SHAWNEE COMMUNITY COLLEGE

2026-2027 CATALOG

Volume XXXIX

Empowering Learners, Enriching Communities

www.shawneecc.edu

Our Mission:
Shawnee Community College empowers learners and enriches communities by providing accessible, inclusive, and high-quality education and services. Through innovative programs and pathways, we champion lifelong learning, personal growth, and economic prosperity.

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

Alexander County Extension Center
2035 Washington St
Cairo, IL 62914
(618) 734-3660

Johnson County Extension Center
Vienna High School
601 N. 1st Street
Vienna, IL 62995
(618) 634-3441

Massac County Extension Center
5385 Industrial Park Road
Metropolis, IL 62960
(618) 524-3003

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

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

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 55,154, with a median household income of $44,465. According to 2020 census data, 14%-24% of families fall below the federal poverty level. The College annually serves approximately 3,600 individuals through credit and non-credit courses in 2022. The average age of Shawnee Community College students in credit-bearing courses was 30, with thirty-six percent (36%) of the students male, sixty-four percent (64%) female, and nearly twenty percent (20%) 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 Alexander County Extension Center is located at 2035 Washington Street, Cairo, IL; (618) 634-3490 or (618) 734-3660 Johnson County Extension Center is located at 601 N. 1st St, Vienna, IL; (618) 634-3441 Massac County Extension Center is located at 5385 Industrial Park Road, Metropolis, IL; (618) 524-3003 Union County Extension Center is located at 1150 E. Vienna Street, Anna, IL; (618) 833-3399
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:	$14,352,168
District Equalized Assessed Evaluation:	$792,198,302
Annual Enrollment:	FY2025 unduplicated headcount was 3,054 full- and part-time students
Tuition:	Check with the SCC website, www.shawneecc.edu, for the most up-to-date tuition fees.
Library:	22,000 books 850 DVDs 20 print magazine subscriptions 11 newspaper subscriptions (local, regional, and national) 275 databases 6 online educational video collections 251,870 eBooks in EBSCOhost
Financial Assistance for Tuition and Fees Awarded Annually:	Approximately $4,281,806
Faculty/Staff:	100 full-time; 91 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

Steve Heisner
Pulaski County

Tiffany Schultz
Alexander County

April Moore
Pulaski County

Nancy Holt
Massac County

Deborah Shelton-Yates
Johnson County

Andrea Witthoft
Union County

Dr. John Earnhart
Union County

Fred Klingeman
Student Trustee

ADMINISTRATION

Tim Taylor, Ph.D.
President

Melanie Pecord, Ed.D.
Interim Vice President of Academic Affairs

Jeff McGoy
Vice President of Student Affairs

Chris Clark
Vice President of Administrative Services

Felicia Rouse
Executive Director of Human Services

Kristin Shelby, Ph.D.
Executive Director of Institutional Effectiveness

Kevin Hunsperger
Executive Director of Public Information and Marketing

(Vacant)
Dean of Allied Health & Nursing

Kristy Stephenson
Dean of Career & Technology Programs

(Vacant)
Dean of Transfer & Adult Ed. Programs

Ginger Harner
Director of Adult Education & Alternative Instruction

John Sparks
Director of Athletics

Brandy Woods
Director of Business Services

Lindsay Johnson
Director of Workforce and Community Development

Don Koch
Director of Facilities

Dwayne Fehrenbacher
Director of Information Technology Services

Tyler Dixon
Director of Educational Talent Search

Anita Gentry
Director of Enrollment Services

Mindy Ashby
Director of Student Success

Amber Suggs
Director of Student Support Services

SHAWNEE COMMUNITY COLLEGE ACADEMIC CALENDAR 2026-2027

FALL SEMESTER 2026

Registration

Registration Begins.....March 30, 2026
Saturday Registration (8:00 a.m.–12:00 noon)..... August 15
Evening Registration (4:00 p.m.–6:00 p.m.) ..... August 17

16-Week Classes Begin ..... August 17
Last Day to add a Class..... August 19
Last Day to Drop with Refund ..... August 28
Student will owe 100% tuition ..... August 29
Mid-term for 16-week Classes.....October 7
Last Day to Withdraw with a "W"..... November 6

12-Week Regular Start Classes Begin..... August 17
Last Day to add a Class..... August 19
Last Day to Drop with Refund ..... August 28
Student will owe 100% tuition ..... August 29
Mid Term .....September 24
Last Day to Withdraw with a "W".....October 16

12-Week Late Start Classes Begin .....September 21
Last Day to add a Class.....September 23
Last Day to Drop with Refund .....October 2
Student will owe 100% tuition .....October 3
Mid Term .....October 28
Last Day to Withdraw with a "W".....November 18

First 8-Week Classes Begin ..... August 17
Last Day to add a Class..... August 18
Last Day to Drop with Refund ..... August 21
Student will owe 100% tuition ..... August 22
Mid Term .....September 11
Last Day to Withdraw with a "W".....September 24

Second 8-Week Classes Begin ..... October 13
Last Day to add a Class..... October 14
Last Day to Drop with Refund ..... October 19
Student will owe 100% tuition ..... October 20
Mid Term ..... November 6
Last Day to Withdraw with a "W".....November 20

Intersession

Classes Begin .....December 21
Last Day to add a Class.....December 21
Last Day to Drop with Refund .....December 21
Student will owe 100% tuition .....December 22
Midterm .....December 30
Last Day to Withdraw with a "W".....January 3
Classes End.....January 8

Bookstore

Book Sales Begin ..... August 10
Last Day to Charge to Pell .....October 7
Bookstore Buyback..... December 14-18

Financial Aid

Pell Status Day .....October 5
Pell Checks Mailed..... October 21

Final Exams

Final Exam ..... December 10-15
End of Semester .....December 16

No Classes

Labor Day ..... September 7
Shawnee Experience..... October 8
Columbus Day/Indigenous Peoples' Day..... October 12
Election Day ..... November 3
Veterans Day..... November 11
Thanksgiving ..... November 25-27
Christmas/New Year's Break..... December 24 – January 1

SPRING SEMESTER 2027

Registration

Registration Begins..... October 26, 2026
Saturday Registration (8:00 a.m. – 12:00 noon)..... January 9
Evening Registration (4:00 p.m.-6:00 p.m.)..... January 11

16-Week Classes Begin ..... January 11
Last Day to add Class ..... January 13
Last Day to Drop with Refund ..... January 25
Student will owe 100% tuition ..... January 26
Mid Term ..... March 5
Last Day to Withdraw with a "W"..... April 9

12-Week Regular Start Classes Begin..... January 11
Last Day to add a Class..... January 13
Last Day to Drop with Refund ..... January 25
Student will owe 100% tuition ..... January 26
Mid Term ..... February 19
Last Day to Withdraw with a "W"..... March 19

12-Week Late Start Classes Begin ..... February 16
Last Day to add a Class..... February 18
Last Day to Drop with Refund ..... March 1
Student will owe 100% tuition ..... March 2
Mid Term ..... March 31
Last Day to Withdraw with a "W"..... April 20

First 8-Week Classes Begin ..... January 11
Last Day to add a Class..... January 12
Last Day to Drop with Refund ..... January 15
Student will owe 100% tuition ..... January 16
Mid Term ..... February 5
Last Day to Withdraw with a "W"..... February 19

Second 8-Week Classes Begin ..... March 15
Last Day to add a Class..... March 16
Last Day to Drop with Refund ..... March 19
Student will owe 100% tuition ..... March 20
Mid Term ..... April 9
Last Day to Withdraw with a "W"..... April 23

Intersession

Classes Begin ..... May 17
Last Day to add a Class..... May 17
Last Day to Drop with Refund ..... May 17
Student will owe 100% tuition ..... May 18
Midterm ..... May 25
Last Day to Withdraw with a "W"..... May 28
Classes End..... June 4

Bookstore

Book Sales Begin ..... January 5
Last Day to Charge to Pell ..... March 3
Bookstore Buyback..... May 10-14

Financial Aid

Pell Status Day ..... March 1
Pell Check Mailed ..... March 17

Final Exams

Final Exams.....May 10-13
End of Semester ..... May 14
Commencement..... May 14

No Classes

Martin Luther King, Jr. Day.....January 18
Presidents Day.....February 15
Spring Break .....March 8-12
Good Friday.....March 26

SUMMER SESSION 2027

Registration

Registration Begins.....March 29, 2027

8-Week Classes Begin ..... June 7
Last Day to add a Class..... June 8
Last Day to Drop with Refund .....June 11
Student will owe 100% tuition .....June 12
Mid Term .....June 30
Last Day to Withdraw with a "W".....July 14

First 4-Week Classes Begin ..... June 7
Last Day to add a Class..... June 7
Last Day to Drop with Refund ..... June 7
Student will owe 100% tuition ..... June 8
Mid Term .....June 17
Last Day to Withdraw with a "W".....June 25

Second 4-Week Classes Begin ..... July 6
Last Day to add a Class..... July 6
Last Day to Drop with Refund ..... July 6
Student will owe 100% tuition ..... July 7
Mid Term .....July 15
Last Day to Withdraw with a "W".....July 21

Bookstore

Book Sales Begin ..... May 31
Last Day to Charge to Pell ..... July 2
Bookstore Buyback.....July 27-30

Financial Aid

Pell Status Day .....June 30
Pell Checks Mailed.....July 14

Finals

Final Exams.....July 28-30
End of Semester .....July 30

No Classes

Juneteenth .....June 18
Independence Day ..... July 5

MISSION, VISSION, and VALUES, STATEMENT FOR SHAWNEE COMMUNITY COLLEGE

MISSION STATEMENT

Shawnee Community College empowers learners and enriches communities by providing accessible, inclusive, and high-quality education and services. Through innovative programs and pathways, we champion lifelong learning, personal growth, and economic prosperity.

VISION STATEMENT

Empowering Learners. Enriching Communities.

VALUES

1. **Student-Centered & Community-Connected**

We foster deep, reciprocal relationships with our students and communities to promote personal growth, academic achievement, and economic prosperity.

Observable Actions:

- Offer flexible scheduling and multiple modalities to meet diverse student needs.
- Provide robust academic advising, counseling, and tutoring services.
- Regularly solicit and act upon feedback to improve services.
- Celebrate student achievements publicly through ceremonies, newsletters, and social media.
- Maintain safe, accessible, and respectful campus spaces.
- Host community events, forums, and cultural celebrations on campus.
- Offer continuing education and workforce training tailored to regional needs.
- Collaborate with local K-12 schools, businesses, and civic organizations.
- Include community members on advisory boards and planning committees.
- Encourage student volunteerism and service learning.

2. **Excellence in Education**

We deliver high-quality, transformative educational experiences through innovative programs, exceptional teaching, and commitment to continuous improvement.

Observable Actions:

- Provide ongoing professional development for faculty and staff.
- Design and review programs to meet industry standards and accreditation requirements.
- Integrate emerging technologies and teaching strategies into instruction.
- Track and analyze student outcomes to inform improvements.
- Maintain low student-to-faculty ratios where possible.

3. **Innovation and Growth**

We embrace change and creativity as essential to meeting the evolving needs of our students and communities, encouraging life-long learning and leadership.

Observable Actions:

- Develop and launch new programs based on labor market demand and student interest.
- Support pilot projects and new initiatives through internal grants or resources.
- Encourage interdisciplinary collaboration and problem-solving.
- Host innovation challenges or idea-sharing forums.
- Promote leadership development for students and staff.

4. **Inclusive and Equitable Access**

We ensure that education is within reach for all by removing barriers, valuing diversity, and advancing equity in all we do.

Observable Actions:

- Offer need-based financial assistance and scholarships.
- Provide accessible facilities and adaptive technologies.
- Engage with underrepresented populations through targeted outreach.
- Train staff on equity, cultural competency, and implicit bias.
- Publish disaggregated data on student access and outcomes.

5. **Integrity and Stewardship**
We act with transparency, ethics, and fiscal responsibility in all we do. As diligent stewards of our resources and trust, we make evidence-based decisions that serve students, employees, and the community.

Observable Actions:

- Clearly publish policies, procedures, and performance metrics.
- Conduct internal audits and reviews of programs and processes.
- Require ethics training for all employees.
- Address misconduct promptly and fairly.
- Monitor and report on budget allocations and outcomes.
- Implement sustainability initiatives in operations and curriculum.
- Use data to guide resource allocation and planning.
- Maintain and upgrade facilities to ensure safety and efficiency.
- Seek out and manage grants that align with institutional goals.

Definitions

Community-Connected – A commitment to reciprocal partnerships with the College's service region, ensuring that institutional decisions reflect the needs and aspirations of local individuals, organizations, and industries.

Economic Prosperity – The positive impact of education on individuals' career outcomes and the broader regional economy. This includes workforce development, job readiness, and supporting local business and industry needs.

Equity – The commitment to fair treatment, access, and opportunity for all, while striving to identify and eliminate barriers that have prevented the full participation of some groups.

Excellence in Education – The pursuit of high academic standards, rigorous curricula, and continuous innovation in teaching and learning. It reflects a dedication to quality outcomes for students and communities.

Inclusive Access – The proactive removal of structural, financial, and cultural barriers to ensure equitable participation in education. This includes providing support to historically underserved or marginalized populations.

Innovation – A mindset that encourages creativity, experimentation, and openness to new ideas. Innovation enables the College to adapt to changing needs and remain a leader in educational practice.

Integrity – Adherence to ethical principles and transparency in all College practices. It includes accountability, honesty, and consistency in decisions and communications.

Lifelong Learning – The encouragement and facilitation of continuous personal and professional development across the lifespan. This includes academic, technical, and non-credit programming for all ages.

Mission – A concise statement describing Shawnee Community College's core purpose and reason for existence. It articulates whom the College serves, what it does, and the intended impact on students and the broader community. The mission drives decision-making and institutional priorities.

Observable Actions – Concrete, visible behaviors that illustrate how Shawnee Community College's values are practiced. These actions provide accountability and demonstrate a commitment to continuous improvement and institutional integrity.

Personal Growth – The process of individual development fostered through education, leadership opportunities, and student engagement. It includes growth in confidence, skills, civic engagement, and career readiness.

Prosperity – A state of thriving and well-being, both individually and collectively, that results from access to education, stable employment, personal fulfillment, and community vitality. Prosperity is the condition of flourishing that people strive toward; a state marked by stability, opportunity, and well-being, even if not fully attained.

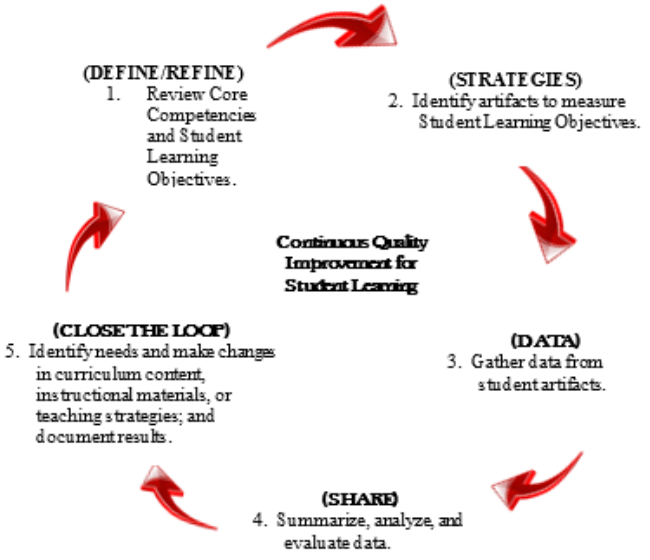
Stewardship – Responsible management and allocation of resources, including finances, facilities, and public trust. Stewardship involves making data-informed decisions and ensuring sustainability for future generations.

Student-Centered – A philosophy that places student learning, development, and success at the heart of institutional planning, services, and instruction. It involves prioritizing student needs, removing barriers, and supporting the whole learner.

Values – The core principles and beliefs that define the institutional culture of Shawnee Community College. Values serve as the ethical framework for how the College engages with students, employees, and community stakeholders.

Vision – An aspirational description of what Shawnee Community College seeks to achieve in the future. It inspires progress and unifies efforts by providing a long-term goal for the institution's growth, innovation, and impact.

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

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, career services, and athletic programs shall be available to all students without regard to their race, sex, age, national origin, or disability.

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 Affairs, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

Revised December 2014

FOSTERING A SUPPORTIVE AND INCLUSIVE COMMUNITY

America draws its strength and vitality from the unique backgrounds and experiences of its people. Shawnee Community College is committed to fostering and inclusive campus where all students and staff are valued and supported.

The college incorporates this commitment into the curriculum by integrating content that reflects a broad range of perspectives in various 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.

In June of 2017, ***Dr. Peggy Bradford*** was named the eighth president of Shawnee Community College. Dr. Bradford, a Southern Illinois native and graduate of Meridian High School, attended Shawnee Community College, where she earned her Associate of Arts degree. During her time at Shawnee, Dr. Bradford utilized a student-centered approach to enrollment, retention, graduation, and employment. In addition, Dr. Bradford oversaw the reopening of the Cairo Center, established the Vienna Center, secured multiple internships, partnerships, scholarships, and donations for the college, and re-established both the Saint's Foundation and Saints Alumni Association. Dr. Bradford focused on student success, teaching and learning, community engagement, industry workforce needs, and strategic planning and also secured a six-million-dollar bond to update campus-wide technology, compensation study, and website upgrades.

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.

ADMISSIONS
(A3100.00)

It is the policy of the Board of Trustees that Shawnee Community College maintain an open-door admission policy for all potential students who have obtained a high school diploma or GED certificate. In the event of space limitations, preference for admissions will be given to district residents.

College credit may be awarded through the College Level Examination Program (CLEP)

General Admission Requirements
(A3100.05)

Students, including homeschooled, may be admitted by fulfilling the following:

1. Proof of high school completion via official transcript/GED with graduation date.
2. Completing the Shawnee Community College's placement exam to determine proper course placement.
3. Submit a student information form (application for admission)

Full Admission
(A3100.15)

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 equivalency, met the minimum high school pattern requirements listed above and scored above the minimum levels on the college placement test 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 College placement exam and/or adhere to the recognized multiple forms of assessment.

Provisional Admission
(A3100.20)

Students seeking college-level coursework who do not meet the minimum high school subject requirements and do not score at the minimum levels on the college placement test will be allowed to take classes identified by individual course demands.

Provisionally admitted students may move to full admission by fulfilling the following requirements: Take the designated courses at SCC 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

Pending receipt of the high school transcript, students will be admitted on a provisional basis. 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.

International Student Admission
(A3100.25)

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

1. Have completed the equivalent of a high school (secondary) education, which normally means the completion of 12 years of schooling, and the applicant is at least 18 years of age.
2. Score of 520 or better on the paper-based TOEFL test, 190 on the computerized TOEFL test, or 68 on the internet-based TOEFL test.
3. Apply for admission to SCC.
4. Provide official transcripts covering all school work (high school and college) complete with English translations from an accredited third-party entity as approved by the 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.

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.

Early Admission
(A3100.30)

Shawnee Community College admits high school students while still in high school.
Once college credit is earned, it is on the student's permanent record.

Expectations for early admission students:

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

Advanced Honors Program Admission

For a student to be admitted into the Shawnee Community College Honors Escrow program, the student must meet all of the guideline requirements for the regular escrow program except:

1. The requirement for a student to be a junior or senior in high school may be waived if circumstances warrant and the student gets approval from both the high school and community college president.
2. Maximum course loads exceeding the waived nine credit hours are the financial responsibility of the student and must meet the guidelines established under Policy 8151. The maximum course load of nine credit hours per semester may be waived during the summer semester following the student's junior year in high school.

In addition, the student must also meet the following requirements:

1. Fill out an Honors Escrow Admission and Release Form.
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.

Community Education Admission
(A3100.45)

Enrollment requirements are established by the nature of the particular course. A student who plans to register only for community education courses does not need to apply for regular admission. Students planning to enroll in both credit and community education courses should follow the regular admissions and registration procedure.

Guidelines for Accepting Transfer Credit
(A3100.50)

1. Students must produce official transcripts that are sent directly from their previous 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 a regional accrediting association.
3. Credit hours earned from foreign colleges and universities must be translated by an accredited third-party entity as approved by the Director of Recruitment and Enrollment, with the final determination being made by the Vice President of Student Affairs.
4. Shawnee Community College will accept a maximum of six (6) credit hours of "D" grades. The college registrar will make the determination as to whether transfer hours will be accepted as it relates to the student's degree.

5. If a transfer course from another accredited institution earned more credit hours than the equivalent course at Shawnee Community College, the student is given full credit for the hours earned at the former institution.
6. If a transfer course has fewer credit hours than the equivalent at Shawnee Community College, the student will be granted only the number of credit hours earned at the other institution.
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 in writing by the student to the Vice President of Academic Affairs and the Vice President of Student Affairs.

Guidelines for Credit by Examination
(A3100.55)

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 when students 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.

Advanced Placement
(A3100.60)

Shawnee Community College accepts credit from Advanced Placement (AP) or International Baccalaureate (IB) examinations. This program allows high school students to earn college credit by successfully completing the AP or IB examinations. To receive Shawnee Community College credit, students must earn a score of 3, 4, or 5, on the College Board Advanced Placement examination or a subject score of 4 or higher for IB Diploma Programme subjects accepted for credit.

Students seeking AP/IB credit must request that an original score report be sent to the Registrar. Credit received from AP/IB 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 AP/IB will appear on the student's transcript.

AP Exam	Min. Score	SCC	Credit
Art History	3	ART 117	3
Music Theory	3	MUS 113	3
Studio Art – 3-D design	3	ART 121	3
English Language and Composition	3 5	ENG 111 ENG 112 (ENG-111 & ENG-112)	3 6
English Literature and Composition	3 5	LIT 214 LIT 215 (LIT-214 & LIT-215)	3 6
European History	3 5	HIS 116 HIS 117 (HIS-116 & HIS-117)	3 6
Macroeconomics	3	ECO 211	3
Microeconomics	3	ECO 212	3
Psychology	3	PSY 211	3
US Government & Politics	3	GOV 117	3
US History	3 5	HIS 214 HIS 215 (HIS-214 & HIS-215)	3 6
World History	3 5	HIS 121 HIS 122 (HIS-121 & HIS-122)	3 6
AP Calculus AB	3	MAT 209	5
Statistics		MAT 210	4
Biology		BIO 111	4
Chemistry		CHE 114	5
Physics C: Mechanics	4	PHY 216	4
Physics 1: Algebra Based	4	PHY 216	4
Physics 2: Algebra Based	4	PHY 217	4
Spanish Language & culture	3	SPA 111	4
Spanish Language & culture	3	SPA 112	4

College Level Examination Program
(A3100.65)

Shawnee Community College administers the College Level Examination Program (CLEP) examinations to current and prospective students. All high school graduates (or high school equivalency) are eligible to participate in the CLEP. 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.
The College awards credits as outlined based on the recommendations from the American Council on Education.

Test	Course	Minimum Score	Credit Hour
English Composition with Essay	ENG 111 & 112	50	6
American Literature	LIT 216 & 217	50	6
Analysis & Interpretation of Literature	Literature electives	50	6
English Literature	LIT 214 &	50	6
Humanities	Humanities electives	50	6
French	Elective	50	6
	Elective	62	12
German	Elective	50	6
	Elective	63	12
Spanish	Elective	50	6
	Elective	66	12
American Government	GOV 117	50	3
Intro. To Educational Psychology	Elective	50	3
Human Growth & Development	PSY 218	50	3
History of the US I: Early Coloniz. to 1877	HIS 214	50	3
History of the US II: 1865 to present	HIS 215	50	3
Western Civ. I: Ancient Near East to 1648	HIS 116	50	3
Western Civ. II: 1648 to present	HIS 117	50	3
Principles of Macroeconomics	ECO 211	50	3
Principles of Microeconomics	ECO 212	50	3
Introductory Psychology	PSY 211	50	3
Social Sciences and History	Social Science elective	50	6
Introductory Sociology	SOC 212	50	3
College Algebra	MAT 116	50	3
College Algebra-Trigonometry	Math elective	50	3
Calculus with Elementary Functions	MAT 209	50	6
College Mathematics	Math elective	50	6
Trigonometry	MAT 118	50	3
General Biology	BIO 111	50	6
Natural Sciences	Nat. Science elective	50	6
General Chemistry	CHE 111	50	6
Information Systems & Computer Apps.	Elective	50	3
Principles of Accounting	ACC 111	50	6
Introductory Business Law	BUS 214	50	3
Principles of Management	BUS 210	50	3
Principles of Marketing	BUS 116	50	3

Once Shawnee Community College receives a student's score from the College Board, the Registrar will send written notification informing the student of the credit to be awarded. However, CLEP credit will not be posted to the student's academic transcript until the student has completed 12 credit hours at Shawnee Community College.

Credit received from CLEP 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: does not calculate in GPA.

Proficiency Credit
(A3100.70)

A student who has acquired knowledge and competency applicable to an educational goal through formal or 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 Department responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Department Chair responsible for the course subject to the approval of the Vice President of Academic Affairs and the Department 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.

Experiential Credit
(A3100.75)

Shawnee Community College works cooperatively with third party professional training programs to articulate coursework commensurate with specific training, including:

1. Students who have completed the Police Training Institute will receive 6 credit hours of credit for crime control and criminal behavior.
2. Students who have completed 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. 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 that 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.

Multiple Measures Placement

The College uses a multiple measures approach to determine a student's readiness for college-level coursework. This approach allows the student measurement options to demonstrate college readiness in mathematics and English skills for placement. Meeting one placement measure on the multiple measures chart secures placement into that college-level course.

For placement testing options, please visit the Multiple Measures tab on the College's Placement Testing page on the College's website at: https://www.shawneecc.edu/academics/placement-testing.

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. Twenty LPN program hours will be applied to the ADN program hours and must include the following courses or equivalent transfer courses: Anatomy and Physiology I, Anatomy and Physiology II, Fundamentals of Nursing, Introduction to Pharmacology, Pharmacology, Medical-Surgical Nursing, Growth and Development.
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 percent 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 218, ENG 112, and PSY 211 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 program and an ADN Orientation class, offered in the summer just prior to the start of the nursing program.
8. The applicant must submit to and pass 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)

Persons seeking admission to the Certified Nurse Assistant Program must meet the following requirements:

1. Be at least 16 years of age.
2. Must meet college-level Multiple Measures placement in English.
3. A fingerprint background check prior to beginning the program and a PPD 2-step test for TB prior to clinical rotation.
4. Complete all college admission forms and meet all admission policies of the College and program.

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.

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 to a criminal background check and drug testing after admission into the program.
4. Be certified in CPR Healthcare Providers prior to enrolling in MA-0108 Internship.

5. Provide documentation of PPD two-step test for TB, and required immunizations.

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 Test of Essential Academic Skills (TEAS).
4. Submit a completed OTA application form and any official college transcripts to the College.
5. Complete job shadowing requirements
6. Submit to a criminal background check and drug testing after admission into the program.

Phlebotomy

Persons seeking admission to the Phlebotomy program must meet the following criteria:

1. Be at least 18 years of age.
2. Submit criminal background check and drug testing after admission into the program.
3. Provide documentation of PPD two step test for TB, and required immunizations.

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 the following courses with a C or better prior to the start of the program: Anatomy and Physiology I (BIO 221), Anatomy and Physiology II (BIO 222), English Composition I (BIO 111), and Nutrition (HLT 116).
7. The applicant must submit to and pass 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. Math for Healthcare Professionals (MAT 0122) and Medical Terminology (HIT 0100) are strongly recommended prior to starting the nursing program.

Further information can be obtained by calling the Nursing Department.

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 Bookstore provides all required course materials, both new and used, for purchase or, in some cases, as rentals. It also offers a wide selection of school supplies, electronics, personal care items, SCC merchandise, snacks, beverages, and other essentials for classes.

Book Sales for a new semester typically begin the week before classes start and continue throughout the semester.

The bookstore offers Book Buy Backs and allows students to sell back unwanted books. These dates are typically the last week of each semester.

If a student is on scholarship, has a waiver, or has a rental book, they are required to return all

loaned books to the bookstore during the Buy Back set dates to avoid additional charges being applied to their SCC accounts.

For specific dates on Book Sales, Book Buy Backs, or Loaned Book return Dates, please consult with the bookstore.

To view your needed course materials, you can do so online at https://bookstore.shawneecc.edu/home.

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 25,000 books, 20 magazine titles, and 8 newspapers. Through online access from the library's computer lab and remote access through MySCC accounts, information can be retrieved from more than 270 databases, including eBook collections with over 250,000 titles. The databases are digital collections of articles from scholarly journals and popular magazines, with material suitable for academic and personal research.

The library also offers more than 800 DVDs, collections of young adult fiction, children's fiction, graphic novels, and local history. SCC's library is a member of the Illinois Heartland Library System (IHLS). Through IHLS, Shawnee Community College students, employees and community members are able to borrow materials from more than 400 other member libraries. Materials can also be borrowed from out-of-system libraries.

The library also offers a full-service computer lab, free printing and four small rooms for online and in-person meetings, study groups, and audio-visual material viewing. Reservations can be made for the rooms, which are also available on a walk-in basis.

Residents of the Shawnee Community College district over 18 years of age are welcome to use the resources of SCC'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 are happy to assist patron's in locating items.

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 Alexander, Johnson, Massac, Pulaski, and Union County Extension Centers.

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 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, 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, IC^3, Microsoft Technology Associate, HP Accredited Technical Associate, Intuit and Adobe are some certifications currently offered.

ADULT EDUCATION AND ALTERNATIVE HIGH SCHOOL SERVICES

Adult Bridge and ICAPS Programs

The Adult Education Program offers a Career Pathway Bridge designed to provide contextualized instruction that integrates 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. The program offers a Google IT ICAPS in Digital Marketing & E-Commerce. This integrated program offers basic skills support for students in the credential program through Google on Coursera.

High School Equivalency (HSE) and Adult Basic Education (ABE)

Classes are offered to students who have not completed a high school diploma or its equivalent and/or who lack basic skills in mathematics, reading, and writing. Instruction in English, math, social studies, science, along with the Illinois and U.S. Constitutions are provided to assist students in acquiring the knowledge and skills to pass the examination for an Illinois High School Diploma. Tuition and fees for these classes are waived and classroom materials are provided. Students receive individualized instruction. Both day and evening classes are available at several locations throughout the district each semester.

Adult Secondary Education (ASE)

Alternative High School Program- Classes for high school credit are available in partnership with local high school districts. Eligible students must have a referral from their high school district.

Credit Recovery Program- Credit recovery classes are available in partnership with high school districts. Eligible students must have a referral from their high school district.

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 TASE 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 Alexander, Johnson, Massac, and Union County Extension Centers. 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 Director of Student Success.

Writing Lab - The Writing Lab is available to students to work with word processing software and to do research. The Writing Lab may also be reserved to hold classes, workshops, and 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 AND RESOURCE SERVICES

The Accessibility and Resource Services 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 Services 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 Services 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
- □ Scantron-free 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 Retention Specialist. 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 Retention Specialist each semester. Requests for services **must** be made, if at all possible, four to six weeks in advance of the beginning of each semester.

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

Interactive Video (ITV)

Shawnee Community College's main campus and extension sites share targeted coursework through the interactive video system. Students can attend an ITV class at the originating site or at a remote site to interact with the instructor and other students.

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 Internet access is available.

Access to a computer and the Internet 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.

Inclement Weather & Pandemic Protocols

Students and Staff should be prepared and ready for remote learning and work. Class instruction formats and campus availability may change at any moment given government or state directives or inclement weather conditions. Students should check their SCC Email accounts regularly and sign up for "SAINTS ALERT" to be updated on changes.

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
(A3100.125)

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.

Required Verification of Residency:

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

*Towns with asterisks must be verified because some parts of the town are in the Shawnee Community College District 531 and some are not.

Out-of-District Resident

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

- Federal job corps workers working in the district.
- Inmates of state or federal correctional institutions are located in the district.
- Students attending under a chargeback/contractual or CAREER agreement with another community college.
- Students who have not demonstrated through documentation a verifiable interest in establishing permanent residency.

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.

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the college from the student, a caseworker, or other personnel of the Department, or the student's attorney or guardian ad litem.

A student who is active duty or who is an individual entitled to assistance as described in 38 U.S.C 3679 (c), shall receive in-district tuition. Per 23 Administrative Rule 1501.501, members of the armed services stationed in Illinois are classified as Illinois residents for tuition purpose, without needing to meet the 30-day residency requirement.

Students residing in the border counties of Missouri (Cape Girardeau, Mississippi, New Madrid, and Scott) and Kentucky (Ballard, Livingston, McCracken) will receive a tuition waiver for the difference between out-of-state tuition and in-district tuition. For more information, students should contact the Registrar.

Changing from Out-of-District to In-District

Students moving from out-of-district to in-district must provide documentation dated 30 days prior to the start of the semester, including the student's name and in-district address. Students who obtain residence in the district for reasons other than attending Shawnee Community College are exempt from the 30-day requirement if they provide documentation of a verifiable interest in establishing permanent residency.

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.

ACADEMIC CLASSIFICATION AND COURSE LOAD
(A3100.80)

It is the policy of the Board of Trustees that 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. Guidelines for enrolling in more than the maximum number of credit hours are published by Shawnee Community College.

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 signature from the Vice President of Academic Affairs 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 to carry up to 21 credit hours.

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

CATALOG REQUIREMENTS - STUDENT RESPONSIBILITY

Each student is responsible for knowing and meeting graduation requirements stated in the catalog current at the time of his or her initial enrollment as a freshman. Transfer students must complete degree requirements in effect in the catalog at the time of their initial enrollment at Shawnee Community College. 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. 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 here 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, by phone, or online. In person payments can be made at the Bursar's Office in the Building H-Administration, or at extension centers, by cash or check, or mailed to Shawnee Community College, Bursar's Office, 8364 Shawnee College Road, Ullin, IL 62992. Online payments can be made through the mySCC. The College also offers a payment plan option through Nelnet accessible through the mySCC portal. 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
(A5200.35)

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:

a. Class is cancelled by a college official.
b. A student drops a class(es) meeting 12 weeks or longer within the first ten (10) instructional days of the semester.
c. A student drops a class(es) meeting 8-11 weeks within the first five (5) instructional days of the semester/course.
d. A student drops a class(es) meeting 3-7 weeks within the first instructional day of the course.
e. 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:

a. A student is withdrawn by the College for disciplinary reasons
b. A student is withdrawn by the College for non-attendance
c. 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.

FINANCIAL ASSISTANCE

The purpose of financial aid funds is to help students pay for college expenses, such as tuition, fees, books, supplies, and food and housing. These funds can come from federal, state, institutional, and outside sources in the form of grants, scholarships, loans, and work-study programs, and they are designed to make education more accessible for students and their families.

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 any type of Federal Financial Aid. NOTE: Courses that have already been completed with a grade of A, B, C, or D will not be included when calculating eligibility for federally funded financial aid, including the Federal Pell Grant, unless the course may be taken for credit more than once.
4. Complete the Free Application for Federal Student Aid (FAFSA) listing the Shawnee Community College, code - 007693.
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 34-36.
6. Provide any required documentation requested by the Financial Aid Office to complete the verification or to clear conflicting information.

Financial need is generally defined as the difference between the estimated cost of attending one academic year— including tuition, books, room, board, transportation, and other expenses—based on an average student budget, and the student's available financial resources for that same period.

These resources may include contributions from parents, guardians, or relatives; personal savings; scholarships; grants; and earnings. Students are expected to contribute as much as possible toward their educational expenses from personal and family resources.

Average student budgets used by Shawnee Community College to determine financial aid

eligibility are available online at www.shawneecc.edu.

Academic Year

For financial aid purposes, Shawnee Community College defines the academic year as one fall and one spring semester, each consisting of at least 15 weeks of instruction and requiring a minimum of 12 credit hours for full-time enrollment. This definition applies to all programs.

The summer semester is considered a "trailer" to the academic year and may be considered for Pell if the student has remaining Pell eligibility.

GRANTS

Federal Pell Grants

The Federal Pell Grant provides funds to help students with college-related expenses based on demonstrated financial need. The program is available to Shawnee Community College students who are enrolled in a certificate program requiring at least 16 credit hours or in a two-year degree program and who have not yet earned a bachelor's degree.

Students must have a valid Free Application for Federal Student Aid (FAFSA) on file to have their eligibility determined.

Illinois Student Assistance Commission (ISAC) Grants

Monetary Award Program (MAP)
Provides grant funds 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 FAFSA to apply for this 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 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 and applications may be obtained from National Guard armories or air bases and from the Shawnee Community College Financial Aid Office.

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. Pell eligible students have potential eligibility. FSEOG is awarded to the neediest student. Funding is limited.

SCHOLARSHIPS
(A3200.50)

It is the policy of the Board of Trustees, with the assistance of the Shawnee Community College Foundation and other charitable or philanthropic organizations or programs, to develop and administer a financial scholarship program to provide support for eligible students. Scholarships provided by Shawnee Community College and/or Foundation are generally merit-based, need-based, and/or further Shawnee Community College's mission. Scholarships have criteria the students must meet in order to receive/maintain the scholarship.

Tuition Waivers
(A3200.00)

Students are to refer to the published Shawnee Community College Scholarship Booklet for the current academic year to learn about specific scholarship requirements and application procedures. Students should carefully read and be aware of the requirements to receive/maintain a scholarship. Students can contact the Shawnee Community College Financial Aid Office for more information regarding scholarship opportunities. Scholarships and tuition waivers are subject to change without notice. All scholarships and

tuition waivers are dependent on funding availability and students maintaining the obligations of the scholarship.

For a list of available scholarships and application information, consult the following link: www.shawneecc.edu/financial-aid/scholarship-information.

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. A valid FAFSA 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
(A3200.10)

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.

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 audit 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 probation or warning financial aid status after having eligibility suspended, the student must have an appeal approved and enroll. The student must earn a minimum of six (6) semester hours and attain a 2.00 current GPA for all enrolled hours during the semester. Reinstatement without probation will occur when the student's cumulative GPA is 2.00 or better.

DEBT COLLECTION
(A5000.55)

The Chief Financial Officer 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 Chief Financial Officer.

The Board of Trustees authorizes the College Treasurer to allow qualifying Pell eligible students to carry forward prior balances as allowed by the Department of Education in the Federal Student Aid (FSA) handbook. The Board of Trustees also authorizes the College Treasurer to write-off any balances. The Treasurer is also authorized to write-off balances due to bankruptcy proceedings.

Unless approved as stated above, students in debt to Shawnee Community College for any amount will not be allowed to register and retain scheduled classes.

STUDENT DEBT TO THE COLLEGE
(A5000.95)

When any student owes money to the College for any reason, including, but not limited to tuition, laboratory fees, library charges (overdue books, and other use charges) and that student does not pay the debt by the prescribed time, students will not be allowed to register for future semesters until all obligations have been met.

Financial obligations are to be paid in the College Business Office.

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

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

For more information, go to https://shawneecc.edu/perkins

CAREER SERVICES

The Shawnee Community College Career Services Office 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.

Shawnee Community College is committed to nurturing self-direction and personal responsibility in 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, which include the following:

The use of Career Coach for

- Career Assessment and Exploration
- SCC Program to Career Connection
- Job Search Information
- Current Career and Employment Trends
- Resume Builder
- Online Job Board
- Devising Efficient Job Search Strategies
- Interview Skills Coaching
- Job Fair and Hiring Events
- One-on-One Consultation

For more information or to set up an appointment, please contact us at 618-634-3337 or careerservices@shawneecc.edu.

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
(A3400.30)

It is the policy of the Board of Trustees to provide clubs and other student organizations that further the mission of Shawnee Community College. 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.

The extra-curricular and co-curricular life is as extensive as the students wish to make it. On-campus art exhibits, dance programs, musical concerts, and other activities are representative of discipline specific clubs and organizations and the sponsoring departments

Clubs

Representatives for all proposed clubs must file a proposed constitution with the Vice President of Student Affairs. This document should contain a statement of purposes for that organization. The Vice President of Student Affairs 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 return the material to the Vice-President with approval or indications for revisions to be made. In the event of a controversial issue, it may be brought before the Board of Trustees.

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

All clubs must have a faculty or professional staff member to serve as the sponsor. All clubs shall operate under the direct control and supervision of the Vice President of Student Affairs.

Organizations that stand recognized as chartered organizations are listed below:

Ambassadors	LGBTQ+ Club
Ag/Advocates Club	Math/Science Club
Billiards Club	Music Club
Book Club	Nursing Student Association
Cosmetology Club	Phi Theta Kappa
Criminal Justice Club	Scholastic Bowl
Dungeons & Dragons Club	Social Work Club
Esports Club	Student Senate
History Club	Veterans Club

When appropriate, all clubs should generate funds through dues and/or fundraising activities, but no fundraising activities will be permitted unless approved by the club sponsor, the Vice President of Student Affairs, and the Saints Foundation. All club funds shall be turned in to the College Business Office and expended via the College 191 requisition/purchase order process. Club monies may be used in support of an outside group or individual but must be used in support of the club or Shawnee Community College.

GRADING
(A2200.15)

It is the policy of the Board of Trustees that students will earn a grade upon completion of a course. A grade of incomplete ("I") may be changed upon completion of all coursework. A grade may also be changed if a grievance procedure is approved.

Students are graded according to the following system:

Letter Grade	Definition	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 Work	0
***U	Unsatisfactory Work	0
W	Withdrawal from class after mid-term but by the end of academic penalty date	0
AU	Audit	0

Grade Point Average

GPA=total grade points earned (A, B, C, D, and F grades) divided by the total semester hours attempted. A student's standing in a program is determined by his/her cumulative GPA. The cumulative grade point average is figured by semester hours attempted, not by semester hours earned. Only A, B, C, D, and F grades will be used in Board of Trustees Policy Student Section 8000 Policy No. 8161 Grading It is the policy of the Board of Trustees that students will earn a grade upon completion of a course. A grade of incomplete ("I") may be changed upon completion of all coursework. A grade may also be changed if a grievance procedure is approved. Reviewing authority – Shawnee Community College Board of Trustees 168 computing the GPA. An "F" will be computed in the GPA unless the course is later repeated with a satisfactory grade. An "F" grade will not count toward the GPA if the student repeats the course and earns an improved grade. Neither credit hours nor grade points will be computed in those courses where a grade of "I", "W", "S", "P", or "U" is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (*) will not be used in computing GPA.

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. A copy of the Incomplete Form must be forwarded to the Registrar with the course final grade report.

The student 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. The student will receive an "F" if the course requirements are not completed by the deadline.

Although the grade of "D" is academically viewed as "passing" for some programs/courses as posted in the program guidelines, handbook, or syllabus, a grade of "D" may not be satisfactory to allow the student access to another curriculum within that program/discipline.

Satisfactory/Unsatisfactory

Satisfactory ("S") or Unsatisfactory ("U") grades are issued only to students enrolled in Adult and Community Education classes. These grades will not be used in computing the student's GPA or college credit hours.

Independent Study

Students seeking independent study courses should meet with their academic advisor for possible options. Advisors will communicate with faculty on possibilities.

Pass/Fail

Students may elect to take some courses as Pass/Fail. To take a class pass/fail, the student must make arrangements with their advisor prior to the start of the class. This is usually done during the advisement/registration process.

The maximum hours of P/F that can be taken in any one (1) semester is four (4) hours. The total maximum number of P/F credits that can count toward any degree is 12 semester hours.

No general education core curriculum courses can be taken as P/F. Exceptions may be allowed under special circumstances with the written approval of the Vice President of Academic Affairs. Courses taken P/F can count only as elective credit.

Grade Review/Appeal

Faculty are responsible for assigning grades for work done in individual courses. Faculty are responsible to determine the evaluation measures of student academic progress in relation to the described content of the course. Students have a right to a grade review if they believe an erroneous grade has been assigned and should be corrected. Also, they have a right to a grade appeal as a remedy if they believe an instructor has assigned a grade

- By using some basis other than academic or behavioral performance in the course;
- By using more exacting or demanding standards than were applied to other students in that course;
- By using standards and/or criteria that are not clearly presented in the course syllabus, course materials, and/or other written communications;
- That is a substantial departure from the instructor's.

A student utilizing the grade appeal process is precluded from using the Student Grievance hearing process for the same occurrence.

Grade Review/Appeal Procedure

Step One
1. The student is to present the completed Grade Review/Appeal form to the course instructor via email no later than the midterm date of the following 16-week semester (excluding summer).
2. The instructor must respond to the email within thirty (30) calendar days. The instructor may change grades that are found to be in error during a Grade Review within 30 calendar days of the receipt of the completed request for a Grade Appeal.
3. The instructor may or may not change a grade after a review of the appeal within 30 calendar days of the receipt of the completed request for a Grade Appeal.
4. The instructor is to notify the student of the decision in either instance via email.

Step Two
1. If the student is not satisfied with the outcome of Step One, he/she may forward the emails with the Grade Review/Appeal form and the instructor's response to the appropriate Division Chair within fourteen (14) calendar days of the email with the instructor's decision.
2. If the student is not satisfied with the outcome of Step One, he/she may forward the emails with the Grade Review/Appeal form and the instructor's response to the appropriate Division Chair within fourteen (14) calendar days of the email with the instructor's decision.

Step Three
1. If the student is not satisfied with the outcome of Step Two, he/she may forward the three (3) aforementioned emails to the Vice President of Academic Affairs and/or the Vice President of Student Affairs within fourteen (14) calendar days of the Division Chair's decision.
2. The Vice President of Academic Affairs has fourteen (14) calendar days to provide the student with a decision via email.
3. The decision of the Vice President of Academic Affairs will be considered a sufficient review and will be the terminating step of the Grade Review/Appeal process.

During the Grade review/appeal process, all procedures and meetings, including names and related information, will be confidential unless otherwise mutually agreed upon by all parties involved. The grade Review/Appeal Form and Grade Change Form will be signed by the Vice President of Academic Affairs. All student appeals will be housed in the student file and in the course paperwork file.

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. 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 uncontrollable situations, the student may request 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 Affairs.

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. 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 Affairs 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
(A2200.10)

Students must receive approval from the Vice President of Academic Affairs 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.

REPEAT ENROLLMENT IN COURSES
(A3300.20)

It is the policy of the Board of Trustees to allow students to repeat a course under certain conditions.

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.

To check financial aid eligibility for courses, see the Financial Aid Office.

CLASS WITHDRAWAL
(A3300.10)

It is the policy of the Board of Trustees to allow students to withdraw from a class.

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.
5. Failure to officially withdraw by the financial penalty date will result in financial penalties. This differs from the academic penalty date and the financial aid date.

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

ACADEMIC WARNING

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.

CONDUCT REGULATIONS
(A1200.05)

Rules of conduct for the public will be in accord with State law and ordinances of the County of Pulaski.

Student conduct will be in accord with the rules set out in the Student Handbook and the College catalog.

No consumption of alcoholic beverages or other types of drugs will be permitted on the campus of Shawnee Community College, including any extension facilities which are owned, leased, or operated by the College, College field trips or other college-related travel involving students or College employees

Shawnee Community College prohibits the use of tobacco products inside college facilities (owned, leased, or occupied by Shawnee Community College), college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.

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.

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 the 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 Diploma. Students (18 or older) may register for the GED test through the GED Testing Services at GED.com. 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 Illinois High School Diploma 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.

TRANSFER PROGRAMS OF STUDY

Two-Year Degrees

Associate of Arts (AA)*
Associate of Science (AS)*

Certificates

General Education Core

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 117 IAI Majors:

Agriculture (AG)	History (HST)
Art (ART)	Mathematics (MTH)
Biological Sciences (BIO)	Media and Communication Arts (MC)
Business (BUS)	Physics (PHY)
Chemistry (CHM)	Political Science (PLS)
Computer Science (CS)	Psychology (PSY)
Criminal Justice (CRJ)	Sociology (SOC)
Engineering (EGR)	Theatre Arts (TA)
English (EGL)	

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.

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
Animal Science
Anthropology
Architecture
Art
Aviation
Biology
Business
Chemistry/Biochemistry
Cinema & Photography
Communication Disorders
Computer Sciences
Criminal Justice
Dental Hygiene
Early Childhood Education
Elementary Education
Engineering
English
Foreign Language
Forestry
Geography
Geology
Health Care Management
Health Education
History
Horticulture
Hospitality/Tourism
Human Nutrition
Industrial Tech
Information Systems
Interior Design
Journalism
Kinesiology
Linguistics
Math
Microbiology
Mortuary Science
Music
Paralegal Studies
Philosophy
Physical Therapy Assistant
Physics
Plant Biology
Political Science
Pre-Dentistry
Pre-Engineering
Pre-Law
Pre-Medicine
Pre-Nursing
Pre-Occupational Therapy
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Phys Assistant
Pre-Podiatry
Pre-Veterinary
Psychology
Radio, TV & Media
Radiologic Sciences
Recreation
Rehabilitation
Social Work
Sociology
Special Education
Speech
Theater
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 Multiple Measure Placement in English
Must take ENG 111 OR ENG 124 and ENG 112 in consecutive semesters

___ENG 111 – English Composition I (C1900) or ___ENG 124 – Technical Communication 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 227 – Afric Am Art and Artists (F2906D)
___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 (H3910D)
___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)
___ECO 212 – Intro to Microecon (S3902)
___GOV 117 – Intro to Am Gov (S5900)
___HIS 116 – West Civ to 1715 (S2902)
___HIS 117 – West Civ from 1715 (S2903)
___HIS 121 – World His Beg-1450 (S2912N)
___HIS 122 – World His fro 1450 (S2913N)
___HIS 214 – History of US to 1877 (S2900)
___HIS 215 – Hist of US from 1877 (S2901)
___HIS 216 – African American History (S2923D)
___HIS 217 – History of Eastern Civ (S2920N)
___HIS 220 – British History (S2922)
___PSY 211 – Intro to Psychology (S6900)
___PSY 216 – Social Psychology (S8900)
___PSY 217 – Dev Psy: Lifespan (S6902)
___PSY 218 – Child Psychology (S6903)
___SOC 122 – Introduction to Social Problems (S7901)
___SOC 212 – Sociology (S7900)
___SOC 217 – Marriage and Family (S7902)
___SOC 218 – Cultural Diversity (S7903D)

Mathematics (AA: minimum 3 hours) Must meet Multiple Measurers Placement in Math.

___MAT 110 – Gen Education Math (M1904)
___MAT 112 – Math Elem. Teach II (M1903)
___MAT 113 – Quantitative Literacy (M1901)
___MAT 119 – Finite Mathematics (M1906)
___MAT 208 – Gen. Elem. Statistics with Review (M1902)
___MAT 209 – Calculus I (MTH901) (M1900-1)
___MAT 210 – Gen Elem. Statistics (M1902)
___MAT 211 – Calculus II (MTH902) (M1900-2)
___MAT 212 – Calculus III (MTH903) (M1900-3)
___MAT 215 – App Calc for Bus and Soc (M1900-B)

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 (BIO910)(L1900L)
___BIO 115 – Human Biology (L1904L)
___BIO 211 – Ecology (L1905)
___CHE 111 – Inorganic, Organic and Biochemistry I (LP900L)

Physical Sciences
___AST 111 – Intro to Astronomy (P1906L)
___AST 112 – Astronomy (P1906L)
___CHE 111 – Inorg, Org and Bio I (LP900L)
___CHE 114 – Inorganic Chemistry I (CHM911)(P1902L)

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 Arts

Degree Code: AA-0090 Minimum GPA: 2.00 Minimum Hours: 64

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

Communications (minimum 9 hours) Must earn at least a C in each course to graduate
Must meet Multiple Measure Placement in English
Must take ENG 111 OR ENG 124 and ENG 112 in consecutive semesters

___ENG 111 – English Composition I (C1900) ___ENG 112 – English Composition II (C1901R) ___ENG124 – Technical Communication I (C1900)

___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 227 – African American Art and Artists (F2906D)
___MUS 115 – Music Appreciation (F1900)
___MUS 130 – Intro to American Music (F1904)
___MUS 145 – Rock Music Styles (F1913)
___SPC 124 – Theater Appreciation (F1907)

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

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

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

___ECO 211 – Intro to Macro (S3901)
___ECO 212 – Intro to Micro (S3902)
___GOV 117 – Intro to Am Gov (S5900)
___HIS 116 – West Civ to 1715 (S2902)
___HIS 117 – West Civ from 1715 (S2903)
___HIS 121 – World Hist Beg-1450 (S2912N)
___HIS 122 – World Hist fro 1450 (S2913N)
___HIS 214 – History of US to 1877 (S2900)
___HIS 215 – History of US from 1877 (S2901)
___HIS 216 – African American History (S2923D)
___HIS 217 – History of Eastern Civ (S2920N)
___HIS 220 – British History (S2922)
___PSY 211 – Intro to Psychology (S6900)
___PSY 216 – Social Psychology (S8900)
___PSY 217 – Dev Psy: Lifespan (S6902)
___PSY 218 – Child Psychology (S6903)
___SOC 122 – Introduction to Social Problems (S7901)
___SOC 212 – Sociology (S7900)
___SOC 217 – Marriage and Family (S7902)
___SOC 218 – Cultural Diversity (S7903D)

Mathematics (AA: minimum 3 hours) Must meet Multiple Measures Placement in Math.

___MAT 110 – Gen Education Math (M1904)
___MAT 112 – Math Elem. Teach II (M1903)
___MAT 113 – Quantitative Literacy (M1901)
___MAT 119 – Finite Mathematics (M1906)
___MAT 208 – Gen Elem. Statistics with Review (M1902)
___MAT 209 – Calculus I (MTH901)(M1900-1)
___MAT 210 – Gen Elem. Statistics (M1902)
___MAT 211 – Calculus II (MTH902)(M1900-2)
___MAT 212 – Calculus III (MTH903)(M1900-3)
___MAT 215 – App Calc for Bus and Soc Sci (M1900-B)

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 (BIO910)(L1900L)
___BIO 115 – Human Biology (L1904L)
___BIO 211 – Ecology (L1905)
___CHE 111 – Inorg, Org and Bio I (LP900L)

Physical Sciences
___AST 111 – Introduction to Ast (P1906L)
___AST 112 – Astronomy (P1906L)
___CHE 111 – Inorg, Org and Bio I (LP900L)
___CHE 114 – Inorganic Chemistry I (CHM911)(P1902L)

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

Electives (27-28 hours) Must be chosen from transfer courses. Total Hours for the AA degree must equal 64 hours. Developmental courses will not count as electives for any degree. MAT 115/116/118 may be necessary for some majors; however, they will not count in the General Education Core.

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Associate of Science

Degree Code: AS-0091 Minimum GPA: 2.0 Minimum Hours: 64

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

Communications (minimum 9 hours) Must earn at least a C in each course to graduate
Must meet Multiple Measure Placement in English
Must take ENG 111 OR ENG 124 and ENG 112 in consecutive semesters

___ENG 111 – English Composition I (C1900) ___ENG 112 – English Composition II (C1901R) ___ENG124 – Technical Communication I (C1900)
___SPC 111 – Speech (C2900)

Fine Arts/Humanities (minimum 6 hours)

Fine Arts (Choose One)	Humanities (Choose One)	Humanities
___ART 114 – Art Appreciation (F2900)	___HIS 108 – 20th Cent Am History (H2905)	___LIT 217 – American Literature II (H3915)
___ART 117 – Art History Survey I (F2901)	___LIT 210 – Intro to Literature (H3900)	___LIT 218 – World Literature (H3906)
___ART 227 – Afr Am Art and Artist (F2906D)	___LIT 211 – Intro to Poetry (H3903)	___LIT 219 – Cont Multicultural Lit (H3910D)
___MUS 115 – Music Appreciation (F1900)	___LIT 212 – Modern Fiction (H3901)	___LIT 221 – African American Lit (H3910D)
___MUS 130 – Intro to Am Music(F1904)	___LIT 213 – Intro to Drama (H3902)	___PHI 215 – Intro to Philosophy (H4900)
___MUS 145 – Rock Music Styles (F1913)	___LIT 214 – British Literature I (H3912)	___PHI 216 – Logic (H4906)
___SPC 124 – Theater Appreciation (F1907)	___LIT 215 – British Literature II (H3913)	___PHI 218 – Intro to Ethics and Values (H4904)
	___LIT 216 – American Literature I (H3914)	___PHI 219 – Religion in Am Society (H5905)

Social Sciences (minimum 6 hours) Taken from 2 different disciplines.

___ECO 211 – Intro to Macroecon (S3901)	___HIS 215 – History of US from 1877 (S2901)	___SOC 122 – Introduction to Social Problems (S7901)
___ECO 212 – Intro to Microecon (S3902)	___HIS 216 – African American History (S2923D)	___SOC 212 – Sociology (S7900)
___GOV 117 – Intro to Am Gov (S5900)	___HIS 217 – History of Eastern Civ (S2920N)	___SOC 217 – Marriage and Family (S7902)
___HIS 116 – Western Civ to 1715 (S2902)	___HIS 220 – British History (S2922)	___SOC 218 – Cultural Diversity (S7903D)
___HIS 117 – West Civ from 1715 (S2903)	___PSY 211 – Intro to Psychology (S6900)	
___HIS 121 – World Hist Beg-1450 (S2912N)	___PSY 216 – Social Psychology (S8900)	
___HIS 122 – World His from 1450 (S2913N)	___PSY 217 – Dev Psy: Lifespan (S6902)	
___HIS 214 – History of US to 1877 (S2900)	___PSY 218 – Child Psychology (S6903)	

****Bachelor's degrees will need to have 9 hours of Fine Arts/Humanities and 9 hours of Social Science courses. The additional 3 hours of humanities and 3 hours of social science courses can be taken *in addition* to this degree or can be taken later at the senior university.**

Mathematics (AS: 2-3 courses with a minimum of 6 hours) Must meet Multiple Measure Placement in Math.

___MAT 110 – Gen Education Math (M1904)	___MAT 119 – Finite Mathematics (M1906)	___MAT 211 – Calculus II (MTH902)(M1900-2)
___MAT 112 – Math Elem. Teach II (M1903)	___MAT 208 – Gen Elem. Statistics with Review (M1902)	___MAT 212 – Calculus III (MTH903)(M1900-3)
___MAT 113 – Quantitative Literacy (M1901)	___MAT 209 – Calculus I (MTH901)(M1900-1)	___MAT 215 – App Calc for Bus and Soc Sci (M1900-B)
	___MAT 210 – Gen Elem. Statistics (M1902)	

Sciences (AS: 3 courses with a minimum of 10 hours.) Must include at least 1 Life and 1 Physical. At least one class must contain a lab.

Life Sciences	Physical Sciences	Physical Sciences
___BIO 111 – Intro to Biology (BIO910)(L1900L)	___AST 111 – Intro to Astronomy (P1906L)	___GRY 214 – Intro to Physical Geog (P1909)
___BIO 115 – Human Biology (L1904L)	___AST 112 – Astronomy (P1906L)	___PHY 116 – College Physics I (P1900L)
___BIO 211 – Ecology (L1905)	___CHE 111 – Inorg, Org and Bio I (LP900L)	___PHY 120 – Intro to Real World Phy (P1900)
___CHE 111 – Inorg, Org and Bio I (LP900L)	___CHE 114 – Inorganic Chemistry I (CHM911) (P1902L)	___PHY 216 – University Physics I (P2900L)

Electives (27 hours) Must be chosen from transfer courses. 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.

INTERDISCIPLINARY PROGRAMS OF STUDY

Two-Year Degrees

Associate of General Studies (AGS)

Associate of General Studies

Degree Code: GSD-0080 Minimum GPA 2.00 Minimum Hours: 64

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

Communications 9 hours minimum Must earn at least a C in each course to graduate.
Must meet Multiple Measure Placement in English
Must take ENG 111 OR ENG 124 and ENG 112 in consecutive semesters

___ENG 111 – English Composition I (C1900) ___ENG 112 – English Composition II (C1901R) ___ENG124 – Technical Communication I (C1900)
___SPC 111 – Speech (C2900)

Fine Arts/Humanities 3 hours minimum

___ART 114 – Art Appreciation (F2900)
___ART 117 – Art History Survey I (F2901)
___ART 227 – African Am Art and Artists (F2906D)
___MUS 115 – Music Appreciation (F1900)
___MUS 130 – Intro to American Music (F1904)
___MUS 145 – Rock Music Styles (F1913)
___SPC 124 – Theater Appreciation (F1907)
___HIS 108 – 20th Cent Am History (H2905)
___LIT 210 – Intro to Literature (H3900)
___LIT 211 – Intro to Poetry (H3903)
___LIT 212 – Modern Fiction (H3901)
___LIT 213 – Intro to Drama (H3902)
___LIT 214 – British Literature I (H3912)
___LIT 215 – British Literature II (H3913)
___LIT 216 – American Literature I (H3914)
___LIT 217 – American Literature II (H3915)
___LIT 218 – World Literature (H3906)
___LIT 219 – Cont Multicultural Lit (H3910D)
___LIT 221 – African American Lit (H3910D)
___PHI 215 – Intro to Philosophy (H4900)
___PHI 216 – Logic (H4906)
___PHI 218 – Intro to Ethics and Values (H4904)
___PHI 219 – Religion in Am Society (H5905)

Social Sciences 3 hours minimum

___ECO 211 – Intro to Macroeconomics (S3901)
___ECO 212 – Intro to Microeconomics (S3902)
___GOV 117 – Intro to American Gov (S5900)
___HIS 116 – Western Civ to 1715 (S2902)
___HIS 117 – Western Civ from 1715 (S2903)
___HIS 121 – World History Beg-1450 (S2912N)
___HIS 122 – World History from 1450 (S2913N)
___HIS 214 – History of US to 1877 (S2900)
___HIS 215 – History of US from 1877 (S2901)
___HIS 216 – West Civ to 1715 (S2923D)
___HIS 217 – History of Eastern Civ (S2920N)
___HIS 220 – British History (S2922)
___PSY 211 – Intro to Psychology (S6900)
___PSY 216 – Social Psychology (S8900)
___PSY 217 – Dev Psy: Lifespan (S6902)
___PSY 218 – Child Psychology (S6903)
___SOC 122 – Introduction to Social Problems (S7901)
___SOC 212 – Sociology (S7900)
___SOC 217 – Marriage and Family (S7902)
___SOC 218 – Cultural Diversity (S7903D)

Mathematics 3 hours minimum Must meet Multiple Measures Placement in Math.

___MAT 110 – Gen Education Math (M1904)
___MAT 111 – Math for Elem Teachers I
___MAT 112 – Math Elem. Teach II (M1903)
___MAT 113 – Quant Literacy (M1901)
___MAT 115 – Pre-Calculus
___MAT 116 – College Algebra
___MAT 118 – Trigonometry
___MAT 119 – Finite Mathematics (M1906)
___MAT 121 – Technical Mathematics
___MAT 122 – Mathematics for Health Care Professionals
___MAT208 – Gen. Elem. Statistics with Review (M1902)
___MAT 209 – Calculus I (MTH1901)(M1900-1)
___MAT 210 – General Elem. Stat (M1902)
___MAT 211 – Calculus II (MTH902)(M1900-2)
___MAT 212 – Calculus III (MTH903)(M1900-3)
___MAT 215 – App Calc for Bus and Soc Sci (M1900-B)

Sciences 3 hours minimum

___AST 111 – Intro to Astronomy (P1906L)
___AST 112 – Astronomy: Stars, Galaxies and Beyond (P1906L)
___BIO 111 – Intro to Biology (BIO910)(L1900L)
___BIO 115 – Human Biology (L1904L)
___BIO 211 – Ecology (L1905)
___BIO 212 – Anatomy and Physiology
___BIO 214 – Field Biology
___BIO 218 – Intro. to Microbiology
___BIO 221 – Anatomy and Physiology I
___BIO 222 – Anatomy and Physiology II
___CHE 111 – Inorg, Org and Bio I (LP900L)
___CHE 114 – Inorganic Chemistry I (CHM911) (P1902L)
___CHE 115 – Inorganic Chemistry II (CHM912)
___GRY 214 – Intro to Physical Geography (P1909)
___PHY 116 – College Physics I (P1900L)
___PHY 120 – Intro to Real World Physics (P1900)
___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.

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Associate of General Studies Health Science Areas of Focus

Diagnostic Services

AGS Recommended Curriculum
(CIPS number: GSD-0080) Minimum 64 hours

Program Description: The Health Science Diagnostic Cluster Associate of Applied Science degree at Shawnee Community College provides students with a comprehensive education that fulfills general education requirements while focusing on specialized diagnostic pathways. This degree prepares graduates to meet workforce demands in the healthcare field, with options to complete focused training in Phlebotomy or Electrocardiography. Designed for flexibility and career advancement, the program supports seamless transfer opportunities into related baccalaureate-level healthcare programs, ensuring students are well-equipped for continued academic and professional success.

First Year

FIRST SEMESTER		Credit Hours
BIO 115	Human Biology	5
CPR 120	CPR For Healthcare Providers	0.5
ENG 111	English Composition I	3
HIT 100	Medical Terminology	3
MAT 122	Math for Healthcare Professionals	3
PHI 218	Intro to Ethics and Values	3
	TOTAL HOURS	**17.5**

SECOND SEMESTER		Credit Hours
ENG 112	English Composition II	3
BIO 218	Microbiology	4
HLT 114	Health Careers Exploration	3
PSY 211	Introduction to Psychology	3
SOC 212	Sociology	3
	TOTAL HOURS	**16**

SUMMER SEMESTER		Credit Hours
PHB 120	Phlebotomy*	2
	OR	
EKG 120	Electrocardiography*	3
	TOTAL HOURS	**2-3**

*Internship EKG or PHB 0121 taken at a later date.

Second Year

THIRD SEMESTER		Credit Hours
BIO 221	Anatomy and Physiology I	4
HLT 116	Nutrition	3
PSY 218	Child Psychology	3
CHE 111	Inorganic, Organic, and Biochemistry I	4
EKG 121 or PHB 121	Phlebotomy or Electrocardiography Internship	0.5-1
	TOTAL HOURS	**14.5-15**

FOURTH SEMESTER		Credit Hours
BIO 222	Anatomy and Physiology II	4
MAT 210	General Elementary Statistics	4
SPC 111	Speech	3
	IAI Fine Arts or Humanities:	3
	TOTAL HOURS	**14**

Possible Career Opportunities:

Phlebotomy pathway: Lab Liaison Technician, Mobile Examiner, Patient Service Technician (PST), Phlebotomist, Phlebotomy Technician, Registered Phlebotomist.
Electrocardiography pathway: Cardiac Catheterization Laboratory Technologist, Cardiac Catheterization Technician, Cardiac Technician, Cardio Tech (Cardiovascular Technician), Cardiology Technician, Cardiopulmonary Technician, Cardiovascular Technologist (CVT), Electrocardiogram Technician (EKG Tech),

O*NET Links: www.onetonline.org SOC Codes: Phlebotomists: 31-9097.00; Electrocardiography: 29-2031.00

Health Informatics

AGS Recommended Curriculum
(CIPS number: GSD-0080) Minimum 64 hours

Program Description: The Health Science Health Informatics Cluster Associate of General Studies degree at Shawnee Community College provides students with a comprehensive academic foundation that fulfills general education requirements while specializing in Health Informatics. This degree is designed to prepare students for seamless transfer into baccalaureate programs while offering focused training in the Medical Coding Specialist pathway. Students gain essential knowledge and practical skills in health information management, equipping them for in-demand roles within the healthcare industry and laying the groundwork for continued education in advanced healthcare informatics programs or healthcare management programs.

First Year

FIRST SEMESTER		Credit Hours
BIO 115	Human Biology	5
COM 111	Business Computer Systems	4
ENG 111	English Composition I	3
HIT 100	Medical Terminology	3
HIT 101	Introduction to Health Information Technology	3
	TOTAL HOURS	**18**

SECOND SEMESTER		Credit Hours
ENG 112	English Composition II	3
HLT 114	Health Careers Exploration	3
HIT 111	Professionalism in the Medical Office	1
HIT 104	Advanced Medical Terminology	3
MAT 110	General Education Mathematics	4
HLT 116	Nutrition	3
	TOTAL HOURS	**17**

SUMMER SEMESTER		Credit Hours
SPC 111	Speech	3
PSY 211	Introduction to Psychology	3
	TOTAL HOURS	**6**

Second Year

THIRD SEMESTER		Credit Hours
BIO 221	Anatomy and Physiology I	4
PSY 218	Child Psychology	3
SOC 212	Sociology	3
HIT 109	Introduction to Coding	3
PHI 218	Introduction to Ethics and Values	3
	TOTAL HOURS	**16**

FOURTH SEMESTER		Credit Hours
BIO 222	Anatomy and Physiology II	4
HIT 106	Principles of Insurance	3
HIT 209	Advanced Medical Coding	4
MAT 210	General Elementary Statistics	4
	IAI Fine Arts or Humanities:	3
	TOTAL HOURS	**18**

Possible Career Opportunities: Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Clerk, Medical Records Coordinator, Medical Records Technician (Medical Records Tech)

O*NET Links: www.onetonline.org SOC Codes: 29-2071.00

General Health Science

AGS Recommended Curriculum
(CIPS number: GSD 0080) Minimum 64 hours

Program Description: The Health Science Associate of General Studies degree is designed for students seeking a foundational education in health sciences combined with a broad general education curriculum. This program offers students the flexibility to complete one or more specialized Health Science certificate programs, including Certified Nursing Assistant (CNA), Phlebotomy, and Electrocardiography (EKG). Through this degree, students gain both essential general knowledge and hands-on skills in entry-level healthcare roles, making it an ideal pathway for those interested in further study in Health Science fields at a four-year university.

This pathway is tailored for students who plan to transfer to a university to pursue a bachelor's degree in a health-related discipline. Graduates of the Health Science Associate of General Studies program will be well-prepared with academic coursework, practical experience, and a strong foundation in healthcare principles to support their academic and career growth in health sciences.

First Year

FALL SEMESTER		Credit Hours
ENG 111	English Composition I	3
BIO 115	Human Biology	5
HIT 100	Medical Terminology	3
HLT 114	Health Careers Exploration	3
MAT 122	Math for Healthcare Professionals	3
	TOTAL HOURS	**17**

SPRING SEMESTER		Credit Hours
ENG 112	English Composition II	3
HLT 116	Nutrition	3
MAT 115	Pre-calculus	5
BIO 221	Anatomy and Physiology I	4
PSY 211	Intro to Psychology	3
	TOTAL HOURS	**18**

SUMMER SEMESTER		Credit Hours
CNA 120	Basic Nurse Assistant Training Program	7
	-OR-	
PHB 120/121	Phlebotomy/ Phlebotomy Internship	2/ 1
	-OR-	
EKG 120/121	Electrocardiography/ Electrocardiography Internship	3/ 0.5
CPR 120	CPR for Healthcare Providers	0.5
	TOTAL HOURS	**3.5 – 7.5**

Second Year

FALL SEMESTER		Credit Hours
SPC 111	Speech	3
MAT 210	Statistics	4
BIO 222	Anatomy and Physiology II	4
PSY 217	Developmental Psychology: Lifespan	3
PHI 218	Intro to Ethics and Values	3
	TOTAL HOURS	**17**

SPRING SEMESTER		Credit Hours
SPC 210	Interpersonal Communications	3
CHE 111	Inorganic, Organic, and Biochemistry I	4
SOC 212	Sociology	3
KIN 201	Introduction to Human Movement Science	3
	Health Science Elective	3
	TOTAL HOURS	**16**

Possible Career Opportunities: Depending on the certificates completed in this degree, one may be eligible for a career as a: Certified Nursing Assistant (CNA) / Nursing Assistant, Phlebotomy Technician, Electrocardiography (EKG) Technician, Home Health Aide, Monitor Technician, Healthcare Support Worker, Patient Care Technician.

O*NET Links: www.onetonline.org SOC Codes: **31-1131.00 - Nursing Assistants, 31-9097.00 – Phlebotomists, 29-2031.00 - Cardiovascular Technologists and Technicians, 31-1121.00 - Home Health Aides, 31-1131.00 or 31.9099.00 Patient Care Technician (PCT) or 31.9099 Healthcare Support Workers or 31.0000.00 Other Healthcare Support Occupations.**

Therapeutic Services

AGS Recommended Curriculum
(CIPS number: GSD-0080) Minimum 64 hours

Program Description: The Therapeutic Services Associate of Science Degree at Shawnee Community College is designed for students pursuing a career in nursing, occupational therapy assisting, medical assisting, CNA, or other direct patient care role, providing a strong academic foundation that fulfills general education requirements while preparing them for advanced studies. This degree is ideal for practical nursing students aiming to transition into the Associate Degree in Nursing (ADN) program and continue their educational journey toward a Bachelor of Science in Nursing (BSN) or other baccalaureate-level healthcare programs or for students who are interested in Occupational Therapy Assisting. Graduates are equipped with essential knowledge and skills, promoting a seamless progression in their nursing education and future healthcare careers.

First Year

FIRST SEMESTER		Credit Hours
BIO 115	Human Biology	5
CPR 120	CPR For Healthcare Providers	0.5
ENG 111	English Composition I	3
HIT 100	Medical Terminology	3
MAT 122	Math for Healthcare Professionals	3
	IAI Fine Arts or Humanities:	3
	TOTAL HOURS	**17.5**

SECOND SEMESTER		Credit Hours
ENG 112	English Composition II	3
BIO 218	Microbiology	4
HLT 114	Health Careers Exploration	3
PSY 211	Introduction to Psychology	3
SPC 111	Speech	3
	TOTAL HOURS	**16**

SUMMER SEMESTER		Credit Hours
	Health Science (Therapeutic) Elective	2-7
	Health Science (Therapeutic) Elective	2-3
	TOTAL HOURS	**4-10**

Second Year

THIRD SEMESTER		Credit Hours
BIO 221	Anatomy and Physiology I	4
HLT 116	Nutrition	3
HLT 200	Communication for Healthcare Providers	2
CHE 111	Inorganic, Organic, and Biochemistry I	4
	Health Science (Therapeutic) Elective	3
	Health Science (Therapeutic) Elective	3
	TOTAL HOURS	**19**

FOURTH SEMESTER		Credit Hours
BIO 222	Anatomy and Physiology II	4
MAT 210	General Elementary Statistics	4
PSY 218	Child Psychology	3
SOC 212	Sociology	3
	IAI Fine Arts or Humanities:	3
	Health Science (Therapeutic) Elective	2-3
	TOTAL HOURS	**19-20**

Possible Career Opportunities: Depending on the elective courses taken, opportunities may include Nursing Assistant, Nurse Aide, Certified Nurse Aide, Patient Care Technician, Home Health Aide, Sitter, Certified Nurse Aide (CNA), Certified Nursing Assistant (CNA), Patient Care Assistant (PCA). Phlebotomy Technician, Electrocardiography (EKG) Technician, Home Health Aide, Monitor Technician, Healthcare Support Worker, Patient Care Technician, Medical Assistant, Occupational Therapy Assistant.

O*NET Links: www.onetonline.org SOC Codes: **29-2061.00 - Licensed Practical and Licensed Vocational Nurses; 29-1141.00 – Registered Nurses; 31-1131.00 - Nursing Assistants; 31-9097.00 – Phlebotomists, 29-2031.00 - Cardiovascular Technologists and Technicians, 31-1121.00 - Home Health Aides, 31-1131.00 or 31.9099.00 Patient Care Technician (PCT) or 31.9099 Healthcare Support Workers or 31.0000.00 Other Healthcare Support Occupations, Occupational Therapy Assistants, 31-2011.00, Medical Assistants, 31-9092.00.**

CAREER AND TECHNICAL EDUCATION PROGRAMS OF STUDY

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; or GPA of 2.5 or higher for Nursing Allied Health Programs;
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 & Less Than 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

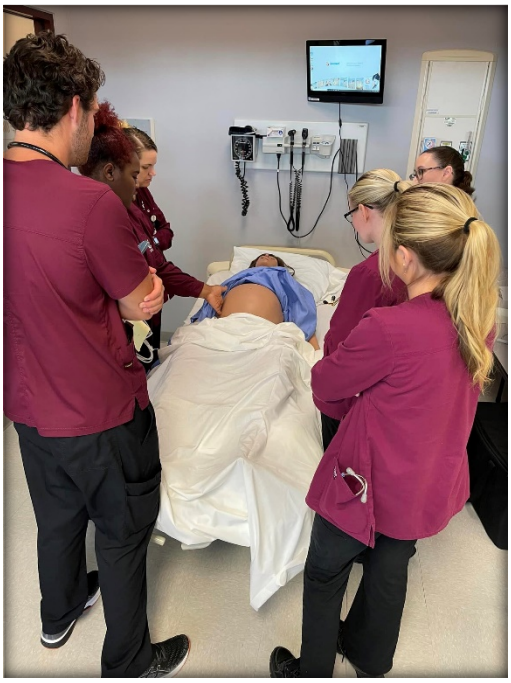
Certified Nurse Assistant
Clinical Health Specialist
Electrocardiography Technician
Medical Biller
Medical Coder
Patient Care Technician
Phlebotomy

One-Year Certificate

Medical Assistant
Medical Coding Specialist
Medical Office Assistant
Practical Nursing (PN)

Two-Year Degree (AAS)

Associate Degree in Nursing (ADN)
Occupational Therapy Assistant (OTA)



ASSOCIATE DEGREE NURSING (AAS Degree) Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu
(RN 2227) **Minimum 64 hours** Amanda Hannan | (618) 634-3277 | amandah@shawneecc.edu

The Associate Degree in Nursing Program is designed to provide career mobility for persons who have successfully completed a practical nursing program. This unique program is designed to prepare the student for the practice of professional registered nursing as defined in the Illinois Nurse Practice Act and meets the requirements for approved schools in Associate Degree Nursing in Illinois. This program does not maintain an open-door policy. Admission to the program requires a separate application and admission test. Upon satisfactory completion of the program, the student will be eligible to write the NCLEX-RN Examination.

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 and **must include** the following courses or equivalent transfer courses: Anatomy and Physiology I, Anatomy and Physiology II, Fundamentals of Nursing, Introduction to Pharmacology, Pharmacology, Medical-Surgical Nursing, Growth and Development. **Note: Preference will be given to residents of Shawnee Community College District #531.**

	Pre-requisites		Credit Hours
	BIO 218	Microbiology*	4
	ENG 111	English Composition I	3
	ENG 112	English Composition II*	3
	PSY 211	Intro to Psychology	3
		TOTAL HOURS	**13**

*Prerequisite course ENG 111 English Composition I

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	1
	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 218	Microbiology	4
	ENG 111	English Composition I	3
	ENG 112	English Composition II*	3
	PSY 211	Introduction to Psychology	3
		TOTAL HOURS	**13**

*Prerequisite course ENG 111 English Composition I

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 229	Community Based Nursing	2
	ADN 237	Mental Health Nursing Theory	2
	ADN 243	Mental Health Nursing Clinical	1
		TOTAL HOURS	**5**

Second Year

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

	Spring Semester		Credit Hours
	ADN 241	Medical-Surgical Nursing II Theory	3
	ADN 242	Medical-Surgical Nursing II Clinical	2
	ADN 232	Nursing Today and Tomorrow	2
		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**

**Students must pass ADN 239 to continue in the program.*
***Part-time students who fail ADN 222 or ADN 223 are required to reapply to the program. They will re-enroll in the course during the next Fall semester and continue following the approved curriculum sequence.*
****Part-time students may opt to take ADN 227 summer of the first year.*
Full-time students who fail one Fall or Spring nursing course may be eligible to continue on the ADN Progression Pathway as part-time students, provided they successfully complete ADN 239. Students must enroll in Prescription for Success during the next Fall semester and complete the required eight-week Kaplan review as scheduled. A second course failure results in dismissal from the program.

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	7
	CPR 120	CPR for Healthcare Providers	.5
		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**: Must meet college-level Multiple Measures Placement English. Complete all college admission forms and meet all admission policies of the College and program.
- **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 Nurse's Aide; Certified Nursing Assistant; Geriatric Nursing Assistant; Licensed Nursing Assistant; Nurses' Aide; Nursing Aide; Nursing Assistant; State Tested Nursing Assistant

O*NET Links: www.onetonline.org
*Completion of all three programs, CNA, Phlebotomy, and EKG, may be eligible to sit for the Patient Care Technician certification (NCPCT) through National Center for Competency Testing (NCCT)

SOC Codes: 31-1014.00

Clinical Health Specialist (Less-Than-One-Year Certificate)

(CIPS number 51.0801) Minimum 24.5 hours (CHS 1126)

The Healthcare Occupation Certificate program offers students a flexible, short-term pathway to develop foundational healthcare skills. In this under-30-credit-hour program, students can choose to specialize in an occupational area such as Certified Nursing Assistant (CNA), Phlebotomy, or Electrocardiography (EKG). By completing targeted courses in their chosen area, students gain practical, entry-level skills that prepare them for immediate work opportunities or serve as a solid base for further education in fields like medical assisting, nursing, or occupational therapy assisting. This program is ideal for those seeking a quick start in healthcare with options for future growth.

FALL SEMESTER		**Credit Hours**
HIT 0100	Medical Terminology	3
MAT 0122	Math for Healthcare Professionals	3
HLT 0114	Health Career Exploration	3
ENG 0111	English Composition I	3
CPR 0120	CPR for Healthcare Providers	0.5
	TOTAL HOURS	**12.5**

SPRING SEMESTER		**Credit Hours**
SPC 0111	Speech	3
HLT 0116	Nutrition	3
PSY 0211	Intro to Psychology	3
	Health Science Program (select one from below)	3-7
	TOTAL HOURS	**12-16**

Choose at least <u>ONE</u> Health Science Program below for the Fall or Spring Semester.		**Credit Hours**
CNA 0120	Basic Nurse Assistant Training Program (7 cr.)	7
	-OR-	
PHB 0120/0121*	Phlebotomy (2 cr.) /Phlebotomy Internship (1 cr.)	3
	-OR-	
EKG 0120/0121*	Electrocardiography (3 cr.) /Electrocardiography Internship (.5 cr.)	3.5
	TOTAL HOURS	**3–7**

*Must be 18 and/or a High School graduate to obtain certification and complete clinical rotation.

<u>Possible Career Opportunities</u>:

Depending on the certificates completed in this degree, one may be eligible for a career as a: Certified Nursing Assistant (CNA) / Nursing Assistant, Phlebotomy Technician, Electrocardiography (EKG) Technician, Home Health Aide, Monitor Technician, Healthcare Support Worker, Patient Care Technician.

O*NET Links: www.onetonline.org SOC Codes: 31-1131.00 - Nursing Assistants, 31-9097.00 – Phlebotomists, 29-2031.00 - Cardiovascular Technologists and Technicians, 31-1121.00 - Home Health Aides, 31-1131.00 or 31.9099.00 Patient Care Technician (PCT) or 31.9099 Healthcare Support Workers or 31.0000.00 Other Healthcare Support Occupations.

ELECTROCARDIOGRAPHY (EKG) TECHNICIAN (Less-Than-One-Year-Certificate)

(CIPS number: 51.0902) Minimum 4 hours (EKG 1010)

The Electrocardiography Technician (EKG) program at Shawnee Community College is designed to prepare students for a career as an EKG technician in healthcare settings, such as hospitals, clinics, and diagnostic laboratories. The program combines theoretical knowledge, hands-on lab practice, and a supervised clinical internship to ensure students develop the skills needed to perform electrocardiograms (EKGs) effectively and accurately. To provide students with practical experience, the electrocardiography certificate program includes an internship course. Students will demonstrate competence in application of electrocardiography on live patients in an approved medical setting under the supervision of a licensed health provider. Upon successful completion of the program, students will be eligible to sit for the National Certified ECG Technician (NCET) certification examination through the National Center of Competency Testing (NCCT).

FALL SEMESTER		**Credit Hours**
EKG 120	Electrocardiography	3
EKG 121	Electrocardiography Internship	0.5
CPR 120	CPR for Healthcare Professionals	0.5
	TOTAL HOURS	**4**

Possible Career Opportunities:

Cardio Tech (Cardiovascular Technician), Cardiology Technician, Cardiopulmonary Technician, Cardiovascular Technologist (CVT), Electrocardiogram Technician (EKG Tech), Monitor Technician.

O*NET Links: www.onetonline.org SOC Codes: 29-2031.00
*Completion of all three programs, CNA, Phlebotomy, and EKG, may be eligible to sit for the Patient Care Technician certification (NCPCT) through National Center for Competency Testing (NCCT)

MEDICAL ASSISTANT (One-Year Certificate)

(HCM 1201) Minimum 32 hours Kayde Pender |(618) 634-3273 | kaydep@shawneecc.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, hands-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.

Upon successful completion of the program, students are eligible to take the National Certified Medical Assistant Examination through the NCCT (National Center for Competency Testing).

Please review the Medical Assistant admission information in the college catalog and obtain an informational packet from the Allied Health Administrative Assistant.

	FALL SEMESTER		**Credit Hours**
	HIT 100	Medical Terminology	3
	BIO 212	Anatomy & Physiology	3
	MA 100	Medical Assistant Office Procedures	3
	MA 101	Patient Care I	3
	MA 102	Billing and Coding	3
	MA 103	Medical Law and Ethics	3
		TOTAL HOURS	**18**

	SPRING SEMESTER		**Credit Hours**
	MA 104	Professionalism and Safety	3
	MA 105	Patient Care II	3
	MA 106	Medical Assisting Pharmacology	2
	MA 107	Lab Diagnostics	4
	MA 108	Medical Assistant Internship	2
		TOTAL HOURS	**14**

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** Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical biller.

	FALL SEMESTER		Credit Hours
	HIT 100	Medical Terminology	3
	HIT 109	Introduction to Coding	2
		TOTAL HOURS	**5**

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

MEDICAL CODER (Less-Than-One-Year Certificate)

(HIT 2174) **Minimum 12 hours** Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coder.

	FALL SEMESTER		Credit Hours
	HIT 100	Medical Terminology	3
	HIT 109	Introduction to Coding	2
		TOTAL HOURS	**5**

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

MEDICAL CODING SPECIALIST (One-Year Certificate)

(HIT 2224) **Minimum 33 hours** Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

This one-year curriculum is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coding specialist.

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

	FALL SEMESTER		Credit Hours
	COM 111	Business Computer Systems	4
	HIT 100	Medical Terminology	3
	HIT 101	Introduction to Health Information Technology	3
	HIT 109	Introduction to Coding	2
	SPC 111 or SPC 210	Speech or Interpersonal Communications	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: 29-2072

MEDICAL OFFICE ASSISTANT (One-Year Certificate)

(MRS 2102) **Minimum 32 hours**

Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in a medical or medical-related office.

	FALL SEMESTER		Credit Hours
	COM 111	Business Computer Systems	4
	HIT 100	Medical Terminology	3
	HIT 101	Introduction to Health Information Technology	3
	HIT 105	Medical Transcription	3
	HIT 109	Introduction to Coding	2
	SPC 111 or SPC 210	Speech or Interpersonal Communications	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: 43-6013

OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

(OTA 2237) **Minimum 70 hours** Elizabeth Wheeler | (618) 634-3462 | elizabethw@shawneecc.edu

Occupational Therapy Assistant (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)
7501 Wisconsin Ave.
Suite 510E
Bethesda, MD 20814
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 222	Anatomy and Physiology II*	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 221-Anatomy and Physiology I.
***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

PATIENT CARE TECHNICIAN (Less-than-One-Year Certificate)

(PCT 1127) **Minimum 17 hours** Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

The Patient Care Technician Certificate at Shawnee Community College is a 17-credit hour short-term certificate program designed to equip students with comprehensive skills in electrocardiography (EKG), phlebotomy, and nursing assisting (CNA). The program blends theory instruction, hands-on lab practice, and clinical internships to ensure students are prepared for entry-level positions in healthcare settings such as hospitals, clinics, and long-term care facilities. Upon successful completion of the program, students will be eligible to take the National Certified Phlebotomy Technician (NCPT), National Certified ECG Technician (NCET), Illinois Nurse Aide Competency (IDPH CNA) exam, and the National Certified Patient Care Technician (NCPCT) certification exam.

NCPT, NCET and NCPCT Exams are through National Center for Competency Testing.

FALL SEMESTER		**Credit Hours**
CNA 0120	Basic Nurse Aide Training Program	7
CPR 0120	CPR for Healthcare Providers	0.5
PHB 0120	Basic Phlebotomy	2
PHB 0121	Phlebotomy Internship	1
EKG 0120	Electrocardiography	3
EKG 0121	Electrocardiography Internship	0.5
HIT 0100	Medical Terminology	3
	TOTAL HOURS	**17**

Possible Career Opportunities: Patient Care Technician, Nursing Assistant/ Aide, Home Health Aide, Phlebotomist, Electrocardiography Technician, Orderly, Emergency Room Technician, Patient Care Assistant, Telemetry Technician/ Monitor Technician.

O*NET Links: www.onetonline.org SOC Codes: 31-1131.0

PHLEBOTOMY (Less-than-One-Year Certificate)

(PN 1126) **Minimum 3.5 hours** Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu

This program is designed to provide students with the knowledge and skills necessary for entry-level employment as a phlebotomist in a variety of healthcare related facilities. Please review the Phlebotomy admission information in the college catalog.

Upon successful completion of the program, students are eligible to take the National Certified Phlebotomy Technician (NCPT) certification examination through the National Center of Competency Testing (NCCT).

			Credit Hours
	PHB 120	Basic Phlebotomy	2
	PHB 121	Phlebotomy Internship	1
	CPR 120	CPR for Healthcare Providers	0.5
		TOTAL HOURS	**3.5**

Possible Career Opportunities

Phlebotomist; Phlebotomy Technician, Certified Phlebotomy Technician; Certified Phlebotomist; Laboratory Phlebotomist. Major employers include community health providers, hospitals, and other healthcare facilities.

O*NET Links: www.onetonline.org
*Completion of all three programs, CNA, Phlebotomy, and EKG, may be eligible to sit for the Patient Care Technician certification (NCPCT) through National Center for Competency Testing (NCCT)
SOC Codes: 31-9097.00

PRACTICAL NURSING (One-Year Certificate) Dr. Ian Nicolaides | (618) 634-3386 | iann@shawneecc.edu
(PN 2127) **Minimum 46 hours** Amanda Hannan | (618) 634-3277 |amanda@shawneecc.edu

This curriculum is designed to prepare students for entry into the vocation of Practical Nursing. The curriculum includes theory coordinated with related clinical experience in the nursing care of patients as defined in the Illinois Nurse Practice Act. Upon satisfactory completion of the one-year program, the student will be eligible to write the NCLEX-PN Examination for Practical Nurses.

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 March for classes beginning in the Summer Semester.

Note: BIO-115 Human Biology is strongly recommended prior to taking Anatomy and Physiology I&II prerequisite courses. MAT-0122 Mathematics for Healthcare Professionals is highly recommended before Introduction to Pharmacology. HIT-100 is strongly recommended prior to the start of the PN program.

	Practical Nursing Prerequisites – *must be complete with "C" or better before starting the program*		**Credit Hours**
	BIO 221	Anatomy and Physiology I*	4
	BIO 222	Anatomy and Physiology II	4
	ENG 111	English Composition I	3
	HLT 116	Nutrition	3
		TOTAL HOURS	**14**

BIO-115 Human Biology and MAT-122 and HIT – 100 are STRONGLY recommended prior to admission.

Full-Time Cohort

	FIRST SEMESTER – SUMMER		**Credit Hours**
	PN 114	Growth and Development for PN's	2
	PN 121	Fundamentals of Nursing	2
	PN 128	Nursing Procedures	2
	CPR 120	CPR for Healthcare Providers	0.5
		TOTAL HOURS	**6.5**

	SECOND SEMESTER – FALL		**Credit Hours**
	PN 115	Clinical Nursing I (First 8 weeks)	2
	PN 116	Clinical Nursing II (Second 8 weeks)	2
	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	**13**

	THIRD SEMESTER – SPRING		**Credit Hours**
	PN 112	Intravenous Therapy for the LPN	0.5
	PN 117	Obstetric Clinical	1
	PN 119	Clinical Nursing Part 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	**12.5**

PRACTICAL NURSING (One-Year Certificate)

Part-Time Cohort

	Practical Nursing Prerequisites – *must be complete with "C" or better before starting the program*		**Credit Hours**
	BIO 221	Anatomy and Physiology I*	4
	BIO 222	Anatomy and Physiology II	4
	ENG 111	English Composition I	3
	HLT 116	Nutrition	3
		TOTAL HOURS	**14**

BIO-115 Human Biology and MAT-122 and HIT – 100 are STRONGLY recommended prior to admission

	SUMMER SEMESTER		**Credit Hours**
	PN 114	Growth and Development for PN's	2
	PN 121	Fundamentals of Nursing	2
	PN 128	Nursing Procedures	2
	CPR 120	CPR for Healthcare Providers	0.5
		TOTAL HOURS	**6.5**

	FALL SEMESTER		**Credit Hours**
	PN 115	Clinical Nursing I	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 133	Pharmacology	2
		TOTAL HOURS	**7**

	FALL SEMESTER		**Credit Hours**
	PN 116	Clinical Nursing II	2
	PN 125	Introduction to Mental Health	1
	PN 170	Geriatric Nursing	2
		TOTAL HOURS	**5**

	SPRING SEMESTER		**Credit Hours**
	PN 112	Intravenous Therapy for the LPN	0.5
	PN 119	Clinical Nursing Part III	3
	P N132	Nursing Care of the Child	2
	PN 137	Medical-Surgical Nursing II	2
		TOTAL HOURS	**7.5**

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

CAREER AND TECHNOLOGY

Less-Than-One-Year Certificate

Applied Trades * Auto Body * Automotive Maintenance and Light Repair * Basic Residential Electricity CBE Combination Welding (Basics, Fundamentals, Gas Metal Arc, Pipe, Shielded Metal Arc, Gas Tungsten Arc) Cosmetology Instructor Training * Basic Heating and Air Conditioning * Internet and Computing Core Prep * Microsoft Office Specialist Prep * Nail Technology Truck Driving * Combination Welding (ARC, Gas, Tig, Pipe, Mig)

One-Year Certificate

Agriculture * Automotive Technician Assistant * CBE Combination Welding Cosmetology * Criminal Justice
Combination Welding
Power Sports

Two-Year Degree (AAS)

Accounting * Agriculture Business and Management * Automotive Technology Business Management * CBE Business Management Computer Systems and Security Specialist Construction Management of Laborers * Criminal Justice * Fish and Wildlife Management Heating/Ventilation/AC/Refrigeration (HVACR) * Social Work

ACCOUNTING (AAS Degree)

(ACC 2211) Minimum 64 hours Kristy Stephenson | (618) 634-3325 | kristys@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**

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

AGRICULTURE (One-year Certificate)

(AGR 2214) Minimum 34 hours Anna Davenport | (618) 634-3264 | annad@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 210	Introduction to Agricultural Communications	3
	COM 111	Business Computer Systems	4
	ENG 111	English Composition I	3
		TOTAL HOURS	**17**

	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 62 hours Anna Davenport | (618) 634-3264 | annad@shawneecc.edu

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

First Year

	FALL SEMESTER		Credit Hours
	AGR 113	Introduction to Soil Science	4
	AGR 116	Agricultural Economics	3
	COM 111	Business Computer Systems	4
	ENG 111	English Composition I	3
		TOTAL HOURS	**14**

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

Second Year

	FALL SEMESTER		Credit Hours
	AGR 111	Introduction to Horticulture	3
	AGR 117	Conservation of Natural Resources	3
	AGR 228	Wildlife Management	3
	AGR 210	Introduction to Agricultural Communications	3
		Humanities Elective	3
		TOTAL HOURS	**15**

	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**

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

Applied Trades (Less-Than-One-Year-Certificate)

(CON 1100) Minimum 16 hours
CIP Code:46.0000

The Construction Technician Certificate program offers students a flexible, short-term pathway to develop foundational trades skills. In this under-30-credit-hour program, students can choose to explore a specific construction trades occupational area such as Basic Electricity (BEL), Welding (WEL), or Heating, Ventilation, Air, and Refrigeration (HVAC). By completing the certificate, students gain practical, entry-level skills that prepare them for immediate work opportunities or serve as a solid base for further education or apprenticeship in a trade. This program is ideal for those seeking a quick start in the trades with options for future growth.
Strongly recommend to take IND 136-Heartsaver First Aid/CPR/AED

* Elective options should match trade of interest.

FALL SEMESTER		**Credit Hours**
TRA 0101	Introduction to the Trades	2
OSH 0101	OSHA 10 General Industry	1
MAT 0121	Technical Math	3
ENG 0124	Technical English	3
TRA 0120	Blueprint Reading	3
	*Elective Options (below)	4-6
	TOTAL HOURS	**16-18**

Elective Options:
Basic Electricity Electives: BEL 0161 Basic Electricity I; BEL 0162 Basic Electricity II; BEL 0163 Conduit Bending and Fabrication; BEL 0164 Electrical Safety; or, BEL 0166 Codeology
Heating and Air Electives: HAC 0160 Air Conditioning I; and, HEA 0160 Heating I
Welding Electives: WEL 0160 Introduction to Welding; WEL 0122 Maintenance Welding; WEL 0125 Gas Metal Arc Welding (MIG); or, WEL 0129 TIG Welding

Possible Career Opportunities by SOC Code:

47-2061.00 Construction Laborers: 133,100 Projected Job Openings (2023-2033)
Avg. Earnings: $61,350.00 – IL / $47,530.00 – MO / $42,230.00 – KY

47-2073.00 Operating Engineers & Other Construction Equipment Operators: 41,500 Projected Job Openings (2023-2033)
Avg. Earnings: $89.160.00 – IL / $61,990.00 – MO / $54,610.00 – KY

47-3019.00 Helpers, Construction Trades, All Other: 3,400 Projected Job Openings (2023-2033)
Avg. Earnings: $40,180.00 – IL / $40,220.00 – MO / $32,050.00 – KY

47-4099.00 Construction & Related Workers, All Other: 3,000 Projected Job Openings (2023-2033)
Avg Earnings: $48,340.00 – IL / $41,400.00 – MO / $43,890.00 – KY

47-1011.00 First-Line Supervisors of Construction Trades and Extraction Workers: 72,000 Projected Job Openings (2023-2033)
Avg Earnings: $96,890.00 – IL / $80,300.00 – MO / $67,980.00 - KY

O*NET Links: www.onetonline.org

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

(AUT 2106) Minimum 6 hours Alex Copley | (618)-634-3318 | alexc@shawneecc.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.

Note: No minimum placement test required.

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

AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR (Less-Than-One-Year Certificate)

(AUT 2186) Minimum 16 hours Alex Copley | (618)-634-3318 | alexc@shawneecc.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.

	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
	AUT 151	Business Computer Systems	2
		TOTAL HOURS	**14**

AUTOMOTIVE TECHNICIAN Assistant (One-Year Certificate)

(AUT 2158) Minimum 31 hours Alex Copley | (618)-634-3318 | alexc@shawneecc.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 120	Advanced Computer Diagnostic Systems	2
	AUT 122	Engine Performance I	3
	AUT 135	Brakes	3
	AUT 136	Suspension and Steering	3
	AUT 137	Engine Repair	3
	AUT 151	Electric Vehicle Safety	2
		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 61 hours Alex Copley|(618)-634-3318|alexc@shawneecc.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

	FALL SEMESTER		Credit Hours
	AUT 120	Advanced Computer Diagnostic Systems	2
	AUT 122	Engine Performance I	3
	AUT 135	Brakes	3
	AUT 136	Suspension and Steering	3
	AUT 137	Engine Repair	3
	AUT 151	Electric Vehicle Safety	2
		TOTAL HOURS	**16**

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

Second Year

	FALL SEMESTER		Credit Hours
	AUT 150	Basic Diesel	3
	AUT 225	Engine Performance/ Computer Control I	3
	ENG 111	English Composition I	3
	MAT 110	General Education Math	4
	PSY 211	Introduction to Psychology	3
		TOTAL HOURS	**16**

	SPRING SEMESTER		Credit Hours
	AUT 230	Engine Performance/Computer Control II	3
	AUT 232	Advanced Electrical/Electronic Systems	3
	OSH 102	OSHA 30 General Industry	2
	PHY 120	Real World Physics	3
	SPC 111 or SPC 210	Speech or Interpersonal Communication	3
		TOTAL HOURS	**14**

O*NET Links: www.onetonline.org SOC Codes 49-3023

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

(ELT 2161) **Minimum 17 hours** Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

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

	FALL SEMESTER		Credit Hours
	BEL 161	Basic Electricity I	3
	BEL 163	Conduit Bending and Fabrication	2
	BEL 164	Electrical Safety	2
		Total Hours	**7**

	SPRING SEMESTER		Credit Hours
	BEL 162	Basic Electricity II	3
	BEL 165	Residential Wiring	3
	BEL 166	Codeology	2
	OSH 102	OSHA 30 General Industry	2
		Total Hours	**10**

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** Kristy Stephenson | (618) 634-3325 | kristys@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

CBE BUSINESS MANAGEMENT (AAS Degree)

(BUS 2238) Minimum 63 hours Dr. Micah Spicer | (618) 634-3262 | micahs@shawneecc.edu

Program Description: The Competency-Based Education (CBE) Business Management Program prepares students to thrive in today's dynamic business environment through a flexible, self-paced model that prioritizes mastery over seat time. Students develop essential skills in team leadership, strategic decision-making, and the core business functions of human resources, finance, and marketing. The curriculum integrates modern business technologies—including artificial intelligence, Excel, and data analytics—to enhance organizational efficiency and data-driven insight. With an emphasis on leadership, professionalism, and real-world problem-solving, graduates are equipped for immediate employment and long-term career advancement.

First Year

	FALL SEMESTER		Credit Hours
	BUS 1000	Professional and Academic Writing	1
	BUS 1001	Digital Business Communication	1
	BUS 1002	Effective Business Writing	1
	BUS 1003	Advanced Spreadsheet Techniques	1
	BUS 1004	The Tech Landscape: Systems, Careers, and Social Responsibility	1
	BUS 1005	Tech Enhanced Presentations	
	BUS 1006	Introduction to Bookkeeping	1
	MAT 116	College Algebra	4
	ACC 111	Financial Accounting	4
		TOTAL HOURS	**15**

	SPRING SEMESTER		Credit Hours
	ACC 112	Managerial Accounting	4
	BUS 1007	Leadership Essentials	1
	BUS 1008	Organizational Leadership	1
	BUS 210	Principles of Management	3
	BUS 1009	Personal Finance	1
	BUS 211	Introduction to Finance	3
	BUS 215	Legal and Social Environment of Business	3
	BUS 1010	Ethical AI Use	1
		TOTAL HOURS	**17**

Second Year

	FALL SEMESTER		Credit Hours
	ECO 211	Introduction to Macroeconomics	3
	ECO 212	Introduction to Microeconomics	3
	MAT 210	General Elementary Statistics	4
	BUS 1011	Managing Diverse Teams	1
	BUS 230	Human Resource Management	3
	BUS 1012	Maximizing Workforce Potential	1
	BUS 1013	Compensation Strategies	1
		TOTAL HOURS	**16**

	SPRING SEMESTER		Credit Hours
	BUS 1014	Leveraging Employee and Customer Systems for Success	1
	BUS 1015	Emotional Intelligence for Personal and Professional Growth	1
	ENG 111	English Composition I	3
	BUS 1016	Ethical Leadership	1
	BUS 116	Principles of Marketing	3
	SPC 111	Speech	3
	BUS 1017	Professional Development and Protocol	1
	BUS 195	Business Internship	2
		TOTAL HOURS	**15**

Possible Career Opportunities:

Business Manager, Facilities 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

COMPUTER SYSTEM AND SECURITY SPECIALIST (AAS Degree)

(COM 2221) Minimum 65 hours Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

The computer systems and security specialist degree includes training in the areas of programming, logic, analysis and design, computer operations, operating systems, database, data communications, advanced computer application packages, networks, security and assurance of system functionality. The curriculum will give the student a thorough background in computers, which is required to compete in today's business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications.

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 244	A+ Certification	3
	COM 247	Python Programming	3
	COM 281	Microsoft Excel	2
	ENG 111	English Composition	3
		TOTAL HOURS	**17**

	SPRING SEMESTER		Credit Hours
	BUS 225	Business Communication	3
	COM 196	Computer Systems Internship	2
	COM 231	C-Programming	3
	COM 241	Windows Server Networking	3
	ECO 211 or ECO 212	Introduction to Macroeconomics (Fall) or Introduction to Microeconomics (Spring)	3
	PSY 211	Introduction to Psychology	3
		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)

(CMT 2005) **Minimum 62 Hours** Kristy Stephenson | (618) 634-3225 | kristys@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. SCC has an articulation agreement with SIU-C for the Bachelors in Technical Resource Management. Interested students should seek advisement. *****Courses to be select if you plan to transfer to SIU-C.

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 or *****ENG 111	Technical Communication I or English Composition 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 or *****SPC 111	Interpersonal Communication or Speech	3
		TOTAL HOURS	**9**

	SECOND SEMESTER 12 Weeks		**Credit Hours**
	BUS 112	Leadership Principles	2
	BUS 210	Principles of Management	3
	ENG 221 or *****PSY 211	Technical Communication II or Intro to Psychology	3
		TOTAL HOURS	**8**

	FOURTH SEMESTER 12 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/Intro to GPS	3
	LBR 146 - Concrete Worker	3
	LBR 147 - Landscaping	3

	LBR 148 – Blueprint Reading	3
	LBR 149 – General Construction	3
	LBR 150 – Scaffold Builder Technology I	3
	LBR 151 – Hoisting and Rigging	3
	LBR 240 – Asbestos and Lead Awareness	3
	LBR 242 – Principles of Pipe Laying	3
	LBR 244 – Concrete Worker-Advanced	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 50 hours Wendy Harris | (618) 634-3253 | wendyh@shawneecc.edu

The Cosmetology Certificate Program prepares students for a professional license as a Cosmetologist in the State of Illinois through a comprehensive blend of theory, technical skill development, and client-centered practice. This program aligns with the Illinois Department of Financial and Professional Regulation (IDFPR) requirements and emphasizes both foundational and advanced techniques in hair, skin, and nail care. Students receive hands-on training in a supervised salon environment, applying their learning to real-world scenarios that promote creativity, professionalism, and mastery of current industry standards. A minimum of 1500 contact hours and 50 semester hours of college credit in Cosmetology program classes are required for the completion of this program.

	FIRST 8 WEEKS		**Credit Hours**
	COS 150	Cosmetology Theory I	2
	COS 151	Cosmetology Lab I	8
		TOTAL HOURS	**10**

	SECOND 8 WEEKS		**Credit Hours**
	COS 152	Cosmetology Theory II	2
	COS 153	Cosmetology Lab II	8
		TOTAL HOURS	**10**

	THIRD 8 WEEKS		**Credit Hours**
	COS 154	Cosmetology Theory III	2
	COS 155	Cosmetology Lab III	8
		TOTAL HOURS	**10**

	FOURTH 8 WEEKS		**Credit Hours**
	COS 156	Cosmetology Theory IV	2
	COS 157	Cosmetology Lab IV	8
		TOTAL HOURS	**10**

	FIFTH 8 WEEKS		**Credit Hours**
	COS 159	Cosmetology Lab V	8
	COS 160	Cosmetology Internship	2
		TOTAL HOURS	**10**

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 IDFPR and BECENT act to become a licensed cosmetology instructor.

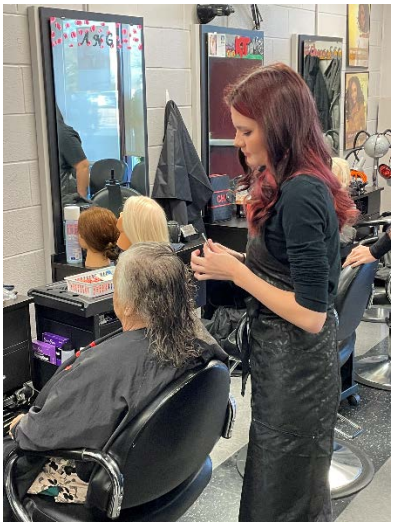
Per the requirements of the Illinois Department of Financial and Professional Regulation (IDFPR), the student may be eligible to waive COS 221 based on an applicable and qualified work verification audit.

			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 certificate 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 or *SOC 218	Sociology or Cultural Diversity	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 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 111 or ENG 124	English Composition I or 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 112 or ENG 221	*English Composition II or Technical Communication II	3
	SOC 212 or *SOC 218	Sociology or *Cultural Diversity	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 or *MAT 110	Technical Mathematics or General Education 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 299	Criminal Justice Internship	2
	PSY 216	Social Psychology	3
	SPC 210 or *SPC 111	Interpersonal Communication or Speech	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

*These courses need to be selected for transfer to SIU-C

FISH AND WILDLIFE MANAGEMENT (AAS Degree)

(AGR 2216) **Minimum 61 hours** Anna Davenport | (618) 634-3264 | annad@shawneecc.edu

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

First Year

	FALL SEMESTER		Credit Hours
	AGR 113	Introduction to Soil Science	4
	AGR 228	Wildlife Management	3
	AGR 210	Introduction to Agricultural Communications	3
	ENG 111	English Composition I	3
		Elective	4
		TOTAL HOURS	**17**

	SPRING SEMESTER		Credit Hours
	AGR 112	Introduction to Crop Science	4
	BIO 111	Introduction to Biology	4
	GRY 214	Introduction to Physical Geography	3
	SPC 111	Speech	3
		TOTAL HOURS	**14**

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 30 hours** Kristy Stephenson | (618) 634- 3325 | kristys@shawneecc.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
	HEA 160	Heating I	3
	TRA 101	Introduction to the Trades	2
	OSH 101	OSHA 10 General Industry	1
	MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	4/3
		TOTAL HOURS	**15/16**

	SPRING SEMESTER		Credit Hours
	BEL 162	Basic Electricity II	3
	HAC 260	Air Conditioning II	3
	HEA 260	Heating II	3
	ENG 111 or ENG 124	English Composition I or Technical Communication I	3
	TRA 120	Blueprint Reading	3
		TOTAL HOURS	**15**

HEATING/VENTILATION/AC/REFRIGERATION (HVACR) (AAS Degree)

(HAC 2236) **Minimum 60 hours** Kristy Stephenson | (618) 634- 3325 | kristys@shawneecc.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
HEA 160	Heating I	3
TRA 101	Introduction to the Trades	2
OSH 101	OSHA 10 General Industry	1
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	4/3
	TOTAL HOURS	**15/16**

SPRING SEMESTER		Credit Hours
BEL 162	Basic Electricity II	3
HAC 260	Air Conditioning II	3
HEA 260	Heating II	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
TRA 120	Blueprint Reading	3
	TOTAL HOURS	**15**

Second Year

FALL SEMESTER		Credit Hours
HAC 130	Commercial Refrigeration I	3
HAC 113	Electrical Controls and Circuitry	3
HAC 220	Installation of HVAC Systems	3
PSY 211	Introduction to Psychology	3
SPC 111 or SPC 210	Introduction to Speech or Interpersonal Communication	3
	TOTAL HOURS	**15**

	SPRING SEMESTER		Credit Hours
	HAC 212	Advanced Heating Systems	3
	HAC 213	Advanced Electrical Controls and Circuitry	3
	HAC 230	Commercial Refrigeration II	3
	COM 111	Business Computer Systems	4
	HAC 297	HVAC Internship	2
		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

INTERNET AND COMPUTING CORE PREP (Less-Than-One-Year Certificate)

(COM 2182) Minimum 7 hours Kristy Stephenson | (618) 634-3325 | kristys@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**

SOC Codes: 43-9000

MICROSOFT OFFICE SPECIALIST PREP (Less-Than-One-Year Certificate)

(COM 2183) Minimum 6 hours Kristy Stephenson | (618) 634-3325 | kristys@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	**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 a career as a licensed nail technician who provides nail care and enhancement services. 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 client's. Primary skill building will include manicures, pedicures, nail art, and the application of acrylics, gel and other enhancements while maintaining strict sanitation standards. 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

POWER SPORTS (One-Year Certificate)

(PWS 1130) Minimum 32 hours Kristy Stephenson | 618-634-3325 | kristys@shawneecc.edu

The Power Sports certificate is designed to equip students with the technical knowledge and hands-on skills necessary for entry-level employment in the power sports industry. Through a combination of classroom instruction and physical training students will learn to diagnose, repair, and maintain a variety of small engines and recreational vehicles, including motorcycles, ATV's UTV's and personal watercraft. This 32-credit hour certificate prepares graduates to meet industry standards, utilize specialized tools and equipment while upholding safety and environmental regulations, positioning them for success in a fast-growing industry.

FALL SEMESTER		Credit Hours
PWS 101	Power Sports Electrical I	3
PWS 102	Motorcycle I	2
PWS 103	Marine	3
PWS 104	ATV I	3
PWS 105	Fuel Systems	2
OSH 101	OSHA 10 for General Safety	1
AUT 120	Advanced Computer Diagnostic Systems	2
	TOTAL HOURS	**16**

SPRING SEMESTER		Credit Hours
PWS 201	Power Sports Electrical II	3
PWS 202	Motorcycle II	2
PWS 204	ATV II	3
PWS 205	Engine Rebuild	3
PWS 106	Diesel Systems in Power Sports	3
PWS 110	Power Sports Internship	2
	TOTAL HOURS	**16**

Possible Career Opportunities:

Outdoor Power Equipment and Other Small Engine Mechanic, Motorboat Mechanics and Service Technician, Motorcycle Mechanic

O*NET Links: www.onetonline.org SOC Codes: 49-3051.00, 49-3052.00, 49-3053.00

SOCIAL WORK (AAS Degree)

(SST 2201) Minimum 64 hours Jesse Smith-Fulia | (618) 634-3249 | jesses@shawneecc.edu

This curriculum is designed to prepare students for employment in agencies which provide social services to the community. The program provides skills and knowledge to prepare students for employment in welfare agencies, municipal/recreation programs, social development projects, church-sponsored youth programs, and other private or public enterprises of human welfare.

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 in American Society	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
	PHI 218	Introduction to Ethics and Values	3
	PSY 218	Child Psychology	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 199	Social Work Internship	2
	SW 224	Intro to Social Service Agencies	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** Brian Koch | (618) 634-3384 | briank@shawneecc.edu

This program incorporates career and personal development skills to prepared students for employment in the trucking industry. The curriculum provides the student with a strong understanding of the transportation industry and necessary skills and knowledge to successfully obtain a commercial driver's license (CDL), meeting Department of Transportation and Federal Motor Carrier Safety Administration (FMCSA) requirements.

			Credit Hours
	TDR 176	Truck Driving	14
	TDR 198	Externship	2
		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 and Department of Transportation (DOT) drug screening. 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, marijuana, narcotics, or opioids. Must be able to pass a drug-screening test to comply with Department of Transportation (DOT) and Clearinghouse regulations.

Possible Career Opportunities

Over the Road, Regional, and Local Truck Driver, Truck Driver Trainer, Truck Driver Dispatcher, Dump Truck Operator, Trash Truck Operator, Hopper Bottom Driver for Farming

O*NET Links: www.onetonline.org
SOC Codes: 53-3032

CBE COMBINATION WELDING (One-Year Certificate)

(WEL 1150) **Minimum 30 hours** Kyle Schierbaum | (618) 634-3444 |kylesc@shawneecc.edu

This one-year certificate program prepares students for a career in welding through training in the fundamentals of welding theory and practice to the standards established by the American Welding Society (AWS). The program prepares students for AWS SENSE Level I and II certification exams. All courses are delivered in the competency-based education modality with the exception of OSHA for general industry.

FALL SEMESTER		Credit Hours
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
WEL 104	Introduction to Inspection for Welders	1
WEL 105	Gas Metal Arc Welding I	1
WEL 106	Gas Metal Arc Welding II	1
WEL 107	Gas Metal Arc Welding III	1
WEL 108	Shielded Metal Arc Welding I	1
WEL 109	Shielded Metal Arc Welding II	1
WEL 110	Shielded Metal Arc Welding III	1
WEL 111	Introduction to Metallurgy	1
MAT 100	CBE Technical Mathematics I	1
MAT 101	CBE Technical Mathematics II	1
MAT 102	CBE Technical Mathematics III	1
	TOTAL HOURS	**15**

SPRING SEMESTER		Credit Hours
WEL 112	Shielded Metal Arc Welding IV	1
WEL 113	Shielded Metal Arc Welding V	1
WEL 114	Shielded Metal Arc Welding VI	1
WEL 115	Shielded Metal Arc Welding VII	1
WEL 116	Shielded Metal Arc Welding VIII	1
WEL 117	Pipe Welding I	1
WEL 118	Pipe Welding II	1
WEL 119	Pipe Welding III	1
WEL 121	Pipe Welding IV	1
WEL 164	Gas Tungsten Arc Welding I	1
WEL 165	Gas Tungsten Arc Welding II	1
WEL 167	Gas Tungsten Arc Welding III	1
WEL 168	Blueprint Reading I	1
WEL 169	Blueprint Reading II	1
WEL 170	Blueprint Reading III	1
	TOTAL HOURS	**15**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders; Sheet Metal Workers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Layout Workers, Metal and Plastic; Boilermakers; Plumbers, Pipefitters, and Steamfitters; Structural Iron and Steel Workers; Rail-Track Laying and Maintenance Equipment Operators; Industrial Machinery Mechanics; Rail Car Repairers; Maintenance Workers, Machinery; Team Assemblers; Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
Grinding and Polishing Workers, Hand; Commercial Divers

O*NET Links: www.onetonline.org SOC Codes: 51-4121

CBE WELDING BASICS (Less-Than-One-Year Certificate)

(WEL 1151) **Minimum 4 hours** Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

This less-than-one-year certificate is a study of welding processes used by industry concentrating on safety, practical welding tasks, and the use of hand and power tools that support welding. All courses are delivered in the competency-based education modality with the exception of OSHA for general industry.

FALL SEMESTER		**Credit Hours**
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
	TOTAL HOURS	**4**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders; Sheet Metal Workers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Plumbers, Pipefitters, and Steamfitters; Structural Iron and Steel Workers; Rail-Track Laying and Maintenance Equipment Operators; Industrial Machinery Mechanics; Rail Car Repairers; Maintenance Workers, Machinery; Team Assemblers; Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic Grinding and Polishing Workers, Hand; Commercial Divers

O*NET Links: www.onetonline.org SOC Codes: 51-4121

CBE WELDING FUNDAMENTALS (Less-Than-One-Year Certificate)

(WEL 1152) **Minimum 6 hours** Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

This less-than-one-year certificate is a study of welding processes used by industry concentrating on safety, gas metal arc welding, the fundamentals of welding inspection technique, metallurgical processes, and the use of hand and power tools that support welding tasks. All courses are delivered in the competency-based educational modality with the exception of OSHA for general industry.

FALL SEMESTER		**Credit Hours**
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
WEL 104	Introduction to Inspection for Welders	1
WEL 111	Introduction to Metallurgy	1
	TOTAL HOURS	**6**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders; Sheet Metal Workers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Plumbers, Pipefitters, and Steamfitters; Structural Iron and Steel Workers; Rail-Track Laying and Maintenance Equipment Operators; Industrial Machinery Mechanics; Rail Car Repairers; Maintenance Workers, Machinery; Team Assemblers; Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic Grinding and Polishing Workers, Hand; Commercial Divers

O*NET Links: www.onetonline.org SOC Codes: 51-4121

CBE GAS METAL ARC WELDING (Less-Than-One-Year Certificate)

(WEL 1153) **Minimum 7 hours** Kyle Schierbaum | (618) 634-3444 |kylesc@shawneecc.edu

Gas metal arc welding (also known as 'MIG' welding) is a versatile welding method used in various industries including automotive, robotics, construction, manufacturing and repair. Gas metal arc welding is often preferred for indoor welding because it is cleaner. It permits more control over the welding process. Most courses in this certification are delivered in the competency-based educational modality.

FALL SEMESTER		**Credit Hours**
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
WEL 105	Gas Metal Arc Welding I	1
WEL 106	Gas Metal Arc Welding II	1
WEL 107	Gas Metal Arc Welding III	1
	TOTAL HOURS	**7**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders; Sheet Metal Workers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Plumbers, Pipefitters, and Steamfitters; Structural Iron and Steel Workers; Rail-Track Laying and Maintenance Equipment Operators; Industrial Machinery Mechanics; Rail Car Repairers; Maintenance Workers, Machinery

O*NET Links: www.onetonline.org SOC Codes: 51-4121

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

(WEL 1154) **Minimum 8 hours** Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

This less-than-one-year certificate is designed to teach up-hill and down-hill pipe welding-fixed positions. Pipe welding has applications in oil and gas, chemical processes, power generation, construction, infrastructure, automotive, manufacturing and marine industry. The certification can be completed in a single semester since most courses are delivered in the competency-based education modality.

FALL SEMESTER		**Credit Hours**
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
	TOTAL HOURS	**4**

SPRING SEMESTER		**Credit Hours**
WEL 117	Pipe Welding I	1
WEL 118	Pipe Welding II	1
WEL 119	Pipe Welding III	1
WEL 121	Pipe Welding IV	1
	TOTAL HOURS	**4**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Plumbers, Pipefitters, and Steamfitters; Structural Iron and Steel Workers; Maintenance Workers, Machinery

O*NET Links: www.onetonline.org SOC Codes: 51-4121

CBE SHIELDED METAL ARC WELDING (Less-Than-One-Year Certificate)

(WEL 1155) **Minimum 7 hours** Kyle Schierbaum| (618) 634-3444 | kylesc@shawneecc.edu

Shielded Metal Arc Welding (also known as stick welding) is used in the fabrication of steel products and components, including the construction of bridges and other large structures. The Shielded Metal Arc Welding Certificate Program provides students with the fundamentals of this manual welding process that uses a flux-covered electrode. The program can be completed in a single semester since most courses are delivered in the competency-based educational modality.

FALL SEMESTER		Credit Hours
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
WEL 108	Shielded Metal Arc Welding I	1
WEL 109	Shielded Metal Arc Welding II	1
WEL 110	Shielded Metal Arc Welding III	1
	TOTAL HOURS	**7**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Sheet Metal Workers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Plumbers, Pipefitters, and Steamfitters; Structural Iron and Steel Workers; Rail Car Repairers; Maintenance Workers, Machinery; Commercial Divers

O*NET Links: www.onetonline.org SOC Codes: 51-4121

CBE GAS TUNGSTEN ARC WELDING (Less-Than-One-Year Certificate)

(WEL 1156) **Minimum 7 hours** Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

Gas Tungsten Arc Welding (GTA W), also known as TIG (Tungsten Inert Gas) welding, is a precise welding technique renowned for the high quality of its welds. Tig is favored for applications requiring precision and cleanliness lending it to applications in aerospace, automotive, maintenance, repair, art and sculpture. This certificate can be completed in a single semester since the courses in this certification are mostly delivered in the competence-based education modality.

FALL SEMESTER		Credit Hours
OSH 101	OSHA 10 for General Industry	1
WEL 101	Introduction to Welding	1
WEL 102	Metal Cutting Processes	1
WEL 103	Metal Working Tools	1
	TOTAL HOURS	**4**

SPRING SEMESTER		Credit Hours
WEL 164	Gas Tungsten Arc Welding I	1
WEL 165	Gas Tungsten Arc Welding II	1
WEL 167	Gas Tungsten Arc Welding III	1
	TOTAL HOURS	**3**

Possible Career Opportunities:

Welders, Cutters, Solderers, and Brazers; Sheet Metal Workers; Structural Metal Fabricators and Fitters; Maintenance and Repair Workers, General; Plumbers, Pipefitters, and Steamfitters; Maintenance Workers, Machinery

O*NET Links: www.onetonline.org SOC Codes: 51-4121

WELDING - COMBINATION (One-Year Certificate)

(WEL 2147) **Minimum 30 hours** Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

The Combination Welding program is designed to provide the student with the necessary knowledge and skills appropriate for employment in the areas of electric and oxyacetylene welding. Students completing this program should have sufficient preparation to become certified welders.

Note: No minimum placement test required.

FALL 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**

SPRING 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	2
	TOTAL HOURS	**15**

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

(WEL 2192) **Minimum 11 hours** Kyle Schierbaum | (618) 634-3444| kylesc@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** Kyle Schierbaum | (618) 634-3444 | kylesc@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** Kyle Schierbaum | (618) 634-3444 | kylesc@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** Kyle Schierbaum | (618) 634-3444 | kylesc@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** Kyle Schierbaum | (618) 634-3444 | kylesc@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

COURSE DESCRIPTIONS

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 (4 lecture 0 lab)
Prerequisite: ACC-0111
Transferable
IAI Code: BUS904

Semester Offered
Not all courses are offered every semester. The specific semesters are indicated.

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.

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.

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 Certificate (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 number identifies the IAI major that the course is approved under.

Illinois Articulation Initiative (IAI) Coding

IAI codes for specific SCC courses that have been accepted by the IAI are listed below the course description. For example, ENG 0111 English Composition I (IAI: C1 900). C1 900 refers to the IAI General Education Communications Writing Course Sequence I. This code is a common code used by participating institutions to refer to courses very similar to ENG 0111

C = **Communications** which includes specific English and speech courses

M = **Mathematics** which includes specific math courses

P = **Physical Sciences** which includes specific chemistry, physical sciences, and physics courses

L = **Life Sciences** which includes specific biology courses

H = **Humanities** which includes specific foreign language, humanities, literature, and philosophy courses

F = **Fine Arts** which includes specific art, drama, and music courses

HF = **Interdisciplinary** which includes specific humanities courses

S = **Social and Behavioral Sciences** which includes specific anthropology, economics, geography, history, political science, psychology, and sociology courses

COURSE CATEGORY	COURSE PREFIX
Accounting	ACC
Agriculture	AGR
Art	ART
Associate Degree Nursing	ADN
Astronomy	AST
Automotive	AUT
Auto Body	AUT
Basic Electricity	BEL
Biology	BIO
Business	BUS
Cardiopulmonary Resuscitation	CPR
Career Development	INT
Certified Nurse Assistant	CNA
Chemistry	CHE
Computer Systems	COM
Cosmetology	COS
Criminal Justice	CJ
Economics	ECO
Education	EDU
Electrocardiogram	EKG
Emergency Medical Services	EMS
English	ENG
First Year Experience	FYE
Food Sanitation	FOS
Geography	GRY
Government	GOV
Health	HLT
Health Information Technology	HIT
Heating/Ventilation/AC/Refrigeration (HVAC-R)	HAC/HEA
History	HIS
Kinesiology	KIN
Leadership	LEA
Learning Resources	LRC
Literature	LIT
Mathematics	MAT
Medical Assistant	MA
Music	MUS
Nail Technology	NLT
Occupational Safety and Health	OSH
Occupational Therapy Assistant	OTA
Philosophy	PHI
Phlebotomy	PHB
Physical Education	PE
Physics	PHY
Power Sport	PWS
Practical Nursing	PN
Psychology	PSY
Seminar	SEM
Social Work	SW
Sociology	SOC
Spanish	SPA
Speech and Theater	SPC
Trades	TRA
Truck Driving	TDR
Welding	WEL

ACADEMIC COURSE DESCRIPTIONS

Accounting

ACC-0111 Financial Accounting **Fall**

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 (4 lecture, 0 lab)
Transferable
IAI Code: BUS903

ACC-0112 Managerial Accounting **Spring**

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 (4 lecture, 0 lab)
Prerequisite: ACC-0111
Transferable
IAI Code: 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 (2 lecture, 0 lab)

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 (1 lecture, 2 lab)

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 (3 lecture, 0 lab)

Agriculture

AGR-0111 Introduction to Horticulture **Fall**
An introduction to the principles and practices in the development, production, and use of horticultural crops (fruits, vegetables, greenhouse, turf, nursery, floral and landscape). Includes the classification, structure, growth and development, and environmental influences on horticultural plants; horticultural technology; and an introduction to the horticultural industries.

Semester Credit: 3 credit hours (2 lecture, 2 lab)
Transferable
IAI Code: 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 (3 lecture and 2 lab)
Transferable
IAI Code: 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 (3 lecture and 2 lab)
Transferable
IAI Code: 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 (3 lecture, 2 lab)
Transferable

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 competitive 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 (3 lecture, 0 lab)
Transferable

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 (3 lecture 0 lab)
Transferable

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 (3 lecture 0 lab)
Transferable

AGR-0197 Agriculture Internship **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 internship hours per semester)

AGR-0210 Introduction to Agricultural Communications **Fall**
This course provides an introduction to the various segments of agricultural communications. Students develop verbal, written, and visual communication skills through hands-on learning methods and gain insight into how these techniques are utilized in the context of agriculture. Emphasis is placed on gaining a historical perspective of agricultural communications, where agricultural communication is today, and what it might look like in the future. Students will be exposed to basic communication theories and will focus on the different types of communications including interpersonal, mediated interpersonal, organizational, and mass media.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

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 (3 lecture, 0 lab)
Transferable

AGR-0225 Introduction to Forestry **Fall**
A fundamental study of forestry, including tree identification, importance, measurement and production techniques.

Semester Credit: 3 credit hours (3 lecture, 0 lab)

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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)
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 (1 lecture, 0 lab)

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 (2 lecture, 0 lab)
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 (2 lecture, 0 lab)
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 (2 lecture, 0 lab)
Prerequisite: Current BLS CPR certification. Successful completion of 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 (2 lecture, 2 lab)

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 (3 lecture, 0 lab)
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.
Co-Requisite: Must be currently enrolled in ADN 243 Mental Health Nursing Clinical.

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 (3 lecture, 0 lab)
Prerequisite: Successful completion of ADN 241 Medical-Surgical Nursing Theory 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 245 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 242 Medical-Surgical Nursing Clinical II.
Co-Requisite: Must be currently enrolled in ADN 245 Medical-Surgical Nursing III Theory.

ADN-0247 Prescription for Success **By Request**
This course is designed for students readmitted to the Associate Degree Nursing program. Emphasis is placed upon the remediation of successfully completed course topics, demonstration of previously mastered nursing skills, and a review of procedures for safe medication administration and principles of pharmacology. An individual plan will be implemented for assessment and remediation of previously completed course topics.

Semester Credit: 2 credit hours (1 lecture, 2 lab)
Prerequisite: Re-admission into the ADN program

ART

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 (3 lecture, 0 lab)
Transferable
IAI Code: F2900

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 (3 lecture, 0 lab)
Transferable
IAI Code: F2901

ART-0227 African-American Art & 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 the study of approximately 20 constellations are included.

Semester Credit: 4 credit hours (3 lecture, 2 lab)
Transferable
IAI Code: P1906L

AST-0112 Astronomy: Stars, Galaxies and Beyond **By Request**
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 include 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, 2 lab)
Transferable
IAI Code: P1906L

Automotive

AUT-120 Advanced Computer Diagnostic Systems **Fall/Spring/Summer**
This course provides students with a comprehensive understanding of computer systems in modern vehicles and the diagnostic tools and information systems used to service them. Students will gain hands-on experience utilizing industry-standard software such as Identifix and ALLDATA, as well as various scan tools including Snap-on, Autel, and Topdon, to retrieve and interpret data from vehicle onboard diagnostic systems. Emphasis will be placed on practical application, problem-solving, and the effective use of technical information for accurate and efficient vehicle diagnosis and repair.

Semester Credit: 2 credit hours (1 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

AUT-0133 Automatic Transmission/Trans Axle **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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)

AUT- 151 Electric Vehicle Safety **Fall/Spring/Summer**
This course provides a comprehensive overview of safety procedures and best practices for working with electric vehicles (EVs). Students will gain a deep understanding of high-voltage systems, battery technology, and electronic control systems specific to EVs. Emphasis will be placed on identifying potential hazards, implementing safety protocols, and effectively mitigating risks associated with EV service and repair.

Semester Credit: 2 credit hours (1 lecture, 2 lab)

AUT-0225 Engine Performance/Computer Control 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 (2 lecture, 2 lab)

AUT-0230 Engine Performance/Computer Control II **Spring**
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 (2 lecture, 2 lab)
Prerequisite: AUT-0225 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 (2 lecture, 2 lab)
Prerequisite: Completion of AUT 132.

Auto Body

AUT-0130 Auto Body I **Fall**
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 (2 lecture, 2 lab)

AUT-0131 Auto Body II **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 (2 lecture, 2 lab)
Prerequisite: AUT-0130

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)
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 (1 lecture, 2 lab)

BEL-0164 Electrical Safety **Fall**
Electrical Safety requirements per OSHA and NFPA 70E standards.

Semester Credit: 2 credit hours (2 lecture, 0 lab)
Corequisite: Concurrent enrollment in 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 (2 lecture, 2 lab)
Prerequisite: BEL-0161 and concurrent enrollment in 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 (2 lecture, 0 lab)

Biology

BIO-0111 Introduction to Biology **Fall/Spring/Summer**
This course provides a broad overview of various biological concepts including the scientific method and process of science, cellular and molecular biology, organismal anatomy and physiology, genetics and heredity, ecology and evolution. 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 (3 lecture, 2 lab)
Transferable
IAI Code: BIO910/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, chemistry, cellular structure and function, tissues, introduction of organ systems, ecology, evolution and human impact on the environment.

Semester Credit: 5 credit hours (4 lecture, 2 lab)
Transferable
IAI Code: L1904L

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.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: L1905

BIO-0212 Anatomy and Physiology **Fall/Spring**
The structure and function of organs and systems will be systematically surveyed. Discussions will provide a basic overview of the gross as well as the cellular and sub-cellular components of the human body. The course is an introduction and may benefit disciplines including, but not limited to, those in the medical assistant and medical coding specialist programs. This course is abbreviated, yet all systems presented are discussed in depth.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

BIO-0214 Field Biology **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 (1 lecture, 2 lab)
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 (3 lecture, 2 lab)
Prerequisite: BIO-0111 or BIO-0115 with a grade of C or better.
Transferable

BIO-0221 Anatomy and Physiology I **Fall/Spring/Summer**
This course is the first of a two-semester anatomy and physiology class. This portion provides an overview of body organization and chemistry, 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 (3 lecture, 2 lab)
Prerequisites: BIO 115 with a minimum grade of C is strongly recommended.
Transferable

BIO-0222 Anatomy and Physiology II **Fall/Spring**
This course is the second in a two-part series covering gross and microscopic structures of the human body and basic understanding of physiological mechanisms. This course specifically covers the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive, urinary, and reproductive. Emphasis is placed on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab portion of the course provides learning experiences for the exploration of class topics and how they relate to health and wellness of the human organism. This course is intended for those that plan to major in an allied health career.

Semester Credit: 4 credit hours (3 lecture, 2 lab)
Prerequisite: BIO 221 with a minimum grade of C or higher
Transferable

Business

BUS-0112 Leadership Principles **Spring**
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 (2 lecture, 0 lab)

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 (3 lecture, 0 lab)
Transferable

BUS-0124 Bookkeeping **Fall**
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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)

BUS-0155 Personal Finance **Fall**
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 (3 lecture, 0 lab)

BUS-0195 Mid-Management Internship **Fall/Spring**
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in 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 internship hours per semester)

BUS-0197 Construction Management Internship **Fall/Spring**
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 (375 internship hours per semester)

BUS-0210 Principles of Management **Spring/Fall**
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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)
Transferable

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 (3 lecture, 0 lab)
Transferable

BUS-0215 Legal and Social Environment of Business **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 (3 lecture, 0 lab)
Transferable

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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)
Transferable

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 al 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 (3 lecture, 0 lab)

BUS-1000 Professional and Academic Writing **Fall/Spring/Summer**
This course challenges the student to format a research paper with footnotes, table of contents, title page, header and footers, page numbers and bibliography. This course prepares the business student for business writing.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1001 Digital Business Communication **Fall/Spring/Summer**
This competency-based course challenges the student to create messages using technology to communicate in a business environment. Technological sophistication enhances the student's ability to manage in a business environment.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1002 Effective Business Writing **Fall/Spring/Summer**
This course challenges the student to apply the principles of business writing to communicate in a business environment. The student who is able to communicate effectively in a business context will be prepared to communicate in a professional business setting.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1003 Advanced Spreadsheet Techniques **Fall/Spring/Summer**
This course challenges the student to create and edit a large spreadsheet that incorporates multiple sheets, multiple sheet references, formulas and functions. Mastery of fundamental spreadsheet capabilities prepares the business student to perform a wide range of business management functions.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1004 The Tech Landscape **Fall/Spring/Summer**
This course challenges the student to examine several types of computer organizations, industrial and job outlooks, and social issues. Mastering the ability to navigate the tech landscape prepares the students for a modern workplace.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1005 Tech Enhanced Presentations **Fall/Spring/Summer**
This competency-based course challenges the student to compose, design, and present a PowerPoint presentation in your field of study incorporating various required technological elements. Mastery of PowerPoint presentations prepares the student to make credible professional presentations.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1006 Introduction to Bookkeeping **Fall/Spring/Summer**
This competency-based course introduces students to the principles and practices of bookkeeping. Mastery of bookkeeping fundamentals prepares students for effective financial tracking and entry-level accounting responsibilities.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1007 Leadership Essentials **Fall/Spring/Summer**
This competency-based course challenges the student to apply the principles of management to a given situation. Mastering the principles of management is foundational for the acquisition of business leadership skills.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1008 Organizational Leadership **Fall/Spring/Summer**
This competency-based course challenges students to apply effective leadership styles to meet organizational goals.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1009 Personal Finance **Fall/Spring/Summer**
This competency-based course equips students to analyze key personal financial topics, including credit cards, insurance, retirement planning, and investments. By developing responsible and effective personal finance habits, students build a foundation for understanding and managing the finances of a business or organization.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1010 Ethical AI Use **Fall/Spring/Summer**
This competency-based course challenges the student to demonstrate efficiency in Artificial Intelligence (AI) Tools. Effective and virtuous use of AI is increasingly prerequisite for efficient and ethical performance of a range of business tasks.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1011 Managing Diverse Teams **Fall/Spring/Summer**
This competency-based course challenges the student to respond appropriately to diversity issues in the workplace. Responding appropriately to diversity issues is increasingly necessary in the modern workplace.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1012 Maximizing Workforce Potential **Fall/Spring/Summer**
This competency-based course challenges the student to describe training and development activities that improve employee's current and future job performance systems for measuring, evaluating, and influencing employee performance. The science of performance management is requisite to effective development of workforce potential.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1013 Compensation Strategies **Fall/Spring/Summer**
This competency-based course challenges the student to describe direct and indirect monetary and nonmonetary rewards based on employment. Understanding how rewards influence employment is requisite for effective management.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1014 Leveraging Employee and Customer Systems **Fall/Spring/Summer**
This competency-based course challenges the student to demonstrate efficiency in Human Resource Information Systems & Customer Relationship Management Systems. Understanding these systems facilitates effective management in the modern workforce.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1015 Emotional Intelligence for Personal and Professional Growth **Fall/Spring/Summer**
This competency-based course challenges the student to apply emotional intelligence to improve intrapersonal and interpersonal interactions. Emotional intelligence is a core soft skill in the modern workplace.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1016 Ethical Leadership **Fall/Spring/Summer**
This competency-based course challenges the student to analyze ethical considerations that shape business leadership. Reflecting on ethical challenges prior to encountering them in the real world prepares the student to make choices that will be meaningful and bearable in their personal and professional life.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

BUS-1017 Professional Development and Protocol **Fall/Spring/Summer**
This competency-based course challenges the student to present a professional image and demonstrate the proper use of business protocol. Image and protocol are essential skills for effective management.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

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 (0.5 lecture, 0 lab)

Career Development

INT-0111 Career Development **By Request**
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 (1 lecture, 0 lab)

Certified Nurse Assistant

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.

This course is for students enrolled in SCC Allied Health and Nursing programs.

Semester Credit: 7 credit hours (6 lecture, 45 clinical hours)

Chemistry

CHE-0111 Inorganic, Organic, Biochemistry I **Fall/Spring/Summer**
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 (3 lecture, 2 lab)
Transferable
IAI Code: 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 (3 lecture, 2 lab)
Prerequisite: CHE-0111 with a minimum grade of C
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. This is the first of a two-semester inorganic chemistry sequence. This course includes lab experiments and lecture topics that cover the following concepts: atomic structure; chemical and physical characteristics of compounds; chemical bonding; types of chemical reactions; quantities in chemical reactions; the relationship between the periodic table and the properties of elements.

Semester Credit: 5 credit hours (4 lecture 2 lab)
Prerequisite: MAT 043 or satisfactory high school equivalent of both. CHE 111 is recommended but not required. Consult instructor for recommendation as needed.
Transferable
IAI Code: CHM911/P1902L

CHE-0115 Inorganic Chemistry II **Spring**
This course is designed for persons interested in any of the sciences, including engineering, pre-medical and pre-dental. This is the first of a two-semester inorganic chemistry sequence. This course includes lab experiments and lecture topics that cover the following concepts: atomic structure; chemical and physical characteristics of compounds; chemical bonding; types of chemical reactions; quantities in chemical reactions; the relationship between the periodic table and the properties of elements.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)
Prerequisite: MAT 043 or satisfactory high school equivalent of both. CHE 111 is recommended but not required. Consult instructor for recommendation as needed.
Transferable
IAI Code: CHM912

Computer Systems

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 (3 lecture, 2 lab)

COM-0133 Linux Operating Systems and Networking **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 (1 lecture, 2 lab)

COM-0189 Networking Technologies **Fall**
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 (3 lecture, 0 lab)

COM-0190 Microsoft Publisher **Fall**
This course provides students with the tools to make their own business publications. For example, business cards, letterhead stationery, and invoice forms can be customized for any business application. There is a section of the course that deals with 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 (.5 lecture, 1 lab)

COM-0196 Computer Systems Internship **Spring**
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 internship 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 (.5 lecture, 1 lab)

COM-0218 Security+ Certification **Fall**
The Security+ Certification is an international validation of the technical knowledge required of foundation-level security practitioners. A Security+ certified individual has successfully proven 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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)
Prerequisite: COM-0111

COM-0225 Systems Analysis **Fall**
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 (3 lecture, 0 lab)
Prerequisite: COM-0111.

COM-0227 Database Management Systems **Fall**
This course concentrates on database theory and usage as well as using the module capabilities of Microsoft Access. Data structures needed for advanced programming courses will be covered. Topics include database structure, management techniques, query language access, programming techniques for typical business applications, and data access for reporting.

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 (2 lecture, lab)
Prerequisite: COM-0111.

COM-0231 C Programming **Spring**
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 (2 lecture, 2 lab)
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 (2 lecture, 2 lab)
Prerequisite: COM-0111 and COM-0222.

COM-0241 Windows Server Networking **Spring**
This course provides students with the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Server Networking. Successful completion of all course material will prepare students to take Microsoft Certification Exam 70-215 Installing, Configuring, and administering Microsoft Server Networking.

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 (3 lecture, 0 lab)

COM-0244 A+ Certification **Fall**
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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)
Prerequisite: COM-0244.

COM-0246 Introduction to Cybersecurity **Spring**
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 (2 lecture, 2 lab)
Prerequisite: COM-0189.

COM-0247 Python Programming **Fall**
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.

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 (2 lecture, 2 lab)
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 (1 lecture, 2 lab)

COM-0280 Microsoft Word **Spring**
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 (1 lecture, 2 lab)

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 (1 lecture, 2 lab)

COM-0283 Microsoft Access **Spring**
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 (1 lecture, 2 lab)

Construction Management of Laborers

LBR-0140 Craft Laborer Orientation **Special Admission**
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 **Special Admission**
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 **Special Admission**
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 **Special Admission**
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 **Special Admission**
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 **Special Admission**
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 **Special Admission**
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 **Special Admission**
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 **Special Admission**
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).

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 (2 lecture, 0 lab)
Prerequisite: Concurrent enrollment in COS-0151.

COS-0151 Cosmetology Laboratory I **Fall/Spring**
This is an introductory laboratory course focusing on foundational cosmetology skills and concepts. Emphasizes professional practices, sanitation, safety, and design principles through instructor-guided demonstrations and supervised hands-on experience with mannequins and peers. Prepares students for advanced practical applications in subsequent cosmetology courses in accordance with IDFPR standards.

Semester Credit: 8 credit hours (0 lecture, 16 lab)
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 (2 lecture, 0 lab)
Prerequisite: Successful completion of COS-0150 and COS-0151. Concurrent enrollment in COS-0153.

COS-0153 Cosmetology Laboratory II **Fall/Spring**
This course continues the introductory skills content in the fundamental principles and basic applications of cosmetology. Emphasizes professional conduct, safety, sanitation, and hands-on practice in hair, skin, and nail care in accordance with Illinois Department of Financial and Professional Regulation (IDFPR) standards. Prepares students for advanced coursework and eventual state licensure.

Semester Credit: 8 credit hours (0 lecture, 16 lab)
Prerequisite: Successful completion of COS-0150 and COS-0151. Concurrent enrollment in COS-0152.

COS-0154 Cosmetology Theory III **Spring/Summer**
This course builds upon foundational cosmetology theory with an emphasis on advanced concepts in hair, skin, and nail science. Students expand their understanding of chemical, physical, and artistic principles that influence professional cosmetology practices. Topics include the integration of advanced theoretical knowledge related to color, texture, design, and product chemistry, along with an emphasis on safe, ethical, and client-centered application. Through in-depth study and analysis, students strengthen their ability to connect theory to professional practice in preparation for advanced laboratory work and licensure requirements as outlined by the Illinois Department of Financial and Professional Regulation (IDFPR).

Semester Credit: 2 credit hours (2 lecture, 0 lab)
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 focuses on continued skill building and the advancement of knowledge across all areas of cosmetology, including hair, skin, and nail services. Students refine foundational techniques and develop confidence through guided practice, client interaction, and creative expression while reinforcing professional standards of safety, sanitation, and client care in accordance with IDFPR regulations.

Semester Credit: 8 credit hours (0 lecture, 16 lab)
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 advanced theory course focuses on the integration of complex concepts across all major areas of cosmetology. Students expand their understanding of advanced product knowledge, materials, and techniques while connecting theoretical principles to practical application. Emphasis is placed on problem-solving, formulation analysis, and creative design theory in preparation for professional licensure and industry practice.

Semester Credit: 2 credit hours (2 lecture, lab)
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 is designed to strengthen and refine cosmetology skills through comprehensive, supervised practice. Students integrate advanced theory with hands-on performance in all major service areas, demonstrating professionalism, creativity, and technical precision while maintaining full compliance with Illinois Department of Financial and Professional Regulation (IDFPR) standards for sanitation and client safety.

Semester Credit: 8 credit hours (0 lecture, 16 lab)
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: 8 credit hours (0 lecture, 16 lab)
Prerequisite: Successful completion of COS-0150, 151, 152, 153, 154, 155, 156, and 157.
And concurrent enrolled with COS-160

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 internship hours per semester)
Prerequisite: Concurrent enrollment in COS-0159.

COS-0190 Hours Fulfillment Requirement **Summer/Fall/Spring**
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: 2.5 credit hours (0 lecture, 3 lab)
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 (1 lecture, 22 lab)
Prerequisite: Must have an active Illinois license.

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 (1 lecture, 22 lab)
Prerequisite: Must have an Illinois active license. Must have a minimum two-year work experience or successful completion of COS-0220.

COS-0232 Cosmetology Refresher Course **By Request**
Designed for the restoration of an Illinois Cosmetologist license that has expired or has been classified as inactive status for 5 years or more. Focus is on updating a variety of cosmetology skills and techniques.

Semester Credit: 0.5 to 4 credit hours (1 lecture, 8 lab)
Prerequisite: None

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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)

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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)

CJ-0215 Introduction to Forensic Science **By Request**
This course will provide students with a modern overview of the crime scene investigation (CSI) process and the identification, documentation and collection of physical evidence. Students will learn how evidence is collected and follow it to the crime lab and then to the courtroom. Students will look at how experts analyze forensic evidence such as hair, fibers, firearms, fingerprints, DNA, and other evidence used to identify offenders. Students will look at the impact television shows such as CSI have had on jury expectations (known as "The CSI Effect").

This course is designed to provide students with essential forensic science knowledge required today by the modern police officer. This class is not designed to teach students how to process crime scenes, but how to recognize various forms of evidence and understand their importance in a criminal investigation, identification and subsequent prosecution of a suspect. This class will be extremely beneficial to those pursuing law enforcement, crime scene investigation, or crime laboratory careers.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)

CJ-0299 Criminal Justice Internship **Spring**
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 internship hours per semester)

Economics

ECO-0211 Introduction to Macroeconomics **Fall/Spring/Summer (Odd Years)**
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.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: S3901

ECO-0212 Introduction to Microeconomics **Fall/Spring/Summer (Even Years)**
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.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: S3902

Education

EDU-0110 Introduction to Education **Fall**
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. Per the requirements of local school districts, students may be asked to complete a criminal background check prior to their field experience.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

EDU-0111 Diversity of Schools and Society **Spring**
This course examines cultural diversity in schools and society through an intercultural lens. Students will analyze how race, ethnicity, gender, language, socioeconomic status, and other identities shape teaching and learning. Emphasis is placed on developing intercultural competence, reflective practice, and inclusive strategies to promote equity in educational settings, while building skills in communication, critical inquiry, and civic responsibility.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

EDU-0114 Human Growth and Development **By Request**
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 numerous and varied influences in diverse cultures.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: ECE912

EDU-0213 Education for Exceptional Children **Summer**
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 (3 lecture, 0 lab)
Transferable

Electrocardiogram

EKG-0120 Electrocardiography **Fall/Spring/Summer**
The Electrocardiography Technician (EKG) course provides students with the foundational knowledge and hands-on skills needed to perform electrocardiograms (EKGs) in a clinical setting.

The course covers topics such as cardiac anatomy and physiology, basic electrophysiology, proper lead placement, and interpretation of EKG tracings. Students will gain experience in operating EKG machines and performing 12-lead EKGs on simulated patients in a controlled laboratory environment. Upon successful completion of this course, students will be eligible to continue to EKG 0121, the internship course, to gain practical experience with live patients. Upon completing both courses, students will be eligible to sit for the National Certified ECG Technician (NCET) certification examination through the National Center of Competency Testing (NCCT).

Semester Credit: 3 credit hours (2 lecture, 2 lab)

EKG-0121 Electrocardiography Internship **Fall/Spring/Summer**
Electrocardiography (EKG) internship course is designed to provide students with hands-on clinical experience performing EKGs on live patients in an approved medical setting under the supervision of a certified or licensed healthcare provider.

This 0.5-credit, 40-clock-hour course requires students to perform a minimum of 20 live patient EKGs to demonstrate competence in EKG procedures. Successful completion of this internship, combined with the theoretical knowledge gained in EKG 0120, allows students to qualify for the National Certified ECG Technician (NCET) certification examination through the National Center of Competency Testing (NCCT).

Semester Credit: (0 lecture, 2.50 lab)

English

ENG-0090 English Corequisite Lab **Fall/Spring/Summer**
The writing lab will serve as a corequisite for ENG 111. The lab will focus on establishing vocabulary and critical reading skills, along with improving grammar and punctuation. An emphasis is placed on basic writing skills and writing as a process and method of discovering knowledge. Prewriting, multiple drafts, and revision will be discussed and practiced in detail. This class is designed to improve writing through extensive writing practice, discussions, workshops, and collaborative writing groups. The writing process, which is the core of the class, encourages students to discover, explore, share, test, and shape ideas through multiple drafting, practical applications, writing conferences, and workshops. Students will be expected to use the writing process and to work individually and collaboratively in writing groups.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: Placement by multiple measures. Must be concurrently enrolled in ENG 111.

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 (3 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental English program with a minimum grade of C, or placement by Multiple Measures.
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Prerequisite: ENG-0111 with a minimum grade of C.
Transferable
IAI Code: C1901R

ENG-0124 Technical Communication I **Fall/Spring**
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 (3 lecture, 0 lab)
Transferable
IAI Code: C1900

ENG-0126 Creative Writing **Spring**
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 (3 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental English program with a minimum grade of C, or placement by Multiple Measures.
Transferable

ENG-0221 Technical Communication II **Spring**
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 (3 lecture, 0 lab)
Prerequisite: ENG-0124 with a minimum grade of C.
Transferable

First Year Experience

FYE-0100 First Year Experience **Fall/Spring/Summer**
This course is designed to improve student performance in college, as well as to transition the student into college life. Topics include introduction to college services; introduction to college email, MYSCC, and MOODLE, identification of college and career goals; implementation of study, note-taking, test-taking strategies; and guidance in making individual decisions. The course will identify students' responsibilities and present methods to achieve success.

Semester Credit: 1 credit hour (1 lecture, 0 lab)
Transferable

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 (3 lecture, 0 lab)
Transferable
IAI Code: P1909

Government

GOV-0116 Introduction to State and Local Government **Spring/Even Summers**
The structure, function, and operation of state, county, and local units of government are studied. Contemporary problems are given special attention, as well as Illinois politics and its constitution. Office holders will be used to emphasize practical applications. Successful completion of this course is evidence of having passed the State Constitution test.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

GOV-0117 Introduction to Federal Government **Fall/Odd Summers**
This course provides a comprehensive survey of the origins, structure, functions, and processes of the United States government. Emphasis is placed on the constitutional foundations of the national government, the roles of its branches and institutions, and the interaction between citizens, interest groups, and policymakers in shaping public affairs. Students will examine the nature and purpose of American governance, explore current political issues, and develop an understanding of how governmental principles apply to daily life and civic participation. Successful completion of this course is evidence of having passed the U.S. Constitution test.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: 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 (2 lecture, 1 lab)
Transferable

HLT-0114 Health Careers Exploration **Fall/Spring**
The Health Careers Exploration course offers students a comprehensive introduction in to the rapidly evolving and diverse field of healthcare. This course is designed to empower students with the knowledge, skills, and insights to navigate the range of career opportunities available within the healthcare industry.

Throughout the course, students will explore the various facets of health careers, including clinical, administrative, research and support roles. Through interactive lectures, guest speakers, hands-on activities and clinical observations, students will gain an understanding of the essential roles healthcare professionals play in improving the health and well-being of individuals and the community.

Semester Credit: 3 credit hours (2 lecture, 2 lab)

HLT-0116 Nutrition **Fall/Spring/Summer**
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 (3 lecture, 0 lab)
Transferable

HLT-0200 Communication for Healthcare Professionals **Fall/Spring/Summer**
This course instructs students in healthcare programs to communicate effectively with their patients/ clients, colleagues, and other professionals. The course is designed to enhance healthcare students' communication skills by focusing on effective healthcare communication, patient education, documentation, and cultural competence. Students will engage in problem-solving, research, and collaborative activities. Emphasis is placed on global and cultural awareness, research and information literacy, and personal growth to prepare students for the dynamic healthcare environment.

Semester Credit: 2 credit hours (2 lecture, 0 lab)
Prerequisites: Satisfactory evidence of entry level reading/ writing skills. It is preferred that students are concurrently enrolled in or complete English Composition I with a grade of C or better.

Health Information Technology

HIT-0100 Medical Terminology **Fall/Spring/Summer**
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 (3 lecture, 0 lab)

HIT-0101 Introduction to Health Information Technology **Fall**
This course will initiate the student to the field of Health Information Technology. An overview of the functions and responsibilities of the technologist, and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record system that are consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

Semester Credit: 3 credit hours (3 lecture, 0 lab)

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 (3 lecture, 0 lab)
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 (1 lecture, 4 lab)
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 (3 lecture, 0 lab)
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 (3 lecture, 2 lab)
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 (2 lecture, 0 lab)

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 (1 lecture, 0 lab)

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 (3 lecture, 2 lab)
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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)
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 (2 lecture, 2 lab)
Prerequisite: HAC-0160 and HAC-0260.

HAC-0160 Air Conditioning I **Fall**
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 (2 lecture, 2 lab)

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 (0 lecture, 4 lab)
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 (2 lecture, 2 lab)
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 (2 lecture, 2 lab)
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 (1 lecture, 4 lab)
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 (2 lecture, 2 lab)
Prerequisite: HAC-0130.

HAC-0260 Air Conditioning II **Spring**
This course teaches servicing and installing heating and air conditioning systems, refrigerant controls, heat pumps, theory, heat pump controls, superheat, metering devices, motor controls, troubleshooting external diagnosis and servicing air conditioning and heating systems, leak detection and repair, replacing compressor, charging systems, CFC recovery, recycle, reclaim standards.

Troubleshooting electrical refrigeration circuits. Troubleshooting electrical circuits' heat pumps. Students completing both HAC I and HAC II should gain the skills and knowledge to pass the EPA certification test to service or repair refrigeration systems. This test is to be given at the end of HAC II.
Semester Credit: 3 credit hours (2 lecture, 2 lab)
Prerequisite: HAC-0160.

HAC-0297 HVAC Internship **Spring**

This course is designed to give the student practical work experience in a position similar to one for which the program is designed. Each student will be required to complete 150 hours at an approved worksite during the semester.

Semester Credit: 2 credit hours (150 internship hours per semester)
Prerequisite: Student must be enrolled in the HVAC AAS degree (HAC 2236)

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 (2 lecture, 2 lab)

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 (2 lecture, 2 lab)
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 (3 lecture, 0 lab)
Transferable
IAI Code: H2905

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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
IAI Code: S2913N
Transferable

HIS-0214 History of United States to 1877 **Fall/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 (3 lecture, 0 lab)
Transferable
IAI CODE: S2900

HIS-0215 History of United States from 1877 **Spring**
This course is a survey of the history of the United States of America from the Civil War to the modern era. This course will address the social, cultural, political, economic, and technological progress of the nation. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: S2901

HIS-0216 African-American History **By Request**
This course is a survey of African-American history from African backgrounds and slavery through the civil rights movement. It includes the role of African-Americans today with emphasis on their contributions to America's development and culture.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: S2923D

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 (3 lecture, 0 lab)
Transferable
IAI Code: S2920N

HIS-0219 America and the World **Fall**
This course is a survey of interaction between the colonial origins to the present. This course will address how America has engaged with the rest of the world in social, cultural, political, economic and diplomatic terms. It will address colonial development, post-Revolutionary development, the emergence of an American economic empire, and the diverse roles of the United States since World War II.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

HIS-0220 British History Since 1688 **Spring**
This course is a survey of Modern Britain and the British Empire from 1688 to the present. This course will address the social, cultural, political, economic and technological progress of the four nations of the British Isles. It will also address the expansion of empire, formation of the Commonwealth, and how British global experiences were linked to the rise and decline of modern Britain.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: S2922

Information Management Systems

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 (2 lecture, 2 lab)

Kinesiology

KIN-0100 Introduction to Sports Management **Fall/Spring**
Introductory course exploring the history, development, governance, and current status of sport management.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

KIN-0201 Introduction to Human Movement Science **Fall/Spring**
This course is designed to introduce students to scientific evidence related to the impact of exercise on various physiologic systems and provide them with knowledge necessary to promote health-related physical fitness. Students will be introduced to a variety of exercise science assessment techniques and training programs.

Semester Credit: 3 credit hours (2 lecture, 2 lab)
Prerequisite: None. Previous or concurrent enrollment in BIO-111 or BIO-115 preferred.
Transferable

KIN-0295 Musculoskeletal Anatomy **Fall/Spring**
This course offers a comprehensive exploration of the musculoskeletal system, emphasizing the structure and function of bones, muscles, tendons, ligaments, and joints. Students explore sophisticated relationships between these components and how they work together to provide movement and stability to the body. Osteology and myology typically studied in Anatomy and Physiology I will be reviewed and expanded upon.

Semester Credit: 3 credit hours (2 lecture, 2 lab)
Prerequisite: Previous completion of BIO-111 or 115 or concurrent enrollment in BIO-221 preferred or by instructor approval.
Transferable

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 (1 lecture, 0 lab)

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 (1 lecture, 0 lab)
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 (1 lecture, 0 lab)
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 (1 lecture, 0 lab)
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 (1 lecture, 0 lab)
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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: H3902

LIT-0214 British Literature I **Fall**
A survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: H3912

LIT-0215 British Literature II **Spring**
A survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: 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. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: H3906

LIT-0219 Contemporary Multicultural Literature **Fall**
Contemporary Multicultural Literature will examine multicultural literature as it reflects ethnic, racial, and gender experience. The elements of fiction, poetry, and drama will be covered.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: H3910D

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. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: H3910D

LIT-0222 Children's Literature **Fall / Spring**
This is a survey course that introduces students to children's literature from various cultures and time periods. Texts include fairy tales, nursery rhymes/poetry, picture books, short films, and novels. The focus is on critical and creative thinking to analyze and appreciate the genre.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

Mathematics

MAT-0090 General Education Math Corequisite Lab **Fall / Spring / Summer**
This course contains the corequisite support for MAT 110-General Education Mathematics for qualifying students. The subjects covered include properties and operations of the real number system, equations and inequalities, polynomials, distributive property, graphing (including circles), and additional support for topics in MAT 110.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: Placement by multiple measures. Must be concurrently enrolled in MAT 110

MAT-0100 Technical Mathematics I **Fall / Spring / Summer**
This competency-based course involves basic mathematics for the vocational-technical student. It includes operations on rational numbers and the order of operations.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)

MAT-0101 Technical Mathematics II **Fall / Spring / Summer**
This competency-based course involves basic mathematics for the vocational-technical student. It includes ratios, proportions, and percent.

Semester Credit: 1 credit hour (1 lecture, 0 lab)
Prerequisite: MAT-0100

MAT-0102 Technical Mathematics III **Fall / Spring / Summer**
This competency-based course involves basic mathematics for the vocational-technical student. It includes measurement systems and geometric concepts.

Semester Credit: 1 credit hour (1 lecture, 0 lab)
Prerequisite: MAT-0101

MAT-0110 General Education-Mathematics **Fall / Spring / Summer**
This course focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics to be studied in depth include graph theory, counting techniques and probability, statistics, and finance or geometry. Calculators will be used extensively.

Semester Credit: 4 credit hours (4 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.
Transferable
IAI Code: 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 (4 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.
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 (4 lecture, 0 lab)
Prerequisite: MAT 111 with a C or better.
Transferable
IAI Code: M1903

MAT-0113 Quantitative Literacy **By Request**
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 (4 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.
Transferable
IAI Code: 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 (5 lecture, 0 lab)
Prerequisite: MAT 0043 with a minimum grade of C, or placement by Multiple Measures.
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 (4 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.
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. 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 (2 lecture 0 lab)
Prerequisite: MAT-116 College Algebra or satisfactory math background in high school and consent of instructor.
Transferable

MAT-0119 Finite Mathematics **By Request**
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 (3 lecture, 0 lab)
Prerequisite: Satisfactory evidence of mathematics skills based on completion of the MAT-0115, MAT-0116, MAT-0118, or MAT-0120 with a minimum grade of "C."
Transferable
IAI Code: M1906

MAT-0120 College Algebra with Review **Fall/Spring**
This is a combined course of college algebra and intermediate algebra. It includes topics chosen from properties and operations of the real number system, polynomials, powers, roots, radicals, functions, and graphing. College Algebra topics include but are not limited to exponential and logarithmic functions, complex numbers, conic sections, sequences and series, and systems of nonlinear equations and inequalities, and matrix algebra.

Semester Credit: 5 credit hours (5 lecture, 0 lab)
Transferable

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 (3 lecture, 0 lab)

MAT-0122 Mathematics for Healthcare Professionals **Fall/Spring**
This course is designed for pre-nursing and surgical technology students. The majority of coursework consists of pharmacology calculations needed in healthcare fields. Topics include a review of fractions, decimals, percentages, metric conversions, ratios, and proportions.

Semester Credit: 3 credit hours (3 lecture, 0 lab)

MAT-0208 General Elementary Statistics with Review **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 distribution, 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. The lab component will cover Intermediate Algebra review topics that correspond to weekly course content.

Semester Credit: 5 credit hours (4 lecture, 2 lab)
Prerequisites: Satisfactory completion of the developmental math program, or placement by Multiple Measures.
Transferable
IAI Code: M1902

MAT-0209 Calculus I **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 (5 lecture, 0 lab)
Prerequisite: MAT 115 or MAT 116/118 with a minimum grade of C, or placement by Multiple Measures.
Transferable
IAI Code: M1900-1
MTH901

MAT-0210 General Elementary Statistics **Fall/Spring/Summer**
This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binominal and normal distributions, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used in this course.

Semester Credit: 4 credit hours (4 lecture, 0 lab)
Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.
Transferable
IAI Code: M1902

MAT-0211 Calculus II **By Request**
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 (5 lecture, 0 lab)
Prerequisite: MAT-0209 with a minimum grade of C.
Transferable
IAI Code: M1900-2
MTH902

MAT-0212 Calculus III **By Request**
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 (5 lecture, 0 lab)
Prerequisite: MAT-0211 with a minimum grade of C.
Transferable
IAI Code: M1900-3
MTH903

MAT-0213 Ordinary Differential Equation I **By Request**
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 (3 lecture, 0 lab)
Prerequisite: MAT-0211 with a minimum grade of C.
Transferable
IAI Code: 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 (4 lecture, 0 lab)
Prerequisite: MAT-0115 or MAT-0116/118 or MAT-120 with a minimum grade of C.
Transferable
IAI Code: M1900-B

Medical Assistant

MA-0100 Medical Office Procedures **Fall/Spring**
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 (3 lecture, 0 lab)
Prerequisites: Successful completion of HIT 100

MA-0101 Patient Care I **Fall/Spring**
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 (2 lecture, 2 lab)
Prerequisites: Successful completion of HIT 100.

MA-0102 Billing and Coding **Fall/Spring**
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 (3 lecture, 0 lab)
Prerequisites: Successful completion of HIT 100, MA 103.

MA-0103 Medical Law and Ethics **Fall/Spring**
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 (3 lecture, 0 lab)
Prerequisites: Successful completion of HIT 100.

MA-0104 Professionalism and Safety **Fall/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 (3 lecture, 0 lab)
Prerequisites: Successful completion of MA 103.

MA-0105 Patient Care II **Fall/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 (2 lecture, 2 lab)
Prerequisite: Successful completion of MA 101, and MA 103.

MA-0106 Medical Assisting Pharmacology **Fall/Spring**
This course provides a study of principles of pharmacology, drug therapy, and the administration of medications.

Semester Credit: 2 credit hours (1 lecture, 2 lab)
Prerequisites: Successful completion of MA 101.

MA-0107 Lab Diagnostics **Fall/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 (3 lecture, 2 lab)
Prerequisite: Successful completion of MA 101.

MA-0108 Internship **Fall/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.

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 (3 lecture, 0 lab)
Transferable

MUS-0111 Concert Choir **Fall/Spring**
Membership in the college choir is open to all students, regardless of prior experience. Choir members rehearse and perform music drawn from a broad range of styles, including Classical, Jazz, Traditional, and popular genres. Through regular rehearsals, students strengthen their vocal technique, develop ensemble skills, and gain a deeper understanding of the key elements associated with each genre of music studied. Throughout the semester, the choir presents multiple concert performances, giving them the opportunity to apply what they have learned in a live setting.

Semester Credit: 1 credit hours (0 lecture, 2 lab)
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 (3 lecture, 2 lab)
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 (3 lecture, 0 lab)
Transferable
IAI Code: F1900

MUS-0116 Applied Class **Fall/Spring**
This course is an instruction in applied study of piano.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Transferable

MUS-117 A-S Private Study **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 (.5 lecture, 1 lab)
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 (0 lecture, 4 lab)
Prerequisite: Take MUS-0111.
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 (3 lecture, 0 lab)
Transferable
IAI Code: F1904

MUS-0145 Rock Music Styles **Fall/Spring**
This class will survey the history or 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 (3 lecture, 0 lab)
Transferable
IAI Code: F1913

MUS-0146 History of Country Music **Fall/Spring**
This course will examine the history and development of country music and its sub-genres in North America, from the early 20th century to the present day. It will begin by exploring the foundational themes rooted in early country music, then progress through the decades to analyze the genre's evolution within various cultural contexts. No prior musical training is required, but students will be guided in critical listening to identify genre-specific elements.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

MUS-0210 Concert Band **Fall/Spring**
This course is open to all students and is designed to provide students with hands-on experience in performing instrumental music across a wide range of genres, including classical, jazz, traditional, and popular styles. Through regular rehearsals, students will develop their technical skills, ensemble musicianship, and stylistic understanding of each genre. In addition, students will participate in multiple concert performances throughout the semester, giving them the opportunity to apply what they have learned in a live setting.

Semester Credit: 1 credit hours (0 lecture, 2 lab)
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 (3 lecture, 0 lab)
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 (4 lecture, 0 lab)
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 (0 lecture, 8 lab)
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 (4 lecture, 0 lab)
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 (0 lecture, 8 lab)
Prerequisite: NLT-0130 and NLT-0131. Take NLT-0132 concurrently.

Occupational Safety and Health

OSH-0101 OSHA 10 General Industry **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 (1 lecture, 0 lab)

OSH-0102 OSHA 30 General Industry **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.

Note: Because OSH 102 is offered only in Spring, it can be taken by both first and second semester students.

Semester Credit: 2 credit hours (2 lecture, 0 lab)

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 (2 lecture, 0 lab)
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 (1 lecture 3 lab)
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 assertive devices necessary to perform ADL tasks are reviewed.

Semester Credit: 3 credit hours (2 lecture, 3 lab)
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 (2 lecture, 3 lab)
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: 2 credit hours (1 lecture, 3 lab)
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 (3 lecture, 0 lab)
Prerequisite: Must pass BIO-221 with a minimum grade of C.

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 (0 lecture, 3 lab)
Prerequisite: Must have BIO-221 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 (0 lecture, 3 lab)
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 (2 lecture, 3 lab)

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 (2 lecture, 3 lab)
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 (3 lecture, 3 lab)
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 (3 lecture, 3 lab)
Prerequisite: Must pass BIO-221 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 (0.5 lecture, 280 internship hours)
Prerequisite: Must complete OTA-0230, OTA-0231 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 (0.5 lecture, 280 internship hours)
Prerequisite: Must complete OTA-217 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 and lab hours)
Prerequisite: Must complete OTA-0133 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 (1 lecture, 1.5 lab)
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 (1 lecture, 1.5 lab)
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 (3 lecture, 0 lab)
Prerequisite: Must complete OTA-0200, OTA-0205, OTA-0230, OTA-0232 with a minimum grade of C.

Philosophy

PHI-0215 Introduction to Philosophy **Fall**
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 (3 lecture, 0 lab)
Transferable
IAI Code: H4900

PHI-0216 Logic **By Request**
The purpose of this course is to give students a general knowledge of the fundamental laws of correct deductive and inductive reasoning. Emphasis will be placed on practical exercises and the detection of formal and informal fallacies.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: H4906

PHI-0218 Introduction to Ethics and Values **Fall/Spring/Summer**
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 (3 lecture, 0 lab)
Transferable
IAI Code: H4904

PHI-0219 Religion in American Society **Spring**
This course is designed as a survey of the role of religion in the development of American history. Its focus will be on the pluralism of religious beliefs in America as well as the ways in which religion has served as a unifying force throughout American history. It will examine religion from a social, cultural, intellectual, and political perspective.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: 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 (1 lecture, 2 lab)
Prerequisite: Must be 18 years of age or older to take this course.

PHB-0121 Phlebotomy Internship **Fall/Spring & Summer (By Request)**
The purpose of the internship is to provide the student with practical experience as a summary and application of course work in the PHB 120 Phlebotomy course. The student will practice competence in venipuncture and capillary puncture. There will be multiple opportunities for self-evaluation. Students will spend 75 contact 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: 1 credit hour (75 internship hours per semester)
Prerequisite: Successful completion of PHB 120 with a grade of C or better. Must be 18 years 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 (3 lecture, 0 lab)
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 (0 lecture, 4 lab)
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 (0 lecture, 4 lab)
Transferable

PE-0218 Weight Training I **Fall/Spring/Summer**
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 (0 lecture, 2 lab)
Transferable

PE-0219 Weight Training II **Fall/Spring/Summer**
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 (0 lecture, 2 lab)
Prerequisite course: Complete PE-0218.
Transferable

PE-0220 Weight Training III **Fall/Spring/Summer**
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 (0 lecture, 2 lab)
Prerequisite course: Complete PE-0219.
Transferable

PE-0221 Weight Training IV **Fall/Spring/Summer**
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 (0 lecture, 2 lab)
Prerequisite course: Complete PE-0220.
Transferable

PE-0222 Weight Training V **Fall/Spring/Summer**
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 (0 lecture, 2 lab)
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 (0 lecture, 4 lab)
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 (3 lecture, 2 lab)
Prerequisite: MAT 115, or MAT116/118 with a minimum grade of C.
Transferable
IAI Code: 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 (3 lecture, 2 lab)
Prerequisite: PHY-0116 with a minimum grade of C
Transferable

PHY-0120 Introduction to Real World Physics **Fall/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 (3 lecture, 0 lab)
Transferable
IAI Code: P1900

PHY-0216 University Physics I **By Request**
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 (3 lecture, 2 lab)
Prerequisite: MAT-0209 with a minimum grade of C
Transferable
IAI Code: P2900L

PHY-0217 University Physics II **By Request**
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 (3 lecture, 2 lab)
Prerequisite: PHY-0216 with a minimum grade of C
Transferable

Power Sport

PWS-0101 Power Sports Electrical I **Fall/Spring**
This course introduces students to the fundamentals of electricity as it applies to power sports vehicles. Topics include electrical theory, circuit design, battery systems, wiring diagrams, and diagnostic procedures. Hands-on labs reinforce theoretical concepts using real-world applications in power sports vehicles.

Semester Credit: 3 credit hours (1 lecture, 4 lab)

PWS-0102 Motorcycle I **Fall/Spring**
This course introduces the operation and service of entry-level motorcycle systems, including frame types, suspension, tires, and basic controls. Emphasis is placed on hands-on training for pre-delivery inspection (PDI), routine maintenance, safety checks, and basic mechanical adjustments in a lab setting.)

Semester Credit: 2 credit hours (1 lecture, 2 lab)

PWS-0103 Marine Systems **Fall/Spring**
This course introduces students to the mechanical and electrical systems found in marine vessels, including outboard and inboard engines, fuel and cooling systems, rigging, steering, and electrical control systems. Students will perform diagnostics, repairs, and maintenance procedures using manufacturer specifications and marine service manuals.

Semester Credit: 3 credit hours (1 lecture, 4 lab)

PWS-0104 ATV I **Fall/Spring**
This course introduces students to the mechanical and electrical systems found in marine vessels, including outboard and inboard engines, fuel and cooling systems, rigging, steering, and electrical control systems. Students will perform diagnostics, repairs, and maintenance procedures using manufacturer specifications and marine service manuals.

Semester Credit: 3 credit hours (1 lecture, 4 lab)

PWS-0105 Fuel Systems **Fall/Spring**
This course covers fuel system theory, components, and service procedures for carbureted and fuel-injected engines in powersports vehicles. Students will inspect, test, clean, and adjust fuel system components using diagnostic tools and service specifications.

Semester Credit: 2 credit hours (1 lecture, 2 lab)

PWS-0201 Power Sports Electrical II **Spring/Fall**
This advanced course in power sports electrical systems focuses on complex diagnostics, computer-controlled components, CAN bus communication, and real-time troubleshooting. Students will perform in-depth electrical repairs, data interpretation, and sensor testing using diagnostic tools and OEM service information.

Semester Credit: 3 credit hours (1 lecture, 4 lab)
Prerequisite: PWS-0101

PWS-0202 Motorcycle II **Spring/Fall**
This course is a continuation of Motorcycle I with an emphasis on intermediate motorcycle systems. Topics include electrical systems, fuel delivery, intake and exhaust systems, and operational testing. Students will continue developing skills in diagnosis, service procedures, and performance inspections.

Semester Credit: 2 credit hours (1 lecture, 2 lab)
Prerequisite: PWS-0102

PWS-0204 ATV II **Spring/Fall**
This course builds upon ATV I and focuses on the electrical, fuel, cooling, and ignition systems of ATVs. Students will use diagnostic equipment to test and troubleshoot ATV subsystems. Emphasis is placed on OEM specifications, safe repair techniques, and use of service literature to perform intermediate-level maintenance and repair.

Semester Credit: 3 credit hours (1 lecture, 4 lab)
Prerequisite: PWS-0104

PWS-0205 Engine Rebuild **Spring/Fall**
This course covers the complete teardown, inspection, measurement, and reassembly of power sports engines. Students will learn about engine component function, precision measurement, specifications, and repair techniques. Focus is placed on safety, accuracy, and adherence to OEM procedures throughout the engine rebuild process.

Semester Credit: 3 credit hours (1 lecture, 4 lab)

PWS-0206 Diesel Systems in Power Sports **Spring/Fall**
This course introduces students to diesel engine theory, design, and servicing techniques in power sports and small-engine applications. Emphasis is placed on fuel injection systems, compression testing, diagnostics, emissions, and safe repair practices.

Semester Credit: 3 credit hours (1 lecture, 4 lab)

PWS-0210 Power Sports Internship **Spring/Fall**
This course provides students with real-world work experience in the power sports industry. Under the supervision of both a faculty member and an on-site employer, students apply classroom and lab knowledge in a professional environment. Emphasis is placed on safety, employability skills, technical proficiency, and workplace communication.

Semester Credit: 2 credit hours (0 lecture, 4 lab)
Prerequisite: Instructor approval and completion of core power sports coursework.

Practical Nursing

PN-0112 Intravenous Therapy for the LPN **Spring**
This course is designed to provide the student with further knowledge of the rules and regulations within the scope of practice of the Licensed Practical Nurse (LPN) set forth by state boards of nursing as it pertains to intravenous therapy. Practical experiences will include the insertion, maintenance and assessment of short peripheral intravenous catheters.

Semester Credit: 0.5 credit hours (0 lecture, 1 lab)
Prerequisite: Successful completion of PN-0116 and PN -126

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 (2 lecture, 0 lab)

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: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

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: 2 credit hours (90 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 (2 lecture, 0 lab)
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 (1 lecture, 0 lab)
Prerequisites: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

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 (2.5 lecture, 0.5 lab)
Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

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 (0 lecture, 4 lab)
Prerequisite: Admission to the Practical Nursing Program
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 (3 lecture, 0 lab)
Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

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 (2 lecture, 0 lab)
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 (2 lecture, 0 lab)
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 (2 lecture, 0 lab)
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 (2 lecture, 0 lab)
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 **By Request**
This course is designed for those students re-entering the nursing program. This is a review of lab procedures taught in PN 128-Nursing Procedures.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: PN-0128 Nursing Procedures

PN-0140 Review of Pharmacology **By Request**
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. (0.5 lecture, 0.5 lab)
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 (2 lecture, 0 lab)
Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, and PN-128 Nursing Procedures.

Psychology

PSY-0111 Academic, Mental, and Life Preparation **Fall (Even Year)**
This course provides college/life orientation skills, including basic study methods, mental development, job attainment, leadership, and team building, while emphasizing personal well-being and growth. By applying psychological theories and methods to personal and group settings, the lessons learned in this course will assist students in real-world settings, helping them become engaged and productive students, citizens, and future employees.

Semester Credit: 1 credit hours
Transferable

PSY-0112 Academic, Mental, and Life Preparation II **Spring (Odd Year)**
This course expands students' college and life skills by focusing on study strategies, cognitive development, career readiness, leadership, and teamwork. Emphasizing personal well-being and growth, students apply psychological theories and practical methods to both individual and group contexts. The course equips learners to navigate real-world challenges with greater confidence, preparing them to be engaged students, responsible citizens, and productive future professionals.

Semester Credit: 1 credit hours
Transferable

PSY-0113 Academic, Mental, and Life Preparation III **Fall (Even Year)**
This course develops essential college and life skills by exploring effective study habits, mental growth, career preparation, leadership, and collaboration. With an emphasis on holistic well-being and personal development, students use psychological concepts and applied strategies in both personal and group settings. The course prepares learners to approach real-world situations with resilience and purpose, supporting their growth as active students, thoughtful citizens, and capable future professionals.

Semester Credit: 1 credit hours
Transferable

PSY-0114 Academic, Mental, and Life Preparation IV **Spring (Odd Year)**
This course deepens students' development in key areas of college and life success, including learning strategies, cognitive awareness, career exploration, leadership, and teamwork. Centered on personal growth and overall well-being, students engage with psychological principles and practical tools that apply to both individual and collaborative environments. Through real-world application, the course encourages learners to build confidence, adaptability, and responsibility as they continue their journey as students, community members, and emerging professionals.

Semester Credit: 1 credit hours
Transferable

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 in this course include the history of psychology, research methods, psychobiology, sensation and perception, consciousness, learning, memory, cognition and intelligence, motivation and emotion, biopsychosocial development, gender and sexuality, personality, social behavior, stress and health, and abnormal behavior and therapies. The goal of this course is to nurture an understanding of basic psychological concepts, and to demonstrate how to apply these understandings to our everyday lives and experiences.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: S6900

PSY-0214 Sport Psychology **Fall/Spring**
This course will explore the theory and research regarding the psychological aspects of sport and physical activity, providing a competitive edge, while learning necessary components, such as managing stress, controlling concentration, improving confidence, increasing communication, and promotion of team harmony. Topics addressed include history of sport psychology, motor skills learning, performance enhancement, an engaging climate, coaching effectiveness, effective communication, goal setting, stress management, imagery, building confidence, controlling concentration, mindfulness, diversity competence, doping, burnout, overcoming injury, transitioning to career, motivation, leadership, and group dynamics. Application of these topics and principles are best suited for athletes, teachers, coaches, sports medicine practitioners, counselors, and administrators.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

PSY-0216 Social Psychology **Spring**
This course is an introduction to theory and research on the ways social factors influence individual and group behavior. Topics covered in this course include the self in the social context, perceiving others, stereotyping, attitudes and persuasion, conformity and obedience, group processes, attraction and relationships, helping, and aggression. Emphasis is placed on the application of social psychological principles to student's everyday life experiences, and social interactions.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Prerequisite: PSY-0211.
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: S6902

PSY-0218 Child Psychology **Fall/Spring/Summer**
This course is an examination of development from conception through adolescence. Physical, cognitive, and socioemotional development of children is covered by exploring topics such as prenatal development, cognitive development, language acquisition, learning, attachment, gender identity, play, family and peer relationships, parenting, and moral development. Students will understand how development is influenced by a myriad of factors, and how this knowledge can be used in their own lives.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Prerequisite: PSY-0211.
Transferable
IAI Code: PSY905

PSY-0220 Psychology of Human Development 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 (0 lecture, 2 lab)
Prerequisite: Concurrent enrollment with PSY 217.
Transferable

Seminar

SEM-0200 Career Decision Making **By Request**
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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)
Transferable

SW-0199 Social Work Internship **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 internship hours per semester)

SW-0222 Multicultural Practice **Spring**
This course is designed to prepare students to effectively work with individuals and groups from diverse populations groups. The course will explore the experiences of minority groups and how those impact the client/professional relationship.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable

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 (1 lecture, 2 lab)
Transferable

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 (3 lecture, 0 lab)
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 (3 lecture, 0 lab)
Transferable
IAI Code: S7901

SOC-0212 Sociology **Fall/Spring/Summer**
This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social institutions, social stratification, culture, socialization, aging, deviance, population, gender roles, social change, and collective behavior.

Semester Credit: 3 credit hours (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable

SOC-0217 Marriage and Family **Fall/Spring**
This course 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 (3 lecture, 0 lab)
Transferable
IAI Code: 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 (3 lecture, 0 lab)
Transferable
IAI Code: S7903D

Spanish

SPA-0111 Elementary Spanish I **By Request**
This course is an introductory course designed to facilitate beginning conversation. SPA 111 emphasizes grammar skills in the context of reading, writing, speaking, and listening. Latino history and culture will also be introduced.

Semester Credit: 4 credit hours (4 lecture, 0 lab)
Transferable

SPA-0112 Elementary Spanish II **By Request**
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 (4 lecture, 0 lab)
Prerequisite: SPA-0111 with a C or better
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 (3 lecture, 0 lab)
Transferable
IAI Code: C2900

SPC-0124 Theatre Appreciation **Fall/Spring/Summer**
An introductory survey of theatre 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 (3 lecture, 0 lab)
Transferable
IAI Code: F1907

SPC-0210 Interpersonal Communication **Fall/Spring/Summer**
Interpersonal Communication 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 (3 lecture, 0 lab)
Transferable

Trades

TRA-0101 Introduction to the Trades **Fall/Spring/Summer**
This course provides an overview of various skilled trades, their historical significance, and the essential job and life skills needed for success in these fields. Students will explore different trades, understand the role of unions, and develop practical skills for career advancement through in-class activities, guest speakers, and field trips to job sites and training facilities. Students will engage in career exploration and planning.

Semester Credit: 2 credit hours (2 lecture, 0 lab)

TRA-0120 Blueprint Reading **Fall/Spring/Summer**
This course is designed to teach students how to read prints used both in commercial and residential properties. Students will be introduced to the basic areas of drawing, organization, construction math, use of measuring tools, reading specifications and architectural drawings.

Semester Credit: 3 credit hours (3 lecture, 0 lab)

Truck Driving

TDR-0166 Truck Driving (Workforce Training) **Fall/Spring/Summer**
This course is designed to familiarize students with all aspects of safe tractor-trailer operation. The course is industry-based and focused on practical workforce preparation. Students will be prepared to take the state CDL exam at the completion of the course. Enrollment in this course may not qualify for all forms of financial aid.

Semester Credit: 12 credit hours (2 lecture, 20 lab, 160 clock hours)

TDR-0167 Truck Driver/CDL Refresher **Fall/Spring/Summer**
This course is designed to evaluate the abilities of individuals who currently hold or have previously held a commercial driver's license (CDL) and to provide additional training where necessary. The course is intended for individuals seeking to renew a CDL or to meet current federal training requirements.

Semester Credit: 0.5 credit hours (0 lecture, 1 lab)
Prerequisite: Valid driver's license

TDR-0176 Truck Driving **Fall/Spring/Summer**
This course is designed to familiarize the student with all aspects of safe tractor-trailer operation. Students will be prepared to take the state CDL exam at the completion of the course.

Semester Credit: 14 credit hours (8 lecture, 12 lab, 300 clock hours)

TDR-0198 Truck Driving Internship **Fall/Spring/Summer**
This course is designed to give the student supervised over-the-road driving experience.

Semester Credit: 2 credit hours (150 internship hours per semester)
Prerequisite: TDR-0176.

Welding

WEL 0101-Introduction to Welding **Fall/Spring/Summer**
This competency-based course serves as an introduction to the fundamentals of welding, equipping students with essential skills in utilizing hand and power tools commonly employed in welding, including shielded metal arc and gas metal arc welding equipment. Through theoretical instruction and practical application, students will develop proficiency in identifying various joint types, describing welding polarities and processes, utilizing measuring devices, applying basic electrical concepts to welding, and executing welding techniques such as welding a flat bead with a 6013 rod. Additionally, students will learn to set up welding equipment safely and efficiently.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)

WEL-0102 Metal Cutting Processes **Fall/Spring/Summer**
Metal Cutting Processes is a competency-based course designed to provide students with practical experience and proficiency in various metal cutting techniques. This class focuses on the performance of oxygen hand torch cutting, track torch cutting, plasma cutting, and carbon are gouging operations. Students will learn to follow industry standards for cutting processes, demonstrate safety precautions, select and set up equipment, prepare workspaces, and handle workpieces effectively. Through practical exercises, students will cut coupons in different materials and thicknesses, ensuring smooth edges and proper detachment from the base metal. Additionally, students will develop skills in gouging operations, including setting up the carbon electrode, controlling gouge depth, and inspecting for defects.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: WEL-101 or demonstration of requisite competencies.

WEL-0103 Metal Working Tools **Fall/Spring/Summer**
Metal Working Tools is a competency-based course focusing on the safe and effective operation of hand and power tools commonly used in the welding trade. Students will learn to complete job safety and environmental analyses for metal working tools, identifying potential hazards, recommending safe job procedures, and selecting appropriate personal protective equipment (PPE). Through practical skill demonstrations, students will develop proficiency in using metal working tools while adhering to safety protocols, performing visual inspections, wearing proper PPE, and utilizing tool safeguards to ensure a safe working environment.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: WEL-0102

WEL-0104 Introduction to Inspection for Welders **Fall/Spring/Summer**
Introduction to Inspection for Welders is a competency-based course designed to equip students with the knowledge and skills necessary to examine workpieces for defects in accordance with industry standards. This course aligns with the AWS SENSE Level 1 and Level 2 criteria, ensuring that students meet industry-recognized national education standards. Students will learn to use inspection tools and equipment for visual examination, including fillet gauges and magnifying lenses. Additionally, students will develop proficiency in visually inspecting welds for size, process, and discontinuities or defects, utilizing correct measuring tools, checking weld dimensions, identifying visual weld defects, and distinguishing visually satisfactory welds.

Semester Credit: 1 credit hour (1 lecture, 0 lab)
Prerequisite: WEL-103 or demonstration of requisite competencies.

WEL-0105 Gas Metal Arc Welding I **Fall/Spring/Summer**
Gas Metal Arc Welding I is a competency-based course that covers the fundamentals of GMAW (MIG) welding. Students acquire hands-on experience with welding, focusing on creating precise welds in flat, vertical, and overhead positions. Successful students will score 80% or above on the Visual Weld Rubric for all competencies.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-0103 or demonstration of requisite competencies.

WEL-0106 Gas Metal Arc Welding II **Fall/Spring/Summer**
Gas Metal Arc Welding II is a competency-based course aimed at enhancing students' proficiency in gas metal arc welding (aka GMAW or 'MIG') techniques. Students will focus on performing groove welds using the GMAW welding process in various positions, including flat, vertical, and overhead, with the assistance of a backing strip. Successful students will score of 80% or above on the Visual Weld Rubric and meet all criteria on the Bend Test Rubric for each welding position.

Semester Credit: 1 credit hour (0.5 lecture,1 lab)
Prerequisite: WEL-105 or demonstration of requisite competencies.

WEL-0107 Gas Metal Arc Welding III **Fall/Spring/Summer**
Gas Metal Arc Welding III is a competency-based course focusing on advanced techniques in gas metal arc welding (aka GMAW or 'MIG'). Students will develop proficiency in welding T-plates with the FCAW dual shield process in all positions and performing groove welds using the same process in all positions. Successful students will achieve a score of 80% or above on the Visual Weld Rubric for each weld position and meet all criteria on the Bend Test rubric for all groove welds.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-106 or demonstration of requisite competencies.

WEL-0108 Shielded Metal Arc Welding I **Fall/Spring/Summer**

Shielded Metal Arc Welding II is a competency-based course focusing on advancing students' skills in shielded metal arc welding (aka SMAW, 'stick' or more broadly 'arc'). Throughout this course, students will learn to weld T-plates in various positions using a 7018 electrode. This includes welding in the flat, vertical, and overhead positions. Successful students will learn to execute quality welds with the 7018 electrodes across different welding positions.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-103 or demonstration of requisite competencies.

WEL-0109 Shielded Metal Arc Welding II **Fall/Spring/Summer**

Shielded Metal Arc Welding II is a competency-based course focusing on advancing students' skills in shielded metal arc welding (aka SMAW, 'stick' or more broadly 'arc'). Throughout this course, students will learn to weld T-plates in various positions using a 7018 electrode. This includes welding in the flat, vertical, and overhead positions. By the end of the course, students will demonstrate proficiency in executing quality welds with the 7018 electrodes across different welding positions.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-108 or demonstration of requisite competencies.

WEL-0110 Shielded Metal Arc Welding III **Fall/Spring/Summer**

Shielded Metal Arc Welding III is a competency-based course designed to further develop students' skills in shielded metal arc welding (aka SMAW, 'stick' or more broadly 'arc'). Throughout this course, students will focus on welding T-joints in the 4F position using a 6010 electrode. This includes welding 4F, 3B, and 6B T-joints with the specified electrode. successful students will achieve a score of 80% or above on the Visual Test Rubric for each weld.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-0109 or demonstration of requisite competencies.

WEL-0111 Introduction to Metallurgy **Fall/Spring/Summer**

Introduction to Metallurgy is a competency-based course designed to provide students with a foundational understanding of metallurgical principles and practices relevant to the welding industry. Throughout this course, students will learn to differentiate between ferrous and non-ferrous materials, understand the distinctions between hot-rolled and cold-rolled materials, explain the production processes of iron, steel, and cast iron, differentiate between heat treatment processes used in welding, and perform a spark test to identify metals. Successful students will pass written tests and demonstrate their comprehension of the application of metallurgical concepts.

Semester Credit: 1 credit hour (1 lecture, 0 lab)
Prerequisite: WEL-103 or demonstration of requisite competencies.

WEL-0112 Shielded Metal Arc Welding IV **Fall/Spring/Summer**

Shielded Metal Arc Welding IV Is a competency-based course aimed at further advancing students' skills in shielded metal arc welding (SMAW, 'stick' or more broadly 'arc' welding). Throughout this course, students will focus on various welding techniques. including welding a flat bead-on-plate, a 68 T-Joint in the 2F position, a 6-bead weld in the 3F position, and a 6 bead T-joint in the 4F position, all using a 7018 electrode. Successful students will achieve a score of 80% or above on the Visual Test Rubric for each competency.

Semester Credit: 1 credit hour (0.5 lecture,1 lab)
Prerequisite: WEL-0110

WEL-0113 Shielded Metal Arc Welding V **Fall/Spring/Summer**

Shielded Metal Arc Welding V is a competency-based course focused on advancing students' proficiency in shielded metal arc welding (SMAW, 'stick' or more broadly 'arc' welding) techniques. Throughout this course, students will learn to perform groove welds in the 1G and 2G positions with a backing strip using a 7018 electrode. Additionally, students will practice welding lap joints in the 2F and 3F positions using the same electrode. Successful students will achieve a score of 80% or above on the Visual Test Rubric for each weld.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-112 or demonstration of requisite competencies.

WEL-0114 Shielded Metal Arc Welding VI **Fall/Spring/Summer**

Shielded Metal Arc Welding VI is an advanced competency-based course focusing on refining students' skills in shielded metal arc welding (SMAW, 'stick' or more broadly 'arc' welding). Students will learn to perform groove welds in the 3G and 4G positions with a backing strip, using a 7018 electrode. Additionally, students will practice welding lap joints in the 4F position with the same electrode. Successful students will achieve a score of 80% or above on the Visual Test Rubric for each competency.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-113 or demonstration of requisite competencies.

WEL-0115 Shielded Metal Arc Welding VII **Fall/Spring/Summer**

Shielded Metal Arc Welding VII is an advanced competency-based course designed to enhance students' proficiency in shielded metal arc welding (SMAW, 'stick' or more broadly 'arc' welding) techniques. In this course, students will learn to perform groove welds in the 1G and 2G positions using a 6010 electrode for the open root, followed by a 7018 electrode for the hot pass fill and cap. Successful students will achieve a score of 80% or above on the Visual Test Rubric and pass all criteria on the Bend Test Rubric for each competency.

Semester Credit: 1 credit hour (0.5, lecture, 1 lab)
Prerequisite: WELL-114 or demonstration of requisite competencies.

WEL-0116 Shielded Metal Arc Welding VIII **Fall/Spring/Summer**

Shielded Metal Arc Welding VIII is an advanced competency-based course focusing on refining students' skills in SMAW groove welding. Students will learn to perform groove welds in the 3G and 4G positions using a 6010 electrode for the open root, followed by a 7018 electrode for the hot pass fill and cap. Successful students will achieve a score of 80% or above on the Visual Test Rubric and pass all criteria on the Bend Test Rubric for each competency.

Semester Credit: 1 credit hour (0,5 lecture, 1 lab)
Prerequisite: WELL-115 or demonstration of requisite competencies.

WEL-0117 Pipe Welding I **Fall/Spring/Summer**

Pipe Welding I is a competency-based introduction to the fundamentals of pipe welding techniques. Students will learn fundamental skills for pipe welding, including setup procedures, stacking beads on pipes in multiple positions, and beveling pipes. Successful students will demonstrate mastery at safety precautions, equipment setup, pipe preparation, welding techniques, and visual inspection techniques relevant to pipe welding.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WELL-116 or demonstration of requisite competencies

WEL-0118 Pipe Welding II **Fall/Spring/Summer**

Pipe Welding II is a competency-based course that builds upon the foundational skills learned in Pipe Welding I. This course focuses on advanced pipe welding techniques using the Shielded Metal Arc Welding (SMAW) process. Students will learn to perform groove welds on pipes in various positions, including 2G, 5G, and 6G positions. Successful students will demonstrate proficiency in welding techniques for each position.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
WELL-117 or demonstration of requisite competencies.

WEL-0119 Pipe Welding III **Fall/Spring/Summer**

Pipe Welding III is a competency-based course designed to further develop students' skills in pipe welding using the Shielded Metal Arc Welding (SMAW) process. This course focuses on welding techniques for four-inch-thick wall pipes in various positions, including 2G, 5G, and 6G positions. Successful students will demonstrate proficiency in groove welding on these pipes in each position.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WELL-118 or demonstration of requisite competencies.

WEL-0121 Pipe Welding IV **Fall/Spring/Summer**

Pipe Welding IV is a competency-based course focused on advanced techniques in pipe welding. Students will learn to perform groove welds on two-inch diameter pipes in various positions, including 2G 5G, and 6G. Successful students will demonstrate proficiency in groove welding on pipes to industry standards.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-119 or demonstration of requisite competencies

WEL-0122 Maintenance Welding **Fall**

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 (1 lecture, 4 lab)

WEL-0123 Arc Welding I **Fall**

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 (1 lecture, 4 lab)

WEL-0124 Arc Welding II and Low Hydrogen **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 (2 lecture, 6 lab)
Prerequisite: Complete WEL-0123 with a minimum grade of C.

WEL-0125 Gas Metal Arc Welding **Fall**
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 (1 lecture, 4 lab)

WEL-0128 Pipe Welding **Spring**
This course is designed to teach up-hill and down-hill pipe welding fixed position.

Semester Credit: 3 credit hours (1 lecture, 4 lab)
Prerequisite: WEL-0124 must be taken previous or concurrently with WEL 0128.

WEL-0129 Tig Welding **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 (1 lecture, 2 lab)

WEL-0131 Blueprint Reading for Welding **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 (3 lecture, 0 lab)
Prerequisite courses: Take MAT-0121 with a minimum grade of C.

WEL-0160 Introduction to Welding **Fall**
Instruction is given on common cutting processes, basic setups and equipment and welding safety.

Semester Credit: 3 credit hours (1 lecture, 4 lab)

WEL-0164 Gas Tungsten Arc Welding I **Fall/Spring/Summer**
Gas Tungsten Arc Welding I is a competency-based course focusing on the fundamentals of GTAW (aka TIG) welding. Students will learn to create flat beads on a plate, perform tie-ins, and weld T-plates in a flat position using GTAW on carbon steel. Successful students will score an 80% or above on the Visual Test Rubric for each competency.

Semester Credit: 1 credit hour (0.5 lecture, 1 lab)
Prerequisite: WEL-103 or demonstration of requisite competencies.

WEL-0165 Gas Tungsten Arc Welding II **Fall/Spring/Summer**
Tungsten Arc Welding II is a competency-based course that builds upon the foundational skills learned in Gas Tungsten Arc Welding I. Students will focus on welding T-plates in vertical and overhead positions using GTAW on carbon steel. Successful students will score an 80% or above on the Visual Test Rubric for each competency.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: WEL-164 or demonstration of requisite competencies.

WEL-0167 Gas Tungsten Arc Welding III **Fall/Spring/Summer**
Gas Tungsten Arc Welding III is a competency-based course designed to advance students' skills in GTAW welding on carbon steel. Students will learn to perform groove welds in various positions, including 1G, 2G, 3G, and 4G. Successful students will score an 80% or above on the Visual Test Rubric and pass all criteria on the Bend Test Rubric for each competency.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: WEL-165 or demonstration of requisite competencies.

WEL-0168 Blueprint Reading I **Fall/Spring/Summer**
Blueprint Reading I is a competency-based course designed to equip students with the fundamental skills needed to interpret welding symbols commonly found in blueprints and technical drawings. Through theoretical instruction and practical exercises, students will learn to identify various welding symbols, understand the significance of each component within a welding symbol, determine the correct side of the joint for welding, recognize the type of joint preparation required, and identify the appropriate welding process specified in the welding symbol. Successful students will demonstrate the ability to identify the most common weld symbols used in blueprints.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

WEL-0169 Blueprint Reading II **Fall/Spring/Summer**

Blueprint Reading II is a competency-based course aimed at enhancing students' abilities to interpret and understand engineering drawings commonly used in welding projects. Successful students will demonstrate the ability to identify parts from a print, calculate missing dimensions, Interpret the size of parts and features, and Interpret angular measurements.

Semester Credit: 1 credit hour (0 lecture, 2 lab)
Prerequisite: WEL-0168 or demonstration of requisite competencies.

WEL-0170 Blueprint Reading III **Fall/Spring/Summer**

Blueprint Reading III is a competency-based course designed to equip students with the skills necessary to analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets essential for completing welding projects. Successful students will demonstrate the ability to read a welding blueprint by identifying key components such as the title block, bill of materials, and revision block. Additionally, successful students will describe the types of information found in these components and develop a cut list based on the information provided in a bill of materials.

Semester Credit: 1 credit hour (1 lecture, 0 lab)

CONTINUING EDUCATION COURSE DESCRIPTIONS

Business

BUS-0041 Purchasing Process Management **By Request**
(No Course Description)

Semester Credit: .50 credit hours (7.5/8 lecture hours and 15 lab hours per semester)

Cosmetology

COS-0210 Advanced Nail Technology Practices **Fall/Spring/Summer**
This course is intended for licensed individuals currently seeking more knowledge and practical skill building in Nail Technology. This course is an in-depth review of the science and practice of Nail Technology. The content will include methods and procedures of practical chemical application and efficacy, nail treatments, acrylic applications, use of electric drills, UV gel enhancements, spa treatments, nail wraps and repair. General business discussion, interpersonal relations, sanitation and decontamination will also be reviewed.

Semester Credit: 1 credit hour (0 lecture, 2 lab)

COS-0211 Advanced Esthetics Practices **Fall/Spring/Summer**
This course is intended for licensed individuals currently seeking more knowledge and practical skill building in Esthetics. This course is an in-depth review of the science and practice of Esthetics. The content will include methods and procedures of practical chemical application and efficacy, skin treatments, make up applications, use of modalities, acne treatment, anti-aging, skin lifting and tightening, general business discussion, interpersonal relations, sanitation and decontamination.

Semester Credit: 1 credit hour (0 lecture, 2 lab)

COS-0212 Advanced Cosmetology Practices **Fall/Spring/Summer**
This course is intended for licensed individuals currently seeking more knowledge and practical skill building in Cosmetology. This course is an in-depth review of the science and practice of Cosmetology content. The content will include methods and procedures of practical chemical application and efficacy, color applications, texture services, nail enhancements, spa treatments, skin care and use of modalities. General business discussion, interpersonal relations, sanitation and decontamination will also be reviewed. Topic content is with content specializing in each area, Skin, Nails, Hair, Business trends.

Semester Credit: 1 credit hour (0 lecture, 2 lab)

COS-0231 Cosmetology Continuing Education **Fall/Spring**
This course is an in-depth study of problems, special projects or topics in the Cosmetology and Cosmetology related industry areas within the scope of practice covered under licensure. The exact content will vary from class to class depending on the subject studied.

Semester Credit: 1 credit hour (0.5 lecture, 0.5 lab)

Prerequisite(s): Attendee must have a Cosmetology License, Cosmetology Teacher's License, Esthetics License, Esthetics Teacher's License, Nail Technology License, Nail Technology Teacher's License, Barber License, or Barber Teacher License. This class is also open to students currently enrolled in a Cosmetology, Esthetics, or Nail Technology program.

Emergency Medical Services (EMS)

EMR-0118 First Responder – EMR **Fall/Spring**
This eight (8) week course is designed to provide students with the basic knowledge and skills to identify and treat life threatening emergencies prior to the arrival of an ambulance. This course will focus on obtaining patient histories and baseline vital signs, applying bandages, splints, and providing oxygen therapy.

Semester Credit: 4 hours – 4 lecture hours per week (60 lecture hours per semester)
Prerequisite(s): Current AHA BLS/Healthcare Provider Card

EMT-0160 Emergency Medical Technician-Basic **Fall/Spring**
This one semester course is designed to provide the student with techniques of emergency care and transition of the sick and injured. Emphasis is placed on the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, resuscitation and defibrillation, techniques of using emergency medications, and incident management.

Semester Credit: 10 credit hours (120 lecture hours and 60 lab hours per semester)
Prerequisite(s): Current AHA BLS/ Healthcare Provider Card

Food Sanitation

FOS-0121 Food Service Sanitation & Safety **Fall/Spring/Summer**
This course is a study of the principles involved in maintaining sanitary standards to protect the consumer from food-borne illness in food service establishments. One main objective is to enable the student to pass the Illinois Department of Public Health Sanitation Exam.

Semester Credit: .5 credit hours (7.5 lecture hours per week)

Highway Construction Careers Training Program

HCC-0100 Bridge and Highway Carpentry **Special Admission**
This course will introduce the student to the basic processes, terminology, procedures and building components utilized in Bridge and Highway Carpentry. The course facilitates classroom learning with actual field applications.

Semester Credit: 2.5 credit hours (7.5 lecture hours and 60 lab hours per semester)

HCC-0101 Concrete Techniques **Special Admission**
This course will introduce students to concrete, its history, properties and components. The course facilitates classroom learning with actual field applications.

Semester Credit: 2.5 credit hours (7.5 lecture hours and 60 lab hours per semester)

HCC-0102 Mathematics for the Trades **Special Admission**
The purpose of this course is to provide the student the practical mathematics skills needed in a wide variety of trade, technical and other occupational areas. The primary focus is to provide practical help with real math, beginning at each student's individual level of ability. The course allows for attention to on-the-job skills, by using a variety of real problems and situations.

Semester Credit: 3 credit hours (45 lecture hours per semester)

HCC-0103 Advanced Mathematics for Trades **Special Admission**
The purpose of this course is to provide the student the practical mathematics skills needed in a wide variety of trade, technical and other occupational areas. This course introduces the student to Plane Geometry, Solid Figures and Triangle Trigonometry and its practical application to on-the-job problems and situations.

Semester Credit: 2 credit hours (30 lecture hours per semester)

HCC-0104 Job and Life Skills **Special Admission**
The purpose of this course is to provide the student with the personal skills necessary to gain employment in today's competitive job market. Emphasis is placed on jobs within the construction industry field.

Semester Credit: 3 credit hours (45 lecture hours per semester)

HCC-0105 Advanced Job Skills **Special Admission**
The purpose of this course is to provide the student with the job/life skills necessary to be successful in the workplace. Emphasis is placed on the personal skills necessary to work in the team environment of the highway construction trades.

Semester Credit: 3 credit hours (45 lecture hours per semester)

HCC-0106 Practical Lab **Special Admission**
The course is intended to provide students with the opportunity to apply the skills and knowledge learned in HCCTP courses to a professional working environment.

Semester Credit: 4 credit hours (120 lab hours per semester)

HCC-0107 Advanced Practical Lab **Special Admission**
This course is intended to provide students with the opportunity to apply the skills and knowledge learned in HCCTP course to a professional, working environment.

Semester Credit: 4 credit hours (120 lab hours per semester)

HCC-0108 Introduction to Workplace Safety **Special Admission**
This course will introduce the student to workplace safety, health, and inspection. Throughout this course the student will learn what workplace safety is, why it is important and how it affects a business. The basic areas of
workplace safety are discussed, including office safety, workplace hazards, and other areas. The student will learn preventative measures to create a safer work environment. Students will participate in OSHA-10 and other safety training.

Semester Credit: 1 credit hour (15 lecture hours per semester)

Industry

HST-0112 The Head Start Experience **By Request**
"The Head Start Experience" is designed to provide an in-depth working knowledge of the basic services of Head Start. The three areas of the Head Start performance standards are introduced: child development and health services, family and community partnerships, and program management and design. This course is designed to be preparatory for employment within a Head Start program.

Semester Credit: 3 credit hours (45 lecture hours per semester)

HST-0115 Head Start-Child Development Associate I **By Request**
Head Start - CDA I is designed to provide information regarding the Child Development Associate (CDA) Credential to Head Start employees. Information presented will include information about the CDA credentialing process for center and home-based staff, and family daycare providers. This course is designed to prepared students for starting the CDA process and will include a review of the CDA Competency Goals in preparation for the student's CDA assessment. It is also designed to improve Head Start staff's job skills.

Semester Credit: 3 credit hours (45 lecture hours per semester)

HST-0116 Head Start CDA Practicum & Portfolio Preparation **By Request**
The "Head Start - CDA Practicum and Portfolio Preparation" course is designed to prepare Head Start teachers/staff for the final steps of the CDA Verification Visit process. This course includes a 240-hour teaching practicum in the CDA Candidate's classroom. This can be either an infant or toddler or preschool classroom. The 240 hours of supervised teaching practicum with young children will give the student an opportunity to apply knowledge of child development theory and principles of developmentally appropriate care and education. The student will assist the supervising teacher with guiding children, implementing activities, and maintaining a healthy, safe, attractive, and stimulating learning environment. The student will incrementally take over increased responsibility for all classroom management, curriculum, family communication, routines, schedules, and supervision of children to be able to act as the lead teacher to prepare for the CDA Verification Visit Observation. The CDA Candidate Student will complete all components of the CDA Professional Portfolio. The CDA Candidate will participate in a minimum of 1 classroom teaching observation and interview.

Semester Credit: 5 credit hours (30 lecture hours and 90 lab hours per semester)

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-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-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-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-0154 CPR Instructor Renewal
This course is designed for participants that have a current BLS for Healthcare Provider instructor or Heartsaver Instructor Card. It is designed to ensure ongoing instructor competency in the performance of basic life support skills and delivery of educational programs specific to the American Heart Association. The course includes updates of materials and guideline changes as well. The course reviews training center procedures. Instructors must complete skills testing and instructor demonstration.

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 anyone 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-0156 Marketing for Industry
Skills to improve exposure of your business. Learn about print advertising, online advertising, email marketing, yelp, etc.

IND-0157 Social Media for Industry
Learn the basics of the new and latest social media trends for your business such as Facebook, Pinterest, Twitter, Etsy, etc.

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-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-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-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-0204 Mine Safety & Health Administration
This course is designed to educate students on MSHA policy and procedures. MSHA carried out the mandates on the Mine Act (1977) at all mining and mineral processing operations in the United States.

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-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-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-0263 Advanced Microsoft Word
A study and hands-on use of the advanced functions of Microsoft Word.

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-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.

Policy

PA-0100 Governance High Performing College Board **By Request**
Designed for College Trustees, this introductory course offers trustees the opportunity to apply policy-governance principles in ways that empower academic institutions to be creative, productive, and responsive to both student and community needs. During this course, trustees will: examine the operational best practices employed by widely recognized Boards; learn the fundamentals of effective Board-level decision-making that are consistent with Higher Learning Commission expectations; and explore ways to integrate institutional values into policy statements that produce impactful outcomes for their students. Finally, trustees will learn techniques for enhancing institutional accountability by linking exemplary policy development practices with meaningful fiduciary oversight activities.

Semester Credit: 0.5 credit hour (8 lecture hours per semester)

PA-0101 Policy Development **By Request**
This course guides College Trustees through the creation of board-level policy statements using a policy governance framework. Emphasis is placed on creating an institutional accountability structure that provides the Board with appropriate administrative oversight while empowering the College's administration to be creative and
responsive to both student and community needs. This course covers Ownership Responsibility, Board Holism, Board Operations, Bylaw Development, Strategic Outcome (END) Policy Development, Accountable Delegation Policy Development, Separating Board Policy from Administrative Policy, Techniques for Limiting Executive Authority, Executive Limitation Policy Development, Principle of Reasonable Interpretation, and Development of a Monitoring & Reporting Structure that Encourages College Performance Excellence.

Semester Credit: 2 credit hours (30 lecture hours per semester)

PA-0102 Applications of Policy Governance **By Request**
This course provides College Trustees with the opportunity to apply effective decision-making practices, within a policy-governance structure, to common matters of Board concern. By applying existing policy to extensive case studies, Trustees will sharpen their skills at interpreting and refining Board policy language to clarify expectations of institutional performance. College Trustees will consider scenarios such as Board Role in Program Selection, Failure of Administration to Address Reporting Expectations, Who Makes Unpopular Choices, Trustee Request for
Information & Reports, Board Role in Vendor Selection, Board-Employee Communication, Board Role in Employee Disputes, Clarifying Expectations for Strategic Outcomes, Trustee Expertise in Operational Areas, and Establishing Boundaries on Operational Practices through Executive Limitations.

Semester Credit: 0.5 credit hour (7.5 lecture hours per semester)

Truck Driving

TDR-0167 Truck Driver/CDL Refresher (By Request) **Fall/Spring/Summer**
This course is designed to evaluate the abilities of persons who possess current commercial driver's license (CDL) and to provide additional training where necessary.

Semester Credit: .5 credit hours (1 lab hour per week)
Prerequisite: Must possess current CDL and copy of current DOT physical

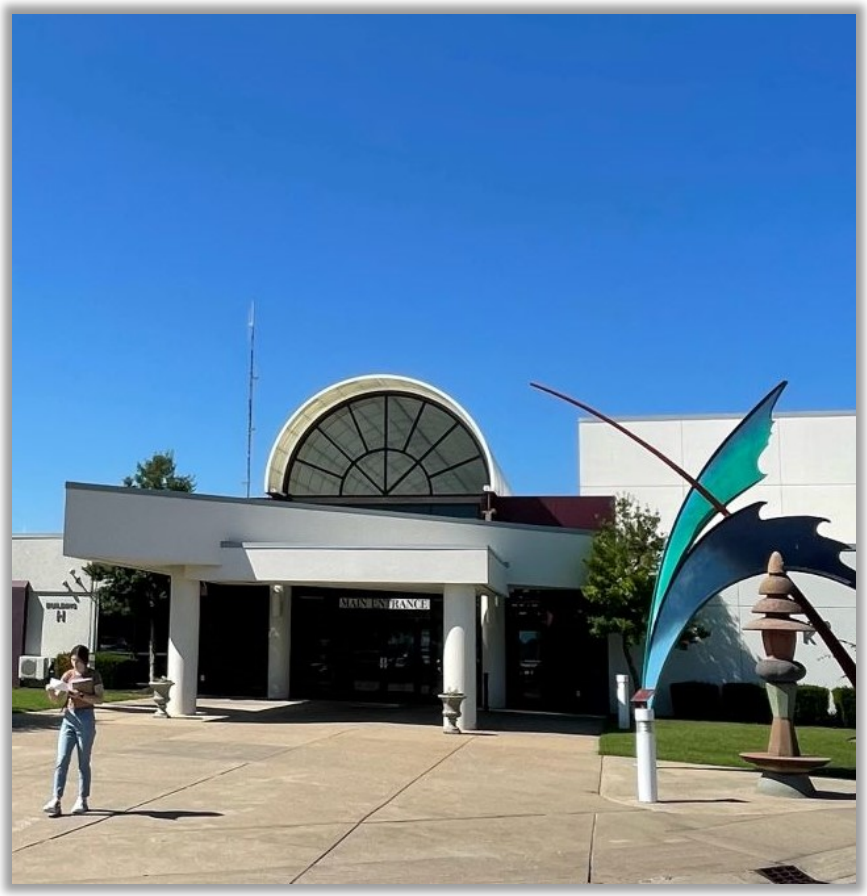
TDR-0166 Truck Driving (By Request) **Fall/Spring/Summer**
This course is designed to familiarize the student with all aspects of safe tractor-trailer operation. Students will be prepared to take the state CDL exam at the completion of the course.

Semester Credit: 6 credit hours (1 lecture, 10 lab)

TDR-0177 Hazardous Materials **Fall/Spring**
This course prepares students to obtain their hazardous materials endorsement through introduction to the hazardous materials regulations as defined in the Code of Federal Regulations. All hazmat employees must receive training that includes general awareness/familiarization training, function-specific training, safety training, and security awareness training prior to obtaining the endorsement.

Semester Credit: 1 credit hour (15 lecture hours per semester)

FACULTY AND STAFF



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