity to apply the principles, techniques, and procedures learned in previous massage courses. Emphasis will be on performing full body massages that meet the client's needs and goals. Muscle locations will be reviewed, and students will study trigger points and pain referral patterns. The structure and functions of the body systems will be reviewed.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Last-semester MTP courses must be taken concurrently.

MTP-0131 Massage Therapy Kinesiology**Summer**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Last-semester MTP courses must be taken concurrently.

MTP-0201 Advanced Massage Therapy**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

MTP-0202 Massage Therapy Anatomy**By Request**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

MTP-0204 Massage Therapy Technique II**By Request**

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.

Semester Credit: 4 credit hours (30 lecture hours and 60 lab hours per semester)

Prerequisite: Last-semester MTP courses must be taken concurrently.

Mathematics

MAT-0039 Developmental Math**Fall/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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

MAT-0041 Introduction to Algebra**Fall/Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

MAT-0043 Intermediate Algebra**Fall/Spring**

This course is an intermediate-level course in Algebra. It includes properties and operations of the real number systems, equations and inequalities, polynomials, rational expressions, powers, roots, radicals, functions, and graphing.

Semester Credit: 5 credit hours (75 lecture hours per semester)

Prerequisite: 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.

MAT-0110 General Education-Mathematics**Fall/Spring**

This course focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics to be studied in depth include graph theory, counting techniques and probability, statistics, and finance or geometry. Calculators will be used extensively.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: M1904

MAT-0111 Math for Elementary Teachers I**Fall**

This course covers problem solving strategies, sets, relations, other numeration systems, algorithms, whole numbers, integers, rational numbers and real numbers. It is designed for elementary education majors.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: 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.

Transferable

MAT-0112 Math for Elementary Teachers II**Spring**

This course is a continuation of MAT 111. It includes mathematical reasoning, logic, probability, statistics, finance, and geometry. It is designed for elementary education majors.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: M1903

MAT-0113 Quantitative Literacy**Fall/Spring**

This course provides a conceptual understanding of quantitative reasoning. It develops skills in problem solving, analytical thinking, and analyzing data using graphs; descriptive statistics; using polynomial, exponential, and logistic functions and systems of equations and inequalities to model and solve real-world problems; logic, estimating, and judging reasonableness of answers; using the graphing calculator and/or computer to facilitate problem solving.

Semester Credit: 4 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: M1901

MAT-0115 Pre-Calculus**Fall/Spring**

An integrated college-level course in the elementary functions of College Algebra and Trigonometry. It includes a study of number systems, equation and inequality solving, functions and graphing, linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions, systems of equations and inequalities, binomial expansions, analytic trigonometry, and applications of trigonometry. This course should not be taken by a student who has completed College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of C or better. Graphing calculators will be used in this course.

Semester Credit: 5 credit hours (75 lecture hours per semester)

Prerequisite: Completion of MAT-0043 – Intermediate Algebra with a grade “C” or better, or equivalent math background in high school.

Transferable

MAT-0116 College Algebra**Fall/Spring**

This is a college-level algebra course. First and second degree equations and inequalities; polynomial, rational, exponential and logarithmic functions; complex numbers; graphing; systems of equations, matrices and determinants; and binomial expansions. This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115. Graphing calculators will be used in this class.

Semester Credit: 4 credit hours (45 lecture hours per semester)

Prerequisite: Completion of MAT-0043 – Intermediate Algebra with a grade “C” or better, or equivalent math background in high school. Transferable

MAT-0118 Trigonometry**Fall/Spring**

This course is the study and applications of fundamental concepts in trigonometry. It includes trigonometric functions, identities, equations, and inverse functions; graphing, degree and radian measure; solution of triangles; vectors; and powers and roots of complex numbers. This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115. Graphing calculators will be used in this class.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: MAT-116 College Algebra or satisfactory math background in high school and consent of instructor.

Transferable

MAT-0119 Finite Mathematics**Spring (Even years)**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: M1906

MAT-0121 Technical Mathematics**Fall/Spring**

This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts, and basic algebra with applications to vocational situations.

Semester Credit: 3 credit hours (45 lecture hours per semester)

MAT-0122 Applied Basic Mathematics**Spring/Summer**

This course includes topics in mathematics that are frequently encountered in many vocational areas. It is especially suitable for students in nursing and food service programs. The topics covered include fractions, mixed numbers, decimals, 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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

MAT-0209 Calculus I**Fall/Spring**

This is a college level course in analytic geometry and calculus, including coordinate geometry, limits, continuity derivatives (including trigonometric functions) and applications, and indefinite and definite integrals with applications. Calculators will not be used in this class.

Semester Credit: 5 credit hours (75 lecture hours per semester)

Prerequisite: MAT-116 – College Algebra with a “C” or better and MAT-118 – Trigonometry with a “C” or better, MAT-115-Pre-Calculus with a “C” or better, or satisfactory math background in high school and consent of Instructor.

Transferable

IAI GECC: M19001/MTH901

MAT-0210 General Elementary Statistics**Fall/Spring**

This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binomial and normal distributions, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used in this course.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Completion of MAT-0043 – Intermediate Algebra with a grade “C” or better, or equivalent math background in high school.

Transferable

IAI GECC: M1902

MAT-0211 Calculus II**Spring/Summer**

This course is a study of analytic geometry extended, transcendental functions, techniques of integration, indeterminate forms and improper integrals, numerical approximation techniques, infinite series, conics, polar coordinates, introduction to partial derivatives and multiple integration. Calculators will not be used in this class.

Semester Credit: 5 credit hours (75 lecture hours per semester)

Prerequisite: Completion of MAT-0209 with a grade of C or better.

Transferable

IAI GECC:M19002/MTH902

MAT-0212 Calculus III**Fall**

This course is a study of parametric equations, vector functions, multiple integrals, partial differentiation, 3-space, vector calculus, curvilinear motion, and an introduction to differential equations. Calculators will not be used in this class.

Semester Credit: 5 credit hours (75 lecture hours per semester)

Prerequisite: Completion of MAT-0211 with a grade of C or better.

Transferable

IAI GECC: M19003/MTH903

MAT-0213 Ordinary Differential Equation I**Spring**

This course is an introduction to differential equations. Methods include separation of variables, homogenous, exact, linear, applications, undetermined coefficients, variation of parameters, power series solutions, and Laplace transforms. Calculators will not be used in this class.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Completion of MAT-0211 with a grade of C or better.

Transferable

IAI Major: MTH912

MAT-0215 Applied Calculus for Business and Social Science**Fall**

This course includes the application of basic concepts of calculus. It includes sets, functions (linear, exponential, and logarithmic), applications of functions and graphs, limits, differentiation (derivatives and application of differentiation), definite and indefinite integrals, fundamental theorems of calculus, applications of integration, and selected topics from analytic geometry. Graphing calculators will be used in this class.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: Satisfactory evidence of entry level mathematics skills based on the completion of MAT-0115 or MAT-0116 with a minimum grade of C.

Transferable

IAI GECC: M1900B

Medical Assistant

MA-0100 Medical Office Procedures**Fall**

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students will examine billing and collection procedures.

Semester Credit: 3 credit hours (45 lecture hours per semester)

MA-0101 Patient Care I**Fall**

This course supports the skills necessary for an entry level Medical Assistant. Aseptic practice for the medical office will be defined and basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisites: Successful completion of HIT 100 or concurrent enrollment.

MA-0102 Billing and Coding**Fall**

This course introduces the student to the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claims forms, perform referrals and apply the correct procedure and diagnostic codes. This course is specific to the needs of Medical Assisting.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisites: Successful completion of MA 103 and HIT 100 or concurrent enrollment.

MA-0103 Medical Law and Ethics**Fall**

This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession. Managed care, HIPAA, and other health care legislative rulings are discussed.

Semester Credit: 3 credit hours (45 lecture hours per semester)

MA-0104 Professionalism and Safety**Spring**

This course reviews the basic concept of the role and function of the medical assistant and provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of the profession. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants. Students will explore professional and personal therapeutic communication and address time management and goal setting. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisites: Successful completion of MA 103 and HIT 100 or concurrent enrollment.

MA-0105 Patient Care II**Spring**

This course focuses on expanding the knowledge and skills in Patient Care I. More complex and independent procedures performed by the medical assistant will be explored. This course addresses surgical procedures, physical therapy, principles of radiology, emergency procedures, and pulmonary function testing, including the performance of an electrocardiogram (EKG).

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: Successful completion of MA 101, MA 103, and HIT 100 or concurrent enrollment.

MA-0106 Medical Assisting Pharmacology**Spring**

This course provides a study of principles of pharmacology, drug therapy, and the administration of medications.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

Prerequisites: Successful completion of MA 101 and HIT 100 or concurrent enrollment.

MA-0107 Lab Diagnostics**Spring**

This course introduces the role and function of the professional in the clinical laboratory. Topics include laboratory safety, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students will perform procedures in the different departments of the laboratory, including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students will demonstrate competency in the wide variety of specimen techniques used to collect, process, and test specimens.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Successful completion of MA 101 and HIT 100 or concurrent enrollment.

MA-0108 Internship**Spring**

The purpose of the internship is to provide the student with practical experience as a summary and application of course work in the Medical Assistant program. The student will practice competence in office management, patient care, and patient education. There will be multiple opportunities for self-evaluation. Students will spend 150 hours in an approved medical setting under the supervision of a licensed health provider. Each student will maintain a personal journal, timesheets, and site evaluations.

Semester Credit: 2 credit hours (150 internship hours per semester)

Prerequisites: The internship will be completed in the student's final semester.

Medical Laboratory Technology

MLT-0120 Introduction to Clinical Laboratory

Fall

Introduction to the Clinical Laboratory will acquaint the MLT student with the SICCM/MLT Program and with the profession of the Medical Laboratory Technology. The course will give the student the fundamentals of the clinical laboratory, including safety practice and safety regulations, collection and handling of clinical specimens, laboratory mathematics, basic quality assurance, laboratory measurements, and the handling and care of laboratory instrumentation, including laboratory microscopes. The student will also gain knowledge and practice in phlebotomy skills.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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

Spring

This course covers an introduction to immunology with emphasis on applied serology. The immune response, properties and synthesis of antibodies, antigens, antibody reactions, and serological procedures most widely performed in the clinical laboratory will be covered in the eight-week course.

Semester Credit: 1.5 credit hours (15 lecture hours and 15 lab hours per semester)

Prerequisite: Take MLT-0120.

MLT-0122 Clinical Microscopy

Spring

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

Semester Credit: 1.5 credit hours (15 lecture hours and 15 lab hours per semester)

Prerequisite: 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-0123 Introduction to Phlebotomy

Spring

This course will cover the phlebotomist's role in health care, confidentiality and ethics, Patient's Bill of Rights, Quality Assurance, basic anatomy and physiology of the circulatory system, safety, infection control, isolation techniques, OSHA Standards, handling accidental needle stick exposures, phlebotomy equipment, phlebotomy technique such as the routine venipuncture, dermal punctures, drawing difficult patients, specimen collection and handling, compliance, customer service, patient identification procedures, and competency in phlebotomy. In addition, the student will learn the theory of arterial punctures, but will only observe arterial draws in the clinical setting.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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

Fall

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Take MLT-0121.

MLT-0225 Clinical Chemistry

Spring

This course is an introduction to the study of clinical chemistry. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and the interpretation of test results.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Take MLT-0223.

MLT-0228 Hematology and Hemostasis

Fall

This course offers an introduction to the study of clinical hematology and hemostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimes, and laboratory methods for the analysis of clinical conditions.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Prerequisite: Take MLT-0121.

MLT-0229 Applied Clinical Microbiology**Spring**

This course is a study of the normal and pathogenic microflora of man with an emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, strains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and mycobacteria is also stressed.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Prerequisite: Take MLT-0223.

MLT-0251 Clinical Rotation I**Fall**

Clinical Rotation I is a supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor.

Semester Credit: 3 credit hours (225 clinical hours per semester)

Prerequisite: Take MLT-0223.

MLT-0252 Clinical Rotation II**Spring**

Clinical Rotation II is a supervised clinical experience in chemistry/urinalysis and in microbiology/serology. The supervision is done by the clinical site coordinator/lab director/instructor.

Semester Credit: 3 credit hours (225 clinical hours per semester)

Prerequisite: Take MLT-0251.

Music

MUS-0110 Music in the Elementary School**By Request**

This course is a study of basic skills and techniques for teaching music in the elementary grades. The course includes instructional objectives, teaching philosophies and strategies, current trends, instructional materials, music fundamentals, and development of functional facility of piano.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

MUS-0111 College Choir**Fall/Spring**

Membership in the college choir is open to all students. Members rehearse and perform music of all styles from Renaissance to rock and develop basic singing techniques.

Semester Credit: 2 credit hours (15 lecture hours and 60 lab hours per semester)

Transferable

MUS-0113 Harmony Ear Training and Sight Singing I**Fall**

This course is a study of traditional diatonic materials and standard notational practice; intervals, scales, chords, chord roots, theory of chord inversion. It includes lab in sight singing, ear training, dictation, and keyboard skills.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

MUS-0114 Harmony Ear Training and Sight Singing II**Spring**

This course is the beginning study of four-part writing, theory of chord succession, structure of harmonic cadence, key systems, model structures, and seventh chords. Harmonic analysis of simple scores, continuation of common diatonic materials in keyboard, ear training, sight singing skills, and standard chord progressions at the keyboard are studied.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: MUS-0113.

Transferable

MUS-0115 Music Appreciation**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: F1900

MUS-0116 Applied Class**Fall/Spring**

This course is an instruction in applied study of piano.

Semester Credit: 1 credit hour (30 lecture hours per semester)

Prerequisite: 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.

Transferable

MUS-117A Private Study - Flute**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117B Private Study - Oboe**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117C Private Study - Clarinet**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117D Private Study - Bassoon**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117E Private Study - Saxophone**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117F Private Study - Trumpet**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117G Private Study - French Horn**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117H Private Study - Trombone**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117I Private Study-Baritone/Euphonium**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117J Private Study - Tuba**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117K Private Study - Percussion**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117L Private Study - Piano**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117M Private Study - Violin**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117N Private Study - Viola**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117O Private Study - Violincello**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117P Private Study - Bass Violin**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117Q Private Study - Guitar**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117R Private Study - Bass Guitar**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-117S Private Study - Voice**By Request**

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.

Semester Credit: 1 credit hours (7.5 lecture hours and 15 lab hours per semester)

Transferable

MUS-0119 Chamber Singers**Fall/Spring**

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.

Semester Credit: 2 credit hours (60 lab hours per semester)

Prerequisite: Take MUS-0111.

Transferable

MUS-0120 Woodwind Techniques**Spring**

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.

Semester Credit: 1 credit hour (30 lab hours per semester)

Transferable

MUS-0121 Brass Techniques**Fall**

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.

Semester Credit: 1 credit hour (30 lab hours per semester)

Transferable

MUS-0123 Voice Techniques**Fall**

This course is designed to teach essential principles of voice as it relates to singing and music.

Semester Credit: 1 credit hour (30 lab hours per semester)

Transferable

MUS-0130 An Introduction to American Music**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: F1904

MUS-0145 Rock Music Styles**Spring**

This class will survey the history of the Genre known as Rock n Roll. Students will explore trends and styles in rock, focusing first on the artists and groups who gave rise to this hybrid form of music from its country and blues roots. We will look at the explosive rise of rock and roll: starting in the 50's, as it struggles against the corporate, political, and social aftershocks that were created. Then we will examine the 60's and its focus upon music as an expression and extension of the social, cultural, and political changes of the 60's. In conclusion, we will study the repackaging of rock as a loud, brash, confrontational medium that helped spawn punk/grunge/rap genres by the end of the 1970s and throughout and well into the 1990s. This dissection of the musical eras will also examine the technical innovations/ and developments of the introduction of music videos. Ultimately, this class will examine and explain the symbiotic relation of our: society/business/ and personal connection which helped cement rock's position in the global popular culture.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: F1913

MUS-0210 College Band**Fall/Spring**

This course is designed to give students experience with instrumental music. Members are required to participate in public band performances.

Semester Credit: 2 credit hours (15 lecture hours and 60 lab hours per semester)

Prerequisite: 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.

Transferable

MUS-0211 Introduction to Recording Technique**Spring**

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.

Semester Credit: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisite: 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.

Transferable

MUS-0212 Techniques of Teaching General Music**By Request**

This course is a study of methods and materials for teaching general music classes in elementary and secondary schools.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

MUS-0213 Harmony Ear Training and Sight Singing III**Fall**

Part writing and harmonizing melodies, theory of chord succession, and analysis of scores, using chromatic materials are reviewed. Keyboard, ear training, sight singing, and dictation using chromatic materials are emphasized.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: Take MUS-0114.

Transferable

MUS-0214 Harmony Ear Training and Sight Singing IV**Spring**

This course teaches original composition utilizing skills and knowledge of Harmony, Ear Training and Sight Singing III-MUS 213 with emphasis on contrapuntal techniques.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: Take MUS-0213.

Transferable

MUS-0216 Conducting**By Request**

This course teaches the development of basic techniques for conducting instrumental and vocal ensembles. It includes readings, score analysis, and conducting experience.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: 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.

Transferable

Nail Technology

NLT-0130 Nail Technology Theory I**Fall/Spring**

This course will introduce students to the basic principles of nail technology - covering such topics as history of nail technology, professionalism and career pathways in nail technology, Illinois law, anatomy and physiology, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, the theory of massage, nail salon management, and sales. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (64 lecture hours per semester)

Prerequisite: Take NLT-0131 concurrently.

NLT-0131 Nail Technology Laboratory I**Fall/Spring**

This course will provide experience with manicuring, pedicuring, and massage techniques. Students will exchange nail services on each other, mannequin hands, and clients in the clinic. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (120 lab hours per semester as required by IDFPFR)

Prerequisite: Take NLT-0130 concurrently.

NLT-0132 Nail Technology Theory II**Fall/Spring**

This course will introduce students to the advanced principles of nail technology, covering such topics as electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, and UV gel nails. Students will explore career pathways, be introduced to salon management, and build upon professionalism taught in Theory I. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (64 lecture hours per semester)

Prerequisite: NLT-0130 and NLT-0131; Take NLT-0133 concurrently.

NLT-0133 Nail Technology Laboratory II**Fall/Spring**

This course will provide experience in the advanced principles of nail technology such as electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, and UV gel nails. Students will exchange nail services on each other, mannequin hands, and clients in the clinic. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (120 lab hours per semester as required by IDFPFR)

Prerequisite: NLT-0130 and NLT-0131. Take NLT-0132 concurrently.

Occupational Safety and Health

OSH-0101 Introduction to Workplace Safety**By Request**

This is an introductory course that will explore workplace health and safety procedures. Upon completion of this class students will receive a 10-hour OSHA General Safety Certification Credential.

Semester Credit: 1 credit hour (15 lecture hours per semester)

OSH-0102 OSHA General Industry**Fall/Spring**

This course 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 General Industry certification card.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Occupational Therapist Assistant

OTA-0100 Intro to Occupational Therapy

Fall

Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment. Students are introduced to the Occupational Therapy Practice Framework.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Satisfactory completion of BIO-0210.

OTA-0110 Clinical Observation

Fall

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

Semester Credit: 2 credit hours (15 lecture hours per semester and 45 clinical hours as required by IDFPR)

Prerequisite: Must be admitted to the OTA program and successfully complete BIO-0210.

OTA-0112 Activities of Daily Living

Spring

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.

Semester Credit: 3 credit hours (30 lecture hours and 45 lab hours per semester as required by IDFPR)

Prerequisite: 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

Spring

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.

Semester Credit: 3 credit hours (30 lecture hours and 45 lab hours per semester)

Prerequisite: Must complete OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

OTA-0122 Occupational Therapy Group Process

Spring

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

Semester Credit: credit hours (15 lecture hours and 45 lab hours per semester)

Prerequisite: Must complete OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

OTA-0131 Disease and Impact on Occupation

Fall

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Must pass BIO-0210 with a minimum grade of C. Must also be admitted to the OTA program.

OTA-0132 Occupational Development

Fall

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.

Semester Credit: 1 credit hour (45 lab hours per semester)

Prerequisite: Must have BIO-0210 with a minimum grade of C.

OTA-0133 Clinical Rotation I

Spring

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.

Semester Credit: 1 credit hour (45 lab hours per semester)

Prerequisite: Must pass OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

OTA-0134 Occ. Therapy in Physical Disability**Spring**

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

Semester Credit: 3 credit hours (30 lecture hours and 45 lab hours per semester)

OTA-0200 Psychosocial Therapy and Practice**Fall**

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

Semester Credit: 3 credit hours (30 lecture hours and 45 lab hours per semester)

Prerequisite: 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**Fall**

An analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance.

Semester Credit: 4 credit hours (45 lecture hours and 45 lab hours per semester)

Prerequisite: Must pass OTA-0120, OTA-0112, OTA-0122, and OTA-0133 with a minimum grade of C.

OTA-0210 Occupational Therapy Theory I**Fall**

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.

Semester Credit: 4 credit hours (45 lecture hours and 45 lab hours per semester)

Prerequisite: Must pass BIO-0210 with a minimum grade C.

OTA-0217 Fieldwork Experience I**Spring**

Development of professional skills through supervised application of treatment principles. This first level II fieldwork experience is designed to provide the first of two clinical opportunities to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist at the first of two assigned clinical sites. It is expected that at the end of the eight weeks (school systems minimum 280 hours, 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.

Semester Credit: 4.5 credit hours (7.5 lecture hours and 60 lab hours per semester)

Prerequisite: 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**Spring**

This second level II fieldwork experience is designed to provide the ongoing opportunity for transition from "student to Clinician." As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one-year clinical experience. Fieldwork Experience II must be successfully completed within 18 months of academic coursework.

Semester Credit: 4.5 credit hours (7.5 lecture hours and 60 lab hours per semester)

Prerequisite: 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**Fall**

Level I fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients/clients of different ages and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the level II fieldwork experiences is provided.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

OTA-0231 Occupational Therapy Theory II**Fall**

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process and diagnostic-specific techniques across the life span.

Semester Credit: 1.5 credit hours (15 lecture hours and 15 lab hours per semester)

Prerequisite: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

OTA-0232 Aging and Impact on Occupation**Fall**

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging, and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation, and community programming.

Semester Credit: 1.5 credit hours (15 lecture hours and 15 lab hours per semester)

Prerequisite: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

OTA-0250 Occupational Therapy Administration**Spring**

This class provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are, marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing and participate in other activities related to the professional organization(s). This course will be taught utilizing web-based format.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Must complete OTA-0200, OTA-0205, OTA-0230, OTA-0232 with a minimum grade of C.

Philosophy

PHI-0215 Introduction to Philosophy**Fall/Spring**

This course is a study of patterns of philosophic thought, and discussion of persistent problems of philosophy illustrated in the writings of major thinkers from Greece through the 20th Century.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H4900

PHI-0216 Logic**Fall**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H4906

PHI-0218 Introduction to Ethics and Values**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H4904

PHI-0219 Religion in American Society**By Request**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: H5905

Phlebotomy

PHB-0120 BASIC PHLEBOTOMY**Fall/Spring/Summer**

This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes basic anatomy and physiology of the circulatory system, collection techniques, specimen processing, infection control, laboratory safety, quality control, and quality assurance procedures.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Must be 18 years of age or older to take this course.

Physical Education

PE-0190 Introduction to Coaching**Fall/Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Transferable

PE-0210 Basketball**Fall/Spring**

This course is a basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball.

Semester Credit: 2 credit hours (60 lab hours per semester)

Transferable

PE-0212 Softball/Baseball**Fall/Spring**

This course is a basic activity course designed is given to the basic fundamentals and techniques. Significant considerations given to the basic fundamentals and techniques of baseball.

Semester Credit: 2 credit hours (60 lab hours per semester)

Transferable

PE-0218 Weight Training I**Fall/Spring**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training and progress evaluations.

Semester Credit: 1 credit hour (30 lab hours per semester)

Transferable

PE-0219 Weight Training II**Fall/Spring**

Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training and progress evaluations.

Semester Credit: 1 credit hour (30 lab hours per semester)

Prerequisite course: Complete PE-0218.

Transferable

PE-0220 Weight Training III**Fall/Spring**

Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

Semester Credit: 1 credit hour (30 lab hours per semester)

Prerequisite course: Complete PE-0219.

Transferable

PE-0221 Weight Training IV**Fall/Spring**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

Semester Credit: 1 credit hour (30 lab hours per semester)

Prerequisite course: Complete PE-0220.

Transferable

PE-0222 Weight Training V**Fall/Spring**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

Semester Credit: 1 credit hour (30 lab hours per semester)

Prerequisite course: Complete PE-0221.

Transferable

PE-0231 Volleyball**Fall/Spring**

This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of volleyball.

Semester Credit: 2 credit hours (60 lab hours per semester)

Transferable

Physics

PHY-0116 College Physics I**Fall**

This course is an introductory course in basic physics for science majors with no previous exposure to physical laws, methods, and applications that uses hands-on approach to problem solving in mechanics, dynamics, sound and heat. This is a non-calculus based course for any science major, including (but not limited to) biology, pre-med, pre-dental (nursing) or for student interested in how the world interacts with physics.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Take MAT-0043 and complete with a minimum grade of C. 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.

Transferable

IAI GECC: P1900L

PHY-0117 College Physics II**Spring**

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

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Complete PHY-0116.

Transferable

PHY-0120 Introduction to Real World Physics**Spring**

This course is a non-mathematical approach to the study of physical phenomena, investigation of mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, and atomic and nuclear physics is presented.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: P1900

PHY-0216 University Physics I**Fall**

This course is a calculus-based course in the physics of mechanics, dynamics, heat and sound. Topics include equilibrium, motion, momentum, work and energy, heat, thermodynamics, and wave motion.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Complete MAT-0209.

Transferable

IAI GECC: P2900L

PHY-0217 University Physics II**Spring**

This course is a calculus-based course in university-level physics that studies of electricity, magnetism, electromagnetic wave theory with an emphasis on light theory and an introduction to atomic and nuclear physics. Topics include charge, electric fields, emf, resistance, capacitance, magnetism, inductance, AC and DC circuits, resonance, waves, optics, and relativity.

Semester Credit: 4 credit hours (45 lecture hours and 30 lab hours per semester)

Prerequisite: Complete PHY-0216 and MAT-0211.

Transferable

Practical Nursing

PN-0101 Nursing Orientation**Summer**

This course is designed to orient students admitted into the Practical Nursing program to nursing education. The purpose is to increase student retention and success in the nursing program. Topics to be covered include: study skills, learning styles, test taking strategies and, clinical and classroom expectations. Students will also take assessment tests to identify learning styles, life stressors, and areas of concern in math and reading which could compromise program success.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisite: Admission into the PN program

PN-0114 Growth and Development for PNs**Summer**

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 healthcare system.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Successful completion of PN 101 Nursing Orientation.

PN-0115 Clinical Nursing I**Fall**

The purpose of PN 115 is to allow the student the appropriate supervised time to practice in a clinical facility the theory material presented in Fundamentals of Nursing-PN 121, Growth and Development for PNs-PN 114, and Nursing Procedures-PN 128.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification and successful completion of first semester PN program.

PN-0116 Clinical Nursing II**Fall**

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.

Semester Credit: 3 credit hours (135 clinical hours per semester)

Prerequisite: Current BLS CPR certification and successful completion of PN 115

PN-0117 Obstetric Clinical**Spring**

This course is designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student appropriate supervised experience.

Semester Credit: 1 credit hour (45 clinical hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I.

Co-Requisite: Must be currently enrolled in PN 131 Nursing Care of Mother and Newborn.

PN-0119 Clinical Nursing III**Spring**

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.

Semester Credit: 3 credit hour (135 clinical hours per semester)

Prerequisite: Current BLS CPR certification and successful completion of PN 116 Clinical Nursing II.

PN-0121 Fundamentals of Nursing**Summer**

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

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisites: Admission into the Practical Nursing Program and successful completion of PN 101 Nursing Orientation.

Co-Requisite: Must be currently enrolled in PN 128 Procedures Lab.

PN-0125 Introduction to Mental Health**Fall**

This course is designed to present materials and create thinking relating to nursing care regarding the client's mental health and their affective domain. The student will become aware of attitudes and feelings of both self and clients 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 communication skills as related to the different situations.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Prerequisites: Successful completion of first semester of PN program.

PN-0126 Introduction to Pharmacology**Fall**

This is a course in theory and practice that offers a basic understanding of the principles of medication administration. It covers the basic information concerning the main effects, uses, and dosages of the more common drugs. Practical experiences will include administration of medications, observing, and recording.

Semester Credit: 3 credit hours (37.5 lecture hours and 15 lab hours per semester)

Prerequisite: Successful completion of first semester PN program.

PN-0128 Nursing Procedures**Summer**

This course is a continuation of Fundamentals of Nursing – PN0121. This course will familiarize the student with procedures and skills concurrent with the principles underlying present theory and clinical experience to include adult patient.

Semester Credit: 2 credit hours (60 lab hours per semester)

Prerequisites: Admission into the Practical Nursing Program and successful completion of PN 101 Nursing Orientation.

Co-Requisite: Must be currently enrolled in PN 121 Fundamentals of Nursing.

PN-0129 Medical-Surgical Nursing I**Fall**

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 adult client who is ill, how the body's natural defense mechanisms function, and the more commonly used diagnostic aids will be included in the course.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Successful completion of first semester PN program.

PN-0131 Nursing Care of Mother and Newborn**Spring**

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

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I.

Co-Requisite: Must be currently enrolled in PN 117 Obstetric Clinical

PN-0132 Nursing Care of the Child**Spring**

This course is designed to help the student develop a basic understanding of the normal growth and development of the child, and how illness may interfere with 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.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I

PN-0133 Pharmacology**Spring**

This course is designed to develop a clear understanding of the limitations of the practical nurse and to develop a clear 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 interactions intelligently.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I

PN-0137 Medical-Surgical Nursing II**Spring**

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

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I.

PN-0138 Nursing Procedures Review**Summer**

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.

Semester Credit: 1 credit hour (30 lab hours per semester)

Prerequisite: Successful completion of PN 121 Fundamentals of Nursing and PN 128 Procedures Lab.

PN-0140 Review of Pharmacology**Fall**

This course is designed for those students re-entering the nursing program. This is a course in theory and practice that offers a review of the principles of medication administration. It highlights the basic information concerning the main effects, uses and dosages of the more common drugs. Practical experience will include administration of medications, observing, and recording.

Semester Credit: 1 credit hours. (7.5 lecture hours and 15 lab hours per semester)

Prerequisite: Successful completion of PN 126 Introduction to Pharmacology.

PN-0170 Geriatric Nursing**Fall**

The purpose of this course is to provide basic information regarding the geriatric client. This course will prepare the beginning student to be able to recognize the normal aging process, develop communication skills, identify common health care problems, and be able to promote wellness for the geriatric client.

Semester Credit: 2 credit hours (30 lecture hours per semester)

Prerequisite: Successful completion of first semester PN program.

Psychology

PSY-0211 Introduction to Psychology**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S6900

PSY-0216 Social Psychology**Spring**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: PSY-0211.

Transferable

IAI GECC: S8900

PSY-0217 Developmental Psychology: Lifespan**Fall/Spring**

This course provides a systematic study of behavior from conception through death. Physical, social/emotional, and intellectual growth of humans as they progress through these milestones will be addressed in each unit. The interrelatedness of theory, research, and application as it impacts on the development process will be emphasized as well as cross-cultural comparisons.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S6902

PSY-0218 Child Psychology**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S6903

PSY-0219 Abnormal Psychology**Fall**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: PSY-0211.

Transferable

PSY-0220 Psychology of Human Dev Lab**By Request**

Students will integrate a sense of thinking about human development over the lifespan recognizing its complexities and the intrinsic value of diversity in people through 30 hours of clinical (12 hours) and field experience (18 hours).

Semester Credit: 1 credit hour (30 lab hours per semester)

Prerequisite: Concurrent enrollment with PSY 217.

Transferable

Seminar

SEM-0101 College Survival

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Transferable

SEM-0111 College Success

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.

Semester Credit: 1 credit hour (15 lecture hours per semester)

SEM-0200 Career Decision Making**Fall/Spring**

This course will assist students in creating a self-directed, flexible, career plan. Students will explore personal values, skills, and preferences as they relate to a career. Emphasis is placed on self-assessment, interpersonal skills, exploration of college majors, and how college majors relate to a career. This course will culminate with the development of a personal portfolio.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Transferable

Social Work

SW-0121 Introduction to Social Work**Fall**

This course includes a survey of the field of social work, describing the historical development of social work from the early English Poor Laws through contemporary American practices. Beginning ideas and concepts about education and direct service delivery are described rather than analyzed from the "Generalist" perspective. Emphasis is placed on an understanding of the National Social Work Association's Code of Ethics as well as the important "core" of social work skill.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Prerequisite: Take ENG-0047 and ENG-0048 with a minimum grade C.

SW-0126 Social Work and the Aging Population**Fall/Spring**

This course focuses on working directly with the elderly in social service industry. The course will focus on 8 ways within this discipline. Those include: end of life issues, poverty among elders, working with families, working in medical setting, elders as primary caretakers of children, working with other professionals.

Semester Credit: 3 credit hours (45 lecture hours per semester)

SW-0199 Social Work Internship**Fall/Spring**

This course provides a community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks. Each student is required to complete 150 hours at a worksite during the semester.

Semester Credit: 2 credit hours (150 lab hours per semester as required by ICCB)

SW-0224 Introduction to Service Agencies**Spring**

This course is designed to study the relationship of effective leadership in effective community service, the decision-making process, and the principles at work in local and state governments. Field lab experience will be utilized in learning about allied facilities, resulting in the development of a resource manual.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

SW-0225 Community Health Systems**Fall**

This course is designed to cover basic principles and concepts of health and disease relating to community group living. The study includes epidemiology, the health status of American racial and ethnic groups, federal, state, and local health provision, disease control, leading chronic disease, healthy lifestyle choices, and the community mental health system.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Transferable

Sociology

SOC-0122 Introduction to Social Problems**Fall/Spring**

This course includes an analysis of contemporary social problems with an investigation of theories on social organization and conflict. The class will examine and discuss problems such as income inequality, racism, and inadequate healthcare. Historical perspectives, significance within current society, and proposed plans of resolution are considered.

Semester Credit: 3 credit hours (45 lecture hours per semester)
Prerequisite: ENG-0047 previously or concurrently.
Transferable
IAI GECC: S7901

SOC-0212 Sociology**Fall/Spring**

This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social institutions, social stratification, culture, socialization, aging, deviance, population, gender roles, social change, and collective behavior.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S7900

SOC-0215 Death and Dying in American Society**Spring**

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

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

SOC-0217 Marriage and Family**Fall/Spring**

This is a survey of the contemporary family using 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 family change, the effect of those changes, and future trends.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: S7902

SOC-0218 Cultural Diversity**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Transferable

IAI GECC: S7903D

Spanish

SPA-0110 Conversational Spanish**By Request**

This course provides intensive oral practice in Spanish and includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected reading.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

SPA-0111 Elementary Spanish I**Fall**

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.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: 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.

Transferable

SPA-0112 Elementary Spanish II**Spring**

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.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: SPA-0111.

Transferable

SPA-0211 Spanish**By Request**

An intermediate Spanish course, SPA 211 continues to emphasize conversation, reading and writing in Spanish. Furthering Spanish grammar and comprehension skills. SPA 211 provides extended opportunities for reading and writing about Latino culture.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: SPA-0112.

Transferable

SPA-0212 Spanish**By Request**

A continuation of SPA 211, SPA 212 emphasizes increased usage of contemporary oral and written Spanish material from Latin America. Latin American literature will provide advancement in cultural studies, and conversational Spanish skills will be practiced daily.

Semester Credit: 4 credit hours (60 lecture hours per semester)

Prerequisite: SPA-0211.

Transferable

Speech

SPC-0111 Speech**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: C2900

SPC-0113 Creative Drama**By Request**

Theater games, improvisation, group expression, and storytelling will be examined with emphasis on leading children to develop their imaginations through the use of dramatic activities as a learning tool - in any classroom or as an end in itself. 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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

SPC-0124 Theatre Appreciation**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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.

Transferable

IAI GECC: F1907

SPC-0126 Theatre Practicum**Fall/Spring**

This course is designed to increase proficiency in the preparation and presentation of theatrical performances. Credit is awarded for performing in or working on college productions.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

SPC-0127 Summer Theatre Workshop**Summer**

This workshop awards credit for students who work with the annual SCC Drama Camp held each summer for children ages 8-17. The children are separated into groups and are assigned a student director. Students will gain experience in directing, scene development, playwriting, rehearsing, and producing all while serving as leaders and teachers for the drama campers.

Semester Credit: 2 credit hours (60 lab hours per semester)

Prerequisite: 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.

Transferable

SPC-0210 Interpersonal Communication**Fall/Spring/Summer**

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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: 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. Transferable

Surgical Technology

STP-0121 Introduction to Surgical Technology**Fall**

This course introduces the student to the broad field of surgical technology. The role of the surgical technologist, the environment with the surgical suite, the needs of the surgical patient, work ethical, moral and legal issues, and the skills for developing professional attributes needed in the career are also explored.

Semester Credit: 3 credit hours (45 lecture hours per semester)

STP-0122 Principles and Practices of Surgical Technology**Spring**

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.

Semester Credit: 7 credit hours (75 lecture hours and 60 lab hours per semester)

Prerequisite: Acceptance to the program and successful completion of STP-0121.

STP-0123 Surgical Procedures I**Summer**

This course is designed to introduce students into the clinical surgical procedures. Surgical anatomy of the body and instrumentation that pertains to the systems of study. Topics include minimally invasive surgery, general surgery, obstetrics and gynecological surgery, and genitourinary surgery. Students are assigned a clinical site where they use the knowledge learned and apply it in the surgical setting.

Semester Credit: hours: 3 credit hours (30 lecture hours and 30 lab hours per semester)

Prerequisites: Successful completion of STP-0122 and STP-0127.

STP-0125 Clinical Rotation I in Surgical Technology**Summer**

This course is designed to provide the student with supervised clinical experience where students apply the theoretical knowledge learned to apply it in the operating room. Students are expected to participate in all aspects of the surgical technology practice including the preparation of the surgical case, intraoperative case management, and postoperative case duties. Clinical setting is eight hours a day, two days a week.

Semester Credit: hours: 2.5 credit hours (112.5 clinical hours per semester)

Prerequisites: Successful completion of STP-0122 and STP-0127.

STP-0127 Pharmacology for Health Professions**Spring**

This course introduces the student to basic pharmacology and how it pertains to the surgical technologist. Concepts on the role of the surgical technologist that pertains to medication administration, drawing up of medication, calculations, labeling and the handling of medications. Also discuss are the different types of anesthesia routes and emergency situations.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisites: Successful completion of Introduction to Surgical Technology.

STP-0224 Surgical Procedures II**Fall**

This course is designed to build on concepts from Surgical Procedures I. Surgical anatomy of the body and instrumentation that pertains to the systems of study. Topics include ophthalmic surgery, ears, nose, and throat surgery, oral surgery, plastic surgery, orthopedic surgery and peripheral vascular surgery.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Prerequisites: Successful completion of STP-0123 and STP-0125.

STP-0226 Clinical Rotation II in Surgical Technology**Fall**

This course is a continuation of Clinical Rotation I in Surgical Technology. This course functions to expand knowledge gained in Introduction to Surgical Technology, Principles and Practices of Surgical Technology and Surgical Procedures I. It also supports the knowledge being gained in Surgical Procedures II.

Semester Credit: 5 credit hours (225 clinical hours per semester)

Prerequisites: Successful completion of STP-0123 and STP-0125.

STP-0228 Surgical Procedures III**Spring**

This course is designed to build on concepts from Surgical Procedures II. Surgical anatomy of the body and instrumentation that pertains to the systems of study. Topics include thoracic and pulmonary surgery, cardiac surgery, pediatric surgery, neurosurgery, emergency trauma surgery, and disaster preparedness and response.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Prerequisites: Successful completion of STP-0224 and STP-0226.

STP-0229 Clinical Rotation III in Surgical Technology**Spring**

This course is continuation of Clinical Rotation II in Surgical Technology. This course functions to expand knowledge gained in Introduction to Surgical Technology, Principles and Practices of Surgical Technology, Surgical Procedures I and Surgical Procedures II. It also supports the knowledge being gained in Surgical Procedures III.

Semester Credit: 5 credit hours (225 clinical hours per semester)

Prerequisites: Successful completion of STP-0224 and STP-0226.

Truck Driving

TDR-0176 Truck Driving

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.

Semester Credit: 12 credit hours (90 lecture hours and 75 lab hours per semester)

TDR-0198 Truck Driving Externship

This course is designed to give the student practical over-the-road driving experience under the supervision of an experienced truck-tractor driver.

Semester Credit: 4 credit hours (375 lab hours per semester)

Prerequisite: Take TDR-0176.

Volunteerism

VOL-0201 Volunteer Service

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.

Semester Credit: 1 credit hour (30 lab hours per semester)

Transferable

Welding

WEL-0122 Maintenance Welding**Fall/Spring**

This course includes instruction in all position welds using arc welding processes and equipment, i.e., shielded metal arc welding, T.I.G., M.I.G., submerged arc welding, and flux cored arc welding. Instruction in welding is also covered.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

WEL-0123 Arc Welding I**Fall/Spring**

This course is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal plates.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

WEL-0124 Arc Welding II and Low Hydrogen**Fall/Spring**

This course is a combination of Arc Welding I-WEL 123, concentrating on metallic arc welding, vertical and overhead, lap and fillet welds.

Semester Credit: 5 credit hours (30 lecture hours and 90 lab hours per semester)

Prerequisite: Complete WEL-0123 with a minimum grade of C.

WEL-0125 Gas Metal Arc Welding**Fall/Spring**

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.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

WEL-0128 Pipe Welding**Fall/Spring**

This course is designed to teach up-hill and down-hill pipe welding fixed position.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

Prerequisite: WEL-0124 must be taken previous or concurrently with WEL 0128.

WEL-0129 Tig Welding**Fall/Spring**

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.

Semester Credit: 2 credit hours (15 lecture hours and 30 lab hours per semester)

WEL-0131 Blueprint Reading for Welding**Fall/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.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite courses: Take MAT-0121 with a minimum grade of C.

WEL-0160 Introduction to Welding**Fall/Spring**

Instruction is given on common cutting processes, basic setups and equipment and welding safety.

Semester Credit: 3 credit hours (15 lecture hours and 60 lab hours per semester)

Business and Industry Course Descriptions

Business and Industry courses are scheduled by request. For additional information, contact the Center for Community and Economic Development at (618) 634-3231.

IND-0049 Basic Mathematics for Industry

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

IND-0112 Operator Training/Print Reading

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

IND-0115 Transportation Certificate/License Renewal

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

IND-0116 Data Entry for Industry

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

IND-0117 Telephone Communication for Industry

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

IND-0118 Team Building I

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

IND-0120 Principles of Leadership I

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

IND-0121 Principles of Leadership II

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

IND-0123 Applied Communications for Industry

Application of oral, written and non-verbal communication skills to enhance on-the-job effectiveness. Includes techniques for communicating clearly, developing good listening skills and organizing and delivering effective presentations.

IND-0124 Special Topics: Emergency Medical Service

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

IND-0126 Fundamental DC Electric Concept Industry

A study of the relationship between current, voltage, resistance and power for direct current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.

IND-0128 Inorganic Chemistry for Industry

This course is designed for persons interested in any of the sciences including engineering, pre-medical and pre-dental majors. Emphasis is on quantitative measurement of chemical composition, the structure of matter, the relationship between the periodic table and properties of elements and the nature of chemical bonds. Laboratory experiments are designed to give the student experience in handling many of the analytical tools used in industry today.

IND-0129 Introduction to Computer Assisted Drafting

Principles of drafting using computer work stations, state of the art software and plotters/printers. This is a hands-on course to train the novice workstation user on the features and capabilities of CAD systems.

IND-0131 Landscaping for Industry

This course is designed to help an individual or small business design a plan for planting and maintenance. Topics include creating desirable views, screening for privacy, working with slopes, drainage and environmental issues. Participants will learn landscape "rules" for trees, shrubs, evergreen vines, ground covers, lawn grasses, bulbs, water gardens, lighting and irrigation systems. Also included is a discussion of fences, patios, decks, sidewalks, driveways and wildlife.

IND-0133 Basic Bookkeeping for Industry

The participant will understand basic building blocks such as profit and loss statements, the concept of return on investment, how cash flow is managed and how to interpret the balance sheet. The participant will also learn the basics of the accounting process including assets, liabilities, revenue, expenses and how these transactions are recorded in the accounting system.

IND-0134 Tax Preparation I

This course is designed to teach the fundamentals of income tax preparation as outlined in the tax code of the Internal Revenue Service. Students will learn by studying tax law and theory as well as by sharing examples and illustrations that mirror real-life tax scenarios that affect taxpayers today.

IND-0135 Introduction to Computer Network Technology

This is a course to introduce the student to computer network technology. The terminology, hardware and software programming aspects of a computer network will all be covered. Network topology including the OSI model will be explained to the student. The interconnection of routers, hub, switches and bridges will be covered. The development of the IP address and programming of the various devices will be covered.

IND-0136 Heartsaver First Aid/CPR/AED

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

IND-0137 Introduction to Hospitality for Industry

This course will include personnel training, customer service, room sales, dining room service, bellman duties, customer and employee relations, promotional and image building techniques, planning conferences and conventions and food service procedures.

IND-0138 Mental Health Supervision

This section of the *Mental Health Technician* training will cover mental health needs, facility and worksite orientation, note writing, sexual harassment, restraints, "right to know", disaster plan, seizure management, sexual issues, suicide prevention and workplace violence.

IND-0141 Technical Mathematics for Industry

This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts and basic algebra with applications to vocational situations.

IND-0142 Career Advancement for Industry

An introduction to career development theories, concepts, labor force information, career development considerations, tools and techniques for career assessment and other resources which help students in the career planning and decision-making process.

IND-0143 Conversation Business for Business and Industry

This course is an intensive oral practice in Spanish. It includes idiomatic vocabulary, pronunciation, written and oral compositions and selected readings.

IND-0144 Community Resource Development

Training for organizations and/or not-for-profit organizations that will learn to develop and plan community-based activities as well as resource related functions that will promote community development.

IND-0145 Healthcare Services Management

This course is designed to prepare health care and other professionals to apply the principles of management in the running of health care facilities. Provides a study of economic, social and technological forces involved in health care systems. Also includes instruction in building and facility management, planning and coordination, scheduling, business and financial management, public relations, technical operations, resource allocation and health law.

IND-0147 Fitness for Seniors

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

IND-0148 Fitness for Community

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

IND-0150 Security for Industry

This course will cover a number of topics which include legal issues, human and public relations, communications, patrol, report writing, fire prevention and control, emergency situations, safety and the general duties of a security officer.

IND-0151 AHA Heartsaver Instructor Course

The American Heart Association (AHA) Heartsaver (HS) Instructor course is designed to teach AHA trained rescuers the skills and teaching methods necessary to ensure comprehensive quality instruction of AHA provider courses. The participants must hold an AHA provider card, demonstrate competency of CPR skills, and present a positive teaching demeanor during this course and during monitoring of their initial instruction of a course. Upon completion, the candidate may be issued an instructor card.

IND-0153 Family and Friends CPR

The American Heart Association Family and Friends course is designed to meet the needs of lay rescuers who are learning CPR to assist family members, friends, and coworkers. The course uses the Practice-While-Watching format which requires participants to practice skills and teaches participants the skills of CPR for the adult, child, and infant victim. It also teaches how to aid a choking victim of all ages. This is a non-credentialed course and **course completion cards will not be issued.**

IND-0155 Pediatric First Aid/CPR/AED

This course combines basic first aid procedures and management of illness in a child for the first few minutes of care until professional help arrives. It is intended for child care workers, teachers, or any one working with children who have a duty to respond to a first aid emergency. Modules available: Pediatric First Aid, Asthma Care, CPR for all ages, Adult/Child AED and barrier devices.

IND-0160 Introduction to Computers and Devices for Industry

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

IND-0163 Basic Microsoft Word

This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word.

IND-0164 Basic Welding for Industry

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

IND-0165 AC/Refrigeration for Industry

This course will cover proper diagnostic service procedures required in a modern refrigeration and air conditioning service.

IND-0166 Welding Safety

Overview of basic welding safety standards for industry.

IND-0167 Electrical Safety

Overview of basic electrical safety standards of industry.

IND-0168 Microsoft Publisher Essentials

A study and hands-on use of the essential functions of Microsoft Publisher.

IND-0171 Basic Microsoft Excel

This course is a study of the use of the Microsoft Excel spreadsheet.

IND-0172 Basic Microsoft Powerpoint

A study and hands-on use of the essential functions of Microsoft PowerPoint.

IND-0173 Basic Microsoft Access

A study and hands-on use of the essential functions of Microsoft Access database management system.

IND-0175 Intermediate Microsoft Powerpoint

An extension of Basic Microsoft PowerPoint to include more advanced graphics and slide layout.

IND-0179 Microsoft Outlook for Industry

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

IND-0181 Intermediate Microsoft Excel

A study and hands-on use of the essential functions of Microsoft Excel spreadsheets,

IND-0183 Intermediate Microsoft Word

A study and hands-on use of the essential functions of Microsoft Word.

IND-0185 Basic Web and eCommerce for Industry

This course is designed to assist a business owner to quickly get a business on-line using commercially prepared software. The course content is meant to assist with managing the business site and adding features.

IND-0186 Grant Writing for Industry

This course is offered to individuals, employees of municipalities, business, schools, agencies and others who want to learn the basics of grant writing. Topics covered will include how to locate potential funding sources using the Internet and how to write the component sections of a competitive grant proposal.

IND-0187 Working with Digital Images for Industry

Participant will understand sending, receiving and improving digital attached images. General instructions for digital camera will be discussed. Instruction for how to scan images into the computer for printing will be included. Additional topics include cropping, resizing and adding borders.

IND-0195 Continuing Professional Development

This course is designed to recognize continuing professional development for people in career status in a generally recognized profession. It will provide interested students with information specific to their career needs in a variety of formats.

IND-0200 Soft Skills for Industry

This course will help prepare or advance skills for students in various soft skills. Customer Service, Time Management, Organization, Ethics, Delegating, etc.

IND-0201 Train the Trainer

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

IND-0202 Occupational Safety/Health for Industry

This course is designed to educate students on OSHA policy and procedures.

IND-0203 Heavy Equipment Operation of Industry

This course is designed to prepare students to operate various heavy equipment. Forklift, Rigging, Crane, Backhoe, etc.

IND-0216 Introduction to Quickbooks Accounting

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

IND-0217 Advanced Quickbooks Accounting

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

IND-0218 Team Building II

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

IND-0219 Covey Seven Habits

In *The 7 Habits of Highly Effective People* public workshop, participants will discover how to balance life for increased effectiveness on and off the job. Implementing the 7 Habits helps to balance all aspects of life; define one's self from within to become more influential; replace burnout with high levels of satisfaction; increase trust; meet needs more effectively through clearer understanding; increase productivity and quality of work; better understand and meet others' needs.

IND-0220 Healthcare Provider Instructor Course

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

IND-0221 BLS Renewal for Healthcare Provider - IDOC

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

IND-0223 Financial Investing

This course is being offered to assist individuals in setting financial and investment goals. This class also will provide a summary of the most common investments used by individuals in reaching their objectives.

IND-0224 Continuing Education for Healthcare Professionals

This course is designed to recognize continuing professional development for people in healthcare professions. It will provide interested individuals with information specific to their career needs in a variety of formats.

IND-0229 What Matters Most

What Matters Most helps participants focus time, energy and resources on the things that are most important; discover principles that lead to increased productivity, improved relationships and peace of mind.

IND-0230 CPR for Healthcare Providers

The Basic Life Support for Healthcare Providers course is designed to teach the skills of CPR for victims for all ages (including ventilation with a barrier device, a bag-mask device and oxygen), use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provided health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

IND-0231 CPR Renewal for Healthcare Provider

The course is designed to update the student in CPR techniques required by the healthcare provider. These skills include CPR ventilation with a barrier device, bag-mask device and oxygen, use of an automated external defibrillator (AED) and relief of foreign body airway obstruction.

IND-0232 Heartsaver CPR

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

IND-0233 Heartsaver Automated Ext Defib (AED)

Heartsaver AED is designed to teach Cardiopulmonary Resuscitation, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace. It is specifically designed to lay rescuers who are required to obtain a course completion care (a credential) documenting completion of a CPR AED course.

IND-0260 Deckhand for Industry

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

IND-0263 Advanced Microsoft Word

A study and hands-on use of the advanced functions of Microsoft Word.

IND-0267 Custodial Services for Industry

Instruction in the proper use of equipment and chemicals for custodial maintenance. Includes power equipment, cleaning chemicals, carpet and upholstery care, floor care and rest room care.

IND-0271 Advanced Microsoft Excel

A study and hands-on use of the advanced functions of Microsoft Excel spreadsheets.

IND-0272 Advanced Microsoft Powerpoint

A study and hands-on use of the advanced functions of Microsoft PowerPoint.

IND-0273 Advanced Microsoft Access

A study and hands-on use of the advanced functions of Microsoft Access database management system.

IND-0275 Special Programs for Computers

This course is designed to promote continuing professional development for people needing training in a special program within the computer field. It is designed to provide students with tools to stay current in contemporary and new uses of the computer as it relates to their positions as well as to provide framework for their continued learning and advancement. It will provide interested students with information specific to their career needs in a variety of formats.
a gender defined group (e.g. Women Writers).

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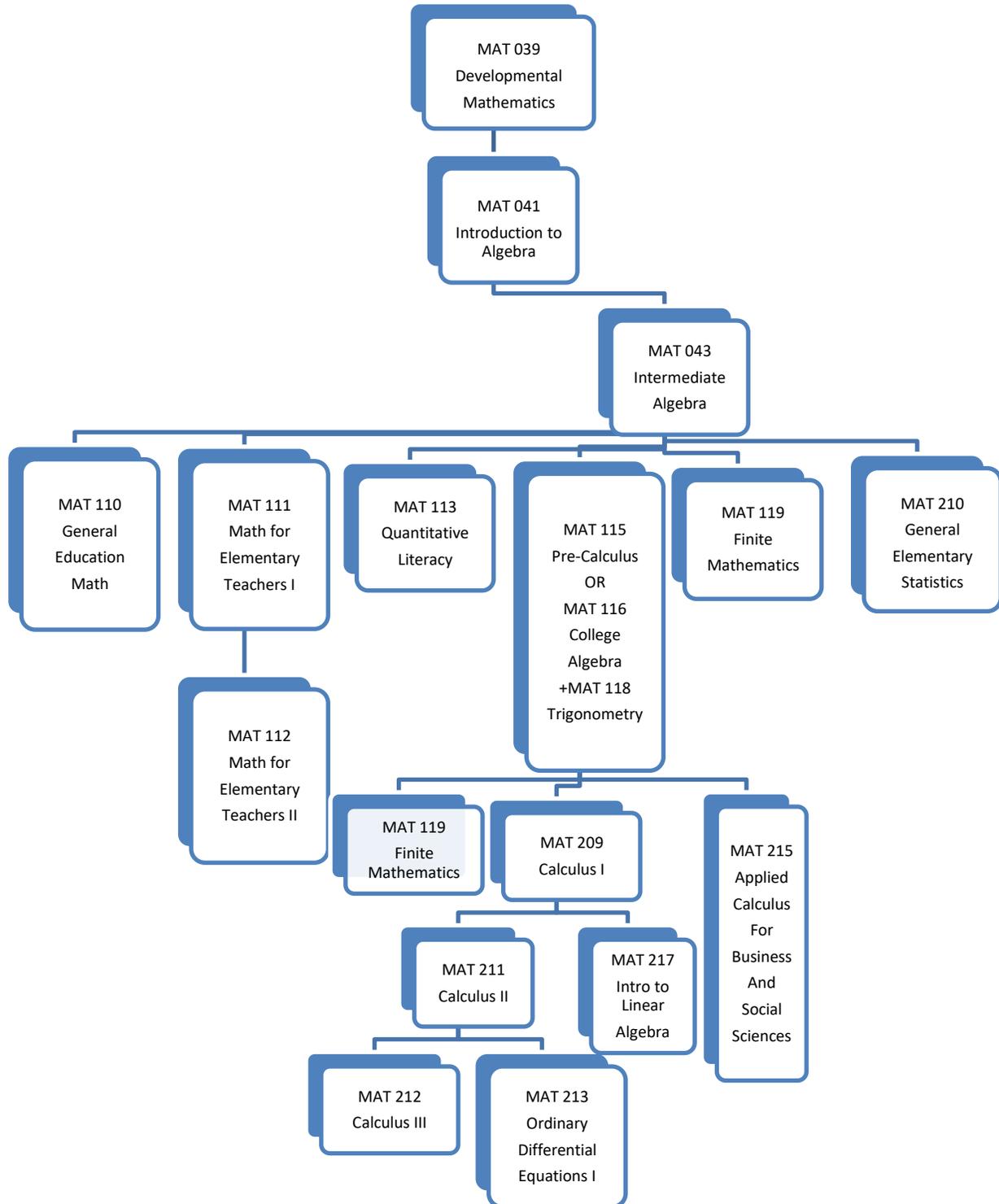
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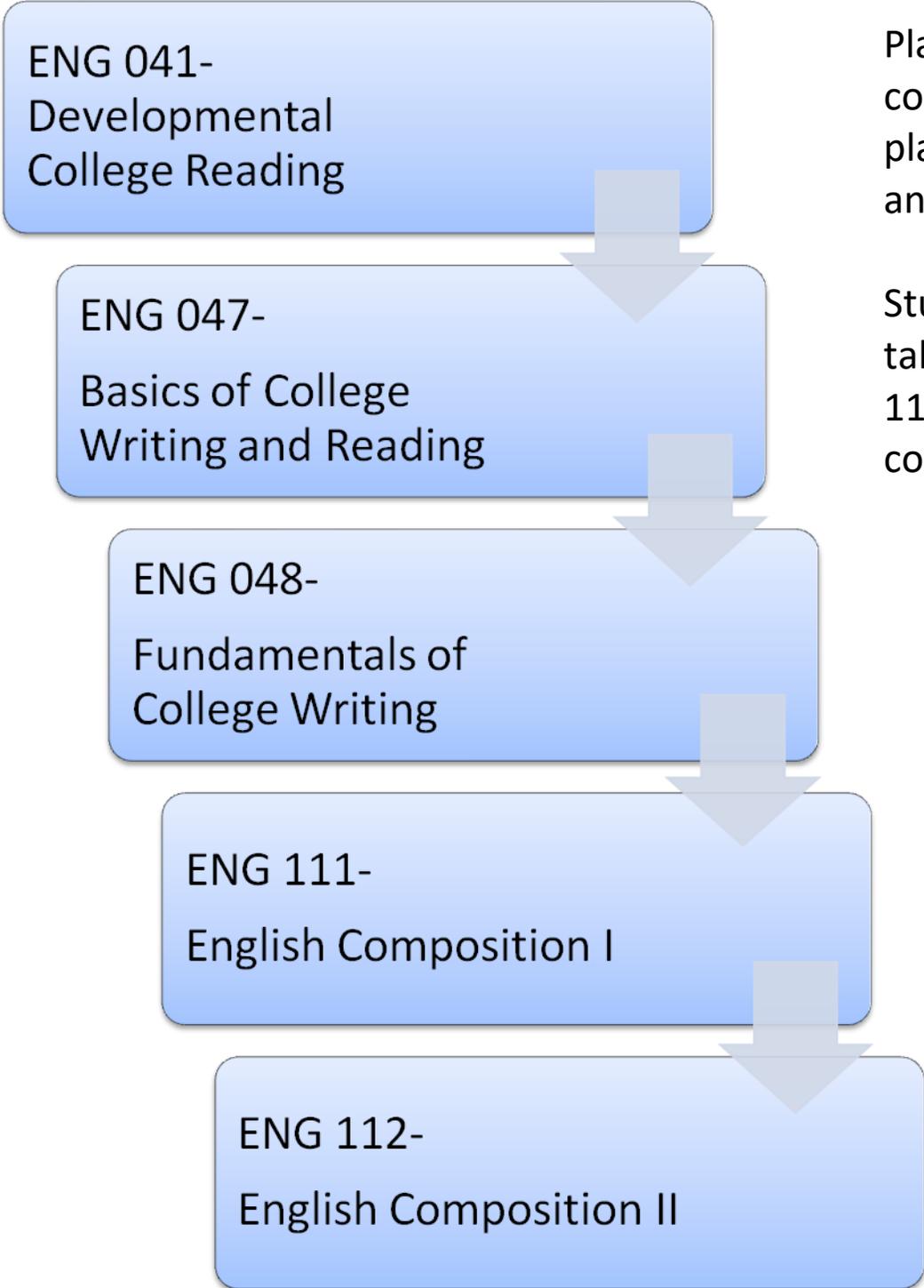


Math Sequence



English Sequence

ENG 041-
Developmental
College Reading



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graph TD; A[ENG 041- Developmental College Reading] --> B[ENG 047- Basics of College Writing and Reading]; B --> C[ENG 048- Fundamentals of College Writing]; C --> D[ENG 111- English Composition I]; D --> E[ENG 112- English Composition II];
```

Placement into English courses is based on placement test scores and Multiple Measures.

ENG 047-
Basics of College
Writing and Reading

Students may qualify to take ENG 048 and ENG 111 in-conjunction as co-requisites.

ENG 048-
Fundamentals of
College Writing

ENG 111-
English Composition I

ENG 112-
English Composition II

Change of Student Information

Date _____ Student ID# _____

Name

From _____ To _____
Last First MI Last First Mi

Address

From _____ To _____
Number and Street Number and Street

City and State Zip City and State Zip

County County

Telephone

From _____ To _____

Signature Required for Changes _____

Email Address _____



Shawnee Community College

Transcript Request

Fee - \$5.00 One transcript per form

Student Identification Number

Social Security Number

Name

Address

City

State

Zip

CHOOSE ONE:

Transcript Pick Up:

____ Monday ____ Tuesday ____ Wednesday
____ Thursday ____ Friday

Transcript Mailed:

____ Send **ASAP**
____ Send after **CURRENT SEMESTER GRADES**
are posted
____ Send after my **DEGREE** is posted

Payment of **\$5.00** per transcript is required prior for the release . 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.**

Home/Cell Phone -----

Please mail my transcripts 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 Road
Ullin, Illinois 62992

Check/Money Order Enclosed

Amount -----

Credit/Debit Card Information

Number -----

Expiration Date ____ / ____ CVC # -----

I HEREBY GIVE MY CONSENT TO HAVE MY CREDIT/DEBIT CARD CHARGED FOR MY TRANSCRIPT(S) AND/OR FOR THE RELEASE OF MY TRANSCRIPT(S) TO THE ADDRESS(ES) ON THIS FORM.

Signature

Date