

**Shawnee**  
Community College

2013-2015 Catalog

**Shawnee Community College  
On-Line Catalog Changes**

**ATTENTION!**

**The following is a list of changes that have been made to the Shawnee Community College 2013-2015 On-line Catalog. Please remember that the On-line catalog is the OFFICIAL catalog of the college.**

**Course Credit/Lecture/Lab Hour Changes:**

Course	Old			New			Effective Date
	Credit Hours	Lecture	Lab	Credit Hours	Lecture	Lab	
HAC 130 – Commercial Refrigeration I	4	3	2	3	2	2	8-4-14
HAC 230 – Commercial Refrigeration II	2	2	0	3	2	2	8-4-14
WEL 124 – Arc Welding II & Low Hydrogen	5	2	6	4	2	4	1-5-15

**Course Prefix/Number/Title Changes:**

Old	New	Effective Date
HAC 114 – Commercial Refrigeration	HAC 130 – Commercial Refrigeration I	8-4-14
HAC 213 – Advanced Controls & Circuitry	Advanced Electrical Controls & Circuitry	
HAC 230 – Commercial Refrigeration	Commercial Refrigeration II	
SW 199 – Social and Human Support Services Internship	Social Work Internship	8-4-14

**Curriculum Title Changes:**

Old	New	Effective Date
COM 2251 – Computer Forensics and Investigations	Cyber Security & Computer Forensics	8-1-14
HAC 2236 – Heating/Air Conditioning Fabrication	Heating/Ventilation/AC/Refrigeration	8-4-14
SST 2201 – Social & Human Support Services	Social Work	8-1-14

**Curriculum Hour Changes:**

Curriculum	Old	New	Effective Date
COM 2251 – Computer Forensics and Investigations	27	29	8-1-14
IMS 2107 – Office Assistant		31	8-1-14
IMS 2108 – Information Processing		33	8-1-14
IMS 2209 – Information Processing Technology		68	8-1-14
SEC 2207 – Administrative Assistant		63	8-1-14
WEL 2147 – Combination Welding	32	30	1-6-14
WEL 2192 – Arc Welding	6	7	1-5-15
WEL 2193 – Gas Welding	4	6	1-5-15
WEL 2194 – Tig Welding	3	5	1-5-15
WEL 2195 – Pipe Welding	4	6	1-5-15
WEL 2196 – Mig Welding	4	6	1-5-15

**New Courses:**

<b>Course</b>	<b>Credit</b>	<b>Lecture</b>	<b>Lab</b>	<b>Effective Date</b>
ART 221 – Sculpture I	3	2	2	6-4-14
COM 246 – Introduction to Cyber Security	3	2	2	8-1-14
ELT 112 – General Class Amateur Radio	2	1	2	8-4-14

**Miscellaneous Changes:**

Removed:       BUS 2212 – Information Processing-Management  
                  IMS 2205 – Legal Administrative Assistant  
                  IMS 2206 – Medical Administrative Assistant

# SHAWNEE COMMUNITY COLLEGE 2013-2015 CATALOG

Volume XXVIII



## *Our Mission*

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

**Shawnee Community College**  
8364 Shawnee College Road  
Ullin, Illinois 62992

**(618) 634-3200**  
**(618) 634-3300 (fax)**  
**(800) 481-2242**

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

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

Cairo Extension Center  
1400 Commercial  
Cairo, IL 62914  
(618) 734-3660

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

**Member of:**

**The Higher Learning Commission**  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504



**Recognized by:**

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

**An Institutional Member of:**

**Southern Illinois Collegiate Common Market**

*Student Centered, Community Connected*

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## DIRECTIONS TO SCC

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

### To get to Shawnee Community College from:

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

**Charleston, MO**, travel on I-57 north past Cairo, IL to Ullin exit 18 (approximately 35 miles total). Turn right (east) at exit 18. Shawnee College is approximately 6 miles due east on your right.

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

**From Cape Girardeau, MO**, cross the Cape Bridge at the "T-Stop" turn left onto IL. Rt. 3 north. Travel north on Rt. 3 to the Shawnee Elementary School-South. Turn right at the school. This road is the "Grapevine Trail." Follow the trail 14 miles until you reach Tamms. At Tamms, cross the railroad tracks and make an immediate left. Follow to the Stop sign. This is Rt. 127. Turn left onto Rt. 127 (north). Travel 2.5 miles to the Ullin-Tamms blacktop. There is a green sign indicating Ullin 4 miles. Turn right onto the Ullin-Tamms blacktop. When you enter Ullin, you will cross the railroad tracks. Turn immediately to your right. When you come to the stop sign, turn right onto Rt. 51 (south). You will travel only 1/4 mile until you reach the sign indicating I-57 and Shawnee Community College. Turn left. Travel east on this road 8 miles. Shawnee is on the right.

## BOARD OF TRUSTEES

**Cathleen Belcher**, Chairperson  
Union County

**Dr. Manul Goins**, Vice Chairperson  
Johnson County

**Chris Boyd**, Secretary/ICCTA Alternate Delegate  
Union County

**Steve Heisner**, Assistant Secretary  
Pulaski County

**Don E. Patton**, ICCTA Delegate  
Alexander County

**Randall Rushing**  
Massac County

**Maxine Russell**  
Massac County

# ADMINISTRATION

**Dr. Tim Bellamey**  
President

**Vickie Artman**  
Vice President of Instructional Services

**Jipaum Askew-Robinson**  
Vice President of Student and Administrative Services

**Tiffiney Ryan**  
Chief Financial Officer

**Dedria Blakely**  
Dean of Student Administrative Services

**Jean Ellen Boyd**  
Dean of Instructional Services

**Pamela Barnes**  
Director of Institutional Research

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

**Chris Clark**  
Director of Management Information Systems

**James Darden**  
Dean of Adult Education and Alternative Instruction

**Mike Fitzgerald**  
Director of Anna Extension Center/Athletics

**Denise Griffith**  
Director of Nursing

**Deborah Johnson**  
Director of Educational Talent Search

**Don Koch**  
Facilities Director

**Amber Suggs**  
Director of Student Support Services

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

**Gwen Watts**  
Director of Cairo Extension Center/Advisor

**Faye Joyner-Keene**  
Director of Metropolis Extension Center

**Brandy Woods**  
Director of Business Services



**SHAWNEE COMMUNITY COLLEGE**  
**2013-2015 CALENDAR**

**FALL SEMESTER 2013**

Registration Begins.....	April 8, 2013
Faculty In-Service.....	August 12
Instruction Begins.....	August 14
Registration Closes.....	August 14
Last Day to Add Regular Start Classes.....	August 15
Last Day to Drop Without Financial Penalty.....	August 23
Holiday.....	September 2
Late Start Instruction Begins.....	September 16
Mid-Semester.....	October 9
Regional Educators' Institute (no classes).....	October 11
Holiday.....	October 14
SCC Day (no classes).....	October 15
Last Day to Drop Without Academic Penalty.....	October 16
Pell Status Day.....	October 21
Pell Checks Mailed.....	October 31
Registration for Spring 2014.....	November 4
Holiday.....	November 11
Holiday.....	November 27, 28, 29
Final Exams.....	December 9, 10, 11, 12
End of Semester.....	December 13

**SPRING SEMESTER 2014**

Registration Begins.....	November 4, 2013
Faculty In-Service.....	January 13, 2014
Instruction Begins.....	January 15
Registration Closes.....	January 15
Last Day to Add Regular Start Classes.....	January 16
Holiday.....	January 20
Last Day to Drop Without Financial Penalty.....	January 24
Late Start Instruction Begins.....	February 10
Holiday.....	February 17
Mid-Semester.....	March 10
Spring Break.....	March 10-14
Last Day to Drop Without Academic Penalty.....	March 19
Pell Status Day.....	March 21
Pell Checks Mailed.....	April 1
Registration for Summer/Fall 2014.....	April 7
Holiday.....	April 18
Final Exams.....	May 12, 13, 14, 15
Commencement.....	May 16

**SUMMER SESSION 2014**

Registration Begins.....	April 7
Faculty In-Service.....	June 3
Instruction Begins.....	June 4
Registration Closes.....	June 4
Last Day to Add Regular Start Classes.....	June 5
Last Day Drop Without Financial Penalty.....	June 11
Mid-Semester.....	July 1
Last Day to Drop Without Academic Penalty.....	July 3
Holiday.....	July 4
Pell Status Day.....	July 7
Pell Checks Mailed.....	July 15
Final Exams.....	July 30, 31
End of Semester.....	July 31

## FALL SEMESTER 2014

Registration Begins.....	April 7
Faculty In-Service.....	August 11
Instruction Begins.....	August 13
Registration Closes.....	August 13
Last Day to Add Regular Start Classes.....	August 14
Last Day to Drop Without Financial Penalty.....	August 20
Holiday.....	September 1
Late Start Instruction Begins.....	September 15
Mid-Semester.....	October 8
Regional Educators' Institute (no classes).....	October 10
Holiday.....	October 13
SCC Day (no classes).....	October 14
Last Day to Drop Without Academic Penalty.....	October 15
Pell Status Day.....	October 20
Pell Checks Mailed.....	October 30
Registration for Spring 2015.....	November 3
Holiday.....	November 11
Holiday.....	November 26, 27, 28
Final Exams.....	December 8, 9, 10, 11
End of Semester.....	December 12

## SPRING SEMESTER 2015

Registration Begins.....	November 3, 2014
Faculty In-Service.....	January 12, 2015
Instruction Begins.....	January 14
Registration Closes.....	January 14
Last Day to Add Regular Start Classes.....	January 15
Holiday.....	January 19
Last Day to Drop Without Financial Penalty.....	January 21
Late Start Instruction Begins.....	February 9
Holiday.....	February 16
Mid-Semester.....	March 9
Spring Break.....	March 9-13
Last Day to Drop Without Academic Penalty.....	March 18
Pell Status Day.....	March 20
Pell Checks Mailed.....	March 31
Holiday.....	April 3
Registration for Summer/Fall 2015.....	April 6
Final Exams.....	May 11, 12, 13, 14
Commencement.....	May 15

## SUMMER SESSION 2015

Registration Begins.....	April 6
Faculty In-Service.....	June 4
Instruction Begins.....	June 8
Registration Closes.....	June 8
Last Day to Add Regular Start Classes.....	June 9
Last Day to Drop Without Financial Penalty.....	June 15
Mid-Semester.....	June 29
Holiday.....	July 3
Last Day to Drop Without Academic Penalty.....	July 6
Pell Status Day.....	July 8
Pell Checks Mailed.....	July 16
Final Exams.....	August 3, 4
End of Semester.....	August 4

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

(Policy Manual: Section 2000)

## MISSION STATEMENT

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

## VISION STATEMENT

Student Centered, Community Connected

## PHILOSOPHY

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

Shawnee Community College is dedicated to providing quality, cost-effective comprehensive programs to all individuals within the district and the region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement. The College maintains an "open-door" admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a major role in the district's future.

## VALUES, PURPOSES, & ACTIVITIES

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

**Purpose 1.** Shawnee Community College **values** life-long learning. As a consequence, the College provides comprehensive programs, including curriculums in liberal arts and sciences, career and technical education, as well as, adult, developmental, and community education and training. Specific **activities** to accomplish this purpose include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. supporting faculty evaluations and development.

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

## CULTURAL DIVERSITY

America draws its strength and vitality from the diversity of its people. Shawnee Community College is committed to multicultural diversity and building a pluralistic campus that celebrates and draws upon the talents of all its students and staff.

The college seeks to promote this concept within the curriculum by including information related to multiculturalism in numerous identified courses.

## HISTORY

Shawnee Community College was organized as a Class I community college in September of 1967. Created to serve Southern Illinois and its people, the college district covers all of Alexander, Massac, Pulaski, Union and parts of Johnson and Jackson counties.

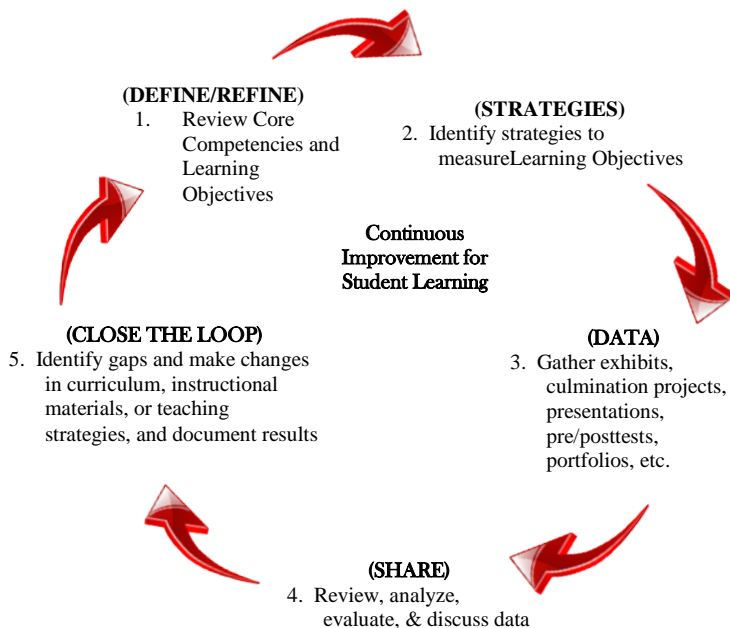
The initial seven-member Board of Trustees was selected in December of 1967. These seven men ascertained the principles around which the college would be built. The board is responsible for the adoption and enforcement of all policies needed to manage and govern the college. **Dr. Loren E. Klaus** was named the first president in May of 1968. The college officially opened September 24, 1969.

The campus of Shawnee Community College is located on Shawnee Community College road approximately eight miles east of Interstate 57. The site consists of 153 acres of gently rolling hills. The campus is centrally located within the college district. The rustic campus was erected during the summer of 1969. The main campus buildings were completed in 1976.

In July of 1987, **Dr. Barry Gowin** was selected as the second president of the Shawnee Community College District. In November of 1987, the voters in the Shawnee Community College district voted overwhelmingly in support of a new classroom building addition. The 21,000 square-foot addition provided a biology laboratory, a nursing laboratory, general classrooms, and one large-group meeting room. The building addition was completed for student use in January of 1989.

In January of 1991, **Dr. Jack D. Hill** was appointed as the third president of Shawnee Community College. During his tenure, he uplifted the institution and renewed its spirit through his integrity and morale-building leadership. During his presidency, the college expanded extension centers and experienced a large growth in the number of students who attended SCC. 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.

## PROCESS OF ASSESSMENT



## AFFIRMATIVE ACTION

(Policy Manual: Section 4510)

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement services and athletic programs shall be available to all students without regard to race, color, sex, age, national origin or disability. The college's Title IX and Section 504 coordinator is Carolyn Kindle, Vice President of Student and Administrative Services, 618-634-3364.

## SEMESTER PLAN

Shawnee Community College operates on the semester plan with two regularly scheduled semesters of instruction per academic year plus one summer session. One semester hour of credit represents the work done by a student in a lecture course attended one hour per week for one regular semester. In laboratory and activity courses, additional class time is required for each semester hour. Intersession classes are scheduled between the spring and summer semesters. Late start classes are regularly scheduled each fall and spring semester.

## COLLEGE CAMPUS

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

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

The library offers access to a comprehensive field of information. The LRC's collections in print format include over 37,000 books, 40 magazine titles, and 10 newspapers. Through online access from the library's computer lab, information can be retrieved from more than 30 specialized databases. The databases are electronic collections of articles from popular magazines and scholarly journals, with material suitable for personal and academic research. The library also offers about 1,500 videos and DVDs, a local history collection, and a children's literature collection. SCC's LRC/Library is a member of the Illinois Heartland Library System. Through the system, SCC students and staff are able to borrow materials from other member libraries. Materials can also be borrowed from out-of-system libraries.

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

Residents of the Shawnee Community College district over 18 years of age are welcome to use the resources of 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. SCC students, staff, and community residents are encouraged to visit and utilize the library's print, audio-visual, and on-line material. Library staff members are happy to assist patrons in locating items.

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

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 SCC 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 SCC, Dr. Choate worked alongside the college presidents assisting with the success of building initiatives such as an additional classroom building, educational center, and the Metropolis Regional Education and Training Center. Dr. Choate also initiated the colleges continuous quality improvement and strategic planning process. Dr. Choate supported the expansion of instructional services to students with the addition of internet courses, interactive television, and telecourse offerings.

**Dr. Larry Peterson** was named the sixth president of Shawnee Community College in December 2007. He served for 20 years at John A. Logan College – including two months as interim president – before coming to SCC. Dr. Peterson took an aggressive approach to growth at SCC, 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 has served the college since 1982 in a variety of positions before being named Vice President of Instructional Services in 2005. Dr. Bellamey looks 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 Center will open in the fall of 2013 on the main campus.

also assists students who need help with Moodle, the program through which online courses are offered.

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

### Extension Centers

The college maintains extension centers throughout the district to accommodate those students who desire educational opportunities but are unable to attend courses on campus. Extension courses are offered at the Anna Center, Cairo Center, and Metro Center.

Academic, vocational and personal development courses are offered. Students taking extension center courses are enrolled at designated times at the various locations. Schedules of course offerings are printed and distributed each semester.

### Bookstore

The SCC bookstore provides required textbooks, reference books, software, instructional materials and supplies needed for classes. The bookstore is located in the Administration Building H. The regular operating hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday excluding holidays. The hours during peak registration times are extended for evening students until 7:00 p.m., Monday through Thursday.

## CENTER FOR COMMUNITY AND ECONOMIC DEVELOPMENT

Shawnee Community College is committed to the economic vitality of southernmost Illinois. Shawnee Community College works to stimulate the region by providing on-going assistance and support to communities with industrial attraction, expansion and retention.

Through the Center for Community and Economic Development a variety of services are offered to businesses, industry and the communities within the SCC district. These services include:

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

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

**Workkeys Assessments** - Shawnee Community College is also an authorized WorkKeys Service Center. WorkKeys is a

job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation, and at any level of education.

**Health Services Center** – Shawnee Community College is a Basic Life Support Training Center for the American Heart Association and offers most emergency training courses free of charge, with only the cost of the book, to business and industry in our college district.

**Myers-Briggs Type Indicator (MBTI)** – Certified practitioner to administer and interpret the popular evaluative assessment tool based on the theories of psychologist Carl Jung. The MBTI is widely used in the field of business, education and psychology.

**Continuing Education Sponsor** – Shawnee Community College is a licensed Continuing Education (CEU)/Continuing Professional Development (CPDU) sponsor for Accounting (#158.002514); Nursing Home Administration (#139.00059); Cosmetology (#190.000149); Social Work (#159.001011); Teachers – ISBE (#101.376) and pre-approved sponsor for Nursing Continuing Education pursuant of Section 1300.130 (N) (P) through Illinois Department of Financial & Professional Regulations. CEU/CPDU hours may also apply to other professions.

## SPECIAL PROGRAMS AND COMMUNITY SERVICES

### Workforce Investment Act (WIA)

Eligible clients may obtain individual training account vouchers to pay for training provided by institutions certified by the local workforce investment board. Shawnee Community College is certified to offer training programs under WIA. Interested persons may visit or contact Shawnee Development Council.

### Student Support Services

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

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

SSS is designed to assist eligible Shawnee Community College students with their academic goals and with the transition from the community college to a four-year college



or university. The program provides students with a variety of resources and services including the following:

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

### **General Educational Development (GED)**

GED classes are offered at the college and in communities throughout the district for adults who have not earned a high school diploma. Instruction in English, mathematics, social studies, science, and Illinois and U.S. Constitutions is provided to assist students in acquiring the knowledge and skills necessary to pass the GED examination for a high school equivalency certificate. Tuition and fees for these classes are waived and classroom materials are provided.

### **Adult Basic Education (ABE)**

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

### **Adult Secondary Education (ASE)**

Alternative High School - Classes for high school credit are offered to students who have dropped out of high school and wish to earn a high school diploma. Classes are offered at multiple locations in the district. Students must have a referral from a district high school.

After School and Summer School Programs - Classes are offered to students who are still enrolled in high school but who have failed classes and are at risk of dropping out of school or not graduating on time. Classes are offered throughout the district. Students must have been referred by their high school principal or guidance counselor.

### **Shawnee College Adult Literacy Experience (SCALE)**

The Shawnee College Adult Literacy Experience provides tutors for adults desiring to improve their reading skills. Volunteers are recruited and trained to tutor low-level readers enrolled in the program. Tutor training and tutoring is conducted throughout the district on a regular basis. Services are provided free of charge to district residents.

### **Internet Classes and Telecourses**

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

Telecourses - The college offers an alternative form of instruction through telecourses. A telecourse is a college-level course for the individual who may enjoy earning college credit at home. Telecourses may be viewed on videocassettes/DVDs. Course offerings vary from semester to semester, but each course is the equivalent of its traditional campus counterpart.

A packet of information is prepared for each telecourse student. This packet contains instructions as to which lessons to view, assignments required, and testing material. Students have contact with campus instructors through mail, phone, or personal visits to the campus. The midterm and final exams require the students' attendance on campus.

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

SCC's main campus and extension sites share targeted coursework through the interactive video system. Students can attend a distance learning class at the originating site or at a remote site. Interactive video classroom students at the remote sites fully interact with the instructor and students in the distance learning classroom at the originating site.

### **Southern Illinois Collegiate Common Market (SICCM)**

Shawnee Community College students enrolled in a SICCM program have the opportunity to experience classroom interaction with students at other networked colleges and to take select classes from instructors at these nearby schools. The Southern Illinois Collegiate Common Market is comprised of Shawnee Community College, John A. Logan College, Rend Lake College, Southeastern Illinois College, Kaskaskia Community College, Southern Illinois University at Carbondale and Southern Illinois University at Edwardsville. Students enrolled in SICCM programs take their general education coursework at their home community college and take the program specific courses at a central location in Herrin, IL. Students interested in participating in a SICCM class or program should contact an advisor for additional information concerning registration, enrollment, tuition, and financial aid.

### **Student Success Center**

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

### Testing Lab

The Testing Lab offers a wide variety of testing services, including the Compass test, the Asset test, the Psychological Services Bureau, Inc. tests, the TABE test, distance learning

tests, and make up testing services. Appointments are required, and a photo I.D. is required for all testing services. The Testing Lab is located in Room H2088.

Tutoring Lab

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

All peer tutors must complete the classes they want to tutor with a grade of “B” or higher, complete the Tutor Training Program, and submit written recommendations from their instructors. Additional information may be required as needed, and all tutoring arrangements are subject to approval by the Student Success Center Coordinator.

Writing Lab

The Writing Lab is available to students to work with word processing software and to do Internet research. The Writing Lab may also be reserved to hold classes and workshops and has Smart Board technology for presentations. The Writing Lab is located in Room H2086.

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 go links for information in many subject areas.

**ADMISSIONS**  
(Policy Manual: Section 9150)

Shawnee Community College maintains an open-door policy for all potential students who have obtained a high school diploma or GED certificate. If space is limited in programs, preference will be given to students who reside in district #531.

**General Admission Requirements**

Students may be admitted by fulfilling the following:

1. Proof of high school completion via official transcript with graduation date.
2. Completing the ASSET/COMPASS test to determine proper course placement

**Admission for Baccalaureate – Oriented Curricula –**  
(Associate in Arts and Associate in Science Degrees)

Public Act 86-0954 requires all community colleges providing baccalaureate-oriented degree programs to establish and have in effect minimum entrance requirements comparable to those of state universities.

Shawnee Community College requires that a student’s high school transcript must have the following units if he/she is to be admitted to the Associate of Arts or Associate of Science programs.

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

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

**Full Admission**

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

1. Earned a high school diploma or GED, met the minimum high school pattern requirements listed above and scored above the minimum levels on the ASSET/COMPASS to show proficiency in math, English, and reading.
2. Earned a high school diploma or GED and have taken the ACT exam and received a 21 or better composite score.
3. Been enrolled in a college or university previously and have earned at least 26 hours of college credit.

**Provisional Admission**

Students who do not meet the minimum high school subject requirements and do not score at the minimum levels on the ASSET/COMPASS test will be granted admission on a provisional basis.

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

Students who have transferred from another college or university with fewer than twenty-six (26) semester hours of credit have not met the standards of full admission.

Successful completion of all developmental classes will grant full admission.

Provisionally admitted students may upgrade to full admission by fulfilling the following requirements:

Take the designated course at SCC that will satisfy the high school unit(s) that are deficient within their first 18 credit hours taken at SCC:

- English deficiency – ENG 0047 or 0048
- Math deficiency – MAT 0114

### **Home-Schooled Admission**

Students pursuing high school level curriculum through home-schooling are eligible to enroll based on similar requirements as students enrolled in district high schools. Home-schooled students are encouraged to contact the Admissions office for specific enrollment information and instructions.

### **International Student Admission**

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

1. Have completed the equivalent of a high school (secondary) education which normally means the completion of 12 years of schooling and the applicant is at least 18 years of age.
2. Score of 520 or better on the TOEFL test or 190 on the computerized TOEFL test.
3. Apply for admission to SCC.
4. Provide official transcripts covering all school work (high school and college) complete with English translations from an accredited third party entity as approved by the Dean of Student Services.
5. Provide an affidavit of support stipulating that adequate finances are available for their study in the United States.
6. Live within district #531.
7. Complete an interview with the Dean of Student Services.

Since no scholarships are available for International Students, it is crucial that students from outside the United States be able to cover their expenses while in this country.

International students are admitted based on available space in the selected programs of study.

### **Community Education Admission**

The college offers non-credit community education courses as a special service to the residents of the Shawnee Community College district. A student who plans to register only for community education courses does not need to apply for regular admission.

Enrollment requirements are established by the nature of the particular course and student interest is the primary admission criterion. Additional information may be obtained by contacting the Dean of Instructional Services.

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

### **Early Admission**

Shawnee Community College supports high achieving high school students who wish to gain college credit while still in high school. College credit comes in many forms, both career/technical and collegiate transfer. Students and parents need to be aware that once college credit is earned it is on the student's permanent record.

Expectations for early admission students:

1. Must be at least 16 years of age.
2. Students should remember that a dual credit course is a college course in all respects.
3. Students accepted for enrollment in college-level courses must have appropriate academic qualifications and a high level of motivation with adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students shall meet all college criteria and follow all college procedures for enrolling in courses.
4. Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to ensure they have the same qualifications and preparation as other college students. (ASSET min. scores Intermediate Algebra-39, Reading-38, Writing-41. COMPASS min. scores:
5. Algebra-66, Reading-77, Writing-57. ACT composite score 21)
6. Dual Credit students should be prepared to participate in the same course an instructor teaches on the college campus.
7. All Dual Credit courses are taught at the high school or at an SCC extension center during regular school hours.
8. The college credit a student receives for successfully completing a dual credit course will always be part of the permanent college record.

### **Escrow Admission**

Shawnee Community College will accept students currently enrolled in high school. High school students planning to enroll shall meet the guidelines outlined below:

Be ranked in the upper 40 percent of graduating class, be at least 16 years of age, and be enrolled in a college preparatory curriculum.

1. Have successfully completed three years of high school English prior to enrolling in an English course.
2. Have successfully completed three years of high school math prior to enrolling in a math course.
3. Have successfully completed the ASSET/COMPASS examination with the required score to enter ENG 111, MAT 110/113/116, or any other academic class and be performing on the required reading level.
4. Submit a copy of high school transcript along with the Admission Information Form and Escrow Form.

5. Eight semester hours of credit are the maximum number of hours in which a high school student can enroll during any given semester.
6. No high school student will be allowed to enroll unless his/her application is signed by an official of his/her high school and a parent/guardian.

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

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

### **Advanced Honors Program Admission**

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

1. The requirement for a student to be at least 16 years old may be waived if circumstances warrant and the student gets approval from both the high school and community college president.
2. The maximum course load of nine credit hours per semester may be waived during the summer semester following the student's junior year in high school.

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

1. Fill out an application for the Advanced Honors Program.
2. Be ranked in the upper 20% of his/her class (using all high school grades assigned up to the time of application)
3. Have a minimum cumulative high school GPA (grade point average) of 3.25, based on the 4.0 scale.
4. Maintain a minimum cumulative Shawnee Community College GPA of 3.0, based on the 4.0 scale.
5. The student's schedule of Shawnee Community College courses is officially approved each semester by the high school official and the Registrar of Shawnee Community College.

### **Transfer Student Admission**

Guidelines for Accepting Transfer Credit

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

4. The college will accept a maximum of six (6) credit hours of "D" grades. The college registrar will make the determination as to whether transfer hours will be accepted as it relates to the student's degree.
5. If a transfer course from another accredited institution earned more credit hours than the equivalent course at Shawnee Community College, the student is given full credit for the hours earned at the former institution.
6. If a transfer course has fewer credit hours than the equivalent at Shawnee Community College, the student will be granted only the number of credit hours earned at the other institution.
8. If a transfer course has no Shawnee Community College equivalent, the hours earned will be granted as elective hours.
9. Quarter hours will be converted to semester hours on the Shawnee Community College transcript.
10. Credit hours will be granted for military service according to the recommendation of the American Council on Education.
11. Veteran's shall submit an official copy of their DD214 or an official certificate which documents other credit earned during military training.
12. All military service members receive 2 hours of health and 4 hours of physical education with a copy of their DD214.
13. According to the Army/American Council on Education Registry Transcript System (AARTS), other credit may be accepted as recommended by the American Council on Education Guidelines for awarding higher education credit when an equivalent SCC course exists.
14. The decision on the awarding of transfer credit may be appealed by the student in writing to the Vice-President of Instruction and the Vice-President of Student Services.

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

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

### **Experiential Credit**

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

wish to enter the Associate Degree Nursing program and have a Practical Nursing certificate from a vocational school will receive 43 hours of block credit for their PN certificate.

## **DUAL CREDIT**

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

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

## **ENTRANCE EXAMINATIONS**

### **American College Test (ACT)**

The American College Test (ACT) is an assessment program which provides students and counselors with information necessary for sound educational planning. These tests are administered on five national testing dates and are open to high school juniors and seniors as well as college students. Applications may be secured from the local high school counselor, the Office of Admissions and Advisement at Shawnee Community College, or [www.ACT.org](http://www.ACT.org).

### **Placement Testing**

All first-time students are required to take examinations for evaluation of achievements in communication and computation competencies prior to enrolling for credit courses. Students with a composite score of 21 on the enhanced ACT examination may be exempt from taking English and math entrance examinations. Students scoring below established minimum levels on the entrance examination or writing sample are required to enroll in college preparatory instruction.

The ASSET/COMPASS will be used as the official placement test for the institution and as the second chance test for all students entering degree or certificate programs with the exception of Practical Nursing. All students requesting and

taking a retest must do so by the end of the first week of the semester. The retest should be requested through the Office of Admissions and Advisement or through the appropriate extension center director. Students will be allowed to retest only once.

### **Admission to Selected College Programs**

All candidates for admission to the college are accepted for enrollment as stipulated in the college's admission policy statement. However, some specialized programs have specific eligibility requirements due to enrollment limitations imposed by physical facilities, state licensure requirements, and related criteria.

Students requesting placement into such programs will receive specific eligibility requirements from divisions or departments. Final selection for admission into these specific programs is determined by the applicant meeting the established admission criteria.

Students who are not selected for a specific program are encouraged to continue their studies in other courses and programs at the college. Counseling and advisement services are available to assist all such students with alternative educational objectives.

### **Career and Technical Education (CTE) Programs**

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

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

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

### **Certified Nurse Assistant Program**

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

1. Be at least 16 years of age.
2. Successfully complete a TABE test scoring at a 9th grade reading level or above.
3. A fingerprint background check prior to beginning the program and a 2-step PPD test for TB. The information will be provided at an orientation session prior to the start of the class.

## **Practical Nursing**

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

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282; 800-481-2242).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet.
3. The applicant must be a high school graduate proven with a transcript or GED scores.
4. The applicant must successfully complete the admission examination "Test of Essential Academic Skills (TEAS) for Practical Nursing from the Assessment Technologies Institute, LLC (ATI)." (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. The applicant must complete with a "C" or better BIO 210 (Introduction to Human Anatomy) prior to the beginning of the fall Practical Nursing classes.
7. The applicant must submit to a criminal background check and drug testing after admission into the program.

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

## **Associate Degree Nursing**

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

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282; 800-481-2242 or [www.shawneecc.edu](http://www.shawneecc.edu)).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet.
3. The applicant must demonstrate successful completion of an approved program of Practical Nursing.
4. The applicant must successfully complete the admission examination "Test of Essential Academic Skills (TEAS) for Registered Nursing from the Assessment Technologies Institute, LLC (ATI)." (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. Admission to the Associate Degree Nursing Program is conditional pending successful completion of an approved school of Practical Nursing and the Nursing Orientation and Skills Review course (ADN 201), which will be offered in the summer semester prior to entry.

7. The applicant must submit to a criminal background check and drug testing after admission into the program.

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

## **Cosmetology**

Persons seeking admission into the Cosmetology Program must meet the following criteria:

1. Meet all admission policies and complete all required admission forms of the college.
2. Submit a completed Cosmetology Admission/Interview Application.
3. Submit a copy of his or her high school diploma or a copy of GED test scores certifying the student is a high school graduate.
4. Test out of Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046 or higher on the COMPASS or ASSET test.
5. Complete a personal interview with members of the cosmetology faculty. During the interview the student will be required to complete an aptitude test.

## **Medical Laboratory Technologist (MLT)**

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

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).
2. Submit a completed MLT application form and any official college transcripts to the college by March 1.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Meet all admission policies and complete all required admission forms of the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

## **Occupational Therapy Assistant (OTA)**

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

1. Meet all admission policies and complete all required admission forms of the college.
2. Be a graduate of an approved high school or demonstrate equivalent competency (GED examination).
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed OTA application form and any official college transcripts to the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

## **Surgical Technology**

Persons seeking admission to the Surgical Technology Program must meet the following criteria:

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).

## RESIDENCY FOR TUITION PURPOSES

(Policy Manual: Section 8311)

2. Meet all admission policies and complete all required admission forms of the college.
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed Surgical Technology application form to the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program

### Massage Therapy

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

1. Be a graduate of an accredited high school or have attained the GED.
2. Be at least 18 years of age.
3. Test into college level reading and writing using COMPASS.
4. Submit the results of a fingerprint background check after admission into the program.
5. Submit documentation of having received a professional full body therapeutic massage after admission into the program.

### Veterinary Technology

Persons seeking admission to the Veterinary Technology program must meet the following criteria:

1. Meet all admission policies and complete all required admission forms of the college.
2. Be a graduate of an approved high school or demonstrate equivalent competency (GED examination).
3. Take the Health Occupation Aptitude Examination - Revised.
4. Submit a completed Vet Tech application form and any official college transcripts to the college by March 1.
5. Submit to a criminal background check and drug testing after admission into the program.

## REGISTRATION

Students are given guidance in planning their programs of study and class schedules. No student will be admitted to a curriculum before he or she has been tested and advised. Advisement and pre-registration for the next semester will take place during the final weeks of the previous semester. New and continuing students planning to enroll should schedule advising appointments.

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

1. Submit the admission information form online ([www.shawneecc.edu](http://www.shawneecc.edu))
2. Submit evidence of placement test and/or successful completion of prerequisite classes as evidence on an official transcript sent to the college registrar.

### In-District Resident

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

Acceptable Forms of Residency Verification:

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

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

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

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

### Out-of-District Resident

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

### Special Residency

Students enrolled in courses at Shawnee Community College District #531 will be considered in-district if they are employed at least 35 hours per week by an entity located in



the district, or are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college. Students must produce a letter from an in-district employer stating that the student does meet the guidelines.

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

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

## ACADEMIC CLASSIFICATION AND COURSE LOAD

(Policy Manual: Section 9150A)

A freshman student is one who has earned less than 30 semester hours of college credit. A sophomore student is one who has earned 30 or more semester hours of college credit.

A full-time student is one who carries 12 or more credit hours during the fall and spring semesters or six or more credit hours during the summer semester. A part-student is one who carries less than 12 credit hours in a given semester.

A full-time student may enroll for a maximum of 18 credit hours during the fall or spring semesters or 9 hours in the summer. To enroll in more than the maximum number of credit hours, the following guidelines are to be followed:

1. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of 3.20 or more may carry up to 21 hours.
2. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of less than 3.20 or students with less than 30 credit hours earned at Shawnee Community College with a grade point average of 3.20 or more must secure the Vice President of Instructional Services' signature to carry up to 21 credit hours.
3. Students with less than 30 credit hours earned at Shawnee Community College and with less than a 3.00 grade point average must secure the signature of the Vice President of Instructional Services to carry up to 21 credit hours.

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

## CATALOG REQUIREMENTS - STUDENT RESPONSIBILITY

Each student is responsible for knowing and meeting graduation requirements stated in the catalog current at the time of his or her initial enrollment as a freshman. Transfer students must complete degree requirements in effect in the catalog at the time of their initial enrollment at Shawnee Community College. Re-admitted students are required to

meet degree requirements of the catalog in effect at the time of their initial enrollment unless they have interrupted their enrollment for at least one calendar year. In this event, the catalog in effect at the time of re-admission is used to determine degree requirements. No course may be substituted to meet degree requirements except with the approval of the Vice President of Instructional Services. To avoid any possible delay in graduation, students should obtain written permission prior to scheduling a course which they believe may be substituted for a required course.

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

## TUITION AND FEES

Shawnee Community College is a public institution supported by both district and state tax funds. Because of this, resident students enrolled at the College can further their education without incurring large financial obligations. Courses will be available to all residents of District 531 at a tuition and service fee rate of \$95.00 per credit hour for in-district, \$146.00 per credit hour for out-of-district, \$159.00 per credit hour for out-of-state, and \$316.00 per credit hour for international students. (Tuition and fees indicated in this catalog are subject to change without prior notice by the Board of Trustees.) College policy prohibits the enrollment of students having outstanding debts to the college.

Other student fees include the following:

Laboratory Fee	Varies
Interactive Video Course Fee	\$30.00
On-line Fee	\$30.00
Telecourse Fee	\$35.00
Independent Study Fee	\$40.00/credit hr
Transcript Fee	\$3.00

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

### Laboratory Fees

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

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

Health Information Technology Program

<u>Course</u>	<u>Charge</u>
Clinical Practicum I	\$20
Campus Insurance Fee	\$15
Clinical Practicum II	\$20
Campus Insurance Fee	\$15
Coding	\$20
CPT Coding	\$20
Fundamentals of Medical Science	\$20
Health Data and Statistics	\$20
Health Info. in Non-Traditional Setting	\$20
Health Records Systems Lab	\$20
Health Records Systems	\$20
Intro to Health Information	\$20
Management in Health Care	\$20
Medico Legal Aspects	\$20
Quality Management	\$20
Reimbursement Management	\$20
Total Charges	\$310

Medical Laboratory Technology Program

<u>Course</u>	<u>Charge</u>
Applied Clinical Microbiology	\$150
Clinical Chemistry	\$150
Clinical Microscopy	\$150
Clinical Rotation I	\$150
Campus Insurance Fee	\$15
Clinical Rotation II	\$150
Hematology	\$150
Immunohematology	\$150
Intro to Clinical Lab	\$150
Campus Insurance Fee	\$15
Introduction to Phlebotomy	\$150
Serology	\$150
Total Charges	\$1,680

Occupational Therapy Assistant Program

<u>Course</u>	<u>Charge</u>
Activities of Daily Living	\$200
Aging and Impact on Occup. Performance	\$200
Clinical Observation	\$200
Clinical Rotation I	\$200
Campus Insurance Fee	\$15
Clinical Rotation II	\$200
Campus Insurance Fee	\$15
Disease and Impact on Occupation	\$200
Fieldwork Experience I	\$200
Fieldwork Experience II	\$200
Intro to Occupational Therapy	\$200
Occupational Development	\$200
Occupational Therapeutic Media	\$200
Occupational Therapy Group Process	\$200
OT Administration	\$200
OT in Pediatrics	\$200
OT in Physical Disabilities	\$200
OT Theory I	\$200
OT Theory II	\$200
Psychosocial Therapy and Practice	\$200
Total Charges	\$3,630

Surgical Technology Program

<u>Course</u>	<u>Charge</u>
Clinical Rotation in Surgical Tech I	\$20
Campus Insurance Fee	\$15
Clinical Rotation in Surgical Tech II	\$20
Campus Insurance Fee	\$15
Introduction to Surgical Technology	\$20
Pharmacology for Health Professions	\$20
Principles and Practices of Surgical Tech	\$20
Surgical Procedures I	\$20
Surgical Procedures II	\$20
Total Charges	\$170

Veterinary Technology

<u>Course</u>	<u>Charge</u>
Animal Anatomy and Physiology I	\$200
Animal Anatomy and Physiology II	\$200
Animal Clinical Lab I	\$200
Animal Clinical Lab II	\$200
Animal Clinical Rotation I	\$200
Animal Clinical Rotation II	\$200
Animal Diseases	\$200
Animal Management	\$200
Animal Pharmacology I	\$200
Animal Pharmacology II	\$200
Animal Radiography	\$200
Animal Surgery Technology I	\$200
Animal Surgical Technology II	\$200
Laboratory Animals	\$200
Large Animal Nursing	\$200
Small Animal Nursing I	\$200
Small Animal Nursing II	\$200
Veterinary Practice Management	\$200
Total Charges	\$3,800

**Payment**

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

If a student stops attending a class without officially withdrawing, the student is responsible for paying all tuition and fees for the course.

**REFUND POLICY**

(Policy Manual: Section 8320)

The following schedule and conditions govern the refund of tuition and fees:

1. Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the

counselor determines the official date of withdrawal except in cases of tenth day drops initiated by the college. For refund purposes, tenth day drops become effective on the tenth day of instruction.

2. A 100% refund of tuition and refundable fees will be made if official withdrawal from all full-term courses occurs before or during the first calendar week of the regular semester.
3. An 80% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the second and third calendar weeks of a regular semester.
4. A 70% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the fourth and fifth calendar weeks of a regular semester.
5. A 60% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the sixth week of a regular semester.
6. A 50% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the seventh and eighth weeks of a regular semester.
7. A 40% refund of tuition and fees will be made if official withdrawal from all full-term courses occurs during the ninth and tenth weeks of a regular semester, up until the official, final withdrawal date.
8. For fall and spring semesters that are condensed into a twelve week time period, the following refunds will apply: 100% before or during the first calendar week of the semester; 80% second week; 70% third week; 60% fourth week; 50% fifth and sixth weeks; 40% seventh week to the official withdrawal date.
9. For summer semester, the following refunds will apply: 100% before or during the first calendar week of the semester; 70% second week; 60% third week; 50% fourth week; 40% fifth week to the official withdrawal date.
10. No refund of tuition and fees for official withdrawal from full-term courses will be made after the final withdrawal date in any semester.
11. Refund of all tuition and fees will be made if the college cancels a course.
12. If a student has a monetary obligation to the college, the refund will be withheld.
13. Dropping a full-term course and concurrently adding a full-term course of equal credit during the first two weeks of classes is permitted without charge of additional tuition. Thereafter, tuition and fees will be assessed for adding a course.
14. No refund will be granted when a student is dismissed or suspended from the college for disciplinary reasons.
15. Refunds will be made, based upon these policies, within 30 days from the date of complete withdrawal.
16. Appeals for exceptions to the published policy may be made in writing to the Business Office. The decision on the appeal will be final.

Note: The refund policy is subject to change without notice by the Board of Trustees.

Refunds made to students for whom federal student financial aid funds have been disbursed to the student's account must be refunded in the following order of priority:

1. Federal Pell Grant

2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Other Title IV programs
4. Other federal, state, private or institutional sources
5. The student

## **FINANCIAL ASSISTANCE**

The purpose of the financial assistance program is to provide financial aid to students who would be unable to attend college without such aid. Financial assistance at Shawnee Community College is available in the form of scholarships, grants, part-time employment, waivers, and loans. Information and applications may be obtained from the Financial Aid Services Office in the Administration Building.

To be eligible for financial assistance at Shawnee Community College, a student must first fulfill the following basic requirements:

1. Be enrolled at Shawnee Community College in an eligible program of study.
2. Possess a high school diploma recognized by the state of residence of the student or possess a High School Equivalency Certificate (GED).
3. Be enrolled in a minimum number of semester credit hours of eligible course work, as specified by the individual financial aid program. Community education courses, ABE/GED courses, audited courses, certain repeated courses, and courses that cannot be used as credit towards any eligible SCC certificate or degree are not eligible for all types of federal financial aid programs. NOTE: Courses repeated after a student has received a grade of A, B, C, or D will NOT be counted in determining the amount of federally-funded financial aid, including the Federal Pell grant, unless the student is allowed to earn credit for the course more than once.
4. Complete the Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA. Identify Shawnee Community College, code number 007693, as the college of choice.
5. Meet all eligibility requirements outlined in the Shawnee Community College Satisfactory Academic Progress Policy. For more information regarding Standards of Satisfactory Academic Progress for Financial Aid Recipients, Monitoring Procedures, and Appeals, see pages 36-40.
6. Document financial need status for the individual financial aid programs through a valid Student Aid Report (SAR) or federal Institutional Student Information Report (ISIR).
7. Provide any documentation requested by the Financial Aid Services Office, including federal tax forms, to complete the verification process.

Financial need is generally considered to be the difference between one academic year's educational expenses (tuition, books, room, board, commuting costs, etc.), as determined by an average student budget, and the student's resources for the same period. Student educational resources are expected to include assistance from parents, guardians, relatives, personal

savings, other scholarships, grants, and personal earnings. Students are responsible for providing from their own and their family's resources as much of their educational expenses as possible. Average student budgets used by Shawnee Community College to assist in determining financial aid are accessible on the internet at [www.shawneecc.edu](http://www.shawneecc.edu).

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

### **Academic Year**

The SCC academic year for all financial aid programs is defined as one fall semester and one spring semester, each including a minimum of 15 weeks of instruction, during which a full-time student earns a minimum of 12 credit hours each semester. All programs, even those utilizing non-standard semester terms with multiple starting dates, fall under this definition. The summer semester ends the academic year but is not considered as equal to the fall or spring semester defining the academic year.

Each semester (fall, spring, and summer) is considered a payment period for financial aid purposes. Financial aid payments are made to each eligible enrolled student once each fall and spring semester. Pell payments may also be made for the summer semester if the student has an award amount remaining by attending less than full-time during the fall and/or spring semester.

Summer financial aid disbursements are made based on the same credit-hour requirements as during the fall/spring semesters (i.e. 12 eligible hours or more equals full-time, 9-11 eligible hours equals three-quarter time; 6-8 eligible hours equals half-time; and 5 eligible hours or less equals less-than-half-time).

## **GRANTS AND SCHOLARSHIPS**

### **Federal Pell Grants**

The Federal Pell Grant provides gift money for college-related expenses to students demonstrating financial need. The program is open to SCC students who are enrolled in a 16-credit-hour or one-year certificate program, or a two-year degree program, who have not yet earned a bachelor's degree. To apply, an applicant must file a Free Application for Federal Student Aid (FAFSA), which may be obtained from a high school counselor or from the SCC Financial Aid Services Office. Upon receipt of the federal financial aid award notification, called a Student Aid Report (SAR) or Institutional Student Information Report (ISIR), the Financial Aid Services Office can determine the amount of the award and the need for any additional information.

### **Illinois Student Assistance Commission (ISAC) Grants**

Monetary Award Program (MAP) - Provides gift money for payment toward tuition and mandatory student fees to eligible students who are and have been Illinois residents for a year prior to the start of the academic year. Students must identify an Illinois college and indicate Illinois residence on the federal student financial aid application in order to also apply for the state grant.

Minority Teachers of Illinois Scholarship - Sophomore minority students who are Illinois residents enrolled in an approved "Teacher Education Program" are eligible to apply. Scholarship pays tuition, fees, room, and board (or a commuter allowance).

National Guard Scholarship - Active members of the Illinois National Guard who have served for a minimum of one year in the program are eligible to receive gift assistance for payment toward tuition and fees. Information and applications may be obtained from National Guard armories or air bases and from the SCC Financial Aid Services Office.

The Illinois Student Assistance Commission also sponsors other special scholarship programs, including scholarships for children of policemen and firemen killed in the line of duty, dependents of correctional workers killed or permanently disabled in the line of duty. Grants for bilingual students may be available as well.

Information for the above programs may be obtained by calling the Springfield office of the Commission at 800-899-4722.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

Gift money in the form of FSEOG awards is awarded through Shawnee Community College to students with exceptional financial need. The money is provided through federal funding to the college and is awarded to individual students during each academic year. All students who apply for a Federal Pell Grant and have on file a valid federal Institutional Student Information Report have applied for the FSEOG grant, which must be awarded based upon the student's Estimated Family Contribution and other indicators of exceptional need, as determined by the college.

## **SCHOLARSHIPS**

(Policy Manual: Section 9510)

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

Various other scholarships that are not awarded through the college or the foundation may be available from civic and fraternal organizations (e.g.: Rotary International, Shawnee College Education Association, etc.). Students should seek

out reference materials on scholarships in the Student Success Center, the Learning Resource Center, and on the Internet. Students are encouraged to contact organizations and parents' employers directly for information on scholarship opportunities.

Shawnee Community College awards the following scholarships:

- Academic Excellence—Student Support Services (SSS)
- Agriculture & Natural Resource
- Ambassador
- Andy “Charlie Brown” Helman
- Art
- Award of Excellence
- Connell F. and Mary Jewel Smith
- Daniel F. Dumas, Sr. Memorial
- Dippin’ Dots
- Education
- Edward M. & Betty Smith
- Electric Energy, Inc.
- English
- Holcomb Kiwanis Club
- Journalism
- Leadership—Student Support Services (SSS)
- Music
- Pulaski-Alexander Soil and Water Conservation District
- Richard and Catherine Trampe
- ROTC Transfer
- Sabrina Dawn Atkinson Credit For Escrow
- Salutatorian
- SCC
- Scholastic Bowl
- Single Parent—Student Support Services (SSS)
- Southern Illinois Electric Cooperative
- Student of the Year—Student Support Services (SSS)
- Student Senate
- Student Trustee
- Terra’s Angels
- Trustee
- Ullin Veteran’s Memorial
- Valedictorian
- Verla Cissell Memorial
- Vice President’s GED
- Vice President’s Non-Traditional
- Walter Liggett Rotary
- Zonta Club of the Paducah Area

## **WORK-STUDY PROGRAMS**

Part-time student employment for six to twenty hours per week is available through the Federal Work-Study Program and the Institutional Work-Study Program (funded by Shawnee Community College). Students apply for Work-Study jobs by watching for job postings on the job board at the main campus and at the extension centers and completing the Free Application for Federal Student Aid (FAFSA). A valid

federal Institutional Student Informative Report (ISIR) must be on file before a student may qualify for Work-Study. Opportunities for community service work may also be available through the Federal Work-Study program, based upon annual funding levels and financial aid eligibility.

## **PRIVATE ALTERNATIVE LOANS**

Student loan programs provide long-term educational loans to eligible students and/or their parents. Shawnee Community College refers students to a number of lenders of Private Alternative Loans who will determine a student’s eligibility to borrow. Credit checks and/or co-signers are required.

Detailed information and applications are available in the Financial Aid Services Office.

## **VETERANS PROGRAMS**

Various benefit programs for U.S. Armed Forces veterans are available if the veteran meets the program requirements and has remaining eligibility for the program. Veterans should check with the Veteran’s Representative in the Financial Aid Services Office to determine their eligibility and complete the necessary application requirements.

## **OTHER FINANCIAL AID PROGRAMS**

Other financial aid resources are available for students who meet individual program requirements, including the WIA programs, Dislocated Workers, Upward Mobility, and others. The Financial Aid Services Office can refer students to the individual programs for eligibility determination.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS**

(Policy Manual: Section 9152)

The Standards of Satisfactory Academic Progress of Shawnee Community College (SCC) are in compliance with U.S. Department of Education regulations, other relevant federal regulations, and the policies of the Illinois Student Assistance Commission. The Shawnee Community College Financial Aid Services Office is responsible for ensuring that all students who receive federal and state student financial aid are meeting these standards. This policy will be amended whenever applicable federal or state laws or regulations are changed. Other amendments to the policies will be considered through normal SCC policy revision procedures.

Each student who receives federal and/or state student financial assistance must maintain satisfactory academic progress, according to the policies outlined below, in order to continue to receive financial aid. These policies determine

satisfactory academic progress in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission's Monetary Award Program, and the Illinois Veteran's Grant/National Guard Scholarships.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters.) The summer semester is considered to be part of the preceding academic year. In order to assure that a student is satisfactorily progressing toward a certificate or degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year will be assessed annually after each spring semester to determine the progress made for the last academic year of attendance. Students, who have attended SCC in the past, whether or not they received financial aid, will be assessed prior to receiving aid. Grade and time requirements are in effect for all attempted credit hours, whether the student received financial aid or not. Student progress will be measured in the most recent curriculum formally declared. Transfer students will be assessed for satisfactory academic progress related to grades and percentage of hours earned based only upon courses attempted at Shawnee Community College. Certificate or degree completion will be assessed on Shawnee Community College hours and on hours formally transferred and accepted by Shawnee Community College.

#### Grade Requirements

Each financial aid recipient must be enrolled in an eligible certificate or degree program and maintain at least a 2.00 cumulative grade point average (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative grade point average is 2.00, regardless of the current grade point average, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative grade point average drops below 2.00, the student will be placed on financial aid **Probation** for the following semester. During the probationary semester, the student must attain a 2.00 current grade point average or raise his or her cumulative grade point average to 2.00 to retain financial aid eligibility. If the student does not attain a 2.00 current or cumulative grade point average during the probationary semester, the student will no longer be eligible and will be placed on financial aid **Suspension**. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

If a student has attained a 2.00 current grade point average while on probation, but the cumulative grade point average is still under 2.00, the student will be allowed to continue on probation for an additional semester. Following the semester in which the cumulative grade point average reaches 2.00, the student will be taken off probation.

#### Maximum Time Frame

A student is expected to complete an Associate Degree after attempting no more than 96 credit hours (150% of 64); to complete a one-year Certificate program after attempting no more than 51 credit hours (150% of 34); and to complete a less-than-one-year Certificate program after attempting no more than 24 credit hours (150% of 16).

Due to required prerequisites in the LPN/ADN programs, before a student will be formally accepted into the programs, an LPN student is expected to complete the Certificate after attempting no more than 77 credit hours (150% of 51), and an ADN student is expected to earn the Associate Degree after attempting no more than 122 credit hours (150% of 81).

Once the allowable level of credit hours attempted has been reached, the student will be placed on financial aid **Suspension** until the appropriate certificate or degree has been completed.

To maintain academic progress over time, a student must, by the end of the first full academic year of attendance (one fall and one spring semester) and each year thereafter, have successfully earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day of each semester. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid **Probation** for one semester. The student may continue to receive grant or gift financial aid while on probation but will not be eligible to receive an initial student work assignment. During the probationary semester, the student must enroll in and pass enough hours to have successfully earned 67% of attempted hours by the end of the semester. If the student does not attain the 67% level during the probationary semester, the student will no longer be eligible and will be placed on financial aid **Suspension**. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

When a student is placed on financial aid probation, suspension, or termination, a notification letter is sent to the student. However, lack of receipt of a notification letter does not nullify the probation, suspension, or termination status.

Failures, Incompletes, Withdrawals, Audits, ABE/GED, and Community Education courses are not counted as credits successfully completed. Repeated courses are counted in the assessment of grade point averages and as an attempted course. All other credited courses, including pass/fail courses and remedial courses, are also counted. If a student's grade is changed after a designation of financial aid probation or suspension, it is the student's responsibility to notify the Financial Aid Services Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will have no effect on the student's satisfactory academic progress standing upon re-entering (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

## Reinstatement

Students on probation for grade requirements retain probationary status as long as their current grade point average is 2.00 or better.

To reinstate probationary financial aid status after having eligibility suspended, the student must enroll and utilize resources other than federal/state financial aid to pay for the costs. The student must earn a minimum of six (6) semester hours and attain a 2.00 current grade point average for all enrolled hours during the semester. Reinstatement without probation will occur when the student's cumulative grade point average is 2.00 or better.

Students who are on suspension because a certificate or degree has not been completed within 150% of attempting the normal credit hours needed will be reinstated after they have processed an approved graduation application for the appropriate certificate or degree and have been placed on the graduation list.

Students who are on suspension because they have not successfully earned 67% of attempted hours will be reinstated after they have successfully earned 67% of attempted hours.

## Monitoring Procedures

Semester hour enrollment is monitored by the Financial Aid Services Office on the identified Pell Status Date each semester, and financial aid awards are adjusted for those students whose enrollment status has changed. (For example, a student who drops from full-time status to half-time status will have his or her Pell award adjusted accordingly.)

Grade requirements and the status of all enrolled students on probation are monitored by the Financial Aid Services Office at the end of each semester.

Satisfactory progress toward the completion of a degree or certificate and the percentage of hours attempted that have been earned is monitored by the Financial Aid Services Office in annual increments (at the end of the spring semester) except for the progress of students in less-than-two-year programs, which is monitored at the end of each semester.

Satisfactory attainment of the federal requirement for a 2.00 grade point average after two academic years is monitored by the Financial Aid Services Office after each spring semester.

## Appeals

Students not meeting one or more of the satisfactory academic progress standards of Shawnee Community College will be ineligible for continued financial assistance as described unless an appeal which justifies reinstatement is submitted and approved. A student may appeal suspension or termination of financial aid by submitting in writing any mitigating circumstances that prevented the student from making the required progress. An appeal letter, along with supporting documentation, should be sent to the Financial Aid Services

Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. The Committee decision shall be final.

## **COLLEGE DEBT COLLECTION FROM STUDENT (Policy Manual: Section 8180)**

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.

## **STUDENT DEBT TO THE COLLEGE**

(Policy Manual: Section 8330)

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

## **FINANCIAL AID GRIEVANCE PROCEDURE**

A grievance shall mean a complaint by a student that there has been unjust and/or injurious treatment to the student by college staff.

Before a grievance can be filed, the student must attempt to resolve the complaint through discussions with the staff member(s) concerned. If such informal discussions do not lead to satisfactory resolution of the complaint, a formal grievance may be processed according to the following procedures:

### **Step 1:**

1. Within ten calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed, and delivered to the Director of Student Resources.
2. Within five working days after the written grievance is submitted, the Director shall convene a meeting including the student and the staff member concerned to resolve said grievance.



3. The Director will answer the grievance in writing within ten calendar days after such meeting. (Copy to staff member(s).)

### **Step 2:**

1. If the grievance is not resolved in Step 1, the student must within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Director's decision (from Step 1) to the Vice President of Student and Administrative Services.
2. Within ten working days of receipt of the documents specified in Part 1 above, the Vice President of Student and Administrative Services shall convene the Scholarship Committee for a hearing of the grievance, and the staff member(s) concerned will be required to attend.
3. The Scholarship Committee will hear the grievance, render a decision, and submit the decision in writing to the student and staff member(s) concerned within ten calendar days of said hearing.

The Scholarship Committee's decision is final and ends the financial aid grievance procedure.

## **ADVISEMENT**

### **Educational Advisement**

To ease entry into the college and to assist in choosing courses and an appropriate curriculum, an educational planning interview with an advisor is offered to all students. Educational, vocational, and personal goals are considered in relation to previous educational experiences, results of tests, personal data, and the educational programs offered by Shawnee Community College.

### **Change of Curriculum**

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

## **PERKINS PROGRAM**

The Special Needs Office provides assistance to qualifying students in the following areas: (1) payment of lab fees, (2) free tutoring, (3) special instructional material, (4) note taking, (5) interpreters, (6) career interest inventory, (7) special or adaptive equipment, (8) travel, and (9) daycare services.

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

To qualify under the Disadvantaged Program, the student must be either academically or economically disadvantaged. To be classified as academically disadvantaged, a person must either

be receiving a grade of "D" or below in a technical class or score below the 25th percentile on a standardized aptitude test.

To qualify under the handicapped or limited English proficient (LEP) category, students must meet certain specific criteria. A non-traditional student is a student enrolled in a program with 25% or less of the same gender.

Students needing more information on any of these programs or interested in taking a career interest inventory should stop by the Special Needs Office during regularly scheduled office hours.

## **CAREER SERVICES**

Shawnee Community College Career Services offers a variety of services designed to meet the educational and employment needs of our students, community, and employers in the college district and surrounding area.

Students may utilize the center to obtain basic information about business and industry in the district. For example, if a student were seeking a position at a particular industry, such information as the name of the personnel manager, number of employees, and hiring practices could be obtained prior to an interview.

Shawnee Community College is committed to nurturing self-direction and personal responsibility in assisting those registered with the center in their career planning and employment goals. The center's purpose is not to guarantee employment but rather to provide a variety of programs and services which will assist the individual in determining and implementing his/her career and educational choices and include the following:

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

The Career Services office assists students, faculty and departments about present supply and demand trends.

## **EDUCATIONAL INTERNSHIPS/ EXTERNSHIPS**

An educational internship affords the student a unique opportunity, and externships combine formal learning experiences with the work setting. Internships are planned experiences that are approved for credit prior to enrollment. Students assume responsibility for achieving the appropriate learning outcomes while working under the supervision of a faculty member and one or more recognized professionals in the work setting.

Shawnee Community College requires internship experiences for many of its occupational certificate and degree programs. Students may or may not receive remuneration for their work experience at the discretion of the entity providing the internship site. However, internships at the college will not be paid with work-study funds.

## **CLUBS AND ORGANIZATIONS**

(Policy Manual: Section 9530)

Shawnee Community College considers clubs and other student organizations an important asset to college life and encourages students to participate. Extra-curricular activities provide students with opportunities to enhance their educational experiences, make new friends, learn new skills, develop life-long interests, and learn through practical experiences. For this reason, the College is committed to the provision of a comprehensive program of student activities of which student clubs and organizations are an important part.

On-campus art exhibits, dance programs, and musical concerts are presented by department representative of those disciplines. The extra-curricular and co-curricular life is as extensive as the students wish to make it.

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

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

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

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

- Ag Student Club (PAS)
- Art Club

- Brothers On The Move Club
- Car Club
- Computer Club
- Cosmetology Club
- Drama Club
- Future Teachers Education Organization
- Math/Science Club
- Medical Occupations Club
- Music Club
- Student Nurses' Association
- Phi Beta Lambda
- Phi Theta Kappa
- Scholastic Bowl
- Social Work Club
- Spanish Club
- Student Book Club
- Student Senate
- Veteran's Club
- Wildlife Club
- Writers Club

When Appropriate, all clubs should generate funds through dues and/or fund raising activities, but no fund raising activities will be permitted unless approved by the club sponsor and the Vice President of Student and Administrative Services. All club funds shall be turned into the College Business Office and expended via the College requisition/purchase order process. Club monies may be used in support of any outside group or individual but must be used in support of the club or the college.

### **Student Senate**

The Student Senate is primarily responsible for promoting the welfare of the student body and the development and guidance of student social and cultural activities. This organization is made up of seven students elected by campus-wide referendum and one representative from each extension center. Three sophomores will be elected annually during the spring semester and four freshmen will be elected at the beginning of the fall semester. Students with fewer than 30 credit hours will be considered freshmen; those with 30 or more credit hours will be considered sophomores.

All official student activities must be pre-approved by the Vice President of Student and Administrative Services.

1. Eligibility -- To be eligible for the Student Senate, a Shawnee Community College student must
  - a. Be a full-time student carrying 12 or more hours.
  - b. be in good standing with the college (must not be on academic or conduct probation).
  - c. have an overall grade point average of 2.50 to gain and maintain membership (Does not apply to first semester freshman).
  - d. Must be initiated in the semester in which it is awarded and can be maintained for 3 consecutive semesters (fall, spring, summer).
2. Failure to meet these requirements means automatic loss of senate membership.

3. The Shawnee Community College Student Senate meets regularly and on occasion is called into special session upon approval of the Vice President of Student and Administrative Services.
4. The Vice President of Student and Administrative Services or his representative must be present for a meeting to be considered official.

### Scholastic Bowl

The college participates in Scholastic Bowl competition with other community colleges in the region. This academic trivia competition is open to both full- and part-time students. The team has won recognition for its outstanding record in competition.

Students interested in competing on the Scholastic Bowl team should contact a member of the counseling staff.

### Intercollegiate and Intramural Athletics

Intercollegiate and intramural athletics play an important role in the educational process of Shawnee Community College students. The college offers a wide range of recreational sports and athletics for students. Outstanding coaching in both the men's and women's divisions makes the athletic programs first class endeavors.

The college is a member of the National Junior College Athletic Association. All teams participate in a Division I Region 24 and National Tournaments.

## GRADING

(Policy Manual: Section 9160)

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

Students are graded according to the following system:

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

The grade point average (GPA) is computed by multiplying the grade points earned in a course by the number of college

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

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

### Incompletes

A student may receive an "I" indicating an incomplete for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable. A student who receives an "I" must complete the requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. Once the requirements are completed, the instructor shall report the grade of A,B,C,D, or F. If a student does not complete the course requirements by the deadline, the student will receive an "F". These arrangements must be made with the instructor before the end of the semester in which the "I" is recorded. A copy of the agreement must be forwarded to the Admissions Office with the final grade report.

\*\*Satisfactory/Unsatisfactory grades are issued to students enrolled in Adult and Community Education classes only. These grades will not be used in computing the student's GPA or college credit hours.

### Independent Study

With administrative approval, credit may be earned in independent study in any curricular area in which it is available. Contact the advising department for additional information. Independent Study courses have special fees. An additional \$40 per credit hour is charged for Independent Study courses.

### Attendance

Students are expected to attend all class sessions for which they are scheduled. The effect of absences on grades is determined by the instructor with the approval of the Vice President of Instructional Services. Faculty may drop a student from class at mid-term if the student is not attending regularly or making progress toward successful completion of the course. Any student enrolled after mid-term must withdraw from class following the procedure outlined above.

Students will be allowed to make up work missed because of legitimate class absences (scheduled, supervised college trips or functions). However, instructors must be notified in person by the student prior to his or her absence. Procedures for implementing this are as follows:

1. The student will notify the instructor in person no later than one class meeting prior to the absence.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be completed prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. If the work is not completed due to absences while participating in extracurricular activities or other uncontrollable situations, the student will be given an "Incomplete" grade and will have one semester to complete the course.

In cases of prolonged absences, students should notify the office of the Vice President of Student and Administrative Services.

### Grade Reports -- Official Transcripts

An official Shawnee Community College transcript is signed and dated by the Registrar.

Shawnee Community College cannot forward the original or a copy of any document received by the college from another institution or agency to a third institution. Transcripts, test scores, etc., must be requested by the student from the originating institution or agency. Unofficial copies of documents may be requested. Normally, unofficial copies are not accepted by other institutions, and official copies should be requested.

At the end of every semester, a grade report is available on Saints Online only. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the college. Students not meeting these obligations may not be allowed to register during subsequent semesters at Shawnee Community College until their records are cleared.

### Student Records/Family Education Rights and Privacy Act

The official educational records for each student are maintained by the Office of Admissions and Records. Federal legislation (Family Education Rights and Privacy Act, Public Law 93-380) has been enacted which intends to protect the privacy of students and includes requirements governing access to information concerning individual students. The intent of this legislation is in accordance with the college's policy which states that "every endeavor will be made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes."

To recognize the achievements of Shawnee Community College students and to provide information without delay which may be of benefit to students, certain "public directory information" may be released by the college without the prior consent of students. Directory information is limited to the following: the student's name, street address and place of

residence, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights, and heights of members of athletic teams, dates of activities and sports, dates of attendance, degrees and awards received by the student, and the most recent previous educational agencies or institutions attended by the student.

Students may withhold directory information by notifying the Dean of Student Services in writing within two weeks after the first day of class for the fall term.

### Graduation

Commencement is held each year at the completion of the spring semester. Attendance at the commencement program is voluntary. All students who were graduated since the previous year's commencement program are invited to attend. Associate degrees and certificates are awarded at the end of each semester.

### Academic Honors (President's List/Vice President's List)

A full-time student enrolled in an Associate degree or certificate program whose GPA is 3.5 or better is considered an honor student. Students achieving a 4.0 GPA will be named to the President's List while those students achieving a GPA between 3.5 and 3.9 will be named to the Vice President's List. Academic honors for these students are announced shortly after the end of the fall and spring semesters.

### AUDIT POLICY

(Policy Manual: Section 8340)

Students must receive approval from the Vice President of Instructional Services prior to enrolling to audit a course. Audited courses are subject to compliance with all other college regulations. Students are not permitted to change to audit after the close of registration during each semester. The student must attend all regular class sessions. The student does not receive a grade or credit for the course, but the course is listed as Audit on his or her transcript. Regular tuition and fees will be assessed for audited courses.

A student may elect to take a course for credit which was previously audited.

### PASS/FAIL

(Policy Manual: Section 9161)

1. Students wanting to exercise a Pass/Fail option must apply for it at the time of registration for that course and prior to the student's first day of course attendance. An application for Pass/Fail credit must be completed and signed by the student and the advisor at the point of registration.
2. The maximum hours of Pass/Fail that can be taken in any one (1) semester is four (4) hours.

3. The total maximum number of Pass/Fail credits that can count toward any degree is 12 semester hours.
4. No general education core curriculum **courses** can be taken Pass/Fail. Exceptions may be allowed under special circumstances with the written approval of the Vice-President of Instructional Services.
5. Courses taken Pass/Fail can only count as elective credit.
6. The designation of Pass/Fail cannot be changed after the beginning of the semester.
7. Pass/Fail courses cannot be changed to a letter grade after the start of the semester. Likewise, a credit course cannot be changed from a letter grade to Pass/Fail after the start of the semester.
8. Certain courses may be considered Pass/Fail. These are IND courses, COM 0160-Introduction to
9. Microcomputers, SEM 0111-College Success, VOL 0201-Volunteer Service, degree practicum/internship course, and nursing clinicals.

## **REPEATED COURSES**

**(Policy Manual: Section 9540)**

A course in which a student enrolls more than once is considered a repeated course. Approval will be given under the following conditions:

1. If the student previously completed the course with less than a grade of C (or equivalent) and the course is necessary to satisfy requirements for a degree or certificate, the student may enroll and be claimed in the course one additional time; or
2. If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course and be claimed as often as approved by the Illinois Community College Board.

In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade point average. The lower of the two grades will be converted to "R" and not be computed in the grade point average nor will it be applicable to a degree or certificate.

For financial aid purposes, courses repeated after a student has received a grade of A, B, C, or D will not be counted in determining the amount of federally-funded or state-funded financial aid, including the federal Pell grant and the state monetary award program grant, unless one or more of the following conditions exist:

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

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

## **WITHDRAWAL**

**(Policy Manual: Section 9520)**

The responsibility for withdrawing from a class rests with the student. The student must abide by the following provisions:

1. Contact a member of the counseling staff to initiate a drop from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the instructor's initials, and deliver this form to the Admissions and Advisement Office in order to be officially withdrawn from a class.
3. The date of withdrawal will be the date the form is received by the Advisor.
4. Not attending class does not constitute a withdrawal from class. Failure to officially withdraw by the academic penalty date will result in failing grade for the semester.

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

## **ACADEMIC WARNING**

**(Policy Manual: Section 9151)**

A student who does not maintain a cumulative grade point average of 2.00 will be given academic warning for one semester. If work is unsatisfactory the following semester, the student will be placed on probation. A student may attend a summer session to raise the G.P.A. to a satisfactory level.

## **CLASS SCHEDULES**

Although the college tries to offer courses at times convenient for all students, the college cannot guarantee that every student will be able to get the class schedule desired. Students are encouraged to register for classes early in the registration period for the best selection of courses and class times. All students should receive a fee statement listing the courses in which they are officially enrolled once registration is completed. Students can also access schedules and fee statements on Saints Online.

## **STUDENT CONDUCT**

**(Policy Manual: Section 8230)**

Student conduct is a concern of the students, faculty, administration and Board of Trustees. The Student Conduct Code was developed as a guideline for the college in determining acceptable student conduct. This document is printed in the Student Handbook annually. Please refer to the Student Handbook for additional information.

## **TRANSFER OF CREDITS TO FOUR-YEAR INSTITUTIONS**

Shawnee Community College has articulation agreements with the following four-year institutions: Southern Illinois University-Carbondale, Southeast Missouri State University and Murray State University. Students planning to transfer to other institutions should consult Shawnee Community College counselors and/or the institutions to which they will transfer.

Effective Summer, 1998, all Illinois schools implemented the Illinois Articulation Initiative, whereby students can transfer freely between institutions with minimal assistance, be assured that all coursework will transfer and count toward a common core of general education courses that are applicable to baccalaureate degrees.

Students wishing to transfer out of state are strongly encouraged to consult with their intended college or university in order to fulfill the general education requirements for that institution.

## **CREDIT BY EXAMINATION**

(Policy Manual: Section 9150)

Credit by examination is subject to the following:

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

### **Proficiency Credit**

A student who has acquired knowledge and competency applicable to an educational goal through informal means

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

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

(Policy Manual: Section 9210)

College credit may be awarded through the College Level Examination Program (CLEP). Shawnee Community College administers CLEP examinations to current or prospective students. All high school graduates (or the equivalent) are eligible to participate in the College Level Examination Program. CLEP examination credit will not be awarded for any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited. Information on fees and testing dates and locations may be obtained from the Student Success Center. Students seeking CLEP credit must request that an original score report be sent to the Registrar.

### **Advanced Placement**

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

### **Certified Nurse Assistant Proficiency Examination (Illinois Department of Public Health)**

The college serves as an official testing center for the Illinois Department of Public Health for administration of the Certified Nurse Assistant Proficiency Examination. Individuals interested in taking this examination should

contact the Illinois Department of Public Health in Springfield.

### **General Education Development (GED)**

The General Education Development test provides an opportunity for adults who did not complete formal high school training to secure an evaluation of their educational maturity and competence and receive a high school equivalency certificate. These tests are administered at Shawnee Community College once each month. Applications may be secured from the Superintendent of the Regional Office of Education.

## **INSTRUCTIONAL PROGRAMS - GENERAL INFORMATION**

Shawnee Community College offers several types of instructional programs designed to meet a broad range of student objectives. Career programs in these different areas prepare students for immediate entry into employment in a wide variety of professional fields. SCC's transfer programs provide an opportunity for students to complete the first two years of a traditional four-year college or university curriculum. The college's other instructional programs, described on the following pages, include the General Studies Program for students who wish to earn a degree but not in a specific career or transfer area; the Continuing Education Program which includes courses and workshops designed to enhance personal and professional growth; and the GED Program for adults who wish to earn a high school equivalency diploma.

## **EDUCATIONAL GUARANTEES**

(Policy Manual: Section 4250)

### **Baccalaureate/Transfer Program**

Shawnee Community College, as an assurance that students can obtain a quality education at their local community college that fully transfers to complete their baccalaureate education, guarantees that students can transfer their courses to colleges or universities. If a course that is selected with the consent of a counselor or academic advisor to transfer to a given college or university is taken and successfully completed and is not accepted for transfer, Shawnee Community College will refund tuition and fees for said courses.

#### **Notification and Conditions**

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

unable to rectify the problem with the transfer institution, the student's tuition and fees paid for the course will be refunded.

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

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

### **Occupational Program Guarantee**

Shawnee Community College, as a demonstration of its dedication to providing exemplary programs and services and as a reflection of its pride, confidence, and accountability in education and workforce preparation, hereby guarantees that all graduates of its occupational programs have obtained the academic and technical skills that the program is designed to teach as outlined in the college's program competency lists. Graduates who jointly with their employers determine they are lacking in the academic or technical skills contained in the program and graduates who have been unable to pass required licensure exam shall be permitted to enroll in a maximum of 12 credit hours of appropriate existing instruction and access tutoring, customized instruction at the discretion of the college, and advising free of tuition and fees.

#### **Notification and Conditions**

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

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



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

## **REQUIREMENT FOR CAMPUS WIFI ACCESS**

Laptop or desktop with:

- Pentium-based computer or equivalent (e.g. Intel or AMD)
- Windows 9x/2000/XP/VISTA/7
- 1 GHz or higher processor
- 1 GB or better RAM
- 2 GB available hard disk space
- (at least) 56k modem connection (off-campus dial up; broadband preferable)
- (IE 7.x or above) or (Firefox 2.x or above) or (Safari 3.x or above)
- JAVA
- Javascript
- Pop-ups allowed on Shawnee Community College Moodle site

# **TRANSFER PROGRAMS OF STUDY**



***Transfer Degrees***  
*Associate of Arts*  
*Associate of Science*  
*On-line*

***Associate of Science in Ag & Natural Resources***

***Associate of Arts in Agriculture Education***

***Elementary Education***

***Associate of Science Pre-Engineering***

***Associate of General Studies***

## TRANSFER PROGRAMS

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

Because four-year colleges vary in their requirements, students should determine specific course requirements by consulting with their faculty advisor or a college counselor as soon as possible after admission to the college.

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

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

### Associate of Arts or Associate of Science Degree

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

1. Successful completion of sixty-four (64) hours of college credit transfer courses;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) 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 at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter) and information can be obtained through accessing [www.iTransfer.org](http://www.iTransfer.org).

Any student pursuing a degree in the Associate of Arts programs or Associate of Science programs are responsible for consulting with an SCC advisor or the appropriate university counselor prior to enrollment to ensure transferability.

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

Illinois Transferable General Education Core Curriculum (37 to 41 semester credit hours):

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

## Transfer Degrees

**Associate of Arts(AA 0090) degree and Associate of Science (AS 0091) degree** provide the first two years of general studies for baccalaureate degrees. Students should consult an advisor to tailor the transfer degrees to the desired Bachelor's degree for a specific college/university. Courses within each section may expand to allow more options to the student. For an up-to-date listing of classes, please consult the Illinois Articulation Initiative website at [www.itransfer.org](http://www.itransfer.org).

**Communications** (Three courses = 9 hours required)

**A two course sequence in Writing (6 credit hours, "C" grade required) and one course in Oral Communication (3 credit hours) (Must either test out of or take ENG 0041/0047/0048)**

Writing

- \_\_\_ ENG 111 – English Composition I (C1 900)
- \_\_\_ ENG 112 – English Composition II (C1 901R)

Oral Communication

- \_\_\_ SPC 111 – Speech (C2900)

**Fine Arts/Humanities** (Three courses = 9 hours required)

**Select one course from Fine Arts and one course from Humanities and one course from either from Fine Arts or Humanities**

Fine Arts:

- \_\_\_ ART 114 – Art Appreciation (F2 900)
- \_\_\_ ART 117 – Art History Survey I (F2 901)
- \_\_\_ ART 118 – Art History Survey II (F2 902)
- \_\_\_ SPC 124 – Theater Appreciation (F1 907)
- \_\_\_ MUS 115 – Music Appreciation ((F1 900)
- \_\_\_ MUS 118 – Survey of Music Literature (F1 901)
- \_\_\_ MUS 130 – Introduction to American Music (F1 904)

Humanities:

- \_\_\_ HIS 108 – Twentieth Century Am. History (H2 905)
- \_\_\_ LIT 210 – Introduction to Literature (H3 900)
- \_\_\_ LIT 211 – Introduction to Poetry (H3 903)
- \_\_\_ LIT 212 – Modern Fiction (H2 901)
- \_\_\_ LIT 213 – Introduction to Drama (H3 902)
- \_\_\_ LIT 214 – British Literature I (H3 912)
- \_\_\_ LIT 215 – British Literature II (H3 913)
- \_\_\_ LIT 216 – American Literature I (H3 914)
- \_\_\_ LIT 217 – American Literature II (H3 915)
- \_\_\_ LIT 218 – World Literature (H3 906)
- \_\_\_ LIT 219 – Contemporary Multicultural Literature (H2 901D)
- \_\_\_ LIT 220 – Literature and Gender (H3 911D)
- \_\_\_ LIT 221 – African American Literature (H3 910D)
- \_\_\_ PHI 215 – Introduction to Philosophy (H4 900)
- \_\_\_ PHI 216 – Logic (H4 906)
- \_\_\_ PHI 218 – Introduction to Ethics and Values (H4 904)
- \_\_\_ PHI 219 – American Religions (H5 905)

**Social and Behavioral Sciences** (Three courses = 9 hours required)

**Select three courses from two different disciplines (example: no more than two courses from, for example, Psychology)**

- \_\_\_ ECO 211 – Macro Economics (S3 901)
- \_\_\_ ECO 212 – Micro Economics S3 902)
- \_\_\_ GOV 117 – American Government (S5 900)
- \_\_\_ HIS 116 – Western Civilization to 1715 (S2 902)
- \_\_\_ HIS 214 – History of the US to 1877 (S2 900)
- \_\_\_ HIS 215 – History of the US from 1877 (S2 901)
- \_\_\_ HIS 217 – Eastern Civilization (S2 908D)
- \_\_\_ PSY 211 – Introduction to Psychology (S6 900)
- \_\_\_ PSY 216 – Social Psychology (S8 900)
- \_\_\_ PSY 217 – Developmental Psychology – Lifespan (S6 902)
- \_\_\_ PSY 218 – Child Psychology (S6 903)
- \_\_\_ SOC 122 – Introduction to Social Problems (S7 901)
- \_\_\_ SOC 212 – Sociology (S7 900)
- \_\_\_ SOC 217 – Marriage and Family (S7 902)
- \_\_\_ SOC 218 – Cultural Diversity (S7 903D)

**Mathematics:** (AS - 8 hours minimum and AA - 3 hours minimum) **(Must test out of or take MAT 0046/0041/114)**

- \_\_\_ MAT 110 – General Education Mathematics (M1 904)
- \_\_\_ MAT 112 – Math for Elementary Teachers II (M1 903) (for Elementary Education Majors only)
- \_\_\_ MAT 113 – Quantitative Literacy (M1 901)
- \_\_\_ MAT 117 – Calculus (M1 900-1)
- \_\_\_ MAT 119 – Finite Mathematics (M 1 906)
- \_\_\_ MAT 210 – General Elementary Statistics (M1 902)
- \_\_\_ MAT 211 – Calculus II (M1 900-2)
- \_\_\_ MAT 212 – Calculus III (M1 900-3)
- \_\_\_ MAT 215 – Calculus for Bus/Social Science (M1 900B)

**Physical and Life Science** (AS 12 hours minimum and AA 8 hours minimum) (must include one or two courses from Life Science and one or two course from Physical Science) (at least one class must contain a lab) Note: Laboratory science lab course IAI number ends with "L"

**Life Sciences**

- \_\_\_ BIO 111 – Introduction to Biology (L1 900L)
- \_\_\_ BIO 115 – Human Biology (L1 904L)
- \_\_\_ BIO 211 – Ecology (L1 905)
- \_\_\_ BIO 213 – Botany (L1 901L)
- \_\_\_ BIO 216 – Survey of Animal Kingdom (L1 902L)
- \_\_\_ PHS 111 – Inorganic, Organic & Biochemistry I (P9 900L)

**Physical Sciences**

- \_\_\_ AST 111 – Astronomy (P1 906L)
- \_\_\_ CHE 114 – Inorganic Chemistry (P1 902L)
- \_\_\_ GEO 213 – Geology (P1 907L)
- \_\_\_ GEO 215 – Intro to Environmental Geology (P1 908L)
- \_\_\_ GRY 214 – Intro to Physical Geography P1 909)
- \_\_\_ PHS 111 – Inorganic, Organic & Biochemistry I (P9 900L)
- \_\_\_ PHS 112 – Physical Science-Physics (P9 900L)
- \_\_\_ PHY 120 – Conceptual Physics (P1 900)
- \_\_\_ PHY 116 – Introductory Physics (P1 900L)
- \_\_\_ PHY 216 – University Physics I (P2 900L)

**Seminar** (1 hour minimum)

- \_\_\_ LRC 112 – The Library as an Information Source
- \_\_\_ VOL 201 – Volunteer Service
- \_\_\_ SEM 111 – College Success
- \_\_\_ AGR 100 – College Orientation for Ag & Natural Resources

Electives: Must be chosen from the transfer courses listed in the back of the catalog and noted with a “T” or IAI code. Total Hours for the AS/AA degree must be a minimum of 60 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.

## On-Line Transfer Degrees

**Associate of Arts(AA 0090) degree and Associate of Science (AS 0091) degree** provide the first two years of general studies for baccalaureate degrees. Students should consult an advisor to tailor the transfer degrees to the desired Bachelor's degree for a specific college/university. Courses within each section may expand to allow more options to the student. For an up-to-date listing of classes, please consult the Illinois Articulation Initiative website at [www.itransfer.org](http://www.itransfer.org).

### **Communications** (9 hours minimum) **Must earn at least a C in each course to graduate**

- ENG 111 – English Composition I
- ENG 112 – English Composition II
- SPC 111 – Speech

### **Fine Arts/Humanities** (9 hours minimum)

#### Choose One course:

- ART 114 – Art Appreciation
- MUS 115 – Music Appreciation
- MUS 130 – Introduction to American Music

#### Choose Two courses:

- LIT 210 – Introduction to Literature
- LIT 211 – Introduction to Poetry
- LIT 212 – Modern Fiction
- LIT 215 – British Literature II
- LIT 216 – American Literature I
- LIT 218 – World Literature
- PHI 215 – Introduction to Philosophy

### **Social Sciences** (9 hours minimum)

- ECO 211 – Macro Economic
- ECO 212 – Micro Economics
- HIS 214 – History of the US to 1877
- HIS 215 – History of the US from 1877
- PSY 211 – Introduction to Psychology
- PSY 218 – Child Psychology

### **Mathematics** (8/3 hours minimum)

**Associate of Science degrees must include 8 hours**

**Associate of Arts degrees must include 3 hours**

- MAT 110 – General Education Mathematics
- MAT 119 – Finite Mathematics
- MAT 210 – General Elementary Statistics

### **Science** (must include Life Science and Physical Science) (at least one class must contain a lab)

**Associate of Science degrees choose 12 hours**

**Associate of Arts degrees choose 7-8 hours**

#### **Life Sciences**

- BIO 111 – Introduction to Biology
- BIO 211 – Ecology

#### **Physical Sciences**

- GEO 215 - Introduction to Environmental Geology
- PHS 112 - Physical Science-Physics

### **Seminar** (1 hour minimum)

- LRC 112 –The Library as an Information Source
- SEM 111 – College Success

**Electives** Total hours for AS/AA must equal at least 64 hours. MAT 115/116/118 may be necessary for some majors. However, they will not count as a general education requirement. Please consult an advisor prior to enrolling.

- ACC 111 – Financial Accounting
- ACC 112 – Managerial Accounting
- BUS 116 – Principles of Marketing
- BUS 210 – Principles of Management
- BUS 211 – Introduction to Finance
- COM 111 – Business Computer Systems
- ECE 101 – Intro to Early Childhood Education
- ECE 114 – Child Growth and Development
- ECE 128 – Child Guidance/Discipline
- ECE 222 – Children's Literature
- EDU 111 – Diversity of Schools and Society
- EDU 119 – Introduction to Educational Technology
- HLT 116 – Nutrition
- HIT 100 – Medical Terminology
- EDU 213 – Education for Exceptional Children

## On-line Degree Option with Southern Illinois University Carbondale Bachelor of Science Degree

This is a common general educational transfer curriculum for this Southern Illinois University Carbondale Online degree completion program for Business Administration. Consult the website of the College of Business at Southern Illinois University for more information at [www.business.siu.edu](http://www.business.siu.edu). See a college counselor for professional guidance. Admission requirements for the program include a minimum 2.0 GPA, the bolded lower level business courses, and completion of one of the following: SIUC core curriculum, Illinois Articulation Initiative (IAI) general education core, or an Associate of Arts or Associate of Science from an Illinois community college.

### First Year

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
ENG 111	English Composition I	3
MAT 116	College Algebra	3
PSY 211 or SOC 212	Introduction to Psychology or Sociology	3
SPC 111	Speech	3
	Seminar Elective	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
ENG 112	English Composition II	3
MAT 119	Finite Mathematics	3
	Fine Arts/Humanities Elective	3
	Life Science Elective	4
<b>TOTAL HOURS</b>		<b>17</b>

### Second Year

FALL SEMESTER		Credit Hours
ECO 211	Economics (Macro)	3
MAT 215	Applied Calculus for Business/Social Science	4
	Fine Arts/Humanities Elective	3
	Physical Science Elective	4
	Elective	4
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ECO 212	Economics (Micro)	3
MAT 210	General Elementary Statistics	4
	Fine Arts/Humanities Elective	3
<b>TOTAL HOURS</b>		<b>14</b>

Electives: Electives chosen should be transfer courses which are generally accepted as major, minor, or elective credit by four-year collegiate institutions. They are designated as transfer courses by a "T" in the course description section.

#### Fine Arts/Humanities (9 hours minimum)

##### Choose One course:

- ART 114 – Art Appreciation
- ART 117 – Art History Survey I
- ART 118 – Art History Survey II
- SPC 124 – Theater Appreciation

- MUS 115 – Music Appreciation
- MUS 118 – Survey of Music Literature
- MUS 130 – Introduction to American Music

##### Choose One courses:

- HIS 108 – Twentieth Century American History
- LIT 210 – Introduction to Literature
- LIT 211 – Introduction to Poetry
- LIT 212 – Modern Fiction
- LIT 213 – Introduction to Drama
- LIT 214 – British Literature I
- LIT 215 – British Literature II
- LIT 216 – American Literature I

- LIT 217 – American Literature II
- LIT 218 – World Literature
- LIT 219 – Contemporary Multicultural Literature
- LIT 220 – Literature and Gender
- LIT 221 – African American Literature
- PHI 215 – Introduction to Philosophy
- PHI 216 – Logic
- PHI 218 – Introduction to Ethics and Values
- PHI 219 – American Religions

#### Science (at least one class must contain a lab)

##### Life Sciences

- BIO 111 – Introduction to Biology
- BIO 115 – Human Biology
- BIO 211 – Ecology

- BIO 213 – Botany
- BIO 216 – Survey of Animal Kingdom
- PHS 111 – Inorganic, Organic & Biochemistry I

##### Physical Sciences

- AST 111 – Astronomy
- CHE 114 – Inorganic Chemistry
- GEO 213 – Geology
- GEO 215 – Introduction to Environmental Geology
- GRY 214 – Introduction to Physical Geography

- PHS 111 – Inorganic, Organic & Biochemistry I
- PHS 112 – Physical Science-Physics
- PHS 120 – Conceptual Physics
- PHY 116 – Introductory Physics
- PHY 216 – University Physics

#### Seminar (1 hour minimum)

- LRC 112 – The Library as an Information Source

- SEM 111 – College Success

- VOL 201 – Volunteer Service

#### Graduation Requirements of the AA degree from SCC:

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

- Successful completion of sixty-four (64) hours of college credit transfer courses;
- Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
- Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College ;
- Making application for graduation by published deadline;
- Payment of all tuition and fees.

#### Southern Illinois University Carbondale Information:

The Business Administration Degree Completion program at Southern Illinois University Carbondale only requires an additional 60 hours of junior and senior level course work in order to complete a bachelor of science degree from an AACSB accredited program. The AACSB accreditation is the *highest* standard of achievement for a business school, world-wide. Many employers look for graduates from an AACSB program, because they have graduated from a *quality* program. SIUC College of Business is in the **top 10%** of public colleges of business in the nation.

Students must apply to the University to the Business and Administration (BNAD) program. Courses are taught in 'content areas' during a traditional semester, which include two-eight week classes during the traditional 16 week term. Students may start the program in January, May, or December. The program is eligible for financial aid. Student services, including academic advisement and career placement, are available. For more information please visit: <http://onlineug.business.siu.edu> or contact Jill Gebke at [jgebke@business.siu.edu](mailto:jgebke@business.siu.edu).

**On-line Degree Option with Southeast Missouri State University  
Bachelor of Science Degree**

This is a common general educational transfer curriculum for Southeast Missouri State University's degree in Business Administration. Consult the website of the Harrison College of Business at Southeast for more information at <http://www.semo.edu/hcb/academics/study.htm>.

**First Year**

FALL SEMESTER		Credit Hours
*ACC 111	Financial Accounting	4
ENG 111	English Composition I	3
MAT 116	College Algebra	3
PSY 211	Introduction to Psychology	3
SPC 111	Speech	3
	Seminar Elective	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
*ACC 112	Managerial Accounting	4
ENG 112	English Composition II	3
	Artistic Expression (ART 114 or MUS 115)	3
	Development of a Major Civilization (HIS 116, 117, 214, 215, 217, or 241)	3
	Living Systems (BIO 111, 211, 213, or 216)	4
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
ECO 211	Economics (Macro)	3
MAT 215	Applied Calculus for Business/Social Science	4
	Physical Systems (AST 111, CHE 114, GEO 215, PHS 111, PHS 112, PHY 116, PHY 120, or PHY 216)	4
	Political Systems (GOV 117)	3
	Social Systems (SOC 212)	3
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
BUS 214	Business Law I	3
COM 111	Business Computer Systems	4
ECO 212	Economics (Micro)	3
MAT 210	General Elementary Statistics	4
	Literary Expression (ECE 222, LIT 210, 211, 212, 214, 215, 216, 217, 218, 219, 220, 221, PHI 215, or SPA 212)	3
<b>TOTAL HOURS</b>		<b>17</b>

\*Accounting Majors must have at least a grade of "A" or "B" in both ACC 111 and 112.

Admission to the Harrison College of Business include: completion of all lower level core and support courses with a grade of "C" or better, completion of 60 hours (junior standing), and a minimum of 2.25 overall grade point average. Students must be admitted to the College in order to enroll in upper level (300-500) business courses. Requirements for the BS/BA degree are at <http://www5.semo.edu/cobadvising>.

Information on admission to Southeast is available from the Office of Admissions at [admissions@semo.edu](mailto:admissions@semo.edu), 573-651-2590, or <http://semo.edu/admissions>. Students may access "Transfer Course Conversion" at <http://portal.semo.edu> to verify transferability of other courses to Southeast.



**Communications** (9 hours minimum) Must earn at least a C in each course to graduate

- \_\_\_ENG 111 – English Composition I  
\_\_\_ENG 112 – English Composition II
- \_\_\_SPC 111 – Speech

**Fine Arts/Humanities** (9 hours minimum)Choose One course:

- \_\_\_ART 114 – Art Appreciation  
\_\_\_ART 117 – Art History Survey I  
\_\_\_ART 118 – Art History Survey II  
\_\_\_SPC 124 – Theatre Appreciation
- \_\_\_MUS 115 – Music Appreciation  
\_\_\_MUS 118 – Survey of Music Literature  
\_\_\_MUS 130 – Introduction to American Music

Choose Two courses:

- \_\_\_HIS 108 – Twentieth Century American History  
\_\_\_HIS 117 – Western Civilization from 1715  
\_\_\_LIT 210 – Introduction to Literature  
\_\_\_LIT 211 – Introduction to Poetry  
\_\_\_LIT 212 – Modern Fiction  
\_\_\_LIT 213 – Introduction to Drama  
\_\_\_LIT 214 – British Literature I  
\_\_\_LIT 215 – British Literature II  
\_\_\_LIT 216 – American Literature I
- \_\_\_LIT 217 – American Literature II  
\_\_\_LIT 218 – World Literature  
\_\_\_LIT 219 – Contemporary Multicultural Literature  
\_\_\_LIT 220 – Literature and Gender  
\_\_\_LIT 221 – African American Literature  
\_\_\_PHI 215 – Introduction to Philosophy  
\_\_\_PHI 216 – Logic  
\_\_\_PHI 218 – Introduction to Ethics and Values  
\_\_\_PHI 219 – American Religions

**Social Sciences** (9 hours minimum) Must be taken from at least 2 different disciplines

- \_\_\_ANT 216 – Anthropology  
\_\_\_ECO 211 – Macro Economics  
\_\_\_ECO 212 – Micro Economics  
\_\_\_GOV 117 – American Government  
\_\_\_HIS 116 – Western Civilization to 1715  
\_\_\_HIS 214 – History of the US to 1877  
\_\_\_HIS 215 – History of the US from 1877  
\_\_\_HIS 217 – Eastern Civilization
- \_\_\_PSY 211 – Introduction to Psychology  
\_\_\_PSY 216 – Social Psychology  
\_\_\_PSY 217 – Development Psychology - Lifespan  
\_\_\_PSY 218 – Child Psychology  
\_\_\_SOC 122 – Introduction to Social Problems  
\_\_\_SOC 212 – Sociology  
\_\_\_SOC 217 – Marriage and Family  
\_\_\_SOC 218 – Cultural Diversity

**Mathematics:** (8 hours minimum)

- \_\_\_MAT 110 – General Education Mathematics  
\_\_\_MAT 112 – Math for Elementary Teachers II  
(for Elementary Education Majors only)  
\_\_\_MAT 113 – Quantitative Literacy  
\_\_\_MAT 117 – Calculus
- \_\_\_MAT 119 – Finite Mathematics  
\_\_\_MAT 210 – General Elementary Statistics  
\_\_\_MAT 211 – Calculus II  
\_\_\_MAT 212 – Calculus III  
\_\_\_MAT 215 – Calculus for Business/Social Science

**Science** (12 hours minimum) (must include Life Science and Physical Science) (at least one class must contain a lab)**Life Sciences**

- \_\_\_BIO 111 – Introduction to Biology  
\_\_\_BIO 115 – Human Biology  
\_\_\_BIO 211 – Ecology
- \_\_\_BIO 213 – Botany  
\_\_\_BIO 216 – Survey of Animal Kingdom  
\_\_\_PHS 111 – Inorganic, Organic & Biochemistry I

**Physical Sciences**

- \_\_\_AST 111 – Astronomy  
\_\_\_CHE 114 – Inorganic Chemistry  
\_\_\_GEO 213 – Geology  
\_\_\_GEO 215 – Introduction to Environmental Geology  
\_\_\_GRY 214 – Introduction to Physical Geography
- \_\_\_PHS 111 – Inorganic, Organic & Biochemistry I  
\_\_\_PHS 112 – Physical Science-Physics  
\_\_\_PHS 113 – Inorganic, Organic & Biochemistry II  
\_\_\_PHY 116 – Introductory Physics  
\_\_\_PHY 216 – University Physics

**Seminar**

- \_\_\_AGR 100 – College Orientation for Ag & Natural Resources

**Electives** (16 hours minimum)

- \_\_\_AGR 101 – Career Concepts in Ag & Natural Resources  
\_\_\_AGR 102 – Computer Application in Ag & Natural Resources  
\_\_\_AGR 111 – Introduction to Horticulture  
\_\_\_AGR 112 – Introduction to Crop Science  
\_\_\_AGR 113 – Introduction to Soil Science  
\_\_\_AGR 115 – Introduction to Animal Science  
\_\_\_AGR 116 – Agricultural Economics  
\_\_\_AGR 117 – Conservation of Natural Resources  
\_\_\_AGR 225 – Introduction to Forestry  
\_\_\_AGR 234 – Introduction to Forest Recreation  
\_\_\_AGR 235 – Tree Identification Lab

**The Associate of Arts (AA) in Agriculture Education degree** is intended for those students planning to transfer to a related program of study at a four-year institution following the completion of their AA degree at SCC.

To transfer into a baccalaureate degree program in agriculture education as a junior, students need to complete a minimum of 64 credit hours. Students are strongly encouraged to complete an AA degree prior to transfer. Since admission is competitive, completion of the recommended courses does not guarantee admission.

Due to variations in expectations of partnering universities, students are advised to notify academic advisors of the four-year institution they are planning to transfer to upon their arrival at SCC. This will play a role in choosing coursework. Students should plan their transfer programs with an advisor and program faculty member.

**ASSOCIATE OF ARTS – MAJORING IN: AGRICULTURE EDUCATION**

**(AA 0090)**

This degree is designed for students pursuing a career as an agriculture educator. Students obtaining a four-year degree in Agriculture Education may find careers in education, government, or private industry settings.

**First Year**

FALL SEMESTER		Credit Hours
AGR 101	Career Concepts in Agriculture	1
BIO 111	Introduction to Biology	4
COM 111	Business Computer Systems	4
ENG 111	English Composition I	3
	Humanities Elective	3
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
AGR 111	Introduction to Horticulture	3
EDU 111	Diversity of Schools and Society	3
ENG 112	English Composition II	4
MAT 112	Math for Elementary Teachers II	4
	Fine Arts Elective	3
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
AGR 113	Introduction to Soil Science	4
AGR 115	Introduction to Animal Science	4
*EDU 110	Introduction to Education	3
PHS 111	Inorganic, Organic & Biochemistry I	4
EDU 213	Education of Exceptional Children	3
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
AGR 112	Introduction to Crop Science	4
PSY 218	Child Psychology	3
SPC 111	Speech	3
	Humanities Elective	3
	Social Science Electives	6
<b>TOTAL HOURS</b>		<b>19</b>

\*Students taking EDU 110 should also take the Basic Skills test the same semester. Please see the Education Coordinator on the main campus.

## Murray State University

This is a suggested outline for the Associate of Arts leading to Elementary Education for students interested in transferring to Murray State University. Since degree requirements may change at the university, students are encouraged to make contact with the Education department at MSU, and/or visit their website at <http://www.murraystate.edu/coe/>

**Communications** (minimum 9 hours) Must earn at least a C in each course to graduate

- \_\_\_ENG 111 – English Composition I  
\_\_\_ENG 112 – English Composition II
- \_\_\_SPC 111 – Speech

**Fine Arts/Humanities** (minimum 9 hours)

## Fine Arts:

- \_\_\_ART 114 – Art Appreciation  
\_\_\_MUS 115 – Music Appreciation
- \_\_\_SPC 124 – Theatre Appreciation

## Humanities:

- \_\_\_LIT 210 – Introduction to Literature  
\_\_\_LIT 211 – Introduction to Poetry  
\_\_\_LIT 212 – Modern Fiction  
\_\_\_LIT 213 – Introduction to Drama  
\_\_\_LIT 214 – English Literature
- \_\_\_LIT 215 – English Literature  
\_\_\_LIT 216 – American Literature I  
\_\_\_LIT 217 – American Literature II  
\_\_\_LIT 218 – World Literature  
\_\_\_LIT 221 – African American Literature

**Social Sciences** (minimum 9 hours)

- \_\_\_HIS 116 – Western Civilization to 1715  
\_\_\_HIS 117 – Western Civilization from 1715
- \_\_\_PSY 211 – Introduction to Psychology

**Mathematics** (minimum 12 hours) Must include MAT 111 and MAT 112 with “C” or better

- \_\_\_MAT 110 – General Education Mathematics  
OR  
\_\_\_MAT 116 – College Algebra  
\_\_\_MAT 111 – Math for Elementary Teachers I  
\_\_\_MAT 112 – Math for Elementary Teachers II

**University Studies Electives** (minimum 9 hours)

- \_\_\_COM 111 – Business Computer Systems  
\_\_\_GRY 214 – Physical Geography  
\_\_\_ Academic emphasis course suggested

**Sciences** (minimum 12 hours) Must include at least 1 life and 1 physical and at least 1 class must contain a lab**Life Sciences**

- \_\_\_BIO 111 – Introduction to Biology

**Physical Sciences**

- \_\_\_AST 111 – Astronomy  
\_\_\_CHE 114 – Inorganic Chemistry  
\_\_\_GEO 213 – Geology  
\_\_\_GEO 215 – Introduction to Environmental Geology  
\_\_\_PHS 111 – Inorganic, Organic & Biochemistry I  
\_\_\_PHS 112 – Physical Science – Physics  
\_\_\_PHY 116 – Introductory Physics  
\_\_\_PHY 216 – University Physics

**Seminar** (minimum 1 hour)

- \_\_\_LRC 112 – Library as an Information Source  
\_\_\_SEM 111 – College Success  
\_\_\_VOL 201 – Volunteer Service

**Electives**

- \_\_\_EDU 110 – Introduction to Education (“C” or better)  
\_\_\_HLT 111 – Health  
\_\_\_MUS 110 – Music for Elementary Education  
\_\_\_MUS 212 – Techniques of Teaching Music  
\_\_\_PE (service course)  
\_\_\_PSY 217 – Human Development and Learning



## Southeast Missouri State University

This is a suggested outline for the Associate of Arts leading to Elementary Education for students interested in transferring to Southeast Missouri State University in Cape Girardeau, MO. Since degree requirements may change at the university, students are encouraged to make contact with the Education department at SEMO, and/or visit their website at [www5.semo.edu](http://www5.semo.edu) or [www.semo.edu/cea](http://www.semo.edu/cea). Inquiries to the College of Education at SEMO can be directed to Dr. Joe Huskey at 573-651-2412.

Students are encouraged to visit our website and click the SEMO icon to get up-to-date information on articulated programs with SEMO. Visit [www.semo.edu/registrar/transfer/shawnee\\_community\\_college.htm](http://www.semo.edu/registrar/transfer/shawnee_community_college.htm).

**First Year**

FALL SEMESTER		Credit Hours
ENG 111	English Composition I	3
GOV 117	Intro to American Government	3
HLT 111	Health	2
MAT 111	Math for Elementary Teachers I	3
MUS 115	Music Appreciation	3
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
ART 114	Art Appreciation	3
BIO 111	Intro to Biology	4
ENG 112	English Composition II	3
MAT 112	Math for Elementary Teachers II	3
	Electives	5
<b>TOTAL HOURS</b>		<b>18</b>

**Second Year**

FALL SEMESTER		Credit Hours
HIS 214	History of the US to 1877	3
PHS 111	Inorganic, Organic & Biochemistry I	4
PSY 211	Intro to Psychology	3
PSY 218	Child Psychology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
ECO 211	Macroeconomics	3
SOC 212	Sociology	3
ECE 222	Children's Literature	3
	Humanities Elective	6
<b>TOTAL HOURS</b>		<b>15</b>

NOTE: Students will take the C-Base Exam after the completion of the first year.

## ASSOCIATE OF SCIENCE IN PRE-ENGINEERING

(AS 0091)

This is a suggested curriculum for the Associate of Science degree that will transfer into most engineering schools. Every university has its own requirements, so students are encouraged to contact the school they intend to transfer to as early as possible. Students who are undecided as to where they will transfer can use this model. Individual majors such as Electrical, Mining, Mechanical or Civil Engineering may have specific requirements.

Students MUST come in with PHS 111 or 1 year of high school chemistry and MAT 115 prior to beginning the following sequence of classes. When completed, the student will be able to enter into an Accreditation Board for Engineering and Technology (ABET) college of engineering as a junior.

**First Year**

FALL SEMESTER		Credit Hours
CHE 114	Inorganic Chemistry	5
ENG 111	English Composition I	3
MAT 117	Calculus I	5
PHY 116	College Physics I	4
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
CHE 115	Inorganic Chemistry & Qualitative Analysis	5
ENG 112	English Composition II	3
HLT 111	Health	2
MAT 211	Calculus II	5
	Social Science Electives	6
<b>TOTAL HOURS</b>		<b>21</b>

**Second Year**

FALL SEMESTER		Credit Hours
EGR 219	Engineering Statics	3
MAT 212	Calculus III	5
PHY 216	University Physics I	4
SPC 111	Speech	3
	Humanities Elective	3
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
EGR 214	Engineering Dynamics	3
EGR 218	Engineering Thermodynamics	3
MAT 213	Ordinary Differential Equations I	3
PHY 217	University Physics II	4
	Humanities Elective	3
<b>TOTAL HOURS</b>		<b>16</b>

**Third Year**

FALL SEMESTER		Credit Hours
	Fine Art Elective	3
	Social Science Elective	3
<b>TOTAL HOURS</b>		<b>6</b>

Humanities/Social Science Electives – ABET accreditation requires a sequential social science or humanities. Please choose from LIT 216 & 217, HIS 214 & 215 or HIS 116 & 117.

**Associate in General Studies Degree**

The General Studies Associate Degree program is designed to

1. Provide an avenue for those who wish to complete a general program but do not wish to pursue an occupational or a baccalaureate-oriented program.
2. Provide students with opportunities to explore their potential abilities and interests through a program of liberal studies.

NOTE: Selected courses within the program may be transferable.

General requirements for graduation with an Associate in General Studies (AGS) Degree include

1. Successful completion of sixty-four (64) hours of college credit.
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College.
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College.
4. Making application for graduation prior to graduation:
  - (a) Mid-term date of Spring Semester for May graduation;
  - (b) Mid-term date of Fall Semester for December graduation;
  - (c) Mid-term date of Summer Session for August graduation.
5. Payment of all tuition and fees.

Course Requirements for graduation with an Associate in General Studies Degree are:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Required Courses                             <ol style="list-style-type: none"> <li>a. ENG 111 - English Composition I</li> <li>b. ENG 112 - English Composition II</li> <li>c. SPC 111 - Speech</li> <li>d. Mathematics elective</li> <li>e. Science elective</li> <li>f. Social Science elective</li> <li>g. Humanities elective</li> <li>h. SEM 111 - College Success</li> </ol> </li> <li>2. A minimum of six courses selected from three different subject areas within the divisions of communications, mathematics, science, humanities, or social science.</li> <li>3. Electives (May be taken from either baccalaureate or occupational fields of study). At least ten hours must be taken in one field of study.</li> </ol> | <p>Minimum 22 Semester Hours</p> <p>18 - 22 Semester Hours</p> <p>20 - 24 Semester Hours</p> |
|---|--|

# ***OCCUPATIONAL PROGRAMS OF STUDY***



***Associate of Applied Science  
and  
Certificates***

# OCCUPATIONAL PROGRAMS

## ASSOCIATE OF APPLIED SCIENCE & CERTIFICATES

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

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

## ASSOCIATE OF APPLIED SCIENCE DEGREES AND RELATED CERTIFICATE PROGRAMS

### Associate of Applied Science

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

1. Successful completion of the requirements of the curriculum;
2. Achievement of cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of twenty (20) semester hours of credit at Shawnee Community College;
4. Making application for graduation by published deadline;
5. Payment of all tuition and fees.

### One-Year Certificate Programs

General Requirements for graduation with a One-Year Certificate include:

1. Successful completion of the requirements of the curriculum;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher;
3. Earning a minimum of one-half of the required credit hours of the curriculum at Shawnee Community College;
4. Making application for graduation by published deadline;
5. Payment of all tuition and fees.

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



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



*In 2012, the LPN program obtained 100% pass rate for the 7<sup>th</sup> year in a row.*

## ***Associate Degree Nursing (ADN):***

*Full-Time*

*Part-Time*

## ***Practical Nursing (PN):***

*Full-Time*

*Part-Time*

## ***Certified Nurse Assistant Program***

***Massage Therapy***

***Medical Biller***

***Medical Coder***

***Medical Coding Specialist***

***Medical Office Assistant***

***Medical Transcription***

**NOTE: See pages 84-88 for Health Information Technology, Surgical Technology, Medical Lab Technologist, Occupational Therapy Assistant and Veterinary Technology programs**

**LPN to ADN PROGRAM**

Practical Nursing  
PN 2127

Associate Degree Nursing  
RN 2227

General Studies

- \_\_\_ENG 111 English Composition I
- \_\_\_HLT 116 Nutrition
- \_\_\_PSY 211 Psychology
- \_\_\_PN 101 Nursing Orientation

\_\_\_*ENG 112 English Composition II*  
\_\_\_*Humanities/Social Sci. Elective*

\_\_\_MAT 122 Applied Basic Math (Strongly recommended prior to taking PN 126)

Science

BIO 115 → BIO 210 → **BIO 215**



**BIO 218**

BIO 115 is prerequisite for BIO 210 and BIO 218. BIO 210 is prerequisite for PN 121. BIO 210 is a prerequisite for BIO 215.

Fall Semester

- PN
- \_\_\_PN 114 Growth & Development
  - \_\_\_PN 115 Clinical Nursing I
  - \_\_\_PN 121 Fund. Of Nursing
  - \_\_\_PN 126 Intro. to Pharmacology
  - \_\_\_PN 128 Nursing Procedures
  - \_\_\_PN 170 Geriatric Nursing

- ADN
- \_\_\_ADN 229 Community Health
  - \_\_\_ADN 230 Respiratory Interv.
  - \_\_\_ADN 231 Metabolic-Endocrine
  - \_\_\_ADN 235 GI/Genital Urinary
  - \_\_\_ADN 238 Cardiovascular
  - \_\_\_ADN 239 Intro to Concept. Frame.

Spring Semester

- PN
- \_\_\_PN 116 Clinical Nursing II
  - \_\_\_PN 117 Obstetric Care
  - \_\_\_PN 125 Intro to Mental Health
  - \_\_\_PN 129 Medical-Surgical I
  - \_\_\_PN 131 Mother and Newborn
  - \_\_\_PN 132 Nursing of the Child
  - \_\_\_PN 133 Pharmacology

- ADN
- \_\_\_ADN 221 Neurological-Sensory
  - \_\_\_ADN 232 Nursing Today & Tomorrow
  - \_\_\_ADN 233 Maternal-Neonate
  - \_\_\_ADN 234 Pediatric Nursing
  - \_\_\_ADN 236 Orthopedic-Derm
  - \_\_\_ADN 237 Psychiatric Nursing
  - \_\_\_ADN 240 Intro. to Nursing Informatics

Summer Semester

- PN
- \_\_\_PN 119 Clinical Nursing III
  - \_\_\_PN 137 Medical-Surgical II

PN	<u>43</u>	<u>Required Hours</u>	<u>64</u>	<u>ADN</u>
	_____	<u>Total Hours Complete</u>	_____	
	_____	<u>Hours Yet to Complete</u>	_____	

Note: Current BLS Health Care Provider Certification must be held at the time of the start of the program and good through the completion of the nursing classes.

**ASSOCIATE DEGREE NURSING (AAS Degree) FULL-TIME (RN 2227)**

The Associate Degree in Nursing Program is designed to provide career mobility for persons who have successfully completed a practical nursing program.

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

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

GENERAL STUDIES		Credit Hours
	Humanities/Social Science Elective	3
BIO 215	Introduction to Physiology	4
BIO 218	Microbiology	4
ENG 112	English Composition II	3
<b>TOTAL HOURS</b>		<b>14</b>

It is the student's responsibility to be knowledgeable of the prerequisites of all courses and if all general studies are completed, the curriculum will occur as follows:

FALL SEMESTER		Credit Hours
ADN 229	Community Based Nursing Care	2
*ADN 239	Introduction to Conceptual Framework	3
ADN 230	Respiratory Nursing Interventions	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2
ADN 235	Gastrointestinal/Genital Urinary Nursing Interventions	3
ADN 238	Cardiovascular Nursing Interventions	3
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
ADN 221	Neurological-Sensory Nursing Interventions	2
ADN 232	Nursing Today & Tomorrow	1
ADN 233	Maternal-Neonate Nursing Interventions	3
ADN 234	Pediatric Nursing Interventions	2
ADN 236	Orthopedic-Dermatological Nursing Interventions	3
ADN 237	Psychiatric Nursing Interventions	3
ADN 240	Introduction to Nursing Informatics	1
<b>TOTAL HOURS</b>		<b>15</b>

The student must have completed Introduction to Physiology-BIO 215 prior to or by the end of the first semester with a grade of "C" or better. The student must have completed Microbiology-BIO 218 prior to or by the end of the second semester with a grade of "C" or better.

**ASSOCIATE DEGREE NURSING (AAS Degree) PART-TIME (RN 2227)**

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

GENERAL STUDIES		Credit Hours
BIO 215	Introduction to Physiology	4
BIO 218	Microbiology	4
ENG 112	English Composition II	3
	Humanities/Social Science Elective	3
<b>TOTAL HOURS</b>		<b>14</b>

It is the student's responsibility to be knowledgeable of the prerequisites of all courses and if all general studies are completed, the curriculum will occur as follows:

**First Year**

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

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

**Second Year**

FALL SEMESTER		Credit Hours
ADN 229	Community Based Nursing Care	2
ADN 231	Metabolic-Endocrine Nursing Interventions	2
ADN 235	Gastrointestinal/Genital-Urinary Nursing Interventions	3
<b>TOTAL HOURS</b>		<b>7</b>

SPRING SEMESTER		Credit Hours
ADN 232	Nursing Today & Tomorrow	1
ADN 236	Orthopedic-Dermatological Nursing Interventions	3
ADN 237	Psychiatric Nursing Interventions	3
ADN 240	Introduction to Nursing Informatics	1
<b>TOTAL HOURS</b>		<b>8</b>

Prerequisite(s): \*ADN 201-Nursing Orientation and Skills Review

\*CPR 120-CPR for Healthcare Providers

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

This curriculum is designed to prepare students for entry into the vocation of Practical Nursing. The curriculum includes theory coordinated with related clinical experience in the nursing care of patients as defined in the Illinois Nurse Practice Act.

Upon satisfactory completion of the one-year program, the student will be eligible to write the NCLEX-PN Examination for Practical Nurses.

FALL SEMESTER		Credit Hours
CPR 120	CPR for Healthcare Providers	1
HLT 116	Nutrition	3
PN 114	Growth and Development for PNs	2
PN 115	Clinical Nursing-Part I	3
*PN 121	Fundamentals of Nursing	2
**PN 126	Introduction to Pharmacology	3
PN 128	Nursing Procedures	2
PN 170	Geriatric Nursing	1
<b>TOTAL HOURS</b>		<b>17</b>

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

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

PN 101 – Nursing Orientation is a prerequisite to the PN program. Students must be admitted to the program in order to take this course.

\*Prerequisite for PN 121 is Introduction to Anatomy-BIO 210 with a grade of “C” or better.

\*\*MAT 122-Applied Basic Mathematics is strongly recommended prior to taking Introduction to Pharmacology-PN 126.

\*\*\*Prerequisite for PN 129 is Nutrition-HLT 116 with a grade of “C” or better.

NOTE: It is the student’s responsibility to be knowledgeable of the prerequisites of all courses.

**PRACTICAL NURSING (One-Year Certificate) PART-TIME (Days or Evenings) (PN 2127)**

**First Year**

FALL SEMESTER		Credit Hours
CPR 120	CPR for Healthcare Provider	1
**PN 126	Introduction to Pharmacology	3
PN 115	Clinical Nursing I (8 days)	3
*PN 121	Fundamentals of Nursing	2
PN 128	Nursing Procedures	2
<b>TOTAL HOURS</b>		<b>11</b>

SPRING SEMESTER		Credit Hours
ENG 111	English Composition I	3
PN 115	Clinical Nursing I (8 days)	0
PN 117	Obstetric Clinical	1
PN 131	Nursing Care of Mother and Newborn	2
PN 133	Pharmacology	2
<b>TOTAL HOURS</b>		<b>8</b>

SUMMER SEMESTER		Credit Hours
PN 116	Clinical Nursing II (10 days)	4
PSY 211	Introduction to Psychology	3
<b>TOTAL HOURS</b>		<b>7</b>

**Second Year**

FALL SEMESTER		Credit Hours
HLT 116	Nutrition	3
PN 114	Growth and Development for PNs	2
PN 116	Clinical Nursing II (10 days)	0
PN 170	Geriatric Nursing	1
<b>TOTAL HOURS</b>		<b>6</b>

SPRING SEMESTER		Credit Hours
PN 119	Clinical Nursing III (8 days)	3
PN 125	Introduction to Mental Health	1
***PN 129	Medical/Surgical Nursing I	3
PN 132	Nursing Care of the Child	2
<b>TOTAL HOURS</b>		<b>9</b>

SUMMER SEMESTER		Credit Hours
PN 119	Clinical Nursing III (8 days)	0
PN 137	Medical/Surgical Nursing II	2
<b>TOTAL HOURS</b>		<b>2</b>

PN 101 – Nursing Orientation is a prerequisite to the PN program. Students must be admitted to the program in order to take this course.

\*Prerequisite for PN 121 is Introduction to Anatomy-BIO 210 with a grade of “C” or better.

\*\*MAT 122-Applied Basic Mathematics is strongly recommended prior to taking Introduction to Pharmacology-PN 126.

\*\*\*Prerequisite for PN 129 is Nutrition-HLT 116 with a grade of “C” or better.

NOTE: It is the student’s responsibility to be knowledgeable of the prerequisites of all courses.

**CERTIFIED NURSE ASSISTANT PROGRAM (Certificate)**

(PN 2126)

This program is designed to teach and train the student to function as an integral part of a health care team, under the direction of a registered or licensed nurse, in nursing homes or home health care settings.

Upon satisfactory completion of the program, the student will be eligible to take the State of Illinois Nurse Aide Competency test.

		Credit Hours
*CNA 120	Basic Nurse Assistant Training Program	6
IND 230	CPR for Healthcare Providers	1
<b>TOTAL HOURS</b>		<b>7</b>

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

\*80 hours - theory

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

**Admission Requirements:**

**AGE:** Be at least 16 years of age.

**ENTRANCE TEST:** Successfully complete the TABE test scoring at the 9th grade level or above score 77 or COMPASS test with reading.

**BACKGROUND CHECK:** A fingerprint background check must be initiated prior to starting class. A 2-step PPD tet for TB must be completed prior to clinical. There will be an orientation session prior to the start of the class where information will be provided.

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

**MESSAGE THERAPY (Certificate)**

(MTP 2141)

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

National Certification Board for Therapeutic Massage and Bodywork  
 1901 South Meyers Road, Suite 240  
 Oakbrook Terrace, IL 60181  
 (800) 296-0664  
[www.ncbtmb.org](http://www.ncbtmb.org)

<b>FALL SEMESTER</b>		Credit Hours
BIO 212	Anatomy and Physiology	3
HLT 125	Heartsaver First Aid/CPR/AED	1
MTP 101	Intro to Massage Therapy	3
MTP 102	Massage Therapy Laws and Ethics	3
MTP 104	Massage Therapy Techniques I	4
MTP 202	Massage Therapy Anatomy	3
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		Credit Hours
MTP 201	Adv. Massage Therapy	3
MTP 203	Massage Therapy Business Practices	3
MTP 204	Massage Therapy Techniques II	4
MTP 206	Massage Therapy Pathology	4
HLT 116	Nutrition	3
<b>TOTAL HOURS</b>		<b>17</b>

<b>SUMMER SEMESTER</b>		Credit Hours
MTP 205	Massage Therapy Techniques III	4
MTP 207	Massage Therapy Kinesiology	3
<b>TOTAL HOURS</b>		<b>7</b>

**MEDICAL BILLER (Less-Than-One-Year Certificate)**

**(HIT 2176)**

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

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

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

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

**(HIT 2174)**

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

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

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

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

**(HIT 2224)**

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
BIO 212	Anatomy & Physiology	3
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
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
HIT 104	Advanced Medical Terminology	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
HIT 209	Advanced Physician Coding	4
IMS 130	Current Technology for Office Support	3
<b>TOTAL HOURS</b>		<b>17</b>

SUMMER SEMESTER		Credit Hours
HIT 194	Medical Coding Internship	1
HIT 111	Professionalism in the Medical Office	1
<b>TOTAL HOURS</b>		<b>2</b>

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

**(MRS 2102)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Intro to Health Info. Technology	3
HIT 109	Introduction to Coding	2
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
IMS 130	Current Technology for Office Support	3
HIT 104	Advanced Medical Terminology	3
HIT 105	Medical Transcription	3
HIT 106	Principles of Insurance	3
HIT 107	Medical Office Procedures	4
<b>TOTAL HOURS</b>		<b>16</b>

<b>SUMMER SEMESTER</b>		<b>Credit Hours</b>
HIT 111	Professionalism in the Medical Office	1
HIT 192	Medical Office Assistant Internship	1
<b>TOTAL HOURS</b>		<b>2</b>

**MEDICAL TRANSCRIPTIONIST (Less-Than-One-Year Certificate)**

**(HIT 2175)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
HIT 100	Medical Terminology	3
HIT 105	Medical Transcription	3
<b>TOTAL HOURS</b>		<b>6</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
HIT 104	Advanced Medical Terminology	3
HIT 110	Advanced Medical Transcription	3
<b>TOTAL HOURS</b>		<b>6</b>

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

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

**MEDICAL TRANSCRIPTION (One-Year Certificate)**

**(SEC 2104)**

This one-year curriculum is designed to provide the student with those skills necessary for entry-level employment in the medical field as a transcriptionist.

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 105	Medical Transcription	3
IMS 115	Proofreading	1
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
IMS 127	Voice Dictation	1
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
COM 280	Microsoft Word	2
IMS 130	Current Technology for Office Support	3
HIT 104	Advanced Medical Terminology	3
HIT 110	Advanced Medical Transcription	3
IMS 122	Document Formatting	3
IMS 227	Office Information Processing I	3
<b>TOTAL HOURS</b>		<b>17</b>

<b>SUMMER SEMESTER</b>		<b>Credit Hours</b>
HIT 111	Professionalism in the Medical Office	1
HIT 193	Medical Transcription Internship	1
<b>TOTAL HOURS</b>		<b>2</b>

**NEED FINANCIAL AID?**

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

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

**Refer to pages 21-25  
 or  
 visit the SCC website and click on financial aid**



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



**Accounting  
Administrative Assistant  
Agriculture  
Automotive  
Business Management  
Computers  
Cosmetology  
Criminal Justice  
Direct Support Provider  
Early Childhood Education  
Fish and Wildlife Management  
Heating/Ventilation/AC/Refrigeration  
Helpdesk/PC Tech/Networking  
Industrial Maintenance  
Information Processing  
Major Appliance  
Multimedia and Gaming  
Office Assistant  
Social Work  
Truck Driving  
Welding (Combination)**

**ACCOUNTING (AAS Degree)**

(ACC 2211)

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

**First Year**

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Comm. I or English Composition I	3
COM 111	Business Computer Systems	4
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
ACC 112	Managerial Accounting	4
ACC 121	Payroll Accounting	2
ACC 219	Quickbooks	2
BUS 125	Business Communication	3
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Comm. II or English Composition II	3
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
ACC 213	Cost Accounting	3
ACC 224	Computerized Accounting Applications	3
BUS 217 or BUS 232	Entrepreneurship or Supervision	3
BUS 215	Legal & Social Environment of Business	3
COM 281	Microsoft Excel	2
MAT 110, MAT 121, or MAT 210	General Education Mathematics, Technical Mathematics, or General Elementary Statistics	3/4
<b>TOTAL HOURS</b>		<b>17/18</b>

SPRING SEMESTER		Credit Hours
ACC 223	Tax Accounting	3
BUS 211	Intro to Finance	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
IMS 130	Current Technology for Office Support	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
ACC 199	Accounting Internship	2
<b>TOTAL HOURS</b>		<b>17</b>

**ADMINISTRATIVE ASSISTANT (AAS Degree)**

(SEC 2207)

This two-year curriculum is designed to prepare the student for employment as an administrative assistant capable of taking dictation, transcribing, keying documents, handling appointments, screening office visitors, composing correspondence, making decisions, preparing reports/presentations, setting up and conducting meetings, and assisting in the employment process. This person should be able to serve as the employer or executive's voice and handle many tasks without a lot of direction.

**First Year**

FALL SEMESTER		Credit Hours
BUS 214	Business Law I	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>15</b>

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

**Second Year**

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
COM 281	Microsoft Excel	2
IMS 127	Voice Dictation	1
IMS 128	Machine Transcription	3
IMS 226	Administrative Support Procedures	3
IMS 236	Office Information Processing II	3
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 141	Design and Print Production	2
COM 178	Macromedia Dreamweaver	2
IMS 130	Current Technology for Office Support	3
PSY 211 or PSY 224	Intro to Psychology or Practical Psychology	3
IMS 192	Administrative Assistant Internship	2
<b>TOTAL HOURS</b>		<b>15</b>

**ADMINISTRATIVE ASSISTANT (AAS Degree)**

**Revised 8/5/14**

(SEC 2207)

This two-year curriculum is designed to prepare the student for employment as an administrative assistant capable of taking dictation, transcribing, keying documents, handling appointments, screening office visitors, composing correspondence, making decisions, preparing reports/presentations, setting up and conducting meetings, and assisting in the employment process. This person should be able to serve as the employer or executive's voice and handle many tasks without a lot of direction.

**First Year**

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
COM 190	Microsoft Publisher	1
COM 281	Microsoft Excel	2
IMS 223	Document Production	3
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
<b>TOTAL HOURS</b>		<b>15/16</b>

**Second Year**

FALL SEMESTER		Credit Hours
BUS 124 or ACC 111	Bookkeeping or Financial Accounting	3/4
COM 283	Microsoft Access	2
IMS 127	Voice Dictation	1
IMS 128	Machine Transcription	3
IMS 227	Office Information Processing I	3
IMS 226	Administrative Support Procedures	3
<b>TOTAL HOURS</b>		<b>15/16</b>

SPRING SEMESTER		Credit Hours
BUS 214	Business Law	3
BUS 230	Human Resource Management	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
IMS 130	Current Technology for Office Support	3
IMS 236	Office Information Processing II	3
IMS 192	Administrative Assistant Internship	2
<b>TOTAL HOURS</b>		<b>17</b>

**AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)**

**(AGR 2215)**

This Associate of Applied Science Degree program is designed to prepare the student as a manager, salesperson, or self-employed dealer in the field of agriculture or agriculture related business.

*This 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 100	College Orientation for Agriculture and Natural Resources	1
AGR 113	Introduction to Soil Science	4
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
MAT 116 or MAT 121	College Algebra or Technical Mathematics	4
PSY 211	Introduction to Psychology	3
<b>TOTAL HOURS</b>		<b>19</b>

SPRING SEMESTER		Credit Hours
AGR 101	Career Concepts in Agriculture and Natural Resources	1
AGR 111	Introduction to Horticulture	3
AGR 112	Introduction to Crop Science	4
AGR 116	Agricultural Economics	3
AGR 234	Introduction to Forest Recreation	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
*ACC 111	Financial Accounting	4
AGR 115	Intro to Animal Science	4
AGR 235	Tree Identification Lab	2
	AGR Elective	3
	Humanities Elective	3
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
AGR 145	Introduction to Agribusiness Management	3
AGR 211	Application of Geographic Information Systems	3
AGR 228	Wildlife Management	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
AGR 195	Agri-Business Internship	2
<b>TOTAL HOURS</b>		<b>14</b>

\* Prerequisite of BUS 124-Bookkeeping.

**AG MECHANICS (Certificate)**

**(AGR 2184)**

This certificate will prepare students for employment in areas such as small engine repair shops or farm service centers. It also provides training for those wishing to be self-employed. This training centers around practical hands on training along with classroom lectures.

		Credit Hours
AGR 119	Small Engine	2
AGR 224	Agriculture Mechanization	3
AUT 132	Electrical/Electronic Systems	3
AUT 150	Basic Diesel	3
WEL 133	Metallurgy	3
WEL 122	Maintenance Welding	3
<b>TOTAL HOURS</b>		<b>17</b>

**AUTO BODY**

**(AUT 2106)**

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

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

**AUTOMOTIVE MAINTENANCE & LIGHT REPAIR**

**(AUT 2186)**

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

		<b>Credit Hours</b>
AUT 122	Engine Performance I	3
AUT 135	Brakes	3
AUT 136	Suspension and Steering	3
AUT 137	Engine Repair	3
BUS 217	Entrepreneurship	3
INT 111	Career Development	1
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>17</b>

**AUTOMOTIVE TECHNICIAN ASSISTANT (Certificate)**

**(AUT 2158)**

This one-year program is designed to provide the student with the necessary knowledge and skills required for employment as an automotive technician's assistant.

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
AUT 122	Engine Performance I	3
AUT 135	Brakes	3
AUT 136	Suspension and Steering	3
AUT 137	Engine Repair	3
BUS 217	Entrepreneurship	3
INT 111	Career Development	1
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
AUT 129	Engine Performance II	3
AUT 132	Electrical/Electronic Systems	3
AUT 133	Automatic Transmission/Transaxle	3
AUT 138	Manual Drive Train and Axles	3
AUT 139	Auto Heating & AC	3
COM 111	Business Computer Systems	4
<b>TOTAL HOURS</b>		<b>19</b>

<b>SUMMER SEMESTER</b>		<b>Credit Hours</b>
AUT 197	Automotive Internship	2
<b>TOTAL HOURS</b>		<b>2</b>

**AUTOMOTIVE TECHNOLOGY (AAS Degree)**

(AUT 2256)

The Automotive Technology program is designed to provide the student with the necessary knowledge and skills for employment as a line technician, diagnostic technician, and factory representative or factory technician. The Associate of Applied Science degree will be awarded upon successful completion of this curriculum, which combines laboratory work and diagnostic skills to prepare the student for employment.

This program is articulated with SIUC's Automotive Technology Program.

First Year

FALL SEMESTER		Credit Hours
AUT 122	Engine Performance I	3
AUT 135	Brakes	3
AUT 136	Suspension and Steering	3
AUT 137	Engine Repair	3
BUS 217	Entrepreneurship	3
INT 111	Career Development	1
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
AUT 129	Engine Performance II	3
AUT 132	Electrical/Electronic Systems	3
AUT 133	Automatic Transmission/ Transaxle	3
AUT 138	Manual Drive Train and Axles	3
AUT 139	Auto Heating and AC	3
COM 111	Business Computer Systems	4
<b>TOTAL HOURS</b>		<b>19</b>

Second Year

FALL SEMESTER		Credit Hours
AUT 150	Basic Diesel	3
AUT 225	Engine Performance/ Computer Control I	3
ENG 111	English Composition I	3
MAT 110	General Education Math	4
<b>TOTAL HOURS</b>		<b>13</b>

SPRING SEMESTER		Credit Hours
AUT 230	Engine Performance/ Computer Control II	3
AUT 232	Advanced Electrical/ Electronic Systems	3
PHS 112	Physical Science – Physics	4
PSY 211	Introduction to Psychology	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
<b>TOTAL HOURS</b>		<b>16</b>

**BASIC ELECTRICITY (Certificate)**

(ELT 2161)

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

		Credit Hours
BEL 161	Basic Electricity I	3
BEL 162	Basic Electricity II	3
<b>TOTAL HOURS</b>		<b>6</b>

**MISSION STATEMENT**

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

**BASIC INTRODUCTORY ENTREPRENEURSHIP**

**(BUS 2225)**

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

		<b>Credit Hours</b>
BUS 129 or BUS 217	Business Organization or Entrepreneurship	2/3
ACC 219	Quickbooks	<u>2</u>
<b>TOTAL HOURS</b>		<b>4/5</b>

**INTRODUCTION TO MANAGEMENT (Certificate)**

**(BUS 2223)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
ACC 111	Financial Accounting	4
BUS 116	Principles of Marketing	3
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Success	1
INT 111	Career Development	<u>1</u>
<b>TOTAL HOURS</b>		<b>15</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
ACC 219	Quickbooks	2
BUS 125	Business Communication	3
BUS 129	Business Organization	2
BUS 212	Advertising	2
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Communication II or English Composition II	<u>3</u>
<b>TOTAL HOURS</b>		<b>15</b>

**BUSINESS MANAGEMENT (AAS Degree)**

**(BUS 2210)**

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

**First Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
ACC 111	Financial Accounting	4
BUS 116	Principles of Marketing	3
BUS 128 or BUS 210	Intro to Management or Principles of Management	3
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>15</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
ACC 219	Quickbooks	2
BUS 125	Business Communication	3
BUS 129	Business Organization	2
BUS 212	Advertising	2
BUS 230	Human Resource Management	3
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
<b>TOTAL HOURS</b>		<b>15</b>

**Second Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
ACC 112	Managerial Accounting	4
BUS 217 or BUS 232	Entrepreneurship or Supervision	3
BUS 238	Principles of Sales	3
COM 111	Business Computer Systems	4
COM 281	Microsoft Excel	2
MAT 110, MAT 121, or MAT 210	General Education Mathematics, Technical Mathematics, or General Elementary Statistics	3/4
<b>TOTAL HOURS</b>		<b>19/20</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
BUS 211	Intro to Finance	3
BUS 215	Legal and Social Environment of Business	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
SPC 210 or SPC 111	Interpersonal Communication or Speech	3
BUS 195	Mid-Management Internship	2
<b>TOTAL HOURS</b>		<b>17</b>



**COMPUTER FORENSICS & INVESTIGATIONS (Certificate)**

**(COM 2251)**

This program is the collection, preservation, analysis, and presentation of computer-related evidence. Computer evidence can be useful in criminal cases, civil disputes, and human resources/employment proceedings.

**First Year**

FALL SEMESTER		Credit Hours
COM 189	Networking Technologies	3
COM 201	Windows Operating Systems	1
CJ 111	Criminal Law I	3
CJ 213	Criminal Investigations	3
COM 244	A+ Certification	3
<b>TOTAL HOURS</b>		<b>13</b>

**Second Year**

SPRING SEMESTER		Credit Hours
COM 161 and COM 261	Intro to Command Prompt/DOS and Advanced Command Prompt/DOS	2
CJ 211	Criminal Law II	3
COM 241	Windows Server Networking	3
COM 245	Computer Forensics and Investigations	3
COM 218	Security + Certification	3
<b>TOTAL HOURS</b>		<b>14</b>

**CYBERSECURITY AND COMPUTER FORENSICS (Certificate)**

**Revised 8/5/14**

**(COM 2251)**

This program is the collection, preservation, analysis, and presentation of computer-related evidence. Computer evidence can be useful in criminal cases, civil disputes, and human resources/employment proceedings.

**First Year**

FALL SEMESTER		Credit Hours
*COM 189	Networking Technologies	3
COM 222	Computer Logic	3
CJ 111	Criminal Law I	3
CJ 213	Criminal Investigations	3
*COM 244	A+ Certification	3
<b>TOTAL HOURS</b>		<b>15</b>

**Second Year**

SPRING SEMESTER		Credit Hours
COM 161 and COM 261	Intro to Command Prompt/DOS and Advanced Command Prompt/DOS	2
COM 246	Introduction to Cybersecurity	3
COM 241	Windows Server Networking	3
COM 245	Computer Forensics and Investigations	3
*COM 218	Security + Certification	3
<b>TOTAL HOURS</b>		<b>14</b>

\* Students will gain the skills and knowledge necessary for certification in Networking Technologies (COM 189), A+ Certification (COM 244), and Security+ Certification (COM 218).

**COMPUTER INFORMATION SYSTEMS GENERALIST (Certificate)**

**(COM 2121)**

The computer information systems generalist certificate program prepares the student for entry-level positions in computer office management, data entry, and computer operations. The curriculum will give the student a thorough background in operations, operating systems, databases, spreadsheets and other application packages. The course work will give the student the broad background in computers necessary for business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications.

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or General Elementary Statistics	4
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
<b>TOTAL HOURS</b>		<b>17</b>

**COMPUTER INFORMATION SYSTEMS SPECIALIST (AAS Degree)**

**(COM 2221)**

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

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

**First Year**

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or General Elementary Statistics	4
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 189	Networking Technologies	3
COM 227	Database Management Systems	3
COM 231	C-Programming	3
COM 241	Windows Server Networking	3
<b>TOTAL HOURS</b>		<b>15</b>

SECOND SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
<b>TOTAL HOURS</b>		<b>17</b>

SECOND SEMESTER		Credit Hours
COM 190	Microsoft Publisher	1
COM 233 or COM 239	Basic Programming or JAVA Programming	3
COM 244	A+ Certification	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
PSY 211	Introduction to Psychology	3
COM 196	Computer Systems Internship	2
<b>TOTAL HOURS</b>		<b>15</b>

**COMPUTER SYSTEM TECHNICIAN (Certificate)**

**(CST 2122)**

This one-year curriculum is designed to provide the student with the basic knowledge and skills required to be able to operate, construct and repair computers, diagnose problems with external peripheral devices, install, configure and maintain computer systems, install software, and supply support for computer user personnel in an organization.

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 189	Networking Technologies	3
ELT 120	Fundamental DC Electrical Concepts	3
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>16</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
COM 161	Intro to Command Prompt/DOS	1
COM 241	Windows Server Networking	3
COM 244	A+ Certification	3
COM 261	Advanced Command Prompt/DOS	1
ELT 125	Digital Circuit Fundamentals	4
ELT 238	Micro-Computer Interfacing Techniques	5
CST 199	Computer Systems Technician Internship	2
<b>TOTAL HOURS</b>		<b>19</b>

**COSMETOLOGY (Certificate)**

(COS 2139)

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

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

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

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

**COSMETOLOGY TECHNOLOGY (AAS Degree)**

(COS 2128)

The two-year cosmetology technology curriculum is designed to prepare the student for the Illinois State Licensing Examination and to provide knowledge and skills needed by the graduate who plans to own and operate or manage a salon.

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

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

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

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

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

**COSMETOLOGY INSTRUCTOR TRAINING (Certificate)**

(COS 2169)

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

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

**CRIMINAL FORENSIC SCIENCE (Certificate)**

**(CFS 2190)**

This program is to fulfill the emerging need for training and general curiosity in the area of evidence processing and crime scene investigation. Today's law enforcement officer has many new tools available in his/her arsenal to fight crime. This program will introduce you to those tools and the reality of forensic science and its application in criminal justice.

This program is exclusive to Southern Illinois and is utilizing a professional faculty with many years of experience in forensic science and crime scene processing. Instructors will discuss and demonstrate subjects related to DNA, fingerprints, hair, documents, firearms, footwear and many other types of physical evidence and how they are presented in court.

Those who will benefit from these classes are current or future police officers, attorneys, civilians, and anyone who finds the field of forensic science and crime scene investigation fascinating.

The program will not make a student an expert or a crime scene investigator, but it will benefit anyone seeking or continuing in a criminal justice career. Those students who are seeking careers in a crime laboratory will have a better understanding of crime scene processing, complementing their eventual advanced degree needed in that field.

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
CFS 111	Crime Scene Investigation	4
CFS 112	Basic Fingerprints	3
CFS 115	Forensic Trace Microscopy	<u>3</u>
<b>TOTAL HOURS</b>		<b>10</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
CJ 215	Introduction to Forensic Science	3
CFS 114	Forensic DNA	<u>3</u>
<b>TOTAL HOURS</b>		<b>6</b>

**E-MAIL ACCOUNTS**

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

**CRIMINAL JUSTICE (Certificate)**

**(CJ 2119)**

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

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 123	Intro to Crime Control	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
CJ 113	Ethics in Criminal Justice	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 215	Introduction to Forensic Science	3
CJ 224	Juvenile Justice	3
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
SOC 212	Sociology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>18</b>

**CRIMINAL JUSTICE (AAS Degree)**

**(CJ 2120)**

This two-year curriculum leads to an Associate of Applied Science degree in Criminal Justice Technology and is designed to provide the student with sufficient background and competencies required for employment in the law enforcement profession.

*This 2+2 program will transfer into the Criminal Justice - Law Enforcement or Corrections Option program at SEMO. Interested students should seek advisement.*

*This program will transfer into the Criminology and Criminal Justice Program at SIU-C. Interested students should seek advisement.*

**First Year**

**Second Year**

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 123	Intro to Crime Control	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
SOC 212	Sociology	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

FALL SEMESTER		Credit Hours
CJ 113	Ethics in Criminal Justice	3
CJ 213	Criminal Investigations	3
HLT 111	Health	2
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	3
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 215	Introduction to Forensic Science	3
CJ 224	Juvenile Justice	3
COM 111	Business Computer Systems	4
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
CJ 201	Introduction to Private Security	3
CJ 223	Introduction to Corrections	3
SPA 110	Conversational Spanish	2
SPC 210	Interpersonal Communication	3
	Science Elective	4
<b>TOTAL HOURS</b>		<b>15</b>

Note: Students seeking a career in Criminal Justice (specifically law enforcement or corrections) are warned that when seeking employment, most agencies will require an extensive background investigation and physical fitness test. Students who have been convicted of a felony are generally excluded from employment and students who cannot pass a basic physical fitness test (test is agency specific) will not be hired.

This two-year curriculum leads to an Associate of Applied Science degree in Criminal Justice Technology and is designed to provide the student with sufficient background and competencies required for employment in the law enforcement profession.

*This 2+2 program will transfer into the Criminal Justice - Law Enforcement or Corrections Option program at SEMO. Interested students should seek advisement.*

*This program will transfer into the Criminology and Criminal Justice Program at SIU-C. Interested students should seek advisement.*

**First Year**

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 123	Intro to Crime Control	3
CJ 125	Criminal Behavior	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
CJ 113	Ethics in Criminal Justice	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 215	Introduction to Forensic Science	3
CJ 224	Juvenile Justice	3
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
SOC 212	Sociology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>18</b>

**Second Year**

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
CJ 213	Criminal Investigations	3
HLT 111	Health	2
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	3
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
CJ 201	Introduction to Private Security	3
CJ 223	Introduction to Corrections	3
SPA 110	Conversational Spanish	2
SPC 210	Interpersonal Communication	3
	Science Elective	4
<b>TOTAL HOURS</b>		<b>15</b>

Note: Students seeking a career in Criminal Justice (specifically law enforcement or corrections) are warned that when seeking employment, most agencies will require an extensive background investigation and physical fitness test. Students who have been convicted of a felony are generally excluded from employment and students who cannot pass a basic physical fitness test (test is agency specific) will not be hired.

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**DIRECT SUPPORT PROVIDER (Certificate)**

**(DSP 2123)**

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

		Credit Hours
IND 136	Heartsaver First Aid/CPR	.5
DSP 111	Basic Health and Safety	2
DSP 120	Intro to Developmental Disabilities	1
DSP 122	Abuse and Neglect Prevention	1
DSP 123	Human Rights	1
DSP 124	Human Interaction and Communication	1
DSP 125	Individual Service Plan Development	1
<b>TOTAL HOURS</b>		<b>7.5</b>

**EARLY CHILDHOOD EDUCATION (AAS Degree)**

**(ECE 2110)**

Early childhood educators encourage the development of young children, ages birth through eight years, with guided experiences and environments. This 2-year program leads to an Associate in Applied Science (AAS) degree. The curriculum provides students with the background in child development and general studies necessary for a career in paraprofessional/teacher assistant in Pre-K and school-age programs. The student should consult with the Regional Office of Education (ROE) and the Illinois State Board of Education (ISBE) for the most current requirements. The curriculum also provides students with the background necessary for a career as a teacher in Head Start.

**First Year**

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

SPRING SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
EDU 110	Introduction to Education	3
ECE 127	Child, Family, and Community	3
ECE 128	Child Guidance/Discipline	3
ECE 129	Assessment in Early Childhood Education	3
PSY 211	Intro to Psychology	3
<b>TOTAL HOURS</b>		<b>19</b>

**Second Year**

FALL SEMESTER		Credit Hours
ECE 215	Language Arts for the Young Child	3
ECE 216	Art/Music Activities	3
ECE 217	Science/Math Activities	3
ECE 218	Health, Nutrition, & Safety for Young Child	3
ECE 219	Infants and Toddlers: Curriculum and Teaching	3
ENG 112	English Composition II	3
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
ECE 221	Child Care Center Administration	3
ECE 222	Children's Literature	3
SOC 217	Marriage and Family	3
MAT 111	Math for Elementary Teachers I	4
ECE 199	Early Childhood Education Internship	2
<b>TOTAL HOURS</b>		<b>15</b>

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

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



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

**(AGR 2216)**

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 100 or SEM 111	College Orientation for Agriculture and Natural Resources or College Success	1
AGR 113	Introduction to Soil Science	4
BIO 111	Biology	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
INT 111	Career Development	1
AGR 228	Wildlife Management	<u>3</u>
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
AGR 112	Introduction to Crop Science	4
BIO 211	Ecology	3
BIO 213 or BIO 216	Botany or Survey of the Animal Kingdom	4
GRY 214	Introduction to Physical Geography	3
SPC 111	Speech	<u>3</u>
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
AGR 117	Conservation of Natural Resources	3
AGR 225	Introduction to Forestry	3
AGR 235	Tree Identification Lab	2
BIO 214	Field Biology	2
COM 111	Business Computer Systems	4
MAT 110 or MAT 121	General Education Mathematics or Technical Mathematics	<u>3/4</u>
<b>TOTAL HOURS</b>		<b>17/18</b>

SPRING SEMESTER		Credit Hours
AGR 145	Introduction to Agribusiness Management	3
AGR 211	Application of Geographic Information Systems	3
AGR 230	Agricultural Chemicals	3
	*AGR Elective	3
PSY 211	Introduction to Psychology	3
AGR 197	Supervised Occupational Experience	<u>2</u>
<b>TOTAL HOURS</b>		<b>17</b>

\*Preferably BIO 217-Introduction to Fisheries Science

**HEATING/AIR CONDITIONING FABRICATION (AAS Degree)**

**(HAC 2236)**

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.

Note: BEL 161 – Basic Electricity I must be completed prior to taking BEL 162-Basic Electricity II.

**First Year**

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
ELT 162	Air Conditioning and Refrigeration I	3
HAC 111	Basic Sheet Metal Layout	3
HEA 160	Heating I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
BEL 162	Basic Electricity II	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
HAC 130	Commercial Refrigeration I	3
HAC 211	Advanced Sheet Metal Layout	2
HEA 260	Heating II	3
<b>TOTAL HOURS</b>		<b>15</b>

**Second Year**

FALL SEMESTER		Credit Hours
ELT 163	Air Conditioning and Refrigeration II	4
HAC 113	Electrical Controls and Circuitry	3
HAC 220	Installation of HVAC Systems	3
MAT 110	General Education Mathematics	4
WEL 120	Gas Welding and Cutting	3
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
HAC 212	Advanced Heating Systems	3
HAC 213	Advanced Controls and Circuitry	3
HAC 230	Commercial Refrigeration II	3
HLT 125	Heartsaver First/Aid/CPR/AED	1
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>15</b>

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

**Revised 8/4/14**

**(HAC 2236)**

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
COM 111	Business Computer Systems	4
HAC 160	Air Conditioning I	3
HAC 111	Basic Sheet Metal Layout	3
HEA 160	Heating I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
BEL 162	Basic Electricity II	3
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
HAC 260	Air Conditioning II	3
HAC 211	Advanced Sheet Metal Layout	2
HEA 260	Heating II	3
<b>TOTAL HOURS</b>		<b>14</b>

**Second Year**

FALL SEMESTER		Credit Hours
HAC 130	Commercial Refrigeration I	3
HAC 113	Electrical Controls and Circuitry	3
HAC 220	Installation of HVAC Systems	3
MAT 110	General Education Mathematics	4
WEL 120	Gas Welding and Cutting	3
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
HAC 212	Advanced Heating Systems	3
HAC 213	Advanced Electrical Controls and Circuitry	3
HAC 230	Commercial Refrigeration II	3
HLT 125	Heartsaver First/Aid/CPR/AED	1
PSY 211 or PSY 224	Introduction to Psychology or Practical Psychology	3
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>16</b>

**HELPDESK/PC TECHNICIAN/NETWORKING (AAS DEGREE)**

**(COM 2181)**

This program is designed to prepare students to operate, diagnose, and repair computers utilizing technical skills in the area of hardware fundamentals, networking fundamentals and operating systems. In addition, the program provides students with a background in network systems administration as applied to practical business situations. The program addresses installing, configuring and administering network systems comprising users, shared resources and wireless network elements. Also, the interpersonal components allow users experience to become employed in technical support positions.

**First Year**

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or General Elementary Statistics	4
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
COM 189	Networking Technologies	3
COM 227	Database Management Systems	3
COM 241	Windows Server Networking	3
COM 244	A+ Certification	3
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
COM 133	Linux Operating Systems & Networking	2
COM 134	Wireless LANS	1
	COM Elective	1/2/3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
ELT 131	Fundamental Network Cabling and Wiring	3
PSY 211	Introduction to Psychology	3
COM 196	Computer Systems Internship	2
<b>TOTAL HOURS</b>		<b>15/16/17</b>

**INDUSTRIAL MAINTENANCE-CHEMICAL (Less-Than-One-Year Certificate)**

**(IMC 2232)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 280	Microsoft Word	2
MAT 121	Technical Mathematics	3
IMT 140	Industrial Mechanics	4
IMT 142	Team Dynamics and Problem Solving	3
IMT 143	Industrial Safety	3
<b>TOTAL HOURS</b>		<b>15</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
PHS 111	Inorganic, Organic & Biochemistry I	4
INT 111	Career Development	1
ENG 124	Technical Communication I	3
PHY 120	Conceptual Physics	3
IMT 141	Quality Systems	3
<b>TOTAL HOURS</b>		<b>14</b>

**INDUSTRIAL MAINTENANCE TECHNICIAN (Less-Than-One-Year Certificate)**

**(IMT 2229)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 280	Microsoft Word	2
MAT 121	Technical Mathematics	3
INT 111	Career Development	1
IMT 143	Industrial Safety	3
IMT 144	Machine Tools I	4
IMT 145	Basic Blueprint Reading	3
<b>TOTAL HOURS</b>		<b>16</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
WEL 123	Arc Welding I	3
IMT 146	Maintenance Electrical Principles	4
IMT 147	Fluid Power I	4
IMT 148	Circuits I	4
<b>TOTAL HOURS</b>		<b>16</b>

**INFORMATION PROCESSING (Certificate)**

(IMS 2108)

The information processing certificate program combines data processing and word processing courses to prepare students to electronically input, edit, store, and recall written communications. At the completion of the program, students will have the necessary skills to be employed in a general office environment with computer software application skills as required.

FALL SEMESTER		Credit Hours
BUS 124	Bookkeeping	3
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 281	Microsoft Excel	2
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
IMS 115	Proofreading	1
IMS 120	Records Management	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>19</b>

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
COM 141	Design and Print Production	2
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
IMS 122	Document Formatting	3
IMS 130	Current Technology for Office Support	3
IMS 227	Information Processing I	3
IMS 197	Information Processing Internship	2
<b>TOTAL HOURS</b>		<b>19</b>

Note: COM 111-Business Computer Systems, IMS 227-Office Information Processing I, BUS 124-Bookkeeping, and BUS 125-Business Communication are the articulated Partnership for College and Careers courses. Interested students should seek advisement.

**INFORMATION PROCESSING (Certificate)**

**Revised 8/5/2014**

(IMS 2108)

The information processing certificate program combines data processing and word processing courses to prepare students to electronically input, edit, store, and recall written communications. At the completion of the program, students will have the necessary skills to be employed in a general office environment with computer software application skills as required.

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
BUS 116	Principles of Marketing	3
COM 111	Business Computer Systems	4
COM 280	Microsoft Word	2
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
BUS 214	Business Law I	3
BUS 230	Human Resource Management	3
COM 161	Intro to Command Prompt/DOS	1
COM 261	Advanced Command Prompt/DOS	1
COM 281	Microsoft Excel	2
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
<b>TOTAL HOURS</b>		<b>16</b>

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

**(IMS 2209)**

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. Information Processing has become a common term referring to the electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a processor of information using automated/electronic technology. *This 2+2 program will transfer into the Information Management Systems program at SIU-C.*

**First Year**

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
COM 111	Business Computer Systems	4
ENG 111	English Composition I	3
IMS 120	Records/Information Management	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>16</b>

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

**Second Year**

FALL SEMESTER		Credit Hours
ACC 224	Computerized Accounting Application	3
BUS 214	Business Law I	3
COM 172	Intro to Presentation Graphics	1
COM 281	Microsoft Excel	2
IMS 223	Document Production	3
IMS 226	Administrative Support Procedures	3
IMS 236	Office Information Processing II	3
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
COM 141	Design and Print Production	2
COM 283	Microsoft Access	2
IMS 130	Current Technology for Office Support	3
PSY 211	Intro to Psychology	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
IMS 192	Administrative Assistant Internship	2
<b>TOTAL HOURS</b>		<b>15</b>

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

**Revised 8/5/2014**

**(IMS 2209)**

Information Processing involves coordinating people, equipment, and procedures to organize information in a meaningful way within an organization. Information Processing has become a common term referring to the electronic processing of various categories of information (data, words/text, graphics, images, numbers, and voice). This program seeks to prepare the individual for employment in the workplace as a processor of information using automated/electronic technology. *This 2+2 program will transfer into the Information Management Systems program at SIU-C.*

**First Year**

FALL SEMESTER		Credit Hours
BUS 210	Principles of Management	3
BUS 116	Principles of Marketing	3
COM 111	Business Computer Systems	4
COM 280	Microsoft Word	2
ENG 124 or ENG 111	Technical Communication I or English Composition I	3
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
BUS 125	Business Communication	3
BUS 214	Business Law I	3
BUS 230	Human Resource Management	3
COM 161	Intro to Command Prompt/DOS	1
COM 261	Advanced Command Prompt/DOS	1
COM 281	Microsoft Excel	2
ENG 221 or ENG 112	Technical Communication II or English Composition II	3
<b>TOTAL HOURS</b>		<b>16</b>

**Second Year**

FALL SEMESTER		Credit Hours
ACC 111	Financial Accounting	4
BUS 215	Legal & Social Environment of Business	3
COM 225	Systems Analysis	3
COM 283	Microsoft Access	2
IMS 227	Office Information Processing I	3
PSY 211	Introduction to Psychology	3
<b>TOTAL HOURS</b>		<b>18</b>

SPRING SEMESTER		Credit Hours
BUS 211	Introduction to Finance	3
ECO 211 or ECO 212	Economics (Macro) or Economics (Micro)	3
IMS 130	Current Technology for Office Support	3
IMS 236	Office Information Processing II	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
IMS 197	Information Processing Internship	2
<b>TOTAL HOURS</b>		<b>17</b>

COM 111 taken with one of the following:

- COM 280 – Microsoft Word (2) = Basic MOS Certificate
- COM 281 – Microsoft Excel (2) = Microsoft Certificate
- COM 283 – Microsoft Access (2) = Microsoft Certificate
- COM 172 – Intro to Presentation Graphics (1) = Microsoft Certification

Students completing COM 111 and IMS 130 will have the preparation needed to sit for the IC3 (Internet and Computing Core) Certification Exam. Students should seek advisement prior to testing. All IC3 exams are available through the Small Business Development Center (SBDC) testing center.

**INTERNET AND COMPUTING CORE PREP (Certificate)**

**(COM 2182)**

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

Fall Semester		Semester Hours
COM 111	Business Computer Systems	4
IMS 130 or COM 189	Current Technology for Office Support or Networking Technologies	3
<b>TOTAL</b>		<b>7</b>

**MAJOR APPLIANCE TECHNOLOGY (Certificate)**

**(APP 2164)**

The Major Appliance Technology program is designed to provide the student with the required knowledge to perform major appliance repair and gain employment as a professional technician. All components of gas and electric will be included.

SUMMER/FALL/SPRING		Credit Hours
APP 110	Electric Circuits I	5
APP 111	Electric Range Repair	4
APP 112	Gas Range Repair	4
APP 113	Dishwasher Repair	4
APP 114	Clothes Washer Repair	4
APP 115	Electric Dryer Repair	4
APP 116	Gas Dryer Repair	4
APP 117	Cooling Systems I	5
APP 118	Refrigerator/Freezer Repair	5
APP 120	Major Appliance Internship	<u>2</u>
<b>TOTAL HOURS</b>		<b>41</b>

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**MICROSOFT OFFICE SPECIALIST PREP (Certificate)**

**(COM 2183)**

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

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

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

- COM 280 – Microsoft Word (2)
- COM 281 – Microsoft Excel (2)
- COM 283 – Microsoft Access (2)
- COM 172 – Intro to Presentation Graphics (1)

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

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



**MULTIMEDIA AND GAMING (AAS DEGREE)**

**(COM 2191)**

The multimedia and gaming program prepares students for careers in areas such as graphic design, website development, print publication, video production, and gaming structure. The program courses will teach students the foundation of multimedia concepts and skills for print, digital, and video media including web animation and gaming arts communication theories.

**First Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 111	Business Computer Systems	4
COM 201	Windows Operating Systems	1
COM 225	Systems Analysis	3
ENG 111	English Composition I	3
MAT 110 or MAT 210	General Education Mathematics or General Elementary Statistics	4
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
BUS 125	Business Communication	3
COM 161	Introduction to Command Prompt/DOS	1
COM 222	Computer Logic	3
COM 261	Advanced Command Prompt/DOS	1
COM 280	Microsoft Word	2
COM 281	Microsoft Excel	2
COM 283	Microsoft Access	2
ENG 112	English Composition II	3
<b>TOTAL HOURS</b>		<b>17</b>

**Second Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 132	Macromedia Fireworks	3
COM 140	Video Production	3
COM 143	Fundamentals of Game Design	3
COM 182	Macromedia Flash	3
COM 231	C Programming	3
<b>TOTAL HOURS</b>		<b>15</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
COM 141	Design and Print Production	2
COM 142	Beginning Game Programming w/ Flash	3
COM 178	Macromedia Dreamweaver	2
COM 237	Image Enhancement for Webpage	2
COM 239	JAVA Programming	3
COM 196	Computer Systems Internship	2
<b>TOTAL HOURS</b>		<b>14</b>

**OFFICE ASSISTANT (Certificate)**

**(IMS 2107)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 121	Beginning Keyboarding	3
IMS 128	Machine Transcription	3
SEM 111	College Success	1
INT 111	Career Development	<u>1</u>
<b>TOTAL HOURS</b>		<b>15</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
COM 141	Design and Print Production	2
IMS 117	Telephone Communication	1
IMS 122	Document Formatting	3
IMS 130	Current Technology for Office Support	3
IMS 227	Office Information Processing I	3
PSY 224 or PSY 211	Practical Psychology or Intro to Psychology	3
IMS 191	Office Assistant Internship	<u>2</u>
<b>TOTAL HOURS</b>		<b>17</b>

**OFFICE ASSISTANT (Certificate)**

**Revised 8/5/14**

**(IMS 2107)**

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

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
COM 111	Business Computer Systems	4
ENG 111 or ENG 124	English Composition I or Technical Communication I	3
IMS 115	Proofreading	1
IMS 120	Records/Information Management	3
IMS 122	Document Formatting	3
SEM 111	College Success	1
INT 111	Career Development	<u>1</u>
<b>TOTAL HOURS</b>		<b>16</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
COM 190	Microsoft Publisher	1
COM 281	Microsoft Excel	2
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
IMS 223	Document Production	3
MAT 121 or MAT 110	Technical Mathematics or General Education Mathematics	3/4
SPC 111 or SPC 210	Speech or Interpersonal Communication	<u>3</u>
<b>TOTAL HOURS</b>		<b>15/16</b>

**SOCIAL WORK (AAS Degree)**

(SST 2201)

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

The AAS in Social Work transfers to the School of Social Work and the Rehabilitation Institute of SIUC. Students transferring enter with junior status and will complete a bachelor's degree with 60 additional SIUC hours.

**First Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
ENG 111 or ENG 124	English Composition I or Technical Communication 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
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
COM 111	Business Computer Systems	4
ENG 112 or ENG 221	English Composition II or Technical Communication II	3
PSY 211	Intro to Psychology	3
SOC 212	Sociology	3
SOC 215	Death and Dying	3
<b>TOTAL HOURS</b>		<b>16</b>

**Second Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
BIO 111 or BIO 115	Introduction to Biology or Human Biology	4/5
ECO 211	Economics (Macro)	3
PSY 218	Child Psychology	3
PHI 218	Introduction to Ethics and Values	3
SPC 111 or SPC 210	Speech or Interpersonal Communication	3
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
GOV 117	American Government	3
PSY 216	Social Psychology	3
SOC 217	Marriage and Family	3
SOC 218	Cultural Diversity	3
SW 224	Intro to Social Service Agencies	2
SW 199	Social Work Internship	2
<b>TOTAL HOURS</b>		<b>16</b>

**TRUCK DRIVING (Certificate)**

**(TDR 2100)**

This program incorporates career and personal development skills that will meet employer needs for the long haul and over the road trucking industries as well as student expectations for employment. The curriculum will provide the student with a strong understanding of the transportation industry. The student will be provided with the necessary skills and knowledge to successfully obtain licensure through the State of Illinois, meeting Department of Transportation and commercial driver's licensure requirements.

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

**Admission Requirement**

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

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

**EDUCATION:** High school diploma or GED.

**SUBSTANCE ABUSE:** Must not use alcohol, amphetamines, narcotics, or any other habit-forming drugs. Must be able to pass a drug-screening test to comply with federal regulations.

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

**WELDING - COMBINATION (Certificate)**

**(WEL 2147)**

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

<b>FALL SEMESTER</b>		Credit Hours
WEL 131	Blueprint Reading for Welding	3
MAT 121	Technical Mathematics	3
WEL 120	Gas Welding and Cutting	3
WEL 123	Arc Welding I	4
WEL 129	Tig Welding	2
SEM 111	College Success	1
INT 111	Career Development	1
<b>TOTAL HOURS</b>		<b>17</b>

<b>SPRING SEMESTER</b>		Credit Hours
ENG 124	Technical Communication I	3
HLT 125	Heartsaver First Aid/CPR/AED	1
WEL 124	Arc Welding II and Low Hydrogen	5
WEL 125	Gas Metal Arc Welding (MIG)	3
WEL 128	Pipe Welding	3
	Welding Elective	3
WEL 199	Welding Internship	2
<b>TOTAL HOURS</b>		<b>20</b>

Electives: WEL 122 – Maintenance Welding  
 WEL 126 – Gas Welding and Gas Tungsten Welding

**WELDING - COMBINATION (Certificate)**

**REVISED 2/12/14**

**(WEL 2147)**

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

<b>FALL SEMESTER</b>		Credit Hours
WEL 131	Blueprint Reading for Welding	3
MAT 121	Technical Mathematics	3
WEL 120	Gas Welding and Cutting	3
WEL 123	Arc Welding I	3
WEL 129	Tig Welding	2
<b>TOTAL HOURS</b>		<b>14</b>

<b>SPRING SEMESTER</b>		Credit Hours
WEL 160	Introduction to Welding	3
HLT 125	Heartsaver First Aid/CPR/AED	1
WEL 124	Arc Welding II and Low Hydrogen	4
WEL 125	Gas Metal Arc Welding (MIG)	3
WEL 128	Pipe Welding	3
	Welding Elective	2/3
<b>TOTAL HOURS</b>		<b>16/17</b>

Electives: WEL 122 – Maintenance Welding  
 WEL 130 – Metal Working and Fabrications

**ARC WELDING (Certificate)**

(WEL 2192)

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.

Fall Semester		Semester Hours
WEL 124	Arc Welding II and Low Hydrogen	4
WEL 160	Introduction to Welding	3
<b>TOTAL</b>		<b>7</b>

**GAS WELDING (Certificate)**

(WEL 2193)

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

Fall Semester		Semester Hours
WEL 120	Gas Welding and Cutting	3
WEL 160	Introduction to Welding	3
<b>TOTAL</b>		<b>6</b>

**TIG WELDING (Certificate)**

(WEL 2194)

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.

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

**PIPE WELDING (Certificate)**

(WEL 2195)

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

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

**MIG WELDING (Certificate)**

(WEL 2196)

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.

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

# ***CERTIFICATION PREPARATION COURSES***

A+ CompTia	Computer Hardware and Operating Systems
IC3	Computer Literacy, Internet, and Core Computing
NET+ CompTia	Networking Essentials
MCP	Microsoft Certified Professional
MOS	Microsoft Office User Specialist
Security+ CompTia	Foundation level certification of IT professionals who have day-to-day information security responsibilities

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

**Authorized Pearson Vue Center** – 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.

Illinois Teachers Certification Testing  
CompTIA Authorized Academy Partner

===== **NOTES** =====

# **COOPERATIVE PROGRAMS OF STUDY**



***McKendree College***

***Franklin University***

***Southern Illinois Collegiate Common Market***

***Health Information Technology \* Surgical Technology \* Medical Laboratory Technology  
Occupational Therapy Assistant Technology \* Veterinary Technology***

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

## MCKENDREE COLLEGE

McKendree College, a four-year liberal arts college, has been offering a Bachelor of Science in Nursing (BSN) degree since 1978. The program, which is accredited by the NLNAC, is offered exclusively as a completion program for graduates of associate degree or diploma nursing programs. Nursing courses are offered at a variety of sites throughout Southern IL and Kentucky. These include McKendree campuses at Lebanon (IL), Louisville (KY), and Radcliff (KY) and at off-campus sites such as SWIC (Belleville) or Concord United Methodist Church (Paducah, KY) or Marion VA Hospital (Marion, IL) and at several community colleges including: John A. Logan (Carterville), Lewis and Clark (Alton/Godfrey), Kaskaskia (Centralia), Olney Central (Olney), Rend Lake (Ina), Shawnee (Ullin), and Southeastern (Harrisburg).

The curriculum enhances registered nurses' previous education and experience enabling them to be flexible practitioners in a dynamic health care environment. Nursing majors develop skills in clinical problem-solving and critical thinking to plan and implement nursing care of individuals, families, and community groups. Students increase their ability to care for individual clients by broadening their knowledge of disease processes and therapeutic interventions and holistic health assessment of individuals and families. Students integrate theory-based clinical knowledge with disease prevention strategies in a community setting.

To start the program, a nurse must be licensed or board eligible and have completed one semester of English Composition. All other requirements need only to be completed before graduation.

To obtain admission to McKendree College, please submit a completed application for admission along with a copy of your nursing licenses. Also, you will need to arrange to have official transcripts sent from all colleges you have attended. If it has been less than 5 years since you graduated from high school or obtained a GED, you will need to have official transcripts sent from the high school or the state that awarded the GED. To be considered official, all transcripts and awards must be mailed directly from the institution from which the credit was earned. After you have been admitted to the college, the Nursing Department will process your application for admission to the RN and BSN Program.

## FRANKLIN UNIVERSITY

Through an alliance with Franklin University of Columbus, Ohio, SCC students can complete online baccalaureate degrees in Accounting, Applied Management, Business Administration, Computer Science, Digital Communication, Health Care Management, Information Technology, Management, Management Information Sciences, and Public Safety Management. Franklin University also offers an online Masters in Business Administration degree program.

To join the baccalaureate program, students must have an associate's degree or a high school diploma or GED and at least 60 semester credit hours with a minimum cumulative GPA of 2.50. Students will take from 20 to 24 hours of bridge courses from Shawnee Community College and complete the final 40 to 48 hours of their bachelor's degree through online courses from Franklin University. Students continue to have access to SCC resources including the library and computer labs throughout the degree process.

The SCC and Franklin University alliance is designed for students who have had experience in a classroom setting and a good educational foundation at the community college level. For nearly 100 years, Franklin University has served nontraditional students seeking to advance their education.

**For more information, contact:** (888) 341-6237 (toll free)

Visit our Website at: [www.alliance.franklin.edu](http://www.alliance.franklin.edu) **OR** Email us at: [alliance@franklin.edu](mailto:alliance@franklin.edu)



## SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET

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

Chris Froemling  
(618) 942-6902

### HEALTH INFORMATION TECHNOLOGY (AAS Degree)

(HIT 2202)

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

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

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

The Health Information Technology Program is accredited by:

Commission of Accreditation of Health Informatics and Information Management (CAHIIM) of the American Health Information Management Association (AHIMA)  
233 N. Michigan Ave. Suite 2150  
Chicago, IL 60601-5800  
(312) 233-110  
fax: (312) 233-1090

Graduates of the program will qualify to sit for the national certification examination. Successful completion of this exam confers the title of Registered Health Information Technician.

### First Year

FALL SEMESTER		Credit Hours
BIO 111	Introduction to Biology	4
COM 111	Business Computer Systems	4
HIT 100	Medical Terminology	3
HIT 101	Intro to Health Information	3
MAT 210	General Elementary Statistics	4
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>19</b>

SPRING SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
HIT 102	Health Record Systems	3
HIT 103	Health Record Systems Lab	1
HIT 104	Advanced Medical Terminology	3
HIT 105	Medical Transcription	3
HIT 215	Fundamentals of Medical Science	4
<b>TOTAL HOURS</b>		<b>17</b>

### Second Year

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

SPRING SEMESTER		Credit Hours
SPC 111	Speech	3
HIT 210	CPT Coding	3
HIT 212	Quality Management	3
HIT 213	Clinical Practicum II	2
HIT 214	Health Information in Non-Traditional Setting	2
HIT 216	Reimbursement Management	2
	Elective (Humanities/Fine Arts or Social/Behavioral Sciences)	3
<b>TOTAL HOURS</b>		<b>18</b>

Students may apply to only one community college for entrance into the program.

Students must earn a grade of "C" or better in all HIT classes.

Students wanting to transfer to SIU-C in Healthcare Management must complete ECO 212. This course would satisfy the required elective.

Elective in Humanities/Fine Arts or Social/Behavioral Sciences must be an IAI (Illinois Approved Initiative) course.

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

**SURGICAL TECHNOLOGY (Certificate)**

**(ORT 5199)**

The Surgical Technology certificate program is a one-year program offered at the community colleges through the Southern Illinois Collegiate Common Market. This program is designed to provide students with the knowledge, skills, and attitudes necessary to practice as certified surgical technologists. Students successfully completing the program will be fully qualified for jobs as scrub surgical technologists and circulating surgical technologists. Program graduates will be eligible for employment in hospitals, surgical centers, and clinics and physicians offices. The program is offered off-campus in a central laboratory. The SICCM Surgical Technology Program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) by recommendation of the Accreditation Review Committee on Education in Surgical Technology. Graduates of an accredited S.T. program will sit for the National Certifying Exam for Surgical Technologists. The exam will be scheduled at the students home campus. It is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) which is accredited by the National Commission for Certifying Agencies (NCCA). Successful completion of this exam confers the title of Certified Surgical Technologist (CST).

**Commission on Accreditation of Allied Health Education Programs**  
**1361 Park Street**  
**Clearwater, FL 33756**  
**Phone: (727) 210-2350**  
**Fax: (727) 210-2354**  
**www.caahep.org**

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

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

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

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

Students may apply to only one community college for entrance into the program.

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

\*Prerequisite: BIO 210-Introduction to Human Anatomy must be completed prior to program entry.

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

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

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

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

**MEDICAL LABORATORY TECHNOLOGIST (AAS Degree)**

**(MLT 2204)**

The Medical Laboratory Technology Associate Degree in Applied Science program is offered at the community colleges through the Southern Illinois Collegiate Common Market (SICCM). The student will learn the technical skills necessary to perform routine studies in areas of hematology, serology, coagulation, clinical microbiology, clinical chemistry, blood banking, and urinalysis. The medical laboratory technician will also perform patient venipuncture and will maintain quality control data.

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

MLT courses are cooperatively offered by SICCM. These classes could be scheduled at a site other than the Shawnee Community College campus.

Retention in the MLT program requires that the MLT student earn a grade of "C" or better in all MLT and natural science courses (Chemistry, Anatomy & Physiology, and Microbiology). The student must maintain a "C" average in all courses required in the MLT curriculum.

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

Students may apply to only one community college for entrance into the program.

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

**First Year**

FALL SEMESTER		Credit Hours
BIO 210	Introduction to Human Anatomy	4
PHS 111	Inorganic, Organic & Biochemistry I	4
*MAT 116	College Algebra	4
MLT 120	Intro to Clinical Laboratory	3
SEM 111	College Success	1
<b>TOTAL HOURS</b>		<b>16</b>

SPRING SEMESTER		Credit Hours
BIO 215	Intro to Human Physiology	4
PHS 113	Inorganic, Organic and Biochemistry II	5
BIO 218	Intro to Microbiology	4
MLT 121	Serology (second eight weeks)	1.5
MLT 122	Clinical Microscopy (first eight weeks)	1.5
MLT 123	Intro to Phlebotomy	3
<b>TOTAL HOURS</b>		<b>19</b>

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

**Second Year**

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

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

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

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

**OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)**

(OTA 2237)

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

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

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

The practice of OT utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include restoration of performance abilities; instruction in compensatory techniques; adaptation of tasks, processes, or environments; disability prevention techniques; and health promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will directly work with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability. OT serves a diverse population in a wide variety of settings such as hospitals, clinics, facilities for rehabilitation, extended and long-term care, sheltered workshops, schools, camps, private homes, physician's offices, community programs, and private practice.

Students may apply to only one community college for entrance into the program.

Admission Requirements

1. Graduate from an approved high school or demonstrate equivalent competency (G.E.D. examination).
2. Complete general admission procedures for Shawnee Community College.
3. By March 1<sup>st</sup>, file the following OTA application information with the Registrar at Shawnee Community College: a) Completed OTA application form b) Health Occupations Aptitude Test results c) Official transcripts of previous college experience.
4. Achieve competitive level of a composite selection score for the college. The five top-scoring applicants are awarded admission. This score is based upon the Health Occupations Aptitude Examination - Revised test results and weighted grades for previous college coursework taken within, or transferring to, the Occupational Therapy Assistant required curriculum.
5. Upon notification and acceptance of admission, complete a criminal history background check, drug screen, a successful physical examination, required vaccination/immunization series, and 16 hours of job shadowing prior to the beginning of coursework.

Accreditation Status

Program graduates will qualify to sit for the National Board of Certification in Occupational Therapy, Inc. (NBCOT) national certification examination. This computer-delivered examination will be delivered on-demand, after determining eligibility. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice, usually basing this on the NBCOT exam results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

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

**OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)**

First Year

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

SPRING SEMESTER		Credit Hours
*BIO 215	Intro to Human Physiology	4
OTA 112	Activities of Daily Living	3
OTA 120	Occupational Therapeutic Media	3
OTA 122	OT Group Process	2
OTA 133	Clinical Rotation I	1
OTA 134	Occupational Therapy in Physical Disabilities	3
PSY 211	Introduction to Psychology	3
<b>TOTAL HOURS</b>		<b>19</b>

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

Second Year

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

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

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

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

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

\*\*\* Must be completed within 18 months of academic coursework.

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

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

**VETERINARY TECHNOLOGY (AAS Degree)**

**(VET 2228)**

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

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

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

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

Students may apply to only one community college for entrance into the program.

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

**First Year**

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

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

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

**Second Year**

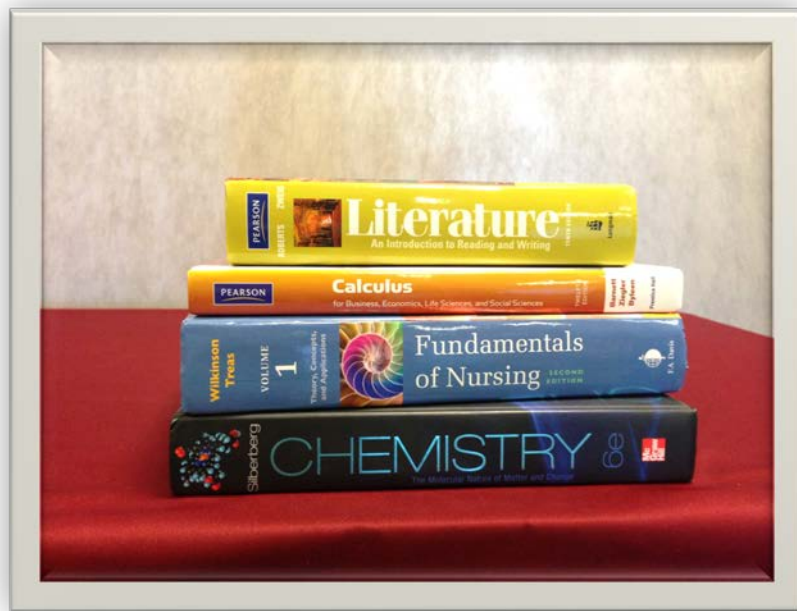
<b>FALL SEMESTER</b>		<b>Credit Hours</b>
VET 219	Animal Clinical Lab II	3
VET 233	Animal Surgical Technology II	3
VET 238	Animal Pharmacology II	2
VET 239	Animal Diseases	2
SPC 111	Speech	3
	Social Science Elective	3
<b>TOTAL</b>		<b>16</b>

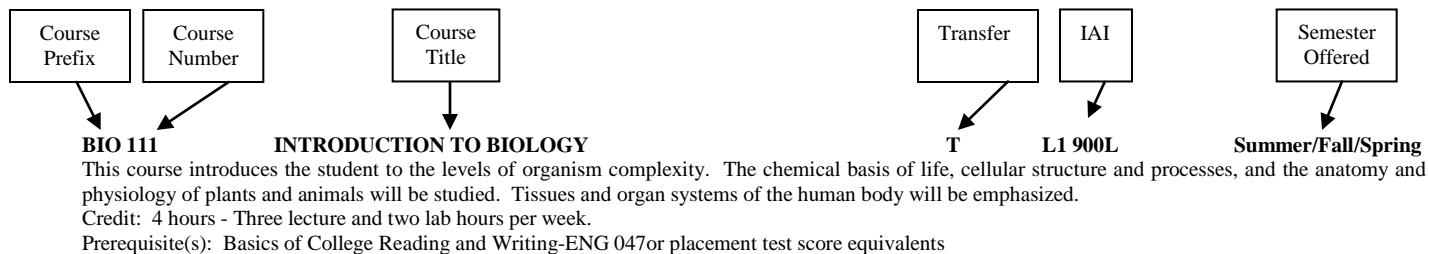
<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
VET 232	Vet Tech Internship II	4
VET 235	Laboratory and Exotic Animals	3
VET 236	Animal Management and Nutrition	3
ENG111	English Composition	3
<b>TOTAL</b>		<b>13</b>

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

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

# ***COURSE DESCRIPTIONS***





**Semester Credits**

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

**Prerequisite(s)**

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

**IAI Code**

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core curriculum between participating institutions. Completion of the General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor’s degree have been satisfied. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 or thereafter.

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

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

**Transfer “T”**

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

**By Request**

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

**PROGRAM TITLE**

**COURSE PREFIX**

Academic Enhancement .....	AEP
Accounting .....	ACC
Agriculture .....	AGR
Anthropology .....	ANT
Art .....	ART
Associate Degree Nursing .....	ADN
Astronomy .....	AST
Automotive .....	AUT
Basic Electricity .....	BEL
Biology .....	BIO
Business .....	BUS
Cardiopulmonary Resuscitation .....	CPR
Career Development .....	INT
Certified Nurse Assistant .....	CNA
Chemistry .....	CHE
Computers .....	COM
Computer Systems Technician .....	CST
Cosmetology .....	COS
Criminal Forensic Science .....	CFS
Criminal Justice .....	CJ
Direct Support Provider .....	DSP
Drafting .....	DRA
Early Childhood Education .....	ECE
Economics .....	ECO
Education .....	CEP/EDU
Electronics .....	ELT
Emergency Medical Services .....	EMR/EMT
Engineering .....	EGR

English.....	ENG
Fire Science .....	FS
Food Service.....	FOS
Geology .....	GEO
Geography .....	GRY
Government.....	GOV
Health .....	HLT
Health Information Technology .....	HIT
Heating/Ventilation/AC/Refrigeration (HVAC-R) .....	HAC/HEA
History.....	HIS
Industrial Maintenance – Chemical and Technician .....	IMT
Industry .....	IND
Information Management .....	IMS
Journalism .....	JOU
Kinesiology .....	KIN
Library.....	LRC
Literature .....	LIT
Major Appliance Repair .....	APP
Massage Therapy.....	MTP
Mathematics .....	MAT
Medical Laboratory Technician .....	MLT
Music.....	MUS
Nursing.....	NUR
Occupational Therapy Assistant.....	OTA
Philosophy.....	PHI
Phlebotomy .....	PHB
Physical Education .....	PE
Physical Science .....	PHS
Physics.....	PHY
Practical Nursing .....	PN
Psychology .....	PSY
Seminar .....	SEM
Social Work.....	SW
Sociology.....	SOC
Spanish .....	SPA
Speech and Theater .....	SPC
Surgical Technology .....	STP
Surveying .....	SUR
Truck Driving.....	TDR
Veterinary Technology.....	VET
Vocational Skills .....	DRV/TLC
Volunteer Service.....	VOL
Welding .....	WEL



## **ACADEMIC ENHANCEMENT**

### **AEP 101 ACADEMIC SUCCESS**

**By Request**

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

Credit: 1 hour - One lecture hour per week.

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

## **ACCOUNTING**

### **ACC 111 FINANCIAL ACCOUNTING**

**T**

**Summer/Fall/Spring**

This course presents accounting as an information system that produces basic financial statements, such as income statement, statement of owner's equity, cash flows statement, and balance sheet, primarily for external users of the business. Students study sole proprietorship, partnership, and corporation ownership and journal transactions as they relate to business. The main content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations' cash flow statements, and financial statement analyses. The accountant's role of analyzing and interpreting data for decision-making is also included.

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): High School Bookkeeping or Bookkeeping-BUS 124 and successful completion of Basics of College Reading & Writing-ENG 047 and Developmental Math-MAT 046 or equivalent.

### **ACC 112 MANAGERIAL ACCOUNTING**

**T**

**Fall/Spring**

This course presents accounting as a system for producing information to use internally in managing a business. Planning, controlling, and evaluating the performance of the separate components of a business are emphasized through the identification, accumulation, and interpretation of data. Identification and measurement of the costs of producing goods and services are analyzed, and means of controlling these costs are studied. Decision models used in making short- and long-term business decisions are included in the course of study.

Credit: 4 hours - Four lecture hours per week.

Prerequisite(s): Financial Accounting-ACC 111

### **ACC 121 PAYROLL ACCOUNTING**

**Spring**

This course involves the calculation of earnings whether hourly, piece rate, commission, weekly, or salary, computation of employee taxes such as FICA, federal, and state, and computation of employer taxes such as FICA, FUTA, and SUTA. Other topics covered include overtime calculations, reporting forms to the government, and computerized payroll. Students will complete a payroll simulation.

Credit: 2 hours - Two lecture hours per week.

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

### **ACC 199 ACCOUNTING INTERNSHIP**

**Summer/Fall/Spring**

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

Credit: 2 hours — Ten lab hours per week.

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

### **ACC 213 COST ACCOUNTING**

**Fall**

Job order, process, just in time, cost-volume-profit relationships, variable costing, profit planning, standard costs, performance measures, flexible budgets, overhead analysis, segment reporting, and profitability analysis are areas of study.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Managerial Accounting-ACC 112

### **ACC 219 QUICKBOOKS**

**Fall/Spring**

The course Quickbooks introduces the accounting student to an accounting software package which is intended for the small business owner. Quickbooks helps the business owner/worker manage business finances by using computers.

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

Prerequisite(s): None

### **ACC 223 TAX ACCOUNTING**

**Spring**

The study of tax accounting includes tax responsibilities of individuals, partnerships, and corporations; income inclusions and exclusions; capital gains and losses; business and personal deductions; dividends, inventories, and depreciation; special filings; death, gift, trust, and estate taxes, and planning for tax minimization.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Financial Accounting-ACC 111

### **ACC 224 COMPUTERIZED ACCOUNTING APPLICATIONS**

**Fall/Spring**

This course makes use of computers in the accounting process. A commercial accounting software package is used. Accounts payable, accounts receivable, payroll, cash receipts, cash payments, and general ledger modules are completed.

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

Prerequisite(s): Financial Accounting-ACC 111

## **AGRICULTURE**

### **AGR 100 COLLEGE ORIENTATION FOR AGRICULTURE AND NATURAL RESOURCES**

**T**

**Fall**

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; identification of college and career goals; implementation of study, note-taking, test-taking strategies; and guidance in making individual decisions. The course will identify student responsibilities and present methods to achieve success.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

- AGR 101 CAREER CONCEPTS IN AGRICULTURE AND NATURAL RESOURCES Fall**  
 Academic and career goal setting and planning for agriculture and natural resource students, discussion of issues in these fields and development of problem-solving and communication skills. Resume building and writing, transfer student applications, and job applications will be fully covered. Students will have the opportunity to develop an individual career plan.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): None
- AGR 102 COMPUTER APPLICATION IN AGRICULTURE AND NATURAL RESOURCES T Fall**  
 In this course, students will be introduced to the use of and the role of computers in Agriculture and Natural Resources. This course will include gaining a basic understanding and application of micro-computers in agriculture and natural resources. Special emphasis will be paid to the time and money saving benefits of the computer, as well as its ability to increase efficiency of various jobs and tasks.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 103 LEADERSHIP IN AGRICULTURE T Fall/Spring**  
 This course will focus on developing leadership awareness, evaluating current student beliefs about leadership, and develop an understanding of the skills necessary to be an effective leader. This course will include parliamentary procedure, lessons in business etiquette, professional development and agriculture promotion activities.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite: None
- AGR 111 INTRODUCTION TO HORTICULTURE T 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.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 112 INTRODUCTION TO CROP SCIENCE T Spring**  
 The basic principles of plant growth, including human and environmental influences and the theoretical and practical application of agronomic principles to crop production. Includes the historical and economic importance of crop plants for food, feed, and fiber; origin, classification, and geographic distribution of field crops; environmental factors and agronomic problems; crop plan breeding, growth, development, and physiology; cropping systems and practices; seedbed preparation, tillage, and crop establishment; pests and controls; and harvesting, storing, and marketing practices.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 113 INTRODUCTION TO SOIL SCIENCE T Fall**  
 An introduction to the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 115 INTRODUCTION TO ANIMAL SCIENCE T Spring**  
 The application of the sciences of genetics, physiology, and nutrition to the improvement of the animal industries and an introduction to management and production practices. Includes animal breeds, breeding and selection; anatomy physiology, and nutrition and growth; environment, health, and sanitation; products and marketing; production technology and economics; animal behavior; and current issues in animal science.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 116 AGRICULTURAL ECONOMICS T Fall**  
 An introduction to the principles of economics including production principles; production costs, supply and revenue; profit maximization; consumption and demand; price elasticity; market price determination; and complete versus noncompetitive market models. These principles are applied to agriculture and the role of agriculture in the United States and world economies. Other topics include a survey of the world food situation; natural, human and capital resources; commodity product marketing; and agricultural problems and policies.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None
- AGR 117 CONSERVATION OF NATURAL RESOURCES T 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.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None
- AGR 119 SMALL ENGINE Fall**  
 This course will introduce the student to the basic principles of two- and four-cycle engine operation along with parts identification, overhauling and tune-up procedures.  
 Credit: 2 hours - One lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 135 SPECIAL TOPICS IN AGRICULTURE SCIENCE T By Request**  
 This course will provide students with a greater understanding of the animal industry. Topics may include or lie within the following categories: animal science, plant soil science, agriculture industry, agriculture education or natural resource management.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None

- AGR 145 INTRODUCTION TO AGRIBUSINESS MANAGEMENT T 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.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None
- AGR 197 SUPERVISED OCCUPATIONAL EXPERIENCE Summer/Fall/Spring**  
 This course is designed to give the student practical work experience in a position similar to one for which the program is designed. Each student is required to complete 150 hours at a worksite during the semester.  
 Credit: 4 hours - Twenty lab hours per week.  
 Prerequisite(s): Career Concepts in Agriculture and Natural Resources-AGR 101 and Instructor's Approval
- AGR 211 APPLICATION OF GEOGRAPHIC INFORMATION SYSTEMS T Spring (odd years)**  
 Fundamental processes of geographic information systems (GIS) with application to agriculture, natural resources and environmental management file formats, database management, spatial analysis, and manipulation of data. Georeferenced data from mapping and monitoring.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None
- AGR 224 AGRICULTURAL MECHANIZATION By Request**  
 An introduction to agricultural construction, fabrication, power and machinery covering basic applications in engines, calibrations, electrification, structures, metallurgy, tool identification and conservation structures. A strong emphasis is placed on safety and application of learned procedures.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): None
- AGR 225 INTRODUCTION TO FORESTRY T Fall (odd years)**  
 A fundamental study of forestry, including tree identification, importance, measurement and production techniques.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None
- AGR 228 WILDLIFE MANAGEMENT Fall (even years)**  
 A study of the balance of nature, habitat improvement, and control of wildlife and their predators.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None
- AGR 230 AGRICULTURAL CHEMICALS Spring**  
 A study of the role of chemicals in agriculture, including herbicides, insecticides, seed treatments, and livestock chemicals. Identification of weeds and insects, as well as their prevention, control and eradication.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Must be 18 years of age
- AGR 234 INTRODUCTION TO FOREST RECREATION T By Request**  
 Policy, development and administration of outdoor recreation as encountered in forest, park and wild lands are presented in this course. Principal topics in the course include outdoor recreation, programs for outdoor recreation and policies for both public and private administration.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None
- AGR 235 TREE IDENTIFICATION LAB T By Request**  
 This course provides field and laboratory identification of native and exotic trees, shrubs and woody vines using leaf, twig, bark, and fruit characteristics.  
 Credit: 2 hours – Four lab hours per week.  
 Prerequisite(s): BIO 111-Intro to Biology, BIO 213-Botany, AGR 112-Intro to Crop Science, or taking one of these simultaneously with the lab.
- AGR 238 ARTIFICIAL INSEMINATION OF CATTLE By Request**  
 This course will provide a basic understanding of reproductive anatomy and physiology, as well as train individuals to artificially inseminate beef or dairy cattle. Students will receive professional guidance, expert information and hands-on experience in actual insemination.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): None
- AGR 239 LIVESTOCK JUDGING Spring (even years)**  
 This course is a study of the desirable and economically important characteristics used in selecting, breeding and marketing livestock. Selection techniques as well as written and oral reasoning will be stressed.  
 Credit: 3 hours – One lecture and four lab hours per week.  
 Prerequisite(s): Previous experience in livestock judging or permission of instructor.
- AGR 240 PRACTICUM/INTERCOLLEGIATE LIVESTOCK JUDGING By Request**  
 This course is designed for students participating extensively in livestock judging competitions. It consists of labs that prepare students for numerous competitions, practice for those events and participation in at least 4 contests. Weekend travel and numerous evenings will be required.  
 Credit: 1 hour – One lecture hour per week.  
 Prerequisite(s): Discretion of Ag advisor.
- AGR 272 GREENHOUSE MANAGEMENT By Request**  
 A study of the various culture techniques utilized for the commercial production of plants. Various other greenhouse management problems will be stressed.  
 Credit: 2 hours – One lecture hour per week.  
 Prerequisite(s): None

## **ANTHROPOLOGY**

**ANT 216 ANTHROPOLOGY T S1 900N By Request**  
An introduction to and survey of the nature of humans, their origins, and culture with the main emphasis on cultural anthropology.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

## **ART**

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

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

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

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

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

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

**ART 117 ART HISTORY SURVEY I T F2 901 By Request**  
This course is an historical survey of significant art works and forms and includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from prehistoric times through Gothic; and cultural backgrounds and influences.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**ART 118 ART HISTORY SURVEY II T F2 902 By Request**  
This course is a historical survey of significant art work and forms and includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from Renaissance through present day; and cultural backgrounds and influences.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Art History Survey I-ART 117

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

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

**ART 121 FUNDAMENTALS OF ART: 3D DESIGN Fall**  
This class is an exploration of the fundamental elements and principles of sculpture. Emphasis is on three-dimensional design principles and theories. Students will use a variety of media, objects, and tools to create artworks. Students will also learn to successfully criticize artworks. Student works will often be exhibited in the SCC display case.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

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

## **ASSOCIATE DEGREE NURSING**

<b>ADN 201</b>	<b>NURSING ORIENTAION AND SKILL REVIEW</b>		<b>Summer</b>
This course is designed to orient students admitted into the Associate Nursing Degree program. The purpose is to increase student retention and success in the nursing program. Within this course the student will have clinical nursing skills challenge: preparation and administration of medications and mathematical calculations. Early detection of student weakness will allow for time for tutoring on skills before the start of the program. It is not designed, however to serve as a substitute for a state approved Practical Nurse Refresher Course.			
Credit: .5 hours – One lab hour per week.			
Prerequisite(s): Successful completion of a Practical Nursing Program			
Co-requisite: Conditional acceptance into the Associate Degree Nursing Program			
<b>ADN 221</b>	<b>NEUROLOGICAL-SENSORY NURSING INTERVENTIONS</b>		<b>Spring</b>
This course is designed to further the student's knowledge of neurological and sensory function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon the development of neurological assessment skills and the use of the nursing process for care of patients with major neurological and sensory dysfunction. Learning opportunities include both theory content and selected clinical experiences.			
Credit: 2 hours - One lecture and two lab hours per week.			
Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification			
<b>ADN 229</b>	<b>COMMUNITY BASED NURSING CARE</b>		<b>Fall</b>
This course is designed to introduce the student to the concepts of nursing in the community. The student will learn that the nurse can positively influence the health and well-being of citizens in the community via the roles of practitioner, communicator, educator, advocate, and case manager. The problem-solving approach will be applied in order to identify health problems of clients in a variety of community clinical agencies and settings. Emphasis will be placed on identifying and utilizing community resources for health problems of all age groups.			
Credit: 2 hours - One lecture and two lab hours per week.			
Prerequisite(s): Nursing Orientation and Skills Review-ADN 201 and current CPR certification			

- ADN 230                    RESPIRATORY NURSING INTERVENTIONS                    Fall**  
This course is designed to provide the student with further study of pulmonary function and principles of pathophysiology pertaining to common respiratory problems. Emphasis will be placed on the application of the nursing process in caring for patients experiencing respiratory restriction or obstruction. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): Nursing Skills Review-ADN 201 and current CPR certification
- ADN 231                    METABOLIC-ENDOCRINE NURSING INTERVENTIONS                    Fall**  
This course is designed to further the student's knowledge in metabolic-endocrine function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon application of the nursing process in caring for patients experiencing metabolic-dysfunction. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): Nursing Orientation and Skills Review-ADN 201 and current CPR certification
- ADN 232                    NURSING TODAY AND TOMORROW                    Spring**  
Leadership in nursing, transition into the graduate nurse role, and current issues in nursing are the integral components of this course. The students will be given an opportunity to explore the various roles of the registered nurse.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Microbiology-BIO 218, Introduction to Conceptual Framework-ADN 239, and current CPR certification
- ADN 233                    MATERNAL-NEONATE NURSING INTERVENTIONS                    Spring**  
This course is designed to provide the student with greater depth and broader perspective of the antepartal, intrapartal, postpartal, and neonatal periods. A basic understanding of normal reproductive function and the birth process will be necessary in order to study the nursing care of pathophysiological conditions. Emphasis is placed upon the family involvement and cultural needs of the child-bearing family. Learning opportunities include both theory and selected clinical experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification
- ADN 234                    PEDIATRIC NURSING INTERVENTIONS                    Spring**  
This course is designed to provide the student with specific aspects of growth and development. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional, and social needs of the pediatric patient. Emphasis will be placed upon health promotion, family involvement, and cultural needs of the hospitalized child and/or adolescent. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification
- ADN 235                    GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS                    Fall**  
This course is designed to provide the student with further study and depth into gastrointestinal and genital-urinary function and into their associated pathophysiological processes. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for patients with common gastrointestinal and genital-urinary disorders. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Nursing Orientation and Skills Review-ADN 201 and current CPR certification
- ADN 236                    ORTHOPEDIC-DERMATOLOGICAL NURSING INTERVENTIONS                    Spring**  
This course is designed to further the student's knowledge of skeletal, muscular, and skin function and those disorders commonly encountered in nursing practice. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for those patients experiencing disorders associated with joints, bones, muscles, and skin. Learning opportunities include both theory and selected clinical experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification
- ADN 237                    PSYCHIATRIC NURSING INTERVENTIONS                    Spring**  
This course is designed to provide the student with further exploration and study into the concepts of mental health and mental illness. Emphasis will be placed upon developing skills in therapeutic communication techniques, principles of psychiatric nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill patient. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Introduction to Conceptual Framework-ADN 239 and current CPR certification
- ADN 238                    CARDIOVASCULAR NURSING INTERVENTIONS                    Fall**  
This course is designed to provide the student with further study and depth into cardiovascular function and common pathophysiological processes. Emphasis will be placed upon the application of the nursing process, health maintenance, and disease prevention. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Nursing Orientation and Skills Review-ADN 201 and current CPR certification
- ADN 239                    INTRODUCTION TO CONCEPTUAL FRAMEWORK                    Fall**  
This course introduces the student to the concepts which are the foundation of the nursing curriculum. Emphasis is placed on the exploration and study of basic human needs and the components of the nursing process. Learning opportunities include both theory content and selected clinical experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): BIO 215-Introduction to Physiology, Nursing Orientation and Skills Review-ADN 201, and current CPR certification
- ADN 240                    INTRODUCTION TO NURSING INFORMATICS                    Spring**  
This course is an overview of the incorporation of technology into various health care settings. The benefits, challenges and opportunities of this emerging field will be explored as well as current clinical applications.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): Current nursing or allied health student or currently working in a health care facility.

## **ASTRONOMY**

### **AST 111 INTRODUCTION TO ASTRONOMY T P1 906L Fall/Spring**

This course is designed for students in any curriculum and includes a study of the sun and its planets together with a study of the stars and the nebulae beyond the sun. Evening observation of the moon and planets with the telescope and field glasses, together with the study of approximately 20 constellations are included.  
Credit: 4 hours - Three lecture and 2 lab hours per week.  
Prerequisite(s): None

## **AUTOMOTIVE**

### **AUT 122 ENGINE PERFORMANCE I Fall**

This course is a study of ignition systems, computer and input sensors, distributor ignition systems, electronic ignition systems, and on-board diagnostic II systems.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 129 ENGINE PERFORMANCE II Fall**

This course is a study of basic fuel systems, intake and exhaust systems, emission control systems, computer-controlled carburetors, and electronic fuel injection.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 130 AUTOBODY 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.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

### **AUT 131 AUTOBODY 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.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

### **AUT 132 ELECTRICAL/ELECTRONIC SYSTEMS Spring**

This course is a study of safety, basic theories, electrical components, wiring and circuit diagrams, automotive batteries, direct current motors and the starting system, charging systems, lighting circuits, instrumentation, electrical accessories, and chassis electronic control systems.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 133 AUTOMATIC TRANSMISSION/TRANSAXLE Spring**

This course is a study of safety, drive train theory, general theories of operation, hydraulic torque multipliers, planetary gears and shafts, hydraulic systems and apply devices, common automatic transmissions, and electronic automatic transmissions.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 135 BRAKES T Fall**

This course is a study of automotive fundamental safety, master cylinders, power-assist units, hydraulic lines and valves, disk brakes, drum brakes, antilock braking system, parking brake, brake electric and electronic components.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 136 SUSPENSION AND STEERING T Spring**

This course is a study of automotive suspensions and steering systems basic theory, safety practices, wheel bearings, tires and wheels, shock absorbers and struts, front and rear suspension systems, computer controlled suspension systems, steering columns and steering linkage mechanisms, power steering pumps, steering gears, four wheel steering, frames, camber, caster, SAI, setback, toe, and computer alignment systems.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 137 ENGINE REPAIR T Spring**

This course is a study of theory of engine operation, safety, operating systems, diagnosis, sealer gaskets, fasteners, tools and machinery, engine removal and disassembly, manifolds, cylinder heads and reconditioning, valve train, block assembly, engine re-assembly and installation.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 138 MANUAL DRIVE TRAIN AND AXLES T 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.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.

### **AUT 139 AUTO HEATING AND AC T Spring**

This course is a study of auto air conditioning and heating and its history and purpose, its health and safety, its temperature and pressure fundamentals, the refrigeration system, system components, compress and clutches, system servicing, testing, and diagnosis, case and duct systems, retrofit systems, system controls, engine cooling and comfort heating system.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047.





**BIO 212 ANATOMY AND PHYSIOLOGY T Summer/Fall/Spring**  
The structure and function of organs and systems will be systematically surveyed. Discussions will provide a basic overview of the gross as well as the cellular and sub-cellular components of the human body. The course is an introduction and may benefit disciplines, including but not limited to those in the medical administrative assistant program, massage therapy, and physical education. This course is abbreviated, yet all systems presented are discussed in depth.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**BIO 213 BOTANY T L1 901L Spring (odd years)**  
This course is an introduction to plant biology. Basic principles of plant structure, development, physiology, and reproduction are emphasized. Consideration is also given to plant genetics, classification, evolution, and ecology.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): None

**BIO 214 FIELD BIOLOGY T Fall/Spring**  
This course is designed to introduce the student to local organisms and ecosystems. A variety of communities will be examined in the field. Identification, ecology, and interrelationships of organisms will be stressed, as well as human uses and influences on each system.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): None.  
Note: Parts of this course are physically strenuous.

**BIO 215 INTRODUCTION TO HUMAN PHYSIOLOGY T Fall/Spring**  
Human physiology is the scientific basis for understanding the proper function of the human body. The course of study relates the structure of the organs and systems of the human body in relation to their proper functions. Topics discussed include the physical and chemical composition of the body, genetics, membrane transport, electrolyte balance, and organ systems. Anatomical references will be used. Homeostatic mechanisms are integrated into the study of each system. The course is designed to benefit students of biology, health care disciplines, and physical education.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Introduction to Human Anatomy-BIO 210 with a grade of "C" or better

**BIO 216 SURVEY OF THE ANIMAL KINGDOM T L1 902L Spring**  
This course studies the basic principles of the structure, physiology, life cycles, taxonomy, ecology, and evolution of invertebrate and vertebrate animals.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115 or a strong background in high school biology

**BIO 217 INTRODUCTORY FISHERIES SCIENCE Fall**  
This course is designed to give the student a broad general overview of fisheries management. The biology, classification, behavior, and economic importance of fish and selected aquatic invertebrates will be studied. Emphasis will be placed on current principles and techniques of inland fisheries management and aquaculture.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115

**BIO 218 INTRODUCTION TO MICROBIOLOGY T NUR 905/CLS 905 Summer/Fall/Spring**  
This is an introductory course in the study of the structure, physiology, cultivation, identification, and control of microorganisms. Special emphasis will be given to the human immune system and those microorganisms which are of medical or environmental importance. This course is suitable for students of biology, nursing and food service programs, pre-medicine, pre-dentistry, veterinary science, respiratory therapy, medical technology, and environmental engineers.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115 with a grade of "C" or better

**BIO 219 WEST INDIAN FIELD BIOLOGY T Spring (alternate)**  
This course is designed to introduce a student to tropical organisms and ecosystems, both marine and terrestrial. A variety of communities will be examined in the field. Identification, ecology, and interrelationships of organisms will be stressed, as well as human uses and influences on each system.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): Introduction to Biology – BIO 111 or Human Biology-BIO 115 or equivalent.  
Note: Parts of this course are often physically strenuous.

**BIO 220 NEO-TROPICAL ECOLOGY T Spring (alternate)**  
This course will examine the ecology of neo-tropical systems, both terrestrial and aquatic. Rain forest and coral reef ecology will be stressed. The scope of this course includes a discussion of human ecology as it relates to neo-tropical systems as well as contemporary problems in human ecology from articles found in periodicals. Evolution of ecological systems and populations are covered.  
Credit: 2 hours – One lecture and two lab hours per week.  
Prerequisite(s): Introduction to Biology-BIO 111 or Human Biology-BIO 115

## **BUSINESS**

**BUS 112 LEADERSHIP PRINCIPLES I By Request**  
This course is expected to provide individuals with an understanding of leadership behavior, how to be a visionary, how to be a pace setter and a person who takes initiative. Individuals will also develop an understanding of goal setting and gain knowledge on how to develop a purpose statement and relate it to a mission.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): None

**BUS 116 PRINCIPLES OF MARKETING T Summer/Fall/Spring**  
This course is an introduction to the marketing structure as it exists and functions. Emphasis is placed upon the manager's and consumer's influence in marketing functions. The product, packaging and branding, industrial and consumer products, product planning and development are also discussed.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**BUS 121 BASIC KEYBOARDING****By Request**

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

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): None

**BUS 124 BOOKKEEPING****Summer/Fall/Spring**

This course is designed for students who would like to learn basic skills in keeping financial records. Journalizing transactions, petty cash, payroll, and related topics are introduced in this course. Students will complete several comprehensive problems to demonstrate text material understanding.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**BUS 125 BUSINESS COMMUNICATION****Spring**

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

Credit: 3 hours – 3 lecture hours per week.

Prerequisite(s): None.

**BUS 128 INTRODUCTION TO MANAGEMENT****T****Summer/Fall/Spring**

Principles and practices of establishing and operating a business are presented, including opportunities, hazards, and problems which might be encountered. Fundamental considerations, planning, organizing, actuating and controlling management application of principles and techniques to all activities.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**BUS 129 BUSINESS ORGANIZATION****T****Fall**

A study of organization structure; problems of organizing a business; business opportunities; locating, housing, equipping and laying out production facilities; financing; personnel organization, and government business relations are presented in this course.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): None

**BUS 154 SALES PROMO ESSENTIALS****By Request**

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

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

Prerequisite(s): None

**BUS 155 PERSONAL FINANCE****Spring**

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

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**BUS 195 MID-MANAGEMENT INTERNSHIP****Summer/Fall/Spring**

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the mid-management program. Each student is required to complete 150 contact hours at a worksite during the semester.

Credit: 2 hours - Ten lab hours per week.

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

**BUS 210 PRINCIPLES OF MANAGEMENT****T****Fall/Spring**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**BUS 211 INTRODUCTION TO FINANCE****T****Spring**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Bookkeeping-BUS 124 or equivalent bookkeeping background

**BUS 212 ADVERTISING: PRINCIPLES AND TECHNIQUES****Spring**

This course is designed to acquaint the student with basic concepts in advertising goods and services as well as develop skills in planning and implementing advertising techniques. Emphasis is placed on what, why, to whom, when, where, and how to advertise in all forms of business-service, industrial, and especially retail.

Credit: 2 hours - Two lecture hours per week.

Prerequisite(s): None

**BUS 214 BUSINESS LAW I****T****Summer/Fall/Spring**

This course provides an introduction to law: nature, function, and classification, and a general understanding of the reasons for some of our laws governing businesses and people involved in business-related activities.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**BUS 215**                      **LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS**                      **T**                      **Summer/Fall/Spring**  
The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics are covered in this course. Emphasis is placed on laws which regulate the business enterprise. Employment, environmental, securities, consumer protection, and labor laws are covered in detail. Business ethics and social responsibilities of business are topics which run throughout the course.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**BUS 217**                      **ENTREPRENEURSHIP**                      **Fall**  
This course is designed to help students feel confident in establishing, owning, and operating their own small business with success. Students will study the areas of management, marketing, advertising, and sales in relation to a small business. Topics will focus on the small business aspects of ownership.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**BUS 230**                      **HUMAN RESOURCE MANAGEMENT**                      **Spring**  
This course emphasizes the strategic role of human resources in the business environment. This course covers global human resource management issues, diversity in the workplace, performance management, self-directed work teams, shamrock organization, broad banding, competency-based pay systems, job security, violence in the workplace, and how organizational commitment affects production, quality, and service. All major topics identified on the Human Resource Certification Institutes Content Outline are included.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None

**BUS 232**                      **SUPERVISION**                      **Fall**  
This course is designed to provide practical skills to those in an administrative-type position. Motivational principles and the art of empowering and developing people are crucial skills for the supervisor and are covered in this course. Decision making, managing time and stress, labor unions, performance appraisals, coaching, work groups, diversity, employment legislation, safe work environment, troubled employees, and conflict resolution are topics studied by students who aspire to be successful supervisors.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None

**BUS 238**                      **PRINCIPLES OF SALES**                      **Spring**  
Basic principles underlying the sales process are covered. The course is designed to promote an understanding of the salesperson's obligation to self, the company, and the customer.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

## **CARDIOPULMONARY RESUSCITATION**

**CPR 120**                      **CPR FOR HEALTHCARE PROVIDERS**                      **Summer/Fall/Spring**  
The basic life support for Healthcare Providers course is designed to cover core material such as adult and pediatric CPR (including two-rescuer scenarios and the use of the bag mask), foreign-body airway obstruction, and the automated external defibrillator. The course is designed for significant practice time which should assist with the acquisition and retention of skills.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None

**CPR 121**                      **CPR RENEWAL FOR HEALTHCARE PROVIDERS**                      **Summer/Fall/Spring**  
The course is designed for participants who have a current BLS for Healthcare Provider card. The course reviews basic life support skills for healthcare providers and covers core material such as adult and pediatric CPR (including two-rescuer scenarios and the use of the bag mask), foreign-body airway obstruction, and the automated external defibrillator. The course is designed for significant practice time.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): CPR 120 - Cardiopulmonary Resuscitation I.

**CPR 123**                      **CPR FOR FAMILY AND FRIENDS**                      **By Request**  
The American Heart Association Family and Friends CPR program teaches participants how to perform CPR in adults, children, and infants. It also teaches how to aid a choking victim of any age. It is designed for lay rescuers such as family, friends, members of the community, and middle/high school students who want to learn CPR but do not need a course completion card.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): None

**CPR 125**                      **PEDIATRIC FIRST AID/CPR/AED**                      **By Request**  
The Heartsaver Pediatric First Aid course is designed to teach participants the skills to manage illness and injuries for a child/infant in the first few minutes of care until professional help arrives. Topics include first aid basics, medical, injury, and environmental emergencies. Added modules that can be included are CPR skills for victims of all ages, automated external defibrillator (AED) use for adult/child victim, asthma care training, and optional first aid topics.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): None

**CPR 151**                      **HEARTSAVER CPR INSTRUCTOR COURSE**                      **By Request**  
This course is designed for participants that have a current BLS for healthcare provider, heartsaver AED, or a first aid CPR/AED course card, and have completed instructor candidate criteria. The course teaches the skills needed to become a heartsaver instructor. It includes core concepts of interacting with an audience, how to use course materials, and how to remediate and guide students in acquisition of skills. It also focuses on Training Center procedures and requirements for the American Heart Association.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): Current BLS for Healthcare Provider, Heartsaver AED, or First Aid CPR/AED course card.

**CPR 152 HEARTSAVER AUTOMATED EXTERNAL DEFIBRILLATOR (AED) By Request**  
This course teaches CPR, Automated External Defibrillation (AED) use, relief of choking for victims of all ages, and the use of a barrier device. It is designed for lay rescuers who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): None

**CPR 154 CPR INSTRUCTOR RENEWAL COURSE By Request**  
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 on materials and guideline changes as well. The course reviews training center procedures. Instructors must complete skills testing and instructor demonstration. Instructors must meet all requirements of the training center renewal process.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): Current BLS for Healthcare Provider Instructor card or a Heartsaver Instructor card and be in compliance with the AHA Training Center guidelines.

## **CAREER DEVELOPMENT**

**INT 111 CAREER DEVELOPMENT Summer/Fall/Spring**  
This course includes exploration of careers and job market, writing resumes, and letters. Students will learn how to build on old and new skills and participate in mock interviews to develop communication skills.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None

**INT 112 PROFESSIONAL IMAGE AND BEHAVIOR By Request**  
Professional Image and Behavior is for students interested in learning about topics such as resume writing, professional dress, job interviewing, dining with clients, and visual and vocal images. The course is designed to teach students the manners, etiquette, and common procedures necessary for success in the professional world.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): Career Development-INT 111

## **CERTIFIED NURSE ASSISTANT**

**CNA 120 BASIC NURSE ASSISTANT TRAINING PROGRAM Summer/Fall/Spring**  
This course is designed to acquaint the student with the basic nursing skills and theory necessary for becoming a Nurse Assistant. Learning experiences will focus on direct patient care and are so organized to lead the student in understanding basic health concepts. Adequate time utilized in orientating the nurse assistant student to his/her work environment and responsibilities will provide a basis for quality patient care and good employee morale.  
Credit: 6 hours - Five lecture and two lab hours per week.  
Prerequisite(s): Admission to the Nurse Assistant Program

## **CHEMISTRY**

**CHE 114 INORGANIC CHEMISTRY T P1 902L Fall**  
This course is designed for persons interested in any of the sciences, including engineering, pre-medical and pre-dental majors. Emphasis is on quantitative measurement of chemical composition, the structure of matter, the relationship between the periodic table and properties of elements, and the nature of chemical bonds. Laboratory experiments are designed to give the student experience in handling many of the analytical tools used in industry today.  
Credit: 5 hours - Four lecture and two lab hours per week.  
Prerequisite(s): Inorganic, Organic & Biochemistry I-PHS 111 and Intermediate Algebra-MAT 114 or satisfactory high school equivalences for both.

**CHE 115 INORGANIC CHEMISTRY AND QUALITATIVE ANALYSIS T Spring**  
Topics of the course include kinetics, equilibrium, solubilities, thermodynamics, organic and biochemistry. The student will be introduced to techniques of solving concentrations of various types of solutions in equilibrium. Laboratory is qualitative analysis of the analytical groups.  
Credit: 5 hours - Four lecture and two lab hours per week.  
Prerequisite(s): Inorganic Chemistry-CHE 114 and College Algebra-MAT 116 or consent of instructor.

## **COMPUTERS**

**COM 101 INTRODUCTION TO ESSENTIAL COMPUTER SKILLS Summer/Fall/Spring**  
This course will cover an introduction to the Internet, essential terms and technologies related to email; strategies for success in collegiate coursework, research methods and techniques, issues and policies, and key reference sites.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None

**COM 111 BUSINESS COMPUTER SYSTEMS T Summer/Fall/Spring**  
This course provides the student with an in-depth study of computer concepts and terminology. The use of the computer in actual business applications will also be discussed. Hands-on experience with computer software will be stressed. Utilization of internet protocols such as email, FTP, and web browsers will also be incorporated in the student curriculum.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Proficiency in typing or concurrent enrollment in Basic Keyboarding - BUS 121.





**COM 237**                    **IMAGE ENHANCEMENT FOR WEB PAGE**                    **Spring**  
Students will learn industry leading software to edit images, adjust scanned images, correct colors, and apply filters for special effects. Also, creation of logs, icons, navigation controls, and background textures, all with drag-and-drop simplicity, will be introduced.  
Credit: 2 hours – One lecture and two lab hours per week.  
Prerequisite(s): Business Computer Systems-COM 111 and Creating WebPages with Netscape-COM 178

**COM 239**                    **JAVA PROGRAMMING**                    **T**                    **Spring**  
An introduction to the JAVA programming language. Topics include implementation of downloading JAVA applets, creation of JAVA Apps which route through multiple loops, handling errors with the exception class, and utilizing multithreading techniques to create results for insertion into a web page.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): Business Computer Systems - COM 111 and Computer Logic – COM 222 or instructor consent

**COM 241**                    **WINDOWS SERVER NETWORKING**                    **Fall/Spring**  
This course provides students with the ability to implement, administer, and troubleshoot information systems that incorporate Microsoft Server Networking. Successful completion of all course material will prepare students to take Microsoft Certification Exam 70-215 Installing, Configuring, and administering Microsoft Server Networking.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None

**COM 244**                    **A+ CERTIFICATION**                    **T**                    **Fall/Spring**  
This course is a study of the hardware and software aspects of a digital computer system to enable the student to pass the A+ Certification test. Topics included are what is A+ Certification, system components, digital storage concepts, optical storage concepts, communication concepts, printer and monitor operations, DOS/WINDOWS system operation, PC repair and software tools.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): None

**COM 245**                    **COMPUTER FORENSICS AND INVESTIGATIONS**                    **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.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): A+ Certification-COM 244 and Advanced Command Prompt/DOS-COM 161 or equivalent experience

**COM 246**                    **INTRODUCTION TO CYBERSECURITY**                    \_\_\_\_\_  
This course is an entry-level study of Cybersecurity. Topics included are: Threats, vulnerabilities, countermeasures, cryptography, malicious code, network security, operating systems, secure software development, system design, assurance, and privacy.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): Networking Technologies-COM 189 or verifiable work experience in computer networking.

**COM 261**                    **ADVANCED COMMAND PROMPT/DOS**                    **Spring**  
This course provides the student experience with using the command line utility to create high-end batch files to be used to expedite the configuration settings of a microcomputer system. Also, front-end access to the registry through the use of the command line utility will be covered. Use of the command line utility to create recovery diskettes for a system will also be practiced.  
Credit: 1 hour- .5 hours lecture and one lab hour per week  
Prerequisite(s): Introduction to Command Prompt/DOS – COM 161

**COM 280**                    **MICROSOFT WORD**                    **Summer/Fall/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.  
Credit: 2 hours – One lecture and two lab hours per week.  
Prerequisite(s): None

**COM 281**                    **MICROSOFT EXCEL**                    **Summer/Fall/Spring**  
This course provides the student with hands-on experience with the Microsoft Office Excel spreadsheet program.  
Credit: 2 hours – One lecture and two lab hours per week.  
Prerequisite(s): None

**COM 283**                    **MICROSOFT ACCESS**                    **Summer/Fall/Spring**  
This course provides the student with the skills needed for Access core and advanced skills.  
Credit: 2 hours – One lecture and two lab hours per week.  
Prerequisite(s): None

## **COMPUTER SYSTEMS TECHNICIAN**

**CST 199**                    **COMPUTER SYSTEMS TECHNICIAN INTERNSHIP**                    **By Request**  
Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): Career Development-INT 111 and Instructor's Approval

## **COSMETOLOGY**

- COS 120 COSMETOLOGY THEORY I** **Fall/Spring**  
This course is a study and practice of professional ethics, personal hygiene, grooming, visual poise, personality development, bacteriology, sterilization, sanitation, the skin, scalp, trichology, nails, and disorders of the skin and scalp.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046.
- COS 121 COSMETOLOGY THEORY II** **Fall/Spring**  
This course will include the theory of electricity and light therapy, chemistry as applied to cosmetology, chemistry of cosmetics, anatomy, histology and physiology.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Cosmetology Theory I-COS 120 and Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046.
- COS 122 COSMETOLOGY THEORY III** **Summer/Fall/Spring**  
This course will include the mathematics of cosmetology, a study of the practical application of salon management, Illinois Law as defined by the Illinois Department of Rules and Regulations and a review of the entire curriculum in preparation for the Illinois State Board Examination.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Cosmetology Theory II-COS 121 and Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046.
- COS 123 COSMETOLOGY LABORATORY I** **Summer/Fall/Spring**  
There will be demonstrations and lectures by the instructor with the students participating in the following: shampooing and rinsing, scalp treatments, hair shaping, roller placement, pin curls, hairstyling, permanent waving, hair straightening (all types), manicuring, facial massage, facial make-up, eyebrow arching, superfluous hair removal, hair pressing, thermal waving, wig care and styling. Students will perform these duties on each other until 160 clock hours have been obtained. Then they will be allowed to work with patrons.  
Credit: 9 hours - Twenty-seven lab hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046.
- COS 124 COSMETOLOGY LABORATORY II** **Summer/Fall/Spring**  
This course will present a review of the skills taught in Cosmetology Laboratory I - COS 123 with lectures and demonstrations by the instructors. Also covered will be balance and design for hair styling, trend hair styling, fashion trend make-up (daytime and evening). The student will perform these services on each other, mannequins and patrons of the school.  
Credit: 9 hours - Twenty-seven lab hours per week  
Prerequisite(s): Cosmetology Laboratory I-COS 123 and Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046.
- COS 125 COSMETOLOGY LABORATORY III** **Summer/Fall/Spring**  
A complete review of Cosmetology Theory III-COS 122 and Cosmetology Laboratory I-COS 123 in preparation for the State Board Examination will be presented in this course. Also included will be demonstrations by instructors, public clinics conducted by students, and sanitation duties performed by students in accordance with the Department of Registration and Education, State of Illinois.  
Credit: 9 hours - Twenty-seven lab hours per week.  
Prerequisite(s): Cosmetology Laboratory-COS 124 and Basics of College Reading and Writing-ENG 047 and Developmental Math-MAT 046.
- COS 127 COSMETOLOGY PRACTICUM** **Summer**  
This course is designed to be an extended salon experience which is supplemental, off-campus, on-the-job training for qualified students.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): Cosmetology Theory I-COS 120, Cosmetology Theory II, Cosmetology Laboratory I, Cosmetology Laboratory II, and consent of instructor.
- COS 220 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.  
Credit: 12 hours - Five lecture and thirty-five lab hours per week  
Prerequisite(s): Licensed Cosmetologist
- COS 221 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.  
Credit: 12 hours - Five lecture and thirty-five lab hours per week  
Prerequisite(s): Licensed Cosmetologist
- COS 230 ADVANCED COSMETOLOGY** **Summer/Fall/Spring**  
This course is advanced education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, more advanced techniques in custom perm waving, variable techniques in use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Licensed Cosmetologist or consent of instructor
- COS 231 CONTINUED COSMETOLOGY EDUCATION** **Summer/Fall/Spring**  
This course is a continuation of education for licensed hairdressers. It is designed to give advanced instruction in all types of hair styling, custom perm waving, use of hair colors and lighteners, finishing techniques and product knowledge. Additional instruction in shop management and motivation will be included.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): Licensed Cosmetologist or consent of instructor
- COS 232 COSMETOLOGY REFRESHER COURSE** **Summer/Fall/Spring**  
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.  
Credit: 4 hours - One lecture and 15 lab hours per week.  
Prerequisite(s): Licensed Cosmetologist or consent of instructor



## **CRIMINAL FORENSIC SCIENCE**

### **CFS 111 CRIME SCENE INVESTIGATION**

**Fall**

This course examines concepts, field-tested techniques and procedures, and technical information concerning crime scene investigation. The purpose of this course is to provide an introduction to crime scene investigation and processing. This will include protecting the crime scene, evaluation of the crime scene, identifying and developing various types of physical evidence, and the proper collection and packaging of physical evidence for scientific evaluation and comparison. This course will also include case studies that will illustrate the importance of effective crime scene processing. The primary goal of this course is to increase the knowledge and skill the criminal justice worker will need to protect, identify, collect, and package physical evidence from a variety of crime scenes.

Credit: 4 hours – Four lecture hours per week.

Prerequisite(s): None

### **CFS 112 BASIC FINGERPRINTS**

**Fall**

The Basics of Fingerprinting provides the fundamental elements of fingerprint uses in the criminal justice system. The student will learn scientific foundations for admissibility, pattern interpretation and approaches to evidence examination.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

### **CFS 113 COURT TESTIMONY**

**Spring**

This class is intended for those who expect to be on the witness stand regularly, which is a critical part of law enforcement, especially for those who will testify as expert witnesses. The class relies heavily on video-taped practice testimonies because it is not enough to just "Tell the truth." The truth must be communicated in a manner that is understandable and believable to the judge and jury. Proper dress and demeanor will be required. A field trip to the county court house will be mandatory.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

### **CFS 114 FORENSIC DNA**

**Spring**

Forensic DNA testing is a course describing in depth the process of forensic DNA testing utilized by today's modern crime laboratories. In addition these techniques are utilized in the fields of paternity testing, and genealogy testing. This course is designed for anyone interested in learning about how this testing is conducted. The course is ideal for law enforcement personnel, attorneys, and even the general public. Topics will include sample types, extraction of DNA, quantitation, genetic analysis, statistical concepts, quality assurance strategies, report writing and court testimony topics. The information will be presented at a level that the general public will be able to understand. This course will aid criminal justice professionals in utilizing DNA testing. The course however is open to the general public and anyone interested in learning about DNA testing is encouraged to attend.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

### **CFS 115 FORENSIC TRACE MICROSCOPY**

**Fall**

When two objects come into contact, there is an exchange of material between them. In criminal cases, the material that is exchanged between a criminal and a crime scene, or a victim and suspect is called Trace Evidence. This evidence can range from large pieces of material to particles that are not visible with the naked eye. Criminals are often unaware that any material transfer has occurred, which makes this type of evidence valuable to a forensic scientist. Examples of typical Trace Evidence include paint, glass, soil, gunshot residue, explosive residue and arson debris. This course will discuss a special sub-class of Trace Evidence call Forensic Microscopy. This includes evidence such as hairs, fibers, fabrics, ropes, wood, tapes, glitter, unknown particles, physical matches and airbags. Most of these items require some type of microscopic examination to identify and compare them. The exam techniques, results that can be obtained in these examinations, and court testimony will be discussed. Several real case examples will be presented during the course.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

## **CRIMINAL JUSTICE**

### **CJ 110 SECURITY AND SAFETY**

**By Request**

Study of modern security techniques for inn-keeping. Includes loss prevention, administrative organization, general service, personnel and physical security, and planning for emergencies.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

### **CJ 111 CRIMINAL LAW I**

**T**

**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.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

### **CJ 113 ETHICS IN CRIMINAL JUSTICE**

**T**

**Fall**

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

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

### **CJ 116 PAROLE/PROBATION**

**By Request**

This course is an introduction to the types of service, administrative organizations, investigation and supervision of parole and probation within the legal structure of society. Also includes terms and conditions, modifications and revisions of probation. The role and responsibilities of probation and parole officers may also be discussed.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

<b>CJ 123</b>	<b>INTRODUCTION TO CRIME CONTROL</b>	<b>T</b>	<b>Fall</b>
This course is a review of the historical and ideological foundations of law enforcement and corrections; delineation of major patterns of practice and organizational structure, and description of major programs and their inter-relationships. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): None			
<b>CJ 125</b>	<b>CRIMINAL BEHAVIOR</b>	<b>T</b>	<b>Fall</b>
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. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): None			
<b>CJ 199</b>	<b>CRIMINAL JUSTICE INTERNSHIP</b>		<b>Summer/Fall/Spring</b>
Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester. Credit: 2 hours - Ten lab hours per week. Prerequisite(s): Career Development-INT 111 and Instructor's Approval.			
<b>CJ 201</b>	<b>INTRODUCTION TO PRIVATE SECURITY</b>		<b>Spring</b>
This course is designed to familiarize students with the historical and philosophical background of modern private security. Students will obtain an understanding of how private security is an integral part of the criminal justice system. There is an emphasis on the principles of security, risk management and loss prevention in industrial, commercial, retail and government settings. Credit: 3 hours – Three lecture hours per week. Prerequisite(s): None			
<b>CJ 211</b>	<b>CRIMINAL LAW II</b>	<b>T</b>	<b>Spring</b>
This course is a continuation of Criminal Law- CJ 111 and deals with the consideration of legal aspects of law enforcement. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): Criminal Law- CJ 111			
<b>CJ 213</b>	<b>CRIMINAL INVESTIGATIONS</b>	<b>T</b>	<b>Fall</b>
This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation, skills of investigation, the value and techniques of preserving evidence, and how the chain of evidence is vital to a successful prosecution. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): None			
<b>CJ 215</b>	<b>INTRODUCTION TO FORENSIC SCIENCE</b>	<b>T</b>	<b>Spring</b>
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. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): None			
<b>CJ 223</b>	<b>INTRODUCTION TO CORRECTIONS</b>	<b>T</b>	<b>Spring</b>
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. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): None			
<b>CJ 224</b>	<b>JUVENILE JUSTICE</b>	<b>T</b>	<b>Spring</b>
This course provides an overall examination of the US juvenile justice system. Theories that attempt to explain the underlying causes of delinquency are surveyed. The application of preventive methods and correctional techniques are discussed. Credit: 3 hours - Three lecture hours per week. Prerequisite(s): None			
<b>CJ 299</b>	<b>CRIMINAL JUSTICE INTERNSHIP</b>		<b>Summer/Fall/Spring</b>
Supervised work experience in an approved training station. Student is required to complete 150 contact hours at a worksite during the semester. Credit: 2 hours - Ten lab hours per week. Prerequisite(s): Career Development-INT 111 and Instructor's Approval			

## **DIRECT SUPPORT PROVIDER**

<b>DSP 111</b>	<b>BASIC HEALTH AND SAFETY</b>		<b>By Request</b>
The purpose of this course is to prepare direct support providers (DSP) to perform basic personal care for individuals with developmental disabilities in a variety of residential settings. This course meets the requirements of the Developmental Disabilities Aide Training program of the Illinois Department of Human Services. Credit: 2 hours – One lecture and two lab hours per week. Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.			

**DSP 120**                    **INTRO TO DEVELOPMENTAL DISABILITIES**                    **By Request**  
To provide an introduction to developmental disabilities and a general overview of the role of a Direct Support Provider for developmentally disabled individuals.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

**DSP 121**                    **MEDICATION ADMINISTRATION**                    **By Request**  
The purpose of this course is to prepare non-licensed direct support providers to administer medications, under the supervision of a Registered Nurse, to individuals with developmental disabilities in community residential settings. This course prepares direct support providers to administer medications safely and accurately and to recognize and report medication-related observations.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

**DSP 122**                    **ABUSE AND NEGLECT PREVENTION**                    **By Request**  
The purpose of this course is to prepare non-licensed direct support care staff persons to recognize, report, and prevent abuse, neglect and exploitation of individuals.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

**DSP 123**                    **HUMAN RIGHTS**                    **By Request**  
The purpose of this course is to prepare non-licensed direct support staff to recognize and protect the rights of the individuals they assist in the developmental disability support system.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

**DSP 124**                    **HUMAN INTERACTION AND COMMUNICATION**                    **By Request**  
The purpose of this course is to prepare non-licensed direct support staff to understand principles of human interaction and communication and how to apply these effectively while providing supports to persons with developmental disabilities.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

**DSP 125**                    **INDIVIDUAL SERVICE PLAN DEVELOPMENT**                    **By Request**  
The purpose of this course is to prepare non-licensed direct support staff to effectively support individuals in programs through appropriately developed and implemented service plans.  
Credit: 1 hour - .5 lecture and one lab hour per week.  
Prerequisite(s): Students enrolled must work in a facility caring for the developmentally disabled.

## **DRAFTING**

**DRA 128**                    **INTRODUCTION TO COMPUTER ASSISTED DRAFTING**                    **T**                    **By Request**  
This course covers the principles of drafting using computer work stations, state of the art software, and plotters/printers. This is a hands-on course to train the novice workstation user on the features and capabilities of CAD systems.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): None

**DRA 136**                    **ELECTRIC, HYDRAULIC, AND PNEUMATIC CONTROLS**                    **By Request**  
This course is a study of standard electrical, hydraulic and pneumatic elements commonly used to provide and control power in machinery and equipment. The student will learn how the elements work as well as become familiar with the nomenclature and symbols involved.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

## **EARLY CHILDHOOD EDUCATION**

**ECE 101**                    **INTRO TO EARLY CHILDHOOD EDUCATION**                    **T**                    **Fall**  
This course provides an overview of the history and philosophy of the different types of early childhood care centers and educational settings including past, present, and future programs for young children and their families. The overview will include the basic values, structure, organization and programming in early childhood settings. This course reviews the role of the early childhood professional in assessing and planning developmentally appropriate practices to serve young children. Knowledge is also gained in regard to current trends and important influences impacting program quality. Guidance and observational skills will be fostered through direct observations in field experiences.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

**ECE 110**                    **CDA ORIENTATION**                    **By Request**  
The purpose of this course is to provide prospective preschool CDA candidates with the foundation for preparation of the CDA (Child Development Associate) Credential program. The course content includes explaining the steps required to compile the resource file which includes writing the autobiography, the six competency statements, and collecting the items for the resource collection. The course content also includes a basic assignment from each of the thirteen functional areas that comprise the core of the demonstration of the teaching competencies.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): None

**ECE 114**                    **CHILD GROWTH AND DEVELOPMENT**                    **T**                    **Fall**  
This course is designed to provide the student with an understanding of the total development of the young child. This course focuses on the physical, cognitive, language, creative, and social/emotional aspects of the young child's development. The course content provides knowledge of the different theoretical positions and principles on child development, including Piaget, Erikson, Vygotsky, Skinner, and others. It also includes knowledge of the biological, environmental, cultural, and social influences impacting children's growth and development from conception through age eight. Some study will include early adolescence.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**ECE 120 EARLY CHILDHOOD CONTINUING ED****Spring**

This course will provide general updates related to current practices provided for community families.

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

Prerequisite(s): None

**ECE 127 CHILD, FAMILY AND COMMUNITY****Spring**

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

Credit: 3 hour - Three lecture hour per week.

Prerequisite(s): None

**ECE 128 CHILD GUIDANCE/DISCIPLINE****T****Spring**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**ECE 129 ASSESSMENT IN EARLY CHILDHOOD EDUCATION****Spring**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**ECE 130 QUALITY ENVIRONMENT IN FAMILY CHILDCARE****By Request**

This course presents principles and applications for creating quality environments in family child care settings. It considers the children, families, and care providers in this environment. This course is designed for both the working family day care provider and persons interested in entering the profession. A current provider will learn how to enhance their business. A person interested in entering the profession will learn appropriate methods for use in planning their future business. The content promotes understanding of and ability to provide quality family day care and connect this understanding to the "Family Day Care Rating Scale" (FDCRS), which can be used for tiered reimbursement in Illinois. The course may also move providers toward Illinois' Great Start Bonus.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**ECE 199 EARLY CHILDHOOD EDUCATION INTERNSHIP****Summer/Fall/Spring**

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

Credit: 2 hours - Ten lab hours per week.

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

**ECE 215 LANGUAGE ARTS FOR THE YOUNG CHILD****Fall**

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

Credit: 3 hours - Three lecture hours per week.

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

**ECE 216 ART/MUSIC ACTIVITIES****T****Fall**

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

Credit: 3 hours - Three lecture hours per week.

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

**ECE 217 SCIENCE/MATH ACTIVITIES****Fall**

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

Credit: 3 hours - Three lecture hours per week.

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

**ECE 218 HEALTH, NUTRITION AND SAFETY****T****Fall**

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

Credit: 3 hours - Three lecture hours per week.

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

**ECE 219**                      **INFANTS/TODDLERS-CURRICULUM/ TEACHING**                      **T**                      **Fall**  
 This course is intended to provide knowledge in all facets of growth and development in the first three years of a child's life. The student will learn teaching activities to foster the optimum growth and development of infants and toddlers. The course content studies adult strategies necessary to enhance child development according to how the infant's psychological world differs from that of older children and adults.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Introduction to Early Childhood Education-ECE 101, Child Growth and Development-ECE 114, Child Guidance/Discipline-ECE 128 and Assessment in Early Childhood Education-ECE 129

**ECE 220**                      **HEADS UP! READING**                      **By Request**  
 This course will present the researched-based principles and practices for providing children, birth through age 5, a strong foundation in early reading and writing within a developmentally appropriate approach. The purpose of this course is to prepare current or future early childhood teachers and caregivers to enhance the early literacy outcomes of young children by improving teachers' knowledge of early literacy development, and their skills in teaching early literacy to young children.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None

**ECE 221**                      **CHILD CARE CENTER ADMINISTRATION**                      **Spring**  
 This course offers an examination of current trends in organizing and administering a child care center. This includes administration skills, policy formation, personnel selection and supervision, budgeting and record-keeping, purchasing and facilities, state licensing standards, program evaluation techniques, staff training, and community resources.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Can only be taken in the student's final semester.

**ECE 222**                      **CHILDREN'S LITERATURE**                      **T**                      **Spring**  
 The purpose of this course is to provide students with the realization that children's literature is to provide enjoyment and entertainment as well educational value. It will strive to encourage students to help children develop a love of literature and, therefore become lifelong readers of books. Course content will stress that "the love of reading is caught, not taught." Course content will provide information that will allow future educators to provide children with appropriate reading models and exposure to well written, appropriate literary works. This course will deal with content (knowledge of children's books) and with method (how to use those books with children).  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

## **ECONOMICS**

**ECO 211**                      **ECONOMICS ( MACRO)**                      **T**                      **S3 901**                      **Summer/Fall/Spring**  
 This course introduces the student to the nature of macro-economics, considering concepts of scarcity and trade-offs, supply and demand, economic growth and the economy's performance in relation to consumption, income, and the multiplier effect.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**ECO 212**                      **ECONOMICS (MICRO)**                      **T**                      **S3 902**                      **Summer/Fall/Spring**  
 This course is a study of choices made by consumers and firms and the impact these choices have on individual markets. An in-depth study of demand and supply will be covered as well as market production and cost. Course content also includes various market structures and competition, wages, employment, and the role of government in a market economy.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

## **EDUCATION**

**CEP 198**                      **COOPERATIVE EDUCATION I**                      **T**                      **Fall/Spring**  
 This course is designed to give the student an opportunity to obtain further knowledge and skills in his/her field through a planned and supervised work experience. The instructor may assist the student in finding employment. This course will serve baccalaureate students who could benefit from supervised work experiences directly related to the field of study.  
 Credit: 4 hours – Eight lab hours per week.  
 Prerequisite(s): Co-Op participant; consent of instructor.

**CEP 199**                      **COOPERATIVE EDUCATION II**                      **T**                      **Fall/Spring**  
 This course is a continuation of Cooperative Education I.  
 Credit: 4 hours – Eight lab hours per week.  
 Prerequisite(s): Co-Op participant; consent of instructor.

**EDU 110**                      **INTRODUCTION TO EDUCATION**                      **T**                      **By Request**  
 This course is designed to provide students with a general introduction to the field of education. The purpose of this course is to provide students with a broad knowledge base concerning public education, including a variety of perspectives on historical, philosophical, social, legal, and ethical issues in a diverse society. A study of organizational structure and school governance is included. This course includes limited experiences in the public schools through an integrated clinical component of 15 clock hours, minimum. Students will be required to pass a criminal background check prior to their field experience. Students will be placed in schools that have a field experience site agreement on file with SCC. All field experience placements will be at the discretion of the Educational Program Coordinator.  
 Credit: 3 hours – 15 clinical hours required  
 Prerequisite(s): Writing and reading proficiency required, as determined by COMPASS exam scores. Cannot be concurrently enrolled in developmental English courses.

**EDU 111**                      **DIVERSITY OF SCHOOLS AND SOCIETY**                      **T**                      **By Request**  
 This course is a study of how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**EDU 119**                    **INTRODUCTION TO EDUCATIONAL TECHNOLOGY**                    **T**                    **By Request**  
This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. The course focuses on both knowledge and performance, and includes hands-on technology activities. Upon successful completion of the course, students will have a solid understanding of educational technology, including how to use computers, how to access information on the World Wide Web, and how to effectively use technology in teaching and learning.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): Intro to Essential Computer Skills-COM 101 or Business Computer Systems-COM 111 or consent of instructor.

**EDU 130**                    **PARAPROFESSIONAL AND BASIC SKILLS PREPARATION**                    **By Request**  
This course is designed to prepare individuals for taking the Paraprofessional or WorkKeys Test in order to meet the state certification requirements as stated in the No Child Left Behind Act. Students will study math, reading for information, writing, and study skills. For current requirements for state and NCLB approved Paraprofessional, see ISBE.net or confer with your local Regional Superintendent.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): High school diploma or G.E.D. equivalent

**EDU 213**                    **EDUCATION FOR EXCEPTIONAL CHILDREN**                    **T**                    **Fall**  
This course is an introductory survey of the special education needs of children. This course includes a historical and philosophical overview of special education, as well as categories, characteristics, and methods of teaching exceptional children. In addition, an emphasis will be placed on litigation and legislation, current research, etiology, early identification, parenting issues, technology, and delivery systems, including universally designed instruction and inclusion.  
Credit: 3 hours - Three lecture hours per week  
Prerequisite(s): None

**EDU 999**                    **PREPARING FOR THE T.A.P.**                    **By Request**  
This course is designed to prepare prospective teachers to take and pass the Illinois Basic Skills Test (IBST), by refreshing and/or improving skills and abilities in reading, writing, and mathematics.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): Students must have basic computer skills.

## **ELECTRONICS**

**ELT 111**                    **INTRODUCTION TO AMATEUR RADIO**                    **Spring**  
This course is designed to teach the students the basics of Amateur radio including assembly of stations transceivers, towers, and antennas. It introduces students to a course load of basic electronics and devices. It also covers FCC rules and regulations used on the Technicians class amateur license as well as an introduction to different modes and Morse Code. At the conclusion of this course the student will pass the test for the Technician class amateur license and become an amateur radio operator.  
Credit: 2 hours - Two lecture and one lab hours per week.  
Prerequisite(s): None

**ELT 112**                    **GENERAL CLASS AMATEUR RADIO**                    **Fall**  
The General Class is the second of three classes of amateur licenses. This course is designed to bring students from Technician to this General class level. The student will then be able to utilize extensive HF (high frequency) privileges and extend their range of operating modes and gain a large majority of the spectrum below 30 MHz.  
Credit: 2 hours - Two lecture and one lab hours per week.  
Prerequisite(s): Introduction to Amateur Radio-ELT 111.

**ELT 120**                    **FUNDAMENTAL DC ELECTRICAL CONCEPTS**                    **T**                    **Fall**  
This course is a study of the relationship between current, voltage, resistance, and power for direct current circuits. Topics included are use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Concurrent enrollment in Intermediate Algebra-MAT 114 or Technical Math-MAT 121

**ELT 125**                    **DIGITAL CIRCUIT FUNDAMENTALS**                    **T**                    **Spring**  
This course is an introduction to digital electronics to include the following topics: A study of logic circuits and the application of Boolean Algebra, to simplification of those circuits, symbolic notation, binary numbers, encoders, decoders, multiplexers and exclusive; gates, parity, circuits and memory circuits.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): None

**ELT 131**                    **FUNDAMENTAL NETWORK CABLING AND WIRING**                    **Fall**  
This course is a study of the various methods available for communication in a network environment. Included methods are both wire-based and fiber-based techniques. Also the basic theories involved in optical communications will be covered so that the student will have a basic understanding of the use of fiber optic cables. Hands-on work with termination of both wire and fiber is included.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): None

**ELT 162**                    **AIR CONDITIONING AND REFRIGERATION I**                    **Fall**  
This course covers the fundamentals of refrigeration, refrigeration cycle, and basic refrigeration systems. Compression systems, refrigeration controls, charging, evacuating, and refrigeration tools and materials will be covered.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): None

**ELT 163**                    **AIR CONDITIONING AND REFRIGERATION II**                    **Fall**  
This course covers the operation and design of window units and split systems. Air conditioning controls and troubleshooting will also be covered. Special emphasis will be placed on psychrometrics, troubleshooting, and system design.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): Air Conditioning and Refrigeration I-ELT 162

**ELT 238 MICRO COMPUTER INTERFACING TECHNIQUES Spring**  
 This course is an examination of interfacing techniques of microprocessors and microcomputers. Topics of study will include control signals, A/D and D/A conversions, data transmissions, I/O, PIAs, operations of peripherals such as floppy disk drives, keyboards, monitors and printers.  
 Credit: 5 hours - Three lecture and four lab hours per week.  
 Prerequisite(s): Microprocessor Fundamentals-ELT 236

**ELT 239 MICRO COMPUTER MAINTENANCE T Spring**  
 This course is a study of the basic methods used to troubleshoot microprocessor systems and the proper test instruments used to service computers. Topics of study include systematic troubleshooting procedures, operation and troubleshooting of internal computer blocks, preventive maintenance of computers, software diagnostics, logic state analysis, and peripherals maintenance.  
 Credit: 3 hours - Two lecture and two lab hours per week  
 Prerequisite(s): None

## **EMERGENCY MEDICAL SERVICES**

**EMR 118 FIRST RESPONDER-EMR By Request**  
 This course is designed to assist in the improvement of emergency medical care rendered to victims of accidents and illness. Primary emphasis of this course is to provide students with training in emergency medical care with specific emphasis upon what to do if they are the first to reach the accident.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Current Healthcare Provider card.

**EMT 160 EMERGENCY MEDICAL TECHNICIAN – BASIC By Request**  
 This course is designed to provide the student with techniques of emergency care and transportation of the sick and injured. Emphasis is also placed on the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, resuscitation and defibrillation, techniques of using emergency equipment, and incident management.  
 Credit: 10 hours - Eight lecture and four lab hours per week.  
 Prerequisite(s): 18 years of age, High School diploma or equivalency. Students must possess valid CPR certification prior to end of the EMT course.

## **ENGINEERING**

**EGR 117 ENGINEERING GRAPHICS T Fall**  
 This course is a study of classical engineering drafting techniques, starting with hand sketching through state-of-the-art computer aided drafting techniques. Topics include concepts in descriptive geometry, sketching and lettering, orthographics projections, isometrics, perspectives, auxiliary views and sectioning. Class projects include examples in engineering and architecture.  
 Credit: 4 hours - Two lecture and four lab hours per week.  
 Prerequisite(s): None

**EGR 118 COMPUTER PROGRAMMING FOR SCIENCE AND ENGINEERING-FORTRAN T By Request**  
 This course is an introduction to computer programming for computer science, engineering, and science majors. Includes mathematical problem-solving techniques and computational techniques, random processes, algorithms, convergence of series, error analysis, numerical and statistical analysis, and simulation.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): Calculus I-MAT 117

**EGR 119 COMPUTER PROGRAMMING FOR SCIENCE & ENGINEERING-C T By Request**  
 This course is an introduction to computer programming for computer science, engineering, mathematics and science majors. The course includes mathematical problem solving techniques, computational techniques, random processes, algorithms, convergence of series, error analysis, numerical analysis, statistical analysis, and simulation. Emphasis is placed on using the mathematical functions of the language to solve problems encountered in science and engineering.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Calculus I-MAT 117

**EGR 214 ENGINEERING DYNAMICS T Spring**  
 This course is a study of dynamics of rigid bodies and systems of discrete particles, including linear and rotational motions. This course is a sequence of EGR 219 - Statics, and is intended for engineering majors.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Statics-EGR 219

**EGR 218 ENGINEERING THERMODYNAMICS T Spring**  
 This course is a study of concepts and principles of thermodynamics that includes law of thermodynamics, kinetic theory analysis, open and closed systems, reversibility, entropy and power systems.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): University Physics-PHY 216 and Inorganic Chemistry-CHE 114

**EGR 219 ENGINEERING STATICS T Fall**  
 This course is a study of force systems through the principles of static mechanics and includes resultants of force systems; analysis of forces acting on members of trusses, frames, and machines; forces due to friction; centroids; and moments of inertia.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): College Physics I-PHY116 or University Physics-PHY 216 and Calculus II-MAT 211 with a grade of "C" or better

## **ENGLISH**

- ENG 041                      DEVELOPMENTAL COLLEGE READING                      Summer/Fall/Spring**  
ENG 041 is a strategy-oriented class for developing readers who have not yet achieved a functional level of reading to meet the demands of college classes or for students who wish to improve their reading skills. This class is designed to improve reading through discussion and active participation in reading. Improvement will be sought in the four areas of reading: vocabulary, comprehension, study skills, and fluency.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Based on skills assessment
- ENG 045                      READING REVIEW                      Summer/Fall/Spring**  
Reading Review is an optional laboratory reading class for any student who wants to improve their reading skills. This class will reinforce skills taught in college reading courses that will help students to comprehend all college reading material.  
Credit: 1 hour - Two lab hours per week.  
Prerequisite(s): None
- ENG 047                      BASICS OF COLLEGE READING AND WRITING                      Summer/Fall/Spring**  
This course is designed to help students improve their comprehension, vocabulary, and critical reading skills through intensive writing assignments. It introduces students to the connection between the reading and writing processes. Students will participate in a variety of activities and projects to become more successful in reading and writing for college-level courses. These activities and projects include, but are not limited to, group discussions, reading responses, peer workshops, and essays.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): A grade of "C" or higher in Developmental College Reading-ENG 041 or placement as per diagnostic test results
- ENG 048                      FUNDAMENTALS OF COLLEGE WRITING                      Summer/Fall/Spring**  
This course is designed to prepare students for English 111. It introduces various strategies for writing within multiple disciplines and emphasizes basic principles of effective college-level writing through drafting and revising essays. Students will also learn how to improve sentence structure and how to conduct academic research.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): A grade of "C" or higher in Basics of College Reading and Writing-ENG 047 or placement as per diagnostic test results
- ENG 049                      WRITING LAB                      By Request**  
This course is designed as additional support for students enrolled in developmental English courses, as well as students enrolled in any writing intensive course. Students seeking increased assistance with and opportunities to develop research, writing, and documentation skills will benefit from this course.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): None
- ENG 111                      ENGLISH COMPOSITION I                      T                      C1 900                      Summer/Fall/Spring**  
This course places emphasis on teaching basic writing skills and critical thinking. Emphasis is placed on invention, prewriting, shaping and organizing, writing, revising, and editing written communication. This course is taught employing a process approach to writing and its basic aim is to make the student writer aware of his or her own writing process and to recognize the "tools" that may be used to create strong written communication.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Satisfactory evidence of entry level writing skills based upon high school transcript, ASSET/COMPASS scores, and/or completion of the developmental English program with a minimum grade of "C".
- ENG 112                      ENGLISH COMPOSITION II                      T                      C1 901R                      Summer/Fall/Spring**  
This course places emphasis on research writing skills and critical thinking. Emphasis is placed on creating logical arguments supported with adequate research. Furthermore, it continues expanding upon the writing process skills learned in ENG 111. Students learn proper documentation and citation of resources and references and explore various types of argumentative organization.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): English Composition I-ENG 111 with a minimum grade of C.
- ENG 124                      TECHNICAL COMMUNICATION I                      By Request**  
This English course is designed as a basic or fundamental course and will be used as an option to ENG 111 for vocational, technical, and occupational students. This course is designed to introduce and give the students experience in using the writing skills necessary for employment in today's workplace. Emphasis is placed upon the reader, purpose, focus, organization, clarity, conciseness, grammar and usage, and punctuation. Students will learn to summarize material, write instructions, describe procedures, write memorandums and letters using inductive and deductive reasoning, and organize writing through classification.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Satisfactory ASSET/COMPASS score
- ENG 125                      CAREER ENGLISH                      By Request**  
This course is a continuation of ENG 124 and is designed to refine basic skills in grammar and composition.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Technical Communication I-ENG 124 with a minimum grade of C
- ENG 126                      CREATIVE WRITING                      T                      By Request**  
This course is designed to provide a study of creative writing. Emphasis will be placed on the production of student writing, with critical evaluation being an integral part of the process. Areas of concentration will be poetry, fiction, and drama.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None
- ENG 210                      SPECIAL TOPICS                      T                      By Request**  
Topics will vary, but could include women in literature, film and literature, and others not covered by existing literature courses. Topics may be suggested by students or faculty. The course may be taken no more than four times, and the topics must be different each time it is taken.  
A – The Graphic Novel  
B – Film History  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None



**ENG 221****TECHNICAL COMMUNICATION II****T****By Request**

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

Credit: 3 hours - Three lecture hours per week.

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

**FIRE SCIENCE****FS 120****FIREFIGHTING II ORIENTATION - MODULE A****By Request**

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

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

Prerequisite(s): None

**FS 121****FIREFIGHTING II EQUIPMENT & SAFETY - MODULE B****By Request**

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

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

Prerequisite(s): None

**FS 122****FIREFIGHTING II ADVANCED OPERATIONS – MODULE C****By Request**

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

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

Prerequisite(s): None

**FS 123****ADVANCED FIREFIGHTING OPERATIONS****By Request**

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

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

Prerequisite(s): None

**FS 124****BASIC FIREFIGHTING****By Request**

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

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

Prerequisite(s): None

**FOOD SERVICE****FOS 121****FOOD SERVICE SANITATION MANAGER CERTIFICATION****T****Summer/Fall/Spring**

This course is a study of the principles involved in maintaining sanitary standards to protect the consumer from food-borne illness in food service establishments. One main objective is to enable the student to pass the Illinois Department of Public Health Sanitation Exam.

Credit: 1 hours - One lecture hours per week.

Prerequisite(s): None

**GEOLOGY****GEO 213****GEOLOGY****T****P1 907L****By Request**

This course is a general overview of the science of geology, including both physical and historical concepts. The materials, structures, and surface features of the earth's surface will be studied along with the processes involved in their development. The geological history of the earth and principles used in reconstructing the earth's history will be examined, including the evolution of life through fossil study.

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

Prerequisite(s): None

**GEO 215****INTRO TO ENVIRONMENTAL GEOLOGY****T****P1 908L****By Request**

This is an introductory course in the study of the interactions between human activities and geologic processes. An overview of modern geologic concepts is followed by an in-depth examination of natural hazards, natural resources, waste management, environmental restoration, and land-use planning. This course provides instruction in the environment and scientific thinking that is useful to all students. It can also serve as a prerequisite(s) for a proposed course in environmental investigation.

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

Prerequisite(s): None

## **GEOGRAPHY**

**GRY 214**                      **INTRO TO PHYSICAL GEOGRAPHY**                      **T**                      **P1 909**                      **Summer/Fall/Spring**  
This course is a study of the various elements of the natural environment. The nature and characteristics of the physical components, the processes involved in their development, distribution and the basic interrelationships between these components will be stressed.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

## **GOVERNMENT**

**GOV 117**                      **INTRO TO AMERICAN GOVERNMENT**                      **T**                      **S5 900**                      **Summer/Fall/Spring**  
This course is a survey of the governing process and institutions of the United States of America. The course is intended to prepare students to continue their studies in a full spectrum of Social Science curriculums. Students successfully completing this course will also develop a perspective of American governance that is applicable in their daily lives. This course meets the requirements for review of the constitution of the State of Illinois and the United States as required by Illinois State Senate Bill 96.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

## **HEALTH**

**HLT 111**                      **HEALTH**                      **T**                      **Summer/Fall/Spring**  
This course is designed to assist the individual in his/her responsibility for establishing good health practice and thereby avoiding illness.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): None

**HLT 112**                      **DRUG AND ALCOHOL EDUCATION I**                      **T**                      **By Request**  
This course is a study of facts, attitudes, problems, and impacts of drug and alcohol use and abuse. It includes identification of stimulants, depressants, hallucinogens; physiological, psychological, economic, social, and cultural factors; recognition of drugs of abuse and their symptomatic reactions; and identification of helping organizations, institutions, and agencies.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None

**HLT 113**                      **FOUNDATION OF HEALTH AND FITNESS**                      **T**                      **By Request**  
This course is a study of principles of physical and mental health. It includes concepts of personal, family, and community hygiene; mental health; diet and nutrition; physical fitness and exercise, rest, and relaxation; disease prevention; and holistic health and wellness.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None

**HLT 116**                      **NUTRITION**                      **T**                      **Summer/Fall/Spring**  
This course is an introduction to the various nutrients as related to a lifetime of health. It is designed to meet the needs of students in the health and food service professions. Basic nutrition, dietary guidelines, disease prevention, nutritional assessment, dietary counseling, and menu writing are included.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**HLT 117**                      **STRESS MANAGEMENT**                      **By Request**  
This course addresses practical information about stress and how to manage it. Topics include the definition and characteristics of stress, as well as the changes it causes in the body. Students will learn the difference between functional and dysfunctional techniques for managing stress, then focus on five areas of functional techniques. Students will learn to develop personal stress management plans.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): None

**HLT 125**                      **HEARTSAVER FIRST AID/CPR/AED**                      **Fall/Spring**  
The Heartsaver First Aid course teaches lay rescuers the skills needed to manage illness and injuries in the first few minutes until professional help arrives. Course content includes general principles, medical, injury, and environmental emergencies. Optional topics included are CPR, AED use, and how to relieve a choking victim. It is designed for participants who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None

**HLT 225**                      **PERSONAL TRAINER**                      **By Request**  
This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training. Learn how to properly screen and evaluate clients for safe participation in an exercise program, designed and implement exercise prescriptions for multiple populations and successful goal attainment, and successfully sell and manage personal trainer services. Eligibility for Personal Trainer Certification is provided through the National Council on Strength and Fitness Board for Certification (NCSFBC).  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

## **HEALTH INFORMATION TECHNOLOGY**

### **HIT 100 MEDICAL TERMINOLOGY**

**T****Fall/Spring**

Development of a medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession is presented.  
Credit: 3 hours - Three lecture hours per week  
Prerequisite(s): None

### **HIT 101 INTRODUCTION TO HEALTH INFORMATION**

**Fall**

This course will initiate the student to the field of Health Information Technology. An overview of the functions and responsibilities of the technologist, and orientation to the technical skills held by the technologist, including skills necessary to maintain components of health record system consistent with the medical administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Beginning Keyboarding-IMS 121

### **HIT 102 HEALTH RECORDS SYSTEMS**

**Spring**

This course is a study of the content regarding format, evaluation and completeness of the medical record; licensing, accrediting, and regulatory agencies, numbering systems, patient indexes, filing systems, records retention, and storage and retrieval.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Introduction to Health Information-HIT 101 and acceptance into HIT Program.

### **HIT 103 HEALTH RECORDS SYSTEMS LAB**

**Spring**

This course allows the student the laboratory hands-on experience in evaluating content, format, and completeness of actual medical records. Also included in this lab is experience with numbering systems, patients indexes, filing systems, records retention, and storage and retrieval. Computer experience will be utilized as a teaching method.  
Credit: 1 hour - Two lab hours per week.  
Prerequisite(s): Introduction to Health Information-HIT 101 and acceptance into the HIT program.

### **HIT 104 ADVANCED MEDICAL TERMINOLOGY**

**Spring**

This course is a continuation of the development of medical vocabulary in order to understand the language used in the medical profession including pronunciation, spelling, and definition of medical terms.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Medical Terminology-HIT 100 with a grade of "C" or better.

### **HIT 105 MEDICAL TRANSCRIPTION**

**Fall/Spring**

This course involves transcribing medical and health-related documents by use of dictation software and digital equipment. The development of English skills, medical language usage, plus proofreading/editing skills will also be emphasized.  
Credit: 3 hour - One lecture and four lab hours per week.  
Prerequisite(s): Beginning Keyboarding-IMS 121  
Co-requisites: Business Computer Systems – COM 111 and Medical Terminology – HIT 100.

### **HIT 106 PRINCIPLES OF INSURANCE**

**Spring**

The purpose of this course is to familiarize the student with the efficiency and smooth operation of insurance through the study of basic medical and insurance abbreviations and terms, correct and incorrect procedural and diagnostic codings, insurance billing, and type of insurance coverage.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): HIT 109-Introduction to Coding

### **HIT 107 MEDICAL OFFICE PROCEDURES**

**Spring**

This course will introduce students to medical office procedures and practices. Students will study procedures, forms, communications, and other aspects of administrative duties that are expected for medical office settings. This course includes a computerized practice management simulation applying office management/appointment scheduling, billing procedures, and medical practice report generation. Development of information management techniques and decision-making skills are stressed.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Keyboarding ability.

### **HIT 109 INTRODUCTION TO CODING**

**Fall**

The study of 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-9-CM/ICD-10-CM and HCPCS coding systems.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): None

### **HIT 110 ADVANCED MEDICAL TRANSCRIPTION**

**Spring**

A continuation of Medical Transcription in which students transcribe from various medical specialties by use of dictation software and digital equipment. Previous document formatting, proofreading/editing and language skills will be applied to a simulated medical setting, providing experience in transcription of numerous health care related documents.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): Medical Transcription-HIT 105 with a grade of "C" or better.

### **HIT 111 PROFESSIONALISM IN THE MEDICAL OFFICE**

**Summer**

The purpose of this course is to familiarize the student with professionalism issues associated with the medical office including making a commitment to the job, traits of medical office professional, interpersonal relationships with coworkers, projecting a professional image on the job and after hours, and personal management skills. The internship experience is also presented with focus on career planning and employment in a medical office.  
Credit: 1 hour – One lecture hour per week.  
Co-requisite(s): HIT 192-Medical Office Assistant Internship, HIT 193-Medical Transcription Internship, or HIT 194-Medical Coding Specialist Internship.

- HIT 161 CODING CPC EXAM PREPARATION COURSE** **By Request**  
 This course is a study of CPT-4 outpatient coding in order to support the student in the preparation of the Certified Professional Coder Examination given by the American Academy of Professional Coders.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None
- HIT 192 MEDICAL OFFICE ASSISTANT INTERNSHIP** **Summer/By Request**  
 Supervised work experience in an approved training station for students pursuing a one year certificate in the Medical Office Assistant program. Each student is required to complete 80 hours at a worksite during the semester.  
 Credit: 1 hour - Five lab hours per week.  
 Prerequisite(s): Career Development - INT 111 and Instructor's Approval.
- HIT 193 MEDICAL TRANSCRIPTION INTERNSHIP** **Summer/By Request**  
 Supervised work experience in an approved training station for students pursuing a career in the Medical Transcription field. Each student is required to complete 80 hours at a worksite during the semester.  
 Credit: 1 hour - Five lab hours per week.  
 Prerequisite(s): Career Development-INT 111 and Instructor's Approval.
- HIT 194 MEDICAL CODING SPECIALIST INTERNSHIP** **Summer/By Request**  
 Supervised work experience in an approved training station for students pursuing a one-year Medical Coding Specialist certificate. Each student is required to complete 80 hours at a worksite during the semester.  
 Credit: 1 hour - Five lab hours per week.  
 Prerequisite(s): Career Development – INT 111 and Instructor's Approval
- HIT 201 HEALTH DATA AND STATISTICS** **Fall**  
 The study of sources and uses of health data; computation of rates and percentages; vital records registration, reporting, and display.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): General Elementary Statistics-MAT 210 and acceptance into the HIT program.
- HIT 202 CLINICAL PRACTICUM I** **Fall**  
 This course provides clinical experience in the areas of patient registration, registration procedures in the health information department; storage and retrieval of medical records, technical analysis of the medical record, coding and indexing, and medical transcription.  
 Credit: 2 hours – 160 clinical hours required.  
 Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.
- HIT 203 MANAGEMENT IN HEALTH CARE** **Fall**  
 This course is a study of management principles as applied to the health information department, including an introduction to management, the functions of planning, organizing, controlling; actuating/supervising, problem solving, and quality improvement in the health information department.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.
- HIT 204 CODING** **Fall**  
 A study of classifications and nomenclatures, with in-depth coverage of the International Classification of Diseases, 10<sup>th</sup> Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10<sup>th</sup> Revision, Procedure Classification System (ICD-10-PCS) coding system.  
 Credit: 5 hours - Four lecture and two lab hours per week.  
 Prerequisite(s): Anatomy and Physiology-BIO 212 and Fundamentals of Medical Science-HIT 215.
- HIT 209 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-9-CM/ICD-10-CM, CPT and HCPCS coding systems. Emphasis will be placed on the development of critical thinking skills required for mastery level physician coding.  
 Credit: 4 hours – Three lecture and two lab hours per week.  
 Prerequisite(s): Medical Terminology-HIT 100 and Introduction to Coding-HIT 109 with a grade of “C” or better
- HIT 210 CPT CODING** **Spring**  
 This course covers the principles of coding with CPT. Students will develop an understanding of coding and classification systems in order to assign valid CPT/HCPCS procedures codes used to report reimbursable services.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Intro to Health Information-HIT 101 and Coding-HIT 204
- HIT 211 MEDICO - LEGAL ASPECTS** **Fall**  
 Study of the basic concepts and principles of law and their application to the health care field, and specifically to the health information department. Laws dealing with confidentiality and release of information, liability of health care providers, and other topics are covered.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.
- HIT 212 QUALITY MANAGEMENT** **Spring**  
 This course is a study of quality management systems. Includes the purpose and philosophy of quality improvements; utilization management, performance improvement and risk management in the acute care facility; coordination of quality management activities with physician credential/reappointment and employee performance evaluation; quality management requirements for acute care facilities in specific program areas; quality management in the non-acute facility; confidentiality of quality management information; and the expanding quality management function.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.

- HIT 213 CLINICAL PRACTICUM II Spring**  
 This course provides clinical experience in the areas of the medical staff, TJC, quality improvement, utilization review, review agencies, Medicare DRG's coding reinforcement and health information systems.  
 Credit: 2 hours – 160 clinical hours required.  
 Prerequisite(s): Clinical Practicum I-HIT 202
- HIT 214 HEALTH INFORMATION IN NON-TRADITIONAL SETTING Spring**  
 This course is a study of medical services in health care institutions other than acute care hospital that includes regulation agencies, reporting systems, controls, the health record system and other related topics.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Intro to Health Information-HIT 101 and acceptance into the HIT program.
- HIT 215 FUNDAMENTALS OF MEDICAL SCIENCE Spring**  
 This course is an introduction to general principles of disease with emphasis on the etiology, symptoms, signs, diagnostic findings and treatment.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Acceptance into the HIT program.
- HIT 216 REIMBURSEMENT MANAGEMENT Spring**  
 Study of reimbursement as it relates to the healthcare field and specifically to the Health Information Department. Includes an overview of reimbursement methodologies, government sponsored healthcare programs, coding compliance, charge description master maintenance, and revenue cycle management.  
 Credit: 2 hours – Two lecture hours per week.  
 Prerequisite(s): Coding-HIT 204 or consent of Program Director/Assistant Director.

## **HEATING/VENTILATION/AC/REFRIGERATION (HAVC-R)**

- HAC 111 BASIC SHEET METAL LAYOUT Fall**  
 A basic course for sheet metal layout techniques as used in residential air conditioning and ventilation.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): None
- HAC 113 ELECTRICAL 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Basic Electricity I-BEL 161
- HAC 130 COMMERCIAL REFRIGERATION I Spring**  
 This course is designed to introduce the student to the operation and application of commercial refrigeration, evaporators, condensers, compressors, expansion devices, and related system components. Troubleshooting and typical operating conditions will be studied.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Air Conditioning and Refrigeration I-ELT 162
- HAC 160 AIR CONDITIONING I By Request**  
 This course studies the basic fundamentals of heating and air conditioning refrigerants pressure and temperature relationship, using pressure temperature tables, head pressure, ozone protection, electrical circuit fundamentals refrigeration and heating, tools and materials, law of thermodynamics, blueprint reading, EPA laws governing CFC's laws of refrigeration, using gauge manifolds, heating controls, and basic fundamental hydronic heating.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): None
- HAC 260 AIR CONDITIONING II By Request**  
 This course teaches servicing and installing heating and air conditioning systems, refrigerant controls, heat pumps, theory, heat pump controls, superheat, metering devices, motor controls, trouble shooting external diagnosis and servicing air conditioning and heating systems, leak detection and repair, replacing compressor, charging systems, CFC recovery recycle, reclaim standards. Troubleshooting electrical refrigeration circuits. Troubleshooting electrical circuits heat pumps. Students completing both HAC I and HAC II should gain the skills and knowledge to pass the EPA certification test to service or repair refrigeration systems. This test is to be given at the end of HAC II.  
 Credit: 3 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): Air Conditioning I-HAC 160
- HAC 211 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.  
 Credit: 2 hours - Four lab hours per week.  
 Prerequisite(s): Basic Sheet Metal Layout-HAC 111
- HAC 212 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.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Heating I-HEA 160 and Heating II-HEA 260
- HAC 213 ADVANCED ELECTRICAL CONTROLS AND CIRCUITRY Spring**  
 An introduction to more advanced controls used in the HVAC/R industry for operational, energy management, and diagnostic applications. This course will cover programmable temperature controls/thermostats, Direct Digital Control (DDC) applications, and Energy Management Systems (EMS) as they apply to heating and air conditioning.  
 Credit: 3 hours - Two lecture and two lab hours per week.  
 Prerequisite(s): Electrical Controls and Circuitry-HAC 113 and Basic Electricity I-BEL 161

**HAC 220**                    **INSTALLATION OF HVAC SYSTEMS**                    **Fall**  
Students will develop advanced skills and knowledge of the installation and start-up of residential heating and air conditioning systems. Focuses on installation code requirements and start-up procedures for residential heating and air conditioning systems. Tools safety and add-on purchases will also be covered.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): Heating I-HEA 160 and Air Conditioning and Refrigeration I-ELT 162

**HAC 230**                    **COMMERCIAL REFRIGERATION II**                    **Spring**  
This course is designed to help prepare the student to pass the ICE Exams. The Industry Competency Exams were organized by ARI (Air Conditioning and Refrigeration Institute) to encourage high standards in education, HVAC installation, service, and maintenance.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

**HEA 160**                    **HEATING I**                    **Fall**  
An introduction to heating, ventilation, and air conditioning systems. Maintenance and repair of gas, oil, and hydronic furnaces will be covered.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): None.

**HEA 260**                    **HEATING II**                    **Spring**  
An introduction to air distribution, air cleaning, and calculation of heat loads. Special emphasis will be placed on electric furnace testing and servicing along with heat load calculations.  
Credit: 3 hours – Two lecture and two lab hours per week.  
Prerequisite(s): Heating I-HEA 160.

## **HISTORY**

**HIS 108**                    **TWENTIETH CENTURY AMERICAN HISTORY**                    **T**                    **H2 905**                    **Fall/Spring**  
This course is a college level introduction to Modern America. Students will explore America’s rise to superpower status, its struggles with economic crisis, war and social conflict. While developing a better understanding of Modern America, students will also expand their abilities to think critically while studying social science curriculums. Twentieth Century American History will expand students’ horizons or serve as an excellent basis for further study in the social sciences.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 109**                    **TWENTIETH CENTURY WORLD HISTORY**                    **T**                    **Fall/Spring**  
This course provides an understanding of the events, issues and personalities, which have, and are, shaping the world in which we live. The century’s critical events are examined to reveal both historic importance and to better understand the validity of the past in our daily lives. Students will develop or expand a number of skills critical in the modern world, including applying an enhanced understanding of geography, building critical thinking skills as well as sharpening writing skills. Twentieth Century World History is an excellent first or only college level history class.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 116**                    **WESTERN CIVILIZATION TO 1715**                    **T**                    **S2 902**                    **Fall**  
This course is a survey of Western History. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic and technical progress of western civilization from the beginning of recorded history to 1715.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 117**                    **WESTERN CIVILIZATION FROM 1715**                    **T**                    **H2 902**                    **Spring**  
This course is a continuation of Western Civilization to 1715-HIS 116 emphasizing social, economic, political, and cultural development of the Western world from 1715 to the present.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Basics of College Reading and Writing-ENG 047 or placement test score equivalents.

**HIS 121**                    **WORLD HISTORY BEGINNING TO 1450**                    **Fall**  
This course is a college level introduction to World History. Students will explore the development and divergence of all the world’s major societies, cultures, and economies to 1450. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings to 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): Essential Computer Skills-COM 101 and completion of developmental English or placement test score equivalent.

**HIS 122**                    **WORLD HISTORY FROM 1450**                    **Spring**  
This course is a college level introduction to World History. Students will explore the development and divergence of all the world’s major societies, cultures, and economies from 1450 to the present. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings from 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): Essential Computer Skills-COM 101 and completion of developmental English or placement test score equivalent.

**HIS 214**                    **HISTORY OF THE UNITED STATES TO 1877**                    **T**                    **S2 900**                    **Fall**  
This course is a survey of the history of the United States of America from its European roots to the conclusion of the Civil War. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums, particularly American history from reconstruction to the present. This course will address the social, cultural, political, economic, and technological progress of the nation from the colonial period through early 1860. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**HIS 215**                      **HISTORY OF THE UNITED STATES FROM 1877**                      **T**                      **S2 901**                      **Spring**  
This course is a survey of the history of the United States of America from the Civil War to the modern era. This course will address the social, cultural, political, economic, and technological progress of the nation. Students successfully completing this course will also develop a perspective of American history that is applicable in their daily lives.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**HIS 216**                      **AFRICAN-AMERICAN HISTORY**                      **T**                      **By Request**  
This course is a survey of African-American history from African backgrounds and slavery through the civil rights movement. It includes the role of African-Americans today with emphasis on their contributions to America's development and culture.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None.

**HIS 217**                      **HISTORY OF EASTERN CIVILIZATIONS**                      **T**                      **S2 908N**                      **By Request**  
This course is a survey of the history of the Asian continent with particular emphasis on monsoon Asia. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic, and technical progress of the Asian continent from the Mongols to the modern era.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**HIS 245**                      **INTRODUCTORY HISTORICAL RESEARCH**                      **T**                      **By Request**  
This course is designed to provide students interested in further studies in social sciences and historical interpretation with a foundation in research methodologies.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): Successful completion of one of the following HIS 109 or GOV 117 with a final grade of “C” or better and concurrent enrollment in HIS 214, HIS 215, HIS 216, HIS 217, HIS 241, GOV 210 (will also include core interpretation classes).

**HIS 250**                      **SPECIAL READINGS IN SOCIAL SCIENCE**                      **T**                      **By Request**  
This course is designed to provide students interested in further studies in social sciences with a better grounding in critical readings as well as better basic skills. This class is taken concurrently with an advanced social science class. The advanced class provides a framework for study from which the advanced readings can be based. This class begins with the student and instructor developing a course of study which insures that the student is exposed to expanded discussion of critical topics while expanding the students' personal interests in topics related to the core class. The class may be repeated for additional credit in other social science core classes, as long as a grade of C or better is maintained.  
Credit: 3 hours – Six lab hours per week.  
Prerequisite(s): None

## **INDUSTRIAL MAINTENANCE-CHEMICAL**

**IMT 140**                      **INDUSTRIAL MECHANICS**                      **Fall**  
This course is designed to teach fundamental industrial mechanical equipment, concepts, and principles and will provide a broad range of technical information used in industry today by technicians, mechanics, and maintenance personnel.  
Credit: 4 hours – three lecture and three lab hours per week.  
Prerequisite(s): None

**IMT 141**                      **INTRODUCTION TO QUALITY SYSTEMS**                      **Spring**  
Students are introduced to fundamental concepts, principles, and practices used to improve quality in organizations. The need for organizational change is reviewed and paradigms of quality are introduced. An overview for areas of change, methods of quality planning and methods for implementing quality policies are provided. Students will practice problem solving techniques, make decisions based on data, work in teams, troubleshoot, and demonstrate knowledge of implementing continuous improvement processes.  
Credit: 3 hours – three lecture hours per week.  
Prerequisite(s): None

**IMT 142**                      **TEAM DYNAMICS AND PROBLEM SOLVING**                      **Fall**  
Students are introduced to skills required for being an effective team member and team leader. Students are also introduced to tools and methods used for problem solving as well as a systematic problem-solving model.  
Credit: 3 hours – three lecture hours per week.  
Prerequisite(s): None

**IMT 143**                      **INDUSTRIAL SAFETY**                      **Fall**  
This course provides practical training in industrial safety. The students are taught to observe general safety rules and regulations, to apply work site and shop safety rules, and to apply Occupational Safety and Health Administration (OSHA) regulations. Students are expected to obtain certification in Standard First Aid, Adult Cardiopulmonary Resuscitation (CPR), and AED.  
Credit: 3 hours – three lecture hours per week.  
Prerequisite(s): None

## **INDUSTRIAL MAINTENANCE-TECHNICIAN**

**IMT 144**                      **MACHINE TOOLS I**                      **Fall**  
Provides the skills and knowledge that is needed to progress through the machine tool program. It will include safety and bench work. The student will be introduced to the basic power equipment and machine tools that are used in the machine trades which includes: drill presses, power saws, measurement instruments, mills and lathes.  
Credit: 4 hours – two lecture and four lab hours per week.  
Prerequisite(s): None

**IMT 145 BASIC BLUEPRINTING READING****Fall**

This course presents basic applied math, lines, multi-view drawings, symbols, dimensioning techniques, sectional views, auxiliary views, and typical features of a variety of fields.

Credit: 3 hours – three lecture hours per week.

Prerequisite(s): None

**IMT 146 MAINTENANCE ELECTRICAL PRINCIPLES****Spring**

This course introduces the theory of electricity and magnetism and the relationship of voltage, current, resistance, and power in electrical circuits. The course is designed to develop an understanding of alternating and direct current fundamentals. Students will apply formulas to analyze the operation of AC and DC circuits.

Credit: 4 hours – three lecture and two lab hours per week.

Prerequisite(s): None

**IMT 147 FLUID POWER I****Spring**

This course is the study of fluid power theory, component identification and application, schematic reading, and basic calculations related to pneumatic and hydraulic systems and their operations.

Credit: 4 hours – two lecture and four lab hours per week.

Prerequisite(s): None

**IMT 148 CIRCUITS I****Spring**

Introduction to basic theory of DC and AC circuits, including circuit analysis techniques, introductory magnetism, and transformer principles.

Credit: 4 hours – three lecture and lab hours per week.

Prerequisite(s): None

**INDUSTRY**

Industry courses are scheduled by request. For additional information, contact the Center for Community and Economic Development at (618) 634-3231.

**IND 049 BASIC MATHEMATICS FOR INDUSTRY**

A review of fractions, simple equations, measurements and formulas for solving practical problems.

**IND 101 INSTRUMENT AND CONTROL MAINTENANCE MODULE A**

Individuals will be able to describe components which make up the Distributive control System. Component descriptions and functions such as WEStation Drop, LED indicator and display, distributive processing unit and Westnet II Data Highway will also be covered. Discussion of the use of ICONS and System Status Display.

**IND 102 INSTRUMENT AND CONTROL MAINTENANCE MODULE B**

Ability to describe the configuration of all cards contained with the WEStation drop, including jumper and switch positions and the use of SHC status code display on a WEStation. Functions of the DPU, utilization and operation.

**IND 103 INSTRUMENT AND CONTROL MAINTENANCE MODULE C**

Input/output circuits of hardware addressing/understanding functions of a DPU and record types. Also input/output circuits of Q-Line cards. Field wiring and the control panel interpreting information in the following DCS drawings and documents.

**IND 104 QUALITY CONT ASME DYE PENETRANT CERTIFICATE**

Formal training program which will familiarize students with the fundamental theory, operating procedures and practical applications involved with Liquid Penetrant Inspection.

**IND 105 QUALITY CONTROL “R” STAMP TRAINING**

Contents will cover material control, process control, welding control, non-conformance reports and hydrostatic testing.

**IND 106 QUALITY CONTROL ASME VISUAL TESTING CERTIFICATE**

Individuals will be able to describe various weld joints, understand terminology, welding processes and methods. Identify welding and testing symbols, use of inspection and measuring tools, interpret ASME codes and acceptable criteria. Individuals will participate in OJT and be eligible for certification.

**IND 107 ADVANCED OPERATOR TRAINING/CONTROLLING BOILER LOSS**

Operators and supervisors will review the effects of boiler efficiency and controllable losses.

**IND 108 ADVANCED OPERATING TRAINING/TURBINE EFFICIENCY**

Review of condenser performance and terminal temperature difference to control turbine cycle losses.

**IND 109 OPERATOR TRAINING/PROTECTIVE RELAYS**

Describe the purpose of various relays and the sequence of events that cause these relays to operate. Knowledge of normal and abnormal distribution grid conditions.

**IND 110 OPERATOR TRAINING/OIL CIRCUIT BREAKERS**

Identification of oil circuit breakers with general descriptions and sources of power feeds to OCB controls. Ability to trouble shoot a loss indication or controls by using prints available.

**IND 111 OPERATOR TRAINING/TURBINE START UP**

Become familiar with recommended process of starting a turbine generator. Use of G.E. starting and loading charts to bring up units. Routing problems, steam temperatures and turbine temperatures are also reviewed. Successful startups and fewer occurrences of vibration and other interruptions when getting a unit back on line.

**IND 112 OPERATOR TRAINING/PRINT READING**

Identification of symbols, ability to draw and read schematics and diagrams using proper symbols. Knowledge of different types of control systems. Discuss operation of magnetic relay.



**IND 113                    ADVANCED OPERATOR TRAINING/BOILER EFFICIENCY**

Understand the effects of boiler efficiency so plant efficiency can be increased.

**IND 114                    PROGRAMMABLE LOGIC CONTROLLERS**

Individuals will cover programmable logic controllers (PLC-5 systems) in the areas of determining rack, group and slot number for I/O modules, describe interconnections made to the processor data highway, describe indications and the input/output wiring associated with each I/O module. Interpret information found on map and schematic diagram and describe PLC-5 ladder logic. Complete performance of system configuration, installing I/O modules, ICOM software start up, locate and force points of ladder logic and trouble shooting.

**IND 115                    TRANSPORTATION CERTIFICATE/LICENSE RENEWAL**

Review of principles and techniques in preparation for certification or licensure examinations in the transportation field.

**IND 116                    DATA ENTRY FOR INDUSTRY**

Data entry teaches students the basic knowledge and skills needed to enter the field of data processing as a beginning data entry operator. Students build keying speed and accuracy. Hands-on experience is received with laboratory simulations of business activities. Statistics for keystrokes per minute and accuracy level will be computed and validated for the student at the end of the course.

**IND 117                    TELEPHONE COMMUNICATION FOR INDUSTRY**

The Telephone Communication course has a dual focus on technology and personal communication skills. This course is designed to benefit everyone who comes in contact with customers/clients/associates on the telephone. The student/employee learns how vital they are in promoting a good company image, how to make customers feel important and how to increase sales. Telephone, telecommunications systems, equipment and technology are discussed. Students listen to dialogues, analyze and apply problem-solving skills to real-world situations.

**IND 118                    TEAM BUILDING I**

To provide background information and offer the opportunity to practice and integrate information through case analysis role playing and discussion. Attention will be on behavior and discussion of problem areas for group analysis and problem solving. Possible topics to be addressed will be behavior, effective leadership, increasing work effectiveness, building relationships, planning and implementing, job conflicts, understanding change and job stress.

**IND 120                    PRINCIPLES OF LEADERSHIP I**

This course is expected to help managers understand leadership behavior, how to be a visionary, pace setter and a person who takes initiative. Managers will also understand goal setting, developing a purpose statement and relating it to the company's mission and also understanding how to get workers accountable for actions.

**IND 121                    PRINCIPLES OF LEADERSHIP II**

This course is expected to help managers set meaningful result-oriented expectations, give tactful objective feedback to strengthen worker performance, understand steps to address a company change and develop methods to provide ways and means to continually improve productivity.

**IND 123                    APPLIED COMMUNICATIONS FOR INDUSTRY**

Application of oral, written and non-verbal communication skills to enhance on-the-job effectiveness. Includes techniques for communicating clearly, developing good listening skills and organizing and delivering effective presentations.

**IND 124                    SPECIAL TOPICS: EMERGENCY MEDICAL SERVICE**

This course will provide emergency medical personnel with update information on contemporary issues related to the healthcare field utilizing case studies.

**IND 126                    FUNDAMENTAL DC ELECTRIC CONCEPT FOR INDUSTRY**

A study of the relationship between current, voltage, resistance and power for direct current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.

**IND 128                    INORGANIC CHEMISTRY FOR INDUSTRY**

This course is designed for persons interested in any of the sciences including engineering, pre-medical and pre-dental majors. Emphasis is on quantitative measurement of chemical composition, the structure of matter, the relationship between the periodic table and properties of elements and the nature of chemical bonds. Laboratory experiments are designed to give the student experience in handling many of the analytical tools used in industry today.

**IND 129                    INTRODUCTION TO COMPUTER ASSISTED DRAFTING**

Principles of drafting using computer work stations, state of the art software and plotters/printers. This is a hands-on course to train the novice workstation user on the features and capabilities of CAD systems.

**IND 131                    LANDSCAPING FOR INDUSTRY**

This course is designed to help an individual or small business design a plan for planting and maintenance. Topics include creating desirable views, screening for privacy, working with slopes, drainage and environmental issues. Participants will learn landscape "rules" for trees, shrubs, evergreen vines, ground covers, lawn grasses, bulbs, water gardens, lighting and irrigation systems. Also included is a discussion of fences, patios, decks, sidewalks, driveways and wildlife.

**IND 133                    BASIC BOOKKEEPING FOR INDUSTRY**

You will understand basic building blocks such as profit and loss statements, the concept of return on investment, how cash flow is managed and how to interpret the balance sheet. You will also learn the basics of the accounting process including assets, liabilities, revenue, expenses and how these transactions are recorded in the accounting system.

**IND 134                    TAX PREPARATION I**

This course is designed to teach the fundamentals of income tax preparation as outlined in the tax code of the Internal Revenue Service. Students will learn by studying tax law and theory as well as by sharing examples and illustrations that mirror real-life tax scenarios that affect taxpayers today.

**IND 135                    INTRODUCTION TO COMPUTER NETWORK TECHNOLOGY**

This is a course to introduce the student to computer network technology. The terminology, hardware and software programming aspects of a computer network will all be covered. Network topology including the OSI model will be explained to the student. The interconnection of routers, hub, switches and bridges will be covered. The development of the IP address and programming of the various devices will be covered.

**IND 136 HEARTSAVER FIRST AID/CPR/AED**

This course is designed to acquaint the student with basic first aid. Treatments for situations involving breathing problems, shock, soft-tissue injuries, eye injuries, burns, allergic reaction, bleeding and various other health related problems will be covered. Students will learn how to assess the injured person, activate the Emergency Medical Services system and administer first aid to the ill or injured person.

**IND 137 INTRODUCTION TO HOSPITALITY FOR INDUSTRY**

This course will include personnel training, customer service, room sales, dining room service, bellman duties, customer and employee relations, promotional and image building techniques, planning conferences and conventions and food service procedures.

**IND 138 MENTAL HEALTH SUPERVISION**

This section of the *Mental Health Technician* training will cover mental health needs, facility and worksite orientation, note writing, sexual harassment, restraints, "right to know", disaster plan, seizure management, sexual issues, suicide prevention and workplace violence.

**IND 140 FUNDAMENTALS/DC ELECTRIC CONCEPTS FOR INDUSTRY**

A study of the relationship between current, voltage, resistance and power for direct current circuits. Topics included are: use of power sources and meters, component symbols and abbreviations, the electronic VOM, sources of electricity, the electronic power supply, switches and switching circuits.

**IND 141 TECHNICAL MATHEMATICS FOR INDUSTRY**

This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts and basic algebra with applications to vocational situations.

**IND 142 CAREER ADVANCEMENT FOR INDUSTRY**

An introduction to career development theories, concepts, labor force information, career development considerations, tools and techniques for career assessment and other resources which help students in the career planning and decision making process.

**IND 143 CONVERSATION SPANISH FOR BUSINESS AND INDUSTRY**

This course is an intensive oral practice in Spanish. It includes idiomatic vocabulary, pronunciation, written and oral compositions and selected readings.

**IND 144 COMMUNITY RESOURCE DEVELOPMENT**

Training for organizations and/or not-for-profit organizations that will learn to develop and plan community based activities as well as resource related functions that will promote community development.

**IND 145 HEALTHCARE SERVICES MANAGEMENT**

This course is designed to prepare health care and other professionals to apply the principles of management in the running of health care facilities. Provides a study of economic, social and technological forces involved in health care systems. Also includes instruction in building and facility management, planning and coordination, scheduling, business and financial management, public relations, technical operations, resource allocation and health law.

**IND 150 SECURITY FOR INDUSTRY**

This course will cover a number of topics which include legal issues, human and public relations, communications, patrol, report writing, fire prevention and control, emergency situations, safety and the general duties of a security officer.

**IND 151 AHA HEARTSAVER INSTRUCTOR COURSE**

The American Heart Association (AHA) Heartsaver (HS) Instructor course is designed to teach AHA trained rescuers the skills and teaching methods necessary to ensure comprehensive quality instruction of AHA provider courses. The participants must hold an AHA provider card, demonstrate competency of CPR skills, and present a positive teaching demeanor during this course and during monitoring of their initial instruction of a course. Upon completion, the candidate may be issued an instructor card.

**IND 153 FAMILY AND FRIENDS CPR**

The American Heart Association Family and Friends course is designed to meet the needs of lay rescuers who are learning CPR to assist family members, friends, and coworkers. The course uses the Practice-While-Watching format which requires participants to practice skills and teaches participants the skills of CPR for the adult, child, and infant victim. It also teaches how to aid a choking victim of all ages. This is a non-credentialed course and **course completion cards will not be issued.** Thank you for attending the course.

**IND 155 PEDIATRIC FIRST AID/CPR/AED**

This course combines basic first aid procedures and management of illness in a child for the first few minutes of care until professional help arrives. It is intended for child care workers, teachers, or any one working with children who have a duty to respond to a first aid emergency. Modules available: Pediatric First Aid, Asthma Care, CPR for all ages, Adult/Child AED and barrier devices.

**IND 160 INTRODUCTION TO COMPUTERS AND DEVICES FOR INDUSTRY**

This course provides the student with an introduction to computer concepts and terminology. Hands-on experience with computer software will be an integral part of the course.

**IND 163 BASIC MICROSOFT WORD**

This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word.

**IND 164 BASIC WELDING FOR INDUSTRY**

Instruction is given in all position welds using arc and gas welding, cutting processes, equipment and safety.

**IND 165 AC/REFRIGERATION FOR INDUSTRY**

This course will cover proper diagnostic service procedures required in a modern refrigeration and air conditioning service.

**IND 166 WELDING SAFETY**

Overview of basic welding safety standards for industry.

**IND 167 ELECTRICAL SAFETY**

Overview of basic electrical safety standards of industry.

**IND 168                    MICROSOFT PUBLISHER ESSENTIALS**

A study and hands-on use of the essential functions of Microsoft Publisher.

**IND 171                    BASIC MICROSOFT EXCEL**

This course is a study of the use of the Microsoft Excel spreadsheet.

**IND 172                    BASIC MICROSOFT POWERPOINT**

A study and hands-on use of the essential functions of Microsoft PowerPoint.

**IND 173                    BASIC MICROSOFT ACCESS**

A study and hands-on use of the essential functions of Microsoft Access database management system.

**IND 175                    INTERMEDIATE MICROSOFT POWERPOINT**

An extension of Basic Microsoft PowerPoint to include more advanced graphics and slide layout.

**IND 179                    MICROSOFT OUTLOOK FOR INDUSTRY**

Microsoft Outlook is an integrated electronic mail, calendar, contact and task management program that can be used to efficiently communicate with others, schedule appointments and tasks, record information about personal and business contacts and organize files.

**IND 181                    INTERMEDIATE MICROSOFT EXCEL**

A study and hands-on use of the essential functions of Microsoft Excel spreadsheets,

**IND 183                    INTERMEDIATE MICROSOFT WORD**

A study and hands-on use of the essential functions of Microsoft Word.

**IND 185                    BASIC WEB AND E-COMMERCE FOR INDUSTRY**

This course is designed to assist business owners to quickly get their business on-line using commercially prepared software. Managing your site and adding features.

**IND 186                    GRANT WRITING FOR INDUSTRY**

This course is offered to individuals, employees of municipalities, business, schools, agencies and others who want to learn the basics of grant writing. Topics covered will include how to locate potential funding sources using the Internet and how to write the component sections of a competitive grant proposal.

**IND 187                    WORKING WITH DIGITAL IMAGES FOR INDUSTRY**

Participant will understand sending, receiving and improving digital attached images. General instructions for digital camera will be discussed. You will learn to scan images into your computer for printing. Additional topics include cropping, resizing and adding borders.

**IND 190                    FUNDAMENTALS OF ELECTRICITY**

Methods and techniques of analyzing complex circuits with single or multiple sources and impedance's in various configurations. Includes responses of networks to constant and time-varying signals; step and sinusoidal sources and other forcing functions.

**IND 191                    INDUSTRIAL ELECTRONICS**

A study of various transducing and signal acquisition devices as used in an industrial plant.

**IND 192                    ELECTRICAL HYDRAULIC AND PNEUMATIC CONTROLS**

A study of standard electrical, hydraulic and pneumatic elements commonly used to provide and control power in machinery and equipment. The student will learn how the elements work as well as become familiar with the nomenclature and symbols involved.

**IND 193                    INDUSTRIAL MACHINERY MAINTENANCE**

This course will prepare individuals to apply technical knowledge and skills to maintain and repair industrial machinery and equipment, such as pumps, motors, pneumatic tools, conveyor systems, production machinery and distribution systems.

**IND 194                    INDUSTRIAL ELECTRIC/WIRING INSTALLER AND REPAIR**

This course will prepare individuals to apply technical knowledge and skills to assemble, install, operate, maintain and repair electrical/electronic equipment used in industry and manufacturing. Instruction on installing, maintaining and testing various types of equipment will be delivered. Included in this course will be electrical wiring information as related to the NEC (National Electric Code).

**IND 195                    CONTINUING PROFESSIONAL DEVELOPMENT**

This course is designed to recognize continuing professional development for people in career status in a generally recognized profession. It will provide interested students with information specific to their career needs in a variety of formats.

**IND 200                    SOFT SKILLS FOR INDUSTRY**

This course will help prepare or advance skills for students in various soft skills. Customer Service, Time Management, Organization, Ethics, Delegating, etc.

**IND 201                    TRAIN THE TRAINER**

This course is designed to help develop a business in-house trainer in delivering a training program for the adult learner. Topics include: needs assessment, understanding the work environment, instructional design and delivery, evaluation of the instruction using both individual and group approaches.

**IND 202                    OCCUPATIONAL SAFETY/HEALTH FOR INDUSTRY**

This course is designed to educate students on OSHA policy and procedures.

**IND 203                    HEAVY EQUIPMENT OPERATION OF INDUSTRY**

This course is designed to prepare students to operate various heavy equipment. Forklift, Rigging, Crane, Backhoe, etc.

**IND 216                    INTRODUCTION TO QUICKBOOKS ACCOUNTING**

This course applies accounting knowledge in a computerized environment. Learning to apply computer technology with an understanding of accounting is an important part of the development of an accounting student's program. This course will cover the general ledger, invoicing, cash receipts, purchasing, cash disbursements and accounts receivable.

**IND 217                    ADVANCED QUICKBOOKS ACCOUNTING**

This course is a continuation of the Introduction to QuickBooks Accounting for Industry. This section will cover accounts payable, fixed assets, payroll and financial reports.

**IND 218                    TEAM BUILDING II**

This course will be a continuation of Team Building I. Issues addressed in earlier session will be reviewed and there will be discussions on how new strategies are working.

**IND 219                    COVEY SEVEN HABITS**

The 7 Habits of Highly Effective People public workshop, you will discover how to balance your life so you are more effective on and off the job. Implementing the 7 Habits helps you learn how to balance all aspects of your life; define yourself from within to become more influential; replace burnout with high levels of satisfaction; increase trust; meet needs more effectively through clearer understanding; increase your productivity and quality of work; better understand and meet others needs.

**IND 220                    HEALTHCARE PROVIDER INSTRUCTOR COURSE**

This course is designed to impact knowledge of the cardiovascular and pulmonary systems, to recognize signs of a heart attack, to recognize signs of cardiac and respiratory arrest, their causes and actions for survival and to certify performance in management of Basic Cardiac Life Support.

**IND 221                    BLS RENEWAL FOR HEALTHCARE PROVIDER-IDOC**

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

**IND 222                    SPORTS SAFETY**

This course is to provide course participants with the knowledge and skills to help provide a safe environment for athletes while they are participating in sports and in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until medical help arrives. The course content and activities will help participants identify and eliminate potentially hazardous conditions, recognize emergencies and make appropriate decisions for first aid care. The course teaches first aid skills that coaches and other participants need to perform as the first link in the Emergency Medical Services (EMS) system.

**IND 223                    FINANCIAL INVESTING**

This course is being offered to assist individuals in setting financial and investment goals. This class also will provide a summary of the most common investments used by individuals in reaching their objectives.

**IND 224                    CONTINUING EDUCATION FOR HEALTHCARE PROFESSIONALS**

This course is designed to recognize continuing professional development for people in healthcare professions. It will provide interested individuals with information specific to their career needs in a variety of formats.

**IND 229                    WHAT MATTERS MOST**

What Matters Most helps you focus your time, energy and resources on the things that are most important to you; discover principles that lead to increased productivity, improved relationships and peace of mind.

**IND 230                    CPR FOR HEALTHCARE PROVIDERS**

The Basic Life Support for Healthcare Providers course is designed to teach the skills of CPR for victims for all ages (including ventilation with a barrier device, a bag-mask device and oxygen), use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provided health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

**IND 231                    CPR RENEWAL FOR HEALTHCARE PROVIDER**

The course is designed to update the student in CPR techniques required by the healthcare provider. These skills include CPR ventilation with a barrier device, bag-mask device and oxygen, use of an automated external defibrillator (AED) and relief of foreign body airway obstruction.

**IND 232                    HEARTSAVER CPR**

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

**IND233                    HEARTSAVER AUTOMATED EXT DEFIB (AED)**

Heartsaver AED is designed to teach Cardiopulmonary Resuscitation, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace. It is specifically designed to lay rescuers who are required to obtain a course completion care (a credential) documenting completion of a CPR AED course.

**IND 260                    DECKHAND FOR INDUSTRY**

This course is designed to provide the necessary skills and knowledge to meet the changing needs of business/industry. Training will include marine rigging and crane operations, etc., related to the river industry.

**IND 263                    ADVANCED MICROSOFT WORD**

A study and hands-on use of the advanced functions of Microsoft Word.

**IND 267                    CUSTODIAL SERVICES FOR INDUSTRY**

Instruction in the proper use of equipment and chemicals for custodial maintenance. Includes power equipment, cleaning chemicals, carpet and upholstery care, floor care and rest room care.

**IND 271                    ADVANCED MICROSOFT EXCEL**

A study and hands-on use of the advanced functions of Microsoft Excel spreadsheets.

**IND 272                    ADVANCED MICROSOFT POWERPOINT**

A study and hands-on use of the advanced functions of Microsoft PowerPoint.

**IND 273                    ADVANCED MICROSOFT ACCESS**

A study and hands-on use of the advanced functions of Microsoft Access database management system.

**IND 275 SPECIAL PROGRAMS FOR COMPUTERS**

This course is designed to promote continuing professional development for people needing training in a special program within the computer field. It is designed to provide students with tools to stay current in contemporary and new uses of the computer as it relates to their positions as well as to provide framework for their continued learning and advancement. It will provide interested students with information specific to their career needs in a variety of formats.

**INFORMATION MANAGEMENT****IMS 115 PROOFREADING Fall**

The proofreading course provides the instruction and practice needed to improve the student's proofreading and editing skills. The students learn how to proofread to detect errors in capitalization, content, format, grammar, keyboarding, number usage, punctuation, spelling, word division, and word usage. Also the student learns to edit a document for clarity and conciseness via the use of realistic business communications: letters, memorandums, messages, expense reports, itineraries, and income statements. Disk applications give students practical experience in proofreading and editing on the computer screen.

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

Prerequisite(s): None

**IMS 117 TELEPHONE COMMUNICATION Spring**

The telephone communication course has a dual focus on technology and personal communications skills. This course is designed to benefit everyone who comes in contact with customers/clients/associates on the telephone. The student/employee learns how vital he/she is in promoting a good company image, how to make customers feel important, and how to increase sales. Telephone, telecommunications systems, equipment, and technology are discussed. Students listen to dialogues, analyze, and apply problem-solving skills to real world situations.

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

Prerequisite(s): None

**IMS 120 RECORDS/INFORMATION MANAGEMENT Fall**

Fundamentals in alphabetic, numeric, geographic, and subject filing are reviewed in this course. The elements of an organized records management program are studied, including records inventory procedures, records classification systems, active and inactive records control procedures, forms analysis and control, archives management, and records center management. ARMA-comparable indexing rules are applied in manual and microcomputer applications. PC-File+ software is used to complete the computer work. Records maintenance emphasizing protecting and maintaining computerized files is included in this course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**IMS 121 BEGINNING KEYBOARDING T Summer/Fall/Spring**

Basic keyboarding and formatting techniques are introduced. The keyboard, techniques of developing speed and accuracy, centering, tables, letters, and manuscripts are emphasized. Minimum five minute speed of 35 words per minutes for a C by the end of the course is required.

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

Prerequisite(s): None

**IMS 122 DOCUMENT FORMATTING T Summer/Fall/Spring**

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

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

Prerequisite(s): Beginning Keyboarding-IMS 121 or previous keyboarding experience

**IMS 127 VOICE DICTATION Fall**

Using voice recognition software and the micro-computer, the student will be able to compose e-mail messages, create reports, draft letters, edit proposals, and more just by speaking.

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

Prerequisite(s): Beginning Keyboarding – IMS 227 or Consent of instructor

**IMS 128 MACHINE TRANSCRIPTION Fall**

Computer transcription of pre-recorded data from transcription machine into mailable document form. Student composition, dictation, and proofreading are incorporated activities. Punctuation, spelling, word usage, and corrections are additional skills emphasized.

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

Prerequisite(s): Office Information Processing I-IMS 227

**IMS 130 CURRENT TECHNOLOGY FOR OFFICE SUPPORT Spring**

This course is designed to familiarize students with the most current technology and its impact on office support. Due to the fast-paced field, the course will continually be updated to match the needs of the changing workplace. Topics introduced include scheduling and calendaring features related to email and telephony, tutorial/orientation creation packages, cloud computing, podcasting and vodcasting, and apps for office production. Interpersonal skills, teamwork, communication skills, and ethical considerations applicable to today's work environment will be developed and practiced.

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

Prerequisite(s): None

**IMS 191 OFFICE ASSISTANT INTERNSHIP Summer/Fall/Spring**

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

Credit: 2 hours - Ten lab hours per week.

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

**IMS 192 ADMINISTRATIVE ASSISTANT INTERNSHIP Summer/Fall/Spring**

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

Credit: 2 hours - Ten lab hours per week.

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

- IMS 193**                    **LEGAL ADMINISTRATIVE ASSISTANT INTERNSHIP**                    **T**                    **Summer/Fall/Spring**  
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Legal Administrative Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): Career Development-INT 111 and Instructor's approval
- IMS 194**                    **MEDICAL ADMINISTRATIVE ASSISTANT INTERNSHIP**                    **T**                    **Summer/Fall/Spring**  
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Medical Administrative Assistant program. Each student is required to complete 150 contact hours at an approved worksite during the semester.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): Career Development-INT 111 and Instructor's approval
- IMS 197**                    **INFORMATION PROCESSING INTERNSHIP**                    **Summer/Fall/Spring**  
This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the Information Processing program. Each student is required to complete 150 contact hours at an approved worksite during the semester.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): Career Development-INT 111 and Instructor's approval
- IMS 223**                    **DOCUMENT PRODUCTION**                    **T**                    **Summer/Fall/Spring**  
This course is a continuation of Document Formatting with emphasis on speed development and timed production work. Government, medical, technical, financial, and legal mini-simulations are included. A minimum 5-minute speed of 50 words per minute for a C by the end of the course is required.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Document Formatting-IMS 122 or prior keyboarding experience with speed of approximately 45 words per minute.
- IMS 226**                    **ADMINISTRATIVE SUPPORT PROCEDURES**                    **Fall**  
This course is a comprehensive study of the duties of the Administrative Assistant. Topics examined include human relations, personality, communications, and career options. Knowledge, attitudes, and values that are important for competent performance on the job are stressed. Decision making on the job is incorporated. This is considered a capstone course and should be taken near the end of the two-year Administrative Assistant program.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): Keyboarding ability
- IMS 227**                    **OFFICE INFORMATION PROCESSING I**                    **Fall/Spring**  
This course introduces concepts, vocabulary, hardware, software, and career information which directly relates to information processing. Students will progress through a packet of exercises dealing with word processing and moving toward integrating word processing documents into computerized presentations. Exercises will be completed as a simulation, which will parallel an office work environment in dealing with the expectations of a supervisor.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Business Computer Systems – COM 111 or consent of instructor.
- IMS 229**                    **LEGAL ADMINISTRATIVE PROCEDURES**                    **Spring**  
This course reinforces the use of legal documents and legal terms. The vocabulary of the legal environment is stressed through spelling, legal abbreviations, symbols, and usage. Students use machine and voice recognition to transcribe legal documents. Students, through simulation work, learn the role of the legal administrative assistant in the legal environment, whether in an attorney's office or other legal entity. This is considered a capstone course and should be taken near the end of the two-year legal administrative assistant program.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): keyboarding ability
- IMS 236**                    **OFFICE INFORMATION PROCESSING II**                    **Fall/Spring**  
This course is a continuation of Office Information Processing I with emphasis on advanced features of software application packages and the introduction of additional information processing software packages. This course includes simulations applying skills previously learned and the comparison of hardware/software on the current market.  
Credit: 3 hours-Two lecture and two lab hours per week  
Prerequisite(s): Office Information Processing I – IMS 227

## **JOURNALISM**

- JOU 114**                    **INTRODUCTION TO MASS COMMUNICATION**                    **Fall**  
This survey course is designed for the journalism and the non-journalism major. It addresses the various types of mass communication and their impact on society through the evolution of their earliest, most "primitive" forms to the electronic forms of today. The primary focus will be exploring how media messages affect our culture. Students will also concentrate on the media's freedoms and the media's social responsibilities.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None
- JOU 115**                    **NEWS REPORTING I**                    **T**                    **Fall/Spring**  
This class is designed to introduce the basics of print journalism. Emphasis is placed upon writing news stories. Students learn to collect facts, write, edit, and proofread stories. The class writes for the student newspaper. Typing is required for all work.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None
- JOU 116**                    **NEWS REPORTING II**                    **T**                    **Spring**  
This class is a continuation of JOU 115. More emphasis is placed upon interviewing techniques and writing stories after conducting interviews. Public relations and publicity writing are also taught in this course. The class writes for the student newspaper. Typing is required for all work.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): News Reporting I-JOU 115

## **KINESIOLOGY**

### **KIN 210 FOUNDATION OF PHYSICAL FITNESS**

**By Request**

This course is designed to examine the historical and philosophical development of physical education and sport administration. Students will develop an understanding of the theories and principles involved in the administration and management of physical education and sport programs. Specific concerns to be addressed are: (1) organizational and administrative processes, and (2) emphasis throughout the course will be on practical application of administrative concepts for the physical education teacher and administrator. The course will also examine the goals and objectives, administrative, supervision and legal concerns relevant to the topics of teaching and administration.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

### **KIN 211 PHYSICAL FITNESS**

**By Request**

This course designed to provide students with the scientific evidence necessary to promote health-related physical fitness. Students will be introduced to a variety of assessment techniques and training programs.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

## **LIBRARY**

### **LRC 112 THE LIBRARY AS AN INFORMATION SOURCE**

**T**

**Summer/Fall/Spring**

This course will inform students of strategies that result in successful acquisition of information. Students will develop critical thinking skills as they identify an information need, find appropriate sources, evaluate sources for quality, and create properly formatted citations. This is an online course that utilizes various internet-based resources to find websites and print material.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): Familiarity with basic computer skills recommended.

## **LITERATURE**

### **LIT 210 INTRODUCTION TO LITERATURE**

**T**

**H3 900**

**Fall/Spring**

This is a survey course that introduces the student to a wide scope of literary diversity. This course is designed to acquaint the student with a mixture of traditional and contemporary works in fiction, poetry, and drama, providing a web of textual connections between the old and the new. Emphasis will be placed on interpreting these connections through focused reading, collaborative discussion, and critical writing.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

### **LIT 211 INTRODUCTION TO POETRY**

**T**

**H3 903**

**By Request**

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

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

### **LIT 212 MODERN FICTION**

**T**

**H3 901**

**By Request**

Representative fiction is examined and studied in terms of style, structure, and contribution to modern civilization. Aspects of the authors' backgrounds and historical events will be studied.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

### **LIT 213 INTRODUCTION TO DRAMA**

**T**

**H3 902**

**By Request**

A study of representative plays with emphasis on dramatic literary form and dialogue is presented. Students may also gain experience in creating dramatic dialogue in this course.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

### **LIT 214 BRITISH LITERATURE I**

**T**

**H3 912**

**By Request**

Literature 214 is a survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

### **LIT 215 BRITISH LITERATURE II**

**T**

**H3 913**

**By Request**

Literature 215 is a survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.

### **LIT 216 AMERICAN LITERATURE I**

**T**

**H3 914**

**Fall**

This course is a study of writers and literary documents that contribute to an understanding of the American heritage from the Colonial beginning to the Civil War period.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Successful completion of English Composition I-ENG 111 with a grade of "C" or better.





**APP 117 COOLING SYSTEMS I****Summer/Fall/Spring**

Cooling Systems I is an appliance specific training course designed to provide an in home service professional with the skills and knowledge to correctly and efficiently diagnose and repair residential refrigeration systems. Students will have opportunity to receive an EPA certification in refrigerant handling.

Credit: 5 hours – Three lecture and four lab hours per week.

Prerequisite(s): Electric Circuits I-APP 111

**APP 118 REFRIGERATOR/FREEZER REPAIR****Summer/Fall/Spring**

Refrigerator/Freezer Repair is an appliance specific training course designed to provide an in home service professional with the skills and knowledge to correctly and efficiently diagnose and repair residential refrigerators and freezers.

Credit: 5 hours – Three lecture and four lab hours per week.

Prerequisite(s): Electric Circuits I-APP 111 and Cooling Systems I-APP 117

**APP 120 MAJOR APPLIANCE INTERNSHIP****Summer/Fall/Spring**

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

Credit: 2 hours – Ten lab hours per week.

Prerequisite(s): Instructors' Approval

**MASSAGE THERAPY****MTP 100 BASIC MASSAGE THERAPY****By Request**

This course is designed to introduce students to basic theories and techniques for the lay person to perform massage. Students will learn definitions and principles necessary to perform massage safely. Techniques for massaging someone in both seated and reclining positions will be taught. This course is for anyone who wants to learn simple techniques to perform massage on family and friends, and is also strongly recommended for students considering entering the Massage Therapy program.

Credit: 1 hour – one lecture hour per week.

Prerequisite(s): None

**MTP 101 INTRODUCTION TO MASSAGE THERAPY****Fall**

This course is designed to introduce students to the history of massage therapy, current trends, and basic principles and techniques of therapeutic massage. Students will learn medical terminology, communication skills, how to conduct a client consultation and assessment, and what to document in client records. Students will study pathology and the indications and contraindications for massage.

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

Prerequisite(s): None

**MTP 102 MASSAGE THERAPY ETHICS AND LAWS****Fall**

This course is designed to explore ethical issues and laws that affect massage therapists including professional standards, therapeutic relationships, and boundaries. Students will discuss behaviors that are ethical and unethical. Missouri and Illinois laws will be covered. Other topics include hygiene and universal precautions, HIV, hepatitis, and the importance of continuing education and professional development.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**MTP 104 MASSAGE THERAPY TECHNIQUES I****Fall**

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

Credit: 4 hours – Two lecture hours and four lab hours per week.

Prerequisite(s): None

**MTP 101 ADVANCED MASSAGE THERAPY****Spring**

This course is designed to provide the student with the opportunity to learn various massage techniques such as sports massage, seated massage, positional release and myofascial release. Students will also learn the characteristics of deep tissue massage. Other topics include prenatal massage and newborn massage.

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

Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

**MTP 202 MASSAGE THERAPY ANATOMY****Spring**

This course is designed to focus on the tissues most affected by massage therapy – muscles and fascia. Students will study the origins, insertions, and actions of major muscles, and will trace meridians of fascia through the body. Emphasis will be placed on muscle actions and kinesiology.

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

Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

**MTP 203 MASSAGE THERAPY BUSINESS PRACTICES****Spring**

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

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

**MTP 204 MASSAGE THERAPY TECHNIQUES II****Spring**

This course is designed to expand the skills of students in treatment planning and performing therapeutic massages. Students will learn the differences between massage for relaxation and therapeutic massage, and how to develop a treatment plan. Other topics include joint mobilization, massage in medical settings, techniques for various pathologies, and massage for elders and the terminally ill and dying. Students will be required to work in clinical settings outside of class.

Credit: 4 hours – Two lecture and four lab hours per week.

Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and first semester of the Massage Therapy program.

**MTP 205**                      **MASSAGE THERAPY TECHNIQUES III**                      **Summer**  
 This course is designed to provide the student with the opportunity to apply the principles, techniques, and procedures learned in previous massage courses. Emphasis will be on performing full body massages that meet the client's needs and goals. Muscle locations will be reviewed, and students will study trigger points and pain referral patterns. The structure and functions of the body systems will be reviewed.  
 Credit: 4 hours – Two lecture and 4 lab hours per week.  
 Prerequisite(s): Successful completion of Anatomy and Physiology-BIO 212 and second semester of the Massage Therapy program.

**MTP 206**                      **MASSAGE THERAPY PATHOLOGY**                      **Spring**  
 This course is designed to give the student an understanding of how the human body behaves in disease and injury and how it relates when massage is appropriate. Topics include hygiene and universal precautions, medical terminology, pharmacology, and appropriate massage techniques for various pathologies. Also included is an overview of each body system.  
 Credit: 4 hours – Four lecture hours per week.  
 Prerequisite(s): Successful completion of first semester of the Massage Therapy program.

**MTP 207**                      **MASSAGE THERAPY KINESIOLOGY**                      **Summer**  
 This course is designed to give the student an understanding of how the human body moves in health and injury. The student will learn comprehensive assessments of posture and gait. Student will learn how to deconstruct complex movements. Extensive instruction in palpation techniques including focus on endangerment zones, cautions and contraindications will also be taught.  
 Credit: 3 hours – Two lecture and two lab hours per week.  
 Prerequisite(s): Successful completion of second semester of the Massage Therapy program.

## **MATHEMATICS**

**MAT 041**                      **INTRODUCTION TO ALGEBRA**                      **Summer/Fall/Spring**  
 This course is an introduction to the algebraic fundamentals. The material covered in this course includes operations on signed numbers, linear equations and inequalities, exponents, polynomials, and rational expressions. It is designed for students who have had no algebra or who desire a review of this material. Successful completion of this course should prepare a student for MAT 114, Intermediate Algebra.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**MAT 042**                      **INTRODUCTION TO GEOMETRY**                      **Fall/Spring**  
 The course covers the fundamental concepts of geometry for students who lack credit of one year of high school geometry or who need a review of the subject matter. It is similar to a one-year course in high school geometry. Deductive and inductive reasoning and direct and indirect proofs are an integral part of this course as well as concepts of undefined terms, axioms, and theorems. Other topics include triangles, congruence, similarity, lines, angles, circles, parallelism, perpendicularity, polygons, and construction techniques.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better. May also be taken concurrently with Introduction to Algebra-MAT 041.

**MAT 046**                      **DEVELOPMENTAL MATH**                      **Fall/Spring**  
 This is a review of basic arithmetic concepts and operations: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, and metrics. Students are placed into this course by their placement scores. In order to advance to the next mathematics course (MAT 0041), students must complete this course with a grade of "A", or a comparable score on the exit exam for this course.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**MAT 110**                      **GENERAL EDUCATION MATHEMATICS**                      **T**                      **M1 904**                      **Summer/Fall/Spring**  
 This course focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics to be studied in depth include graph theory, counting techniques and probability, statistics, and finance or geometry. Calculators will be used extensively.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

**MAT 111**                      **MATH FOR ELEMENTARY TEACHERS I**                      **T**                      **Fall**  
 This course covers problem solving strategies, sets, relations, other numeration systems, algorithms, whole numbers, integers, rational numbers and real numbers. It is designed for elementary education majors.  
 Credit: 4 hours – Four lecture hours per week.  
 Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

**MAT 112**                      **MATH FOR ELEMENTARY TEACHERS II**                      **T**                      **M1 903**                      **Spring**  
 This course is a continuation of MAT 111. It includes mathematical reasoning, logic, probability, statistics, finance, and geometry. It is designed for elementary education majors.  
 Credit: 4 hours – Four lecture hours per week.  
 Prerequisite(s): Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school. Math for Elementary Teachers-MAT 111 recommended.

**MAT 113**                      **QUANTITATIVE LITERACY**                      **T**                      **M1 901**                      **Fall/Spring**  
 This course provides a conceptual understanding of quantitative reasoning. It develops skills in problem solving, analytical thinking, and analyzing data using graphs; descriptive statistics; using polynomial, exponential, and logistic functions and systems of equations and inequalities to model and solve real-world problems; logic, estimating, and judging reasonableness of answers; using the graphing calculator and/or computer to facilitate problem solving.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.

- MAT 114 INTERMEDIATE ALGEBRA** Summer/Fall/Spring  
 This course is an intermediate-level course in Algebra. It includes properties and operations of the real number systems, equations and inequalities, polynomials, rational expressions, powers, roots, radicals, functions, and graphing.  
 Credit: 5 hours - Five lecture hours per week.  
 Prerequisite(s): Introduction to Algebra-MAT 041 with grade of C or better or 1 year of high school algebra with grade of C or better, or equivalent.
- MAT 115 PRE-CALCULUS** T Fall/Spring  
 An integrated college-level course in the elementary functions of College Algebra and Trigonometry. It includes a study of number systems, equation and inequality solving, functions and graphing, linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions, systems of equations and inequalities, binomial expansions, analytic trigonometry, and applications of trigonometry. **This course should not be taken by a student who has completed College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of "C" or better.** Graphing calculators will be used in this course.  
 Credit: 5 hours - Five lecture hours per week.  
 Prerequisite(s): Geometry-MAT 042 and Intermediate Algebra-MAT 114 with a grade of "C" or better or satisfactory math background in high school.
- MAT 116 COLLEGE ALGEBRA** T Fall/Spring  
 This is a college-level algebra course. First and second degree equations and inequalities; polynomial, rational, exponential and logarithmic functions; complex numbers; graphing; systems of equations, matrices and determinants; and binomial expansions. **This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115.** Graphing calculators will be used in this class.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background in high school.
- MAT 117 CALCULUS I** T M1 900-1 Fall/Spring  
 This is a college level course in analytic geometry and calculus, including coordinate geometry, limits, continuity, derivatives (including trigonometric functions) and applications, and indefinite and definite integrals with applications. Graphing calculators will be used in this class.  
 Credit: 5 hours - Five lecture hours per week.  
 Prerequisite(s): Pre-Calculus-MAT 115, or a combination of College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of "C" or better, or equivalent math background in high school.
- MAT 118 TRIGONOMETRY** T Fall/Spring  
 This course is the study and applications of fundamental concepts in trigonometry. It includes trigonometric functions, identities, equations, and inverse functions; graphing, degree and radian measure; solution of triangles; vectors; and powers and roots of complex numbers. **This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115.** Graphing calculators will be used in this class.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): College Algebra-MAT 116 or equivalent.
- MAT 119 FINITE MATHEMATICS** T M1 906 Spring  
 This course is an introductory course in analysis for business, life science, and social science students. This course includes set theory, counting and elementary probability theory, vectors, systems of linear equations and matrices, Markov chains, and game theory, systems of inequalities and an introduction to linear programming, logic and statistics. Graphing calculators will be used in this class.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Intermediate Algebra-MAT 114 with a grade of "C" or better.
- MAT 121 TECHNICAL MATHEMATICS** Fall  
 This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts, and basic algebra with applications to vocational situations.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better.
- MAT 122 APPLIED BASIC MATHEMATICS** Spring/Summer  
 This course includes topics in mathematics that are frequently encountered in many vocational areas. It is especially suitable for students in nursing and food service programs. The topics covered include fractions, mixed numbers, decimals, percents, metrics measurements, and ratios and proportions. Approximately a third of this course will be devoted to real problems from the student's career program.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None
- MAT 161 APPLIED VOCATIONAL MATH** By Request  
 This course is a study of math concepts as applied to practical problems in the technical and occupational fields.  
 Credit: 1 hour - One lecture hour per week  
 Prerequisite(s): None
- MAT 210 GENERAL ELEMENTARY STATISTICS** T M1 902 Summer/Fall/Spring  
 This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binomial and normal distributions, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used in this course.  
 Credit: 4 hours - Three lecture and two lab hours per week.  
 Prerequisite(s): Geometry-MAT 042, Intermediate Algebra-MAT 114 with a grade of "C" or better, or equivalent math background.
- MAT 211 CALCULUS II** T M1 900-2 Spring/Summer  
 This course is a study of analytic geometry extended, transcendental functions, techniques of integration, indeterminate forms and improper integrals, numerical approximation techniques, infinite series, conics, polar coordinates, introduction to partial derivatives and multiple integration.  
 Credit: 5 hours - Five lecture hours per week.  
 Prerequisite(s): Calculus I-MAT 117 with a grade of "C" or better



**MLT 225 CLINICAL CHEMISTRY****Spring**

This course is an introduction to the study of clinical chemistry. Emphasizes the basic procedures performed in most clinical laboratories and their use in the diagnosis and follow-up of chemical disorders. This course includes normal physiology, laboratory principles, analysis techniques, quality control, quality assurance, and the interpretation of test results.

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

Prerequisite(s): Hematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

**MLT 228 HEMATOLOGY AND HEMOSTASIS****Fall**

This course offers an introduction to the study of clinical hematology and hemostasis, which emphasizes the basic procedures performed in most clinical laboratories as well as their uses in the diagnosis and follow up of hematological and coagulation disorders. The role of the laboratory in the diagnosis of anemias, leukemias, myeloproliferative disorders, and other diseases affecting the hematopoietic system is stressed along with the hemostatic component, coagulation factors, coagulation cascade mechanism, heredity and acquired bleeding disorders, coagulation factor deficiencies, therapeutic regimens, and laboratory methods for the analysis of clinical conditions.

Credit: 5 hours – Four lecture and two lab hours per week.

Prerequisite(s): Serology-MLT 121 and Clinical Microscopy-MLT 122

**MLT 229 APPLIED CLINICAL MICROBIOLOGY****Spring**

This course is a study of the normal and pathogenic microflora of man with an emphasis on the methods used for isolation, recognition and identification of microorganisms of medical significance. Included are the types of media used for culturing microorganisms, descriptive cellular and colonial morphology, strains and staining reactions, drug susceptibility testing and procedures used for species identification. Emphasis on host parasite relationships, medical bacteriology, virology, parasitology, and mycobacteria is also stressed.

Credit: 5 hours – Four lecture and two lab hours per week.

Prerequisite(s): Immunohematology-MLT 223, Mematology-MLT 224, and Coagulation-MLT 227

**MLT 251 CLINICAL ROTATION I****Fall**

Clinical Rotation I is a supervised clinical experience in hematology/coagulation and in blood banking. The supervision is done by the clinical site coordinator/lab director/instructor.

Credit: 3 hours - Fifteen lab hours per week

Prerequisite(s): Immunohematology-MLT 223, Hematology-MLT 224, and Coagulation-MLT 227

**MLT 252 MLT CLINICAL ROTATION II****Spring**

Clinical Rotation II is a supervised clinical experience in chemistry/urinalysis and in microbiology/serology. The supervision is done by the clinical site coordinator/lab director/instructor.

Credit: 3 hours - Fifteen lab hours per week.

Prerequisite(s): Clinical Rotation I-MLT 251, Clinical Chemistry-MLT 225, and Applied Clinical Microbiology-MLT 226

**MUSIC****MUS 110 MUSIC IN THE ELEMENTARY SCHOOL****T****By Request**

This course is a study of basic skills and techniques for teaching music in the elementary grades. The course includes instructional objectives, teaching philosophies and strategies, current trends, instructional materials, music fundamentals, and development of functional facility of piano.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**MUS 111 COLLEGE CHOIR****T****Fall/Spring**

Membership in the college choir is open to all students. Members rehearse and perform music of all styles from Renaissance to rock and develop basic singing techniques.

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

Prerequisite(s): None

**MUS 113 HARMONY, EAR TRAINING AND SIGHT SINGING I****T****Fall**

This course is a study of traditional diatonic materials and standard notational practice; intervals, scales, chords, chord roots, theory of chord inversion. It includes lab in sight singing, ear training, dictation, and keyboard skills.

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

Prerequisite(s): Fundamentals of Music-MUS 112 or demonstrated proficiency.

**MUS 114 HARMONY, EAR TRAINING AND SIGHT SINGING II****T****Spring**

This course is the beginning study of four part writing, theory of chord succession, structure of harmonic cadence, key systems, model structures, and seventh chords. Harmonic analysis of simple scores, continuation of common diatonic materials in keyboard, ear training, sight singing skills, and standard chord progressions at the keyboard are studied.

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

Prerequisite(s): Harmony, Ear Training and Sight Singing I-MUS 113

**MUS 115 MUSIC APPRECIATION****T****F1 900****Summer/Fall/Spring**

This course is designed to assist the student in becoming a more sensitive listener. Aural perception of musical sound events, relationships, and structures are emphasized.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**MUS 116 APPLIED CLASS****T****Fall/Spring**

This course is an instruction in applied study of piano.

Credit: 1 hour - Two lab hours per week.

Prerequisite(s): Enrollment in music major program or consent of instructor

<b>MUS 117</b>	<b>PRIVATE STUDY</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Private applied instruction in instrumental, keyboard or vocal music. In addition to private instruction, students must attend the weekly studio class or be concurrently performing with one of the ensemble groups (choir or jazz band). May be repeated for credit as long as a passing grade is maintained.			
A – Flute	H – Trombone	N – Viola	
B – Oboe	I – Bariton/Euphonium	O – Violincello	
C – Clarinet	J – Tuba	P – Bass Violin	
D – Bassoon	K – Percussion	Q – Guitar	
E – Saxophone	L – Piano	R – Bass Guitar	
F – Trumpet	M – Violin	S – Voice	
G – French Horn			
Credit: 1 hour – .5 lecture and one lab hour per week.			
Prerequisite(s): Enrollment in music major program or consent of instructor			
<b>MUS 118</b>	<b>SURVEY OF MUSIC LITERATURE</b>	<b>T</b>	<b>F1 901</b> <b>Alternate Years</b>
This course is a study of characteristic forms and styles, including analysis and listening. Examples from the leading composers of each era are studied.			
Credit: 3 hours - Three lecture hours per week.			
Prerequisite(s): Fundamentals of Music-MUS 112 or consent of instructor			
<b>MUS 119</b>	<b>CHAMBER SINGERS</b>	<b>T</b>	<b>Fall/Spring</b>
This course is designed to give experience with music written for the small ensemble, from madrigals to pop. Members are required to participate in College Choir. Chamber Singers give public performances.			
Credit: 2 hour - Four lab hours per week.			
Prerequisite(s): Membership concurrently in College Choir			
<b>MUS 120</b>	<b>WOODWIND TECHNIQUES</b>	<b>T</b>	<b>Spring</b>
This course is designed to develop essential techniques and principles which can be employed in teaching woodwind students. Students will choose two (2) woodwind instruments to play, one each per half semester.			
Credit: 1 hour – Two lab hours per week.			
Prerequisite(s): None			
<b>MUS 121</b>	<b>BRASS TECHNIQUES</b>	<b>T</b>	<b>Fall</b>
This course is designed to develop essential techniques and principles which can be employed in teaching students in brass instrumentation. Students will choose two (2) brass instruments to play, one each per half semester.			
Credit: 1 hour – Two lab hours per week.			
Prerequisite(s): None			
<b>MUS 122</b>	<b>PERCUSSION TECHNIQUES</b>	<b>T</b>	<b>Spring</b>
This course is designed to develop essential techniques and principles which can be employed in teaching percussion students. Students will choose two (2) percussion instruments to play, one each per half semester.			
Credit: 1 hour – Two lab hours per week.			
Prerequisite(s): None			
<b>MUS 123</b>	<b>VOICE TECHNIQUES</b>	<b>T</b>	<b>Fall</b>
This course is designed to teach essential principles of voice as it relates to singing and music.			
Credit: 1 hour – Two lab hours per week.			
Prerequisite(s): None			
<b>MUS 130</b>	<b>AN INTRODUCTION TO AMERICAN MUSIC</b>	<b>T</b>	<b>F1 904</b> <b>By Request</b>
This course is a survey of the musical forms and styles in the United States from the music of the early colonists to the popular music of today. Musical forms and styles are considered in their cultural context.			
Credit: 3 hours – Three lecture hours per week.			
Prerequisite(s): None			
<b>MUS 140</b>	<b>SURVEY OF MUSIC COMPUTER SOFTWARE I</b>		<b>Fall</b>
This course includes an introduction to the Apple/Macintosh operating system and the hardware connection and requirements necessary for processing MIDI and audio media. Other topics include introductory exploration of proprietary music software used in the audio recording industry.			
Credit: 3 hours – Two lecture and two lab hours per week.			
Prerequisite(s): Acceptance into Associate of Music Technology program or permission of the instructor.			
<b>MUS 141</b>	<b>SURVEY OF MUSIC COMPUTER SOFTWARE II</b>		<b>Spring</b>
This course is an extended examination of music software/hardware currently used in audio recording. Topics will include examinations of interfaces, audio plug in software, VST instruments and mastering software.			
Credit: 3 hours – Two lecture and two lab hours per week.			
Prerequisite(s): MUS 140-Survey of Music Computer Software I.			
<b>MUS 142</b>	<b>MEDIA FOR FACILITIES</b>		<b>Fall</b>
A look at basic sound, lighting and video media used in modern facilities. Topics will include designing and wiring a multi component sound systems, PA systems sizing and installation, lighting setup and design, dimming configurations, fixture usage, analogue vs. digital sound consoles and system troubleshooting.			
Credit: 3 hours – Two lecture and two lab hours per week.			
Prerequisite(s): None			
<b>MUS 210</b>	<b>COLLEGE BAND</b>	<b>T</b>	<b>Fall/Spring</b>
This course is designed to give students experience with instrumental music. Members are required to participate in public band performances.			
Credit: 2 hours – One lecture and two lab hours per week.			
Prerequisite(s): Consent of instructor			

<b>MUS 211</b>	<b>INTRODUCTION TO RECORDING TECHNIQUES</b>	<b>T</b>	<b>Spring</b>
This course is an introduction to basic techniques and procedures encountered in today's home and commercial recording studios. Topics include multi-track recording, signal processing, microphone selection and usage, analogue, digital, and hard disk recording. Emphasis will be placed on the process of recording.			
Credit: 3 hours - Two lecture and two lab hour per week.			
Prerequisite(s): None			
<b>MUS 212</b>	<b>TECHNIQUES OF TEACHING GENERAL MUSIC</b>	<b>T</b>	<b>By Request</b>
This course is a study of methods and materials for teaching general music classes in elementary and secondary schools.			
Credit: 3 hours - Three lecture hours per week.			
Prerequisite(s): None			
<b>MUS 213</b>	<b>HARMONY, EAR TRAINING AND SIGHT SINGING III</b>	<b>T</b>	<b>Fall</b>
Part writing and harmonizing melodies, theory of chord succession, and analysis of scores, using chromatic materials are reviewed. Keyboard, ear training, sight singing, and dictation using chromatic materials are emphasized.			
Credit: 4 hours - Four lecture hours per week.			
Prerequisite(s): Harmony, Ear Training and Sight Singing II-MUS 114			
<b>MUS 214</b>	<b>HARMONY, EAR TRAINING AND SIGHT SINGING IV</b>	<b>T</b>	<b>Spring</b>
This course teaches original composition utilizing skills and knowledge of Harmony, Ear Training and Sight Singing III-MUS 213 with emphasis on contrapuntal techniques.			
Credit: 4 hours - Four lecture hours per week.			
Prerequisite(s): Harmony, Ear Training and Sight Singing III-MUS 213			
<b>MUS 216</b>	<b>CONDUCTING</b>	<b>T</b>	<b>Alternate Years</b>
This course teaches the development of basic techniques for conducting instrumental and vocal ensembles. It includes readings, score analysis, and conducting experience.			
Credit: 2 hours – Two lecture hours per week.			
Prerequisite(s): Instructor consent			
<b>MUS 217</b>	<b>MIDI APPLICATION</b>	<b>T</b>	<b>Fall</b>
This course in an introduction to Musical Instrument Digital Interface (MIDI) with emphasis on digital syntheses and microcomputer applications. It includes principles of sound syntheses, operations and programming of digital synthesizers, and use of specially designed computer software.			
Credit: 3 hours - Two lecture and two lab hours per week.			
Prerequisite(s): None			
<b>MUS 218</b>	<b>MUSIC BUSINESS</b>	<b>T</b>	<b>Spring</b>
This course is an introductory course for students interested in the commercial aspects of the music industry. Topics of study include management, contracts, publishing and basics of sound reinforcement and recording. Students will go to Nashville, TN and participate in various activities related to the music industry. Tour will include stops at a recording studio, publishing house, performing rights society, and record company.			
Credit: 3 hours – Two lecture and two lab hours per week.			
Prerequisite(s): Music Major or Instructor Consent			
<b>MUS 220</b>	<b>MUSIC COMPOSITION</b>	<b>T</b>	<b>By Request</b>
This is an introductory course in principles and methods of musical composition to improve student abilities in composing and arranging music for various ensembles. Special consideration will be given to musical style and genre.			
Credit: 2 hours – One lecture and two lab hours per week.			
Prerequisite(s): Completion of Harmony, Ear Training and Sight Singing I-MUS 113 and Harmony, Ear Training and Sight Singing II-MUS 114			
<b>MUS 222</b>	<b>COLLEGE CHAMBER ORCHESTRA</b>		<b>Fall/Spring</b>
This course is designed to provide opportunity and preparation for presentation of music for theatrical performances. Credit is awarded for performing in or working on college productions. This course maybe repeated for a maximum of four times.			
Credit: 3 hours – Two lecture and two lab hours per week.			
Prerequisite(s): Consent of instructor and selection for position in ensemble.			
<b>MUS 223</b>	<b>ADVANCED RECORDING TECHNIQUES</b>		<b>Spring</b>
This course is a continuation of MUS 211 – Introduction of Recording Techniques. Emphasis will be placed on ensemble projects and working with hardware-based stand-alone recorders. Topics will include advanced techniques in tracking, overdubbing, mix-down and mastering.			
Credit: 3 hours – Two lecture and two lab hours per week.			
Prerequisite(s): MUS 211-Introducton to Recording Techniques.			

## **OCCUPATIONAL THERAPY ASSISTANT**

<b>OTA 100</b>	<b>INTRODUCTION TO OCCUPATIONAL THERAPY</b>		<b>Fall</b>
Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment. Students are introduced to the Occupational Therapy Practice Framework.			
Credit: 2 hours - Two lecture hours per week.			
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210			
<b>OTA 110</b>	<b>CLINICAL OBSERVATION</b>		<b>Fall</b>
This level 1 fieldwork experience provides the student introductory contact with persons of differing age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice 1) critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and 2) therapeutic communication techniques.			
Credit: 2 hours - One lecture hour and three lab hours per week.			
Prerequisite(s): Admission to the Occupational Therapy Assistant Program and Introduction to Human Anatomy-BIO 210			





**OTA 217****FIELDWORK EXPERIENCE I****Spring**

Development of professional skills through supervised application of treatment principles. This first level II fieldwork experience is designed to provide the first of two clinical opportunities to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist at the first of two assigned clinical sites. It is expected that at the end of the eight weeks (school systems minimum 280 hours, al others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience.

Credit: 4.5 hours – 328 contact hours (.5 lecture and 20 clinical).

Prerequisite(s): Successful completion of ALL academic coursework, except Occupational Therapy Administration

**OTA 218****FIELDWORK EXPERIENCE II****Spring**

This second level II fieldwork experience is designed to provide the ongoing opportunity for transition from "student to Clinician." As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (school systems minimum 280 hours, al others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one year clinical experience. Fieldwork Experience II must be successfully completed within 18 months of academic coursework.

**FIELDWORK EXPERIENCE II MUST BE SUCCESSFULLY COMPLETED WITHIN 18 MONTHS OF ACADEMIC COURSEWORK.**

In addition to the OTA courses, students must complete eight general education courses listed in the college catalog under the Occupational Therapy Assistant Program Curriculum. These classes are in the areas of English, psychology, sociology, child development, anatomy, physiology, medical terminology, and interpersonal relationships.

OTA students must also demonstrate competency in using a computer, navigating word processing and documentation software, accessing and using internet search engines and research sites and databases, and communicating to faculty and classmates via email and chat rooms. Assignments will require these skills throughout the program. If the applicant has not had keyboarding skills, it is strongly suggested that a college class or a continuing education course in keyboarding be taken prior to beginning OTA classes. If the applicant has no computer experience, it is also suggested that a beginning continuing education class in basic computer use to be taken. Further support will be provided by OTA faculty.

**OTA 230****CLINICAL ROTATION II****Fall**

Level I fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients/clients of different ages and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the level II fieldwork experiences is provided.

Credit: 2 hours – Six lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

**OTA 231****OCCUPATIONAL THERAPY THEORY II****Fall**

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process and diagnostic-specific techniques across the life span.

Credit: 1.5 hours – One lecture and 1.5 lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

**OTA 232****AGING AND IMPACT ON OCCUPATION****Fall**

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging, and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation, and community programming.

Credit: 1.5 hours – One lecture and 1.5 lab hours per week.

Prerequisite(s): Occupational Therapeutic Media-OTA 120, Activities of Daily Living-OTA 112, Occupational Therapy Group Process-OTA 122, Clinical Rotation I-OTA 133, and Occupational Therapy in Physical Disabilities-OTA 134

**OTA 250****OCCUPATIONAL THERAPY ADMINISTRATION****Spring**

This class provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are, marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing and participate in other activities related to the professional organization(s). This course will be taught utilizing web-based format.

Credit: 3 hours - Three lecture hours per week. This course will be taught within a block and web-based instruction format.

Prerequisite(s): Psychosocial Therapy and Practice-OTA 200, Occupational Therapy in Pediatrics-OTA 205, Clinical Rotation II-OTA 230, and Aging and impact on Occupation-OTA 232

**PHILOSOPHY****PHI 215****INTRODUCTION TO PHILOSOPHY****T****H4 900****Fall/Spring**

This course is a study of patterns of philosophic thought, and discussion of persistent problems of philosophy illustrated in the writings of major thinkers from Greece through the 20th Century.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PHI 216 LOGIC** T **H4 906** **By Request**  
 The purpose of this course is to give students a general knowledge of the fundamental laws of correct deductive and inductive reasoning. Emphasis will be placed on practical exercises and the detection of formal and informal fallacies.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**PHI 217 ETHICS IN HEALTH CARE** T **By Request**  
 This course examines the ethical implications of recent developments in the fields of biology and medicine. Topics covered include abortion, genetic engineering, experimentation with human subjects, allocation of scarce medical resources, behavior control, truth telling in medicine, health care delivery, and euthanasia.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**PHI 218 INTRODUCTION TO ETHICS AND VALUES** T **H4 904** **By Request**  
 This course is an introduction to representative ethic systems, approaches to problems of values and conduct. A study of the principal ethical theories and concepts of human conduct and character as well as critical evaluation of these theories and concepts as they apply to particular moral problems and decisions.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None

**PHI 219 RELIGION IN AMERICAN SOCIETY** T **H5 905** **Fall/Spring**  
 This course is designed as a survey of the role of religion in the development of American history. Its focus will be on the pluralism of religious beliefs in America as well as the ways in which religion has served as a unifying force throughout American history. It will examine religion from a social, cultural, intellectual, and political perspective.  
 Credit: 3 hours – Three lecture hours per week.  
 Prerequisite(s): None

## **PHLEBOTOMY**

**PHB 120 BASIC PHLEBOTOMY** **Summer/Fall/Spring**  
 This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes basic anatomy and physiology of the circulatory system, collection techniques, specimen processing, infection control, laboratory safety, quality control, and quality assurance procedures.  
 Credit: 1.5 – One lecture and one lab hour per week.  
 Prerequisite(s): None

## **PHYSICAL EDUCATION**

**Note: Some PE courses are variable credit, please check with advisor.**

**PE 110 PHYSICAL EDUCATION** T **By Request**  
 This course is a basic co-educational program in physical education which emphasizes essentially carry-over activities. Recreational aspects of activities including badminton, golf, bowling, tennis, and other related sports are taught.  
 Credit: 1 hour -Two lab hours per week.  
 Prerequisite(s): None

**PE 112 PHYSICAL EDUCATION/BEGINNING TENNIS** T **By Request**  
 This course is a basic activity course designed to serve all students in the college. Significant consideration is given to the basic fundamentals and techniques of tennis.  
 Credit: 1 hour - Two lab hours per week.  
 Prerequisite(s): None

**PE 113 PHYSICAL EDUCATION/INTERMEDIATE TENNIS** T **By Request**  
 This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of tennis. Students enrolled in this course will be expected to have the ability to execute basic fundamentals and techniques, with greater emphasis is placed upon playing strategy.  
 Credit: 1 hour - Two lab hours per week.  
 Prerequisite(s): Beginning Tennis-PE 112

**PE 114 PHYSICAL EDUCATION/GOLF** T **By Request**  
 This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of golf.  
 Credit: 2 hours – Four labs hours per week.  
 Prerequisite(s): None

**PE 116 PHYSICAL EDUCATION/VOLLEYBALL** T **By Request**  
 This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of volleyball.  
 Credit: 2 hours – Four labs hours per week.  
 Prerequisite(s): None

**PE 120 PHYSICAL ED – AEROBICS** T **Fall/Spring**  
 This fitness program will provide low impact cardiovascular training. Steps will be used as well as various warm-up and toning exercises.  
 Credit: 1 hour – Two lab hours per week.  
 Prerequisite(s): None

**PE 121 PHYSICAL ED – YOGA I** T **Summer/Fall/Spring**  
 In this fitness program, you will learn and practice beginning postures for releasing tension while increasing strength and flexibility.  
 Credit: 1 hour – Two lab hours per week.  
 Prerequisite(s): None

<b>PE 122</b>	<b>PHYSICAL ED – YOGA II</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
In this fitness program, you will learn and practice advanced postures for releasing tension while increasing strength and flexibility.			
Credit: 1 hour – Two lab hours per week.			
Prerequisite(s): None			
<b>PE 123</b>	<b>BEGINNING PILATES</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Pilates exercise is a low-impact form of exercise developed and practiced to stretch, strengthen, tone, and align the body without excess tension and strain on the joints.			
The class will focus on creating toned abdominals and a strong lower body.			
Credit: .5 hour – One lab hour per week.			
Prerequisite(s): None.			
<b>PE 127</b>	<b>BASIC CANOEING</b>	<b>T</b>	<b>By Request</b>
This course emphasizes beginning paddling technique and water reading skills for both tandem and/or solo boating. Students will learn safety procedures, equipment hazard evaluation, and how to minimize environmental impact on stream, river, and lake environment. Students will discover the benefits of canoeing for pleasure.			
Credit: 2 hours – One lecture and two lab hours per week.			
Prerequisite(s): None			
<b>PE 130</b>	<b>SELF DEFENSE/KARATE</b>	<b>T</b>	<b>By Request</b>
This course will provide demonstration and instruction in the skills and techniques of self defense/karate.			
Credit: 3 hours – six lab hours per week.			
Prerequisite(s): None			
<b>PE 131</b>	<b>YOGA III</b>		<b>By Request</b>
In this course, you will continue to learn and practice postures for releasing tension while increasing strength and flexibility.			
Credit: One hour – Two lab hours per week.			
Prerequisite(s): None			
<b>PE 132</b>	<b>YOGA IV</b>		<b>By Request</b>
In this course, you will continue to learn and practice postures for releasing tension while increasing strength and flexibility.			
Credit: One hour – Two lab hours per week.			
Prerequisite(s): None			
<b>PE 140</b>	<b>INTERMEDIATE STEP AEROBICS</b>		<b>By Request</b>
This fitness program will provide more impact cardiovascular training along with the use of steps and various warm-up and toning exercise.			
Credit: One hour – Two lab hours per week.			
Prerequisite(s): None			
<b>PE 150</b>	<b>ADVANCED STEP AEROBICS</b>		<b>By Request</b>
This fitness program will provide more impact cardiovascular training along with the use of steps and various warm-up and toning exercise.			
Credit: One hour – Two lab hours per week.			
Prerequisite(s): None			
<b>PE 190</b>	<b>INTRODUCTION TO COACHING</b>	<b>T</b>	<b>By Request</b>
This course is a comprehensive introduction to the arts and science of coaching. The course is designed to promote a positive coaching philosophy and the principles of coaching as digested from the fields of sport psychology, sport pedagogy, sport physiology, and sport management.			
Credit: 3 hours - Three lecture hours per week.			
Prerequisite(s): None			
<b>PE 210</b>	<b>PHYSICAL EDUCATION/BASKETBALL</b>	<b>T</b>	<b>By Request</b>
This course is a basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball.			
Credit: 2 hours – Four lab hours per week.			
Prerequisite(s): None			
<b>PE 211</b>	<b>PHYSICAL EDUCATION/DANCE I</b>	<b>T</b>	<b>By Request</b>
This course consists of exercise for physical fitness. Dance exercises for cardiovascular system and lungs, and weight loss are emphasized.			
Credit: 3 hours - Two lecture and two lab hours per week.			
Prerequisite(s): None			
<b>PE 212</b>	<b>PHYSICAL EDUCATION/SOFTBALL/BASEBALL</b>	<b>T</b>	<b>By Request</b>
This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of softball and baseball.			
Credit: 2 hours – Four labs hours per week.			
Prerequisite(s): None			
<b>PE 213</b>	<b>PHYSICAL EDUCATION/DANCE II</b>	<b>T</b>	<b>By Request</b>
This basic activity is designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of dance. Students enrolled in this course will be expected to execute basic fundamentals and techniques. Greater emphasis will be placed upon strategy.			
Credit: 3 hours - Six lab hours per week.			
Prerequisite(s): None			
<b>PE 216</b>	<b>PHYSICAL EDUCATION/GOLF II</b>	<b>T</b>	<b>By Request</b>
This course is a basic activity course designed to refine the techniques of golf and further expand the individual student's appreciation of this sport.			
Credit: 1 hour - Two lab hours per week.			
Prerequisite(s): Physical Education/Golf-PE 114			

<b>PE 217</b>	<b>SWIMMING AND AQUATICS I</b>	<b>T</b>	<b>By Request</b>
This course provides instruction in skills and techniques of swimming is given, including various strokes, turns, diving, water games, endurance development, racing techniques, synchronized swimming, and life saving.			
Credit: 1 hour - Two lab hours per week.			
Prerequisite(s): None			
<b>PE 218</b>	<b>WEIGHT TRAINING I</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): None			
<b>PE 219</b>	<b>WEIGHT TRAINING II</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training I-PE 218			
<b>PE 220</b>	<b>WEIGHT TRAINING III</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training II-PE 219			
<b>PE 221</b>	<b>WEIGHT TRAINING IV</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training III-PE 220			
<b>PE 222</b>	<b>WEIGHT TRAINING V</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training IV-PE 221			
<b>PE 223</b>	<b>WEIGHT TRAINING VI</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training V-PE 222			
<b>PE 224</b>	<b>WEIGHT TRAINING VII</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training VI-PE 223			
<b>PE 225</b>	<b>WEIGHT TRAINING VIII</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training VII-PE 224			
<b>PE 226</b>	<b>WEIGHT TRAINING VIII</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training VIII-PE 225			
<b>PE 227</b>	<b>WEIGHT TRAINING X</b>	<b>T</b>	<b>Summer/Fall/Spring</b>
Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluations, development of cardio endurance, flexibility, weight training, and process evaluations.			
Credit: 1.5 hours – Three labs hours per week.			
Prerequisite(s): Weight Training VIII-PE 226			

## **PHYSICAL SCIENCE**

<b>PHS 111</b>	<b>INORGANIC, ORGANIC &amp; BIOCHEMISTRY I</b>	<b>T</b>	<b>P9 900L</b>	<b>Summer/Fall/Spring</b>
This course is an introduction to the science of chemistry. The course is designed to meet the general studies science requirement and to provide background for the student who needs a basic introduction to chemistry. This course can be used as a foundation for further study in chemistry and health related fields.				
Credit: 4 hours - Three lecture and two lab hours per week.				
Prerequisite(s): Introduction to Algebra-MAT 041 or high school equivalent with a grade of "C" or better.				

**PHS 112                      PHYSICAL SCIENCE – PHYSICS                      T                      P9 900L                      Spring**  
This course is an introduction to the basic concepts of physics. Emphasis is placed on mechanics, energy and the physical properties of matter. It is intended for non-science majors, or science majors with limited science background.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Introduction to Algebra – MAT 041 or equivalent, strongly recommended.

**PHS 113                      INORGANIC, ORGANIC & BIOCHEMISTRY II                      T                      Spring**  
This course is a second semester course of inorganic, organic, and biochemistry sequence. This course includes laboratory experiments and lecture concepts, examining topics such as nuclear chemistry, organic molecule structure, organic molecule synthesis, the structure of biochemical compounds and their metabolism.  
Credit: 5 hours – Four lecture and two lab hours per week.  
Prerequisite(s): Inorganic, Organic & Biochemistry I – PHS 111.

## **PHYSICS**

**PHY 116                      COLLEGE PHYSICS I                      T                      P1 900L                      Fall**  
This course is an introductory course in basic physics for science majors with no previous exposure to physical laws, methods, and applications that uses hands-on approach to problem solving in mechanics, dynamics, sound and heat. This is a non-calculus based course for any science major, including (but not limited to biology, pre-med, pre-dental (nursing) or for student interested in how the world interacts with physics.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s) Geometry-Mat 042, Intermediate Algebra-MAT 114 with a grade of “C” or better, or equivalent math background in high school. Pre-calculus-MAT 115 or Trigonometry-MAT 118 are recommended.

**PHY 117                      COLLEGE PHYSICS II                      T                      Spring**  
This is an introductory level course emphasizing two main areas of study. One area is electricity and magnetism, which will include electric and magnetic field, direct current and alternating currents and interrelationships. The second area is electromagnetic waves, light, optics, wave theory, sound, and modern physics.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Introductory Physics I-PHY 116 or equivalent, Pre-calculus-MAT 115 or Trigonometry-MAT 118

**PHY 120                      INTRODUCTION TO REAL WORLD PHYSICS                      T                      P1 900                      Spring**  
This course is a non-mathematical approach to the study of physical phenomena, investigation of mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, and atomic and nuclear physics is presented.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**PHY 216                      UNIVERSITY PHYSICS I                      T                      P2 900L                      Fall**  
This course is a calculus-based course in the physics of mechanics, dynamics, heat and sound. Topics include equilibrium, motion, momentum, work and energy, heat, thermodynamics, and wave motion.  
Credits: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): Introduction to Physics I-PHY 116 or equivalent and Calculus I-MAT 117.

**PHY 217                      UNIVERSITY PHYSICS II                      T                      Spring**  
This course is a calculus-based course in university-level physics that studies of electricity, magnetism, electromagnetic wave theory with an emphasis on light theory and an introduction to atomic and nuclear physics. Topics include charge, electric fields, emf, resistance, capacitance, magnetism, inductance, AC and DC circuits, resonance, waves, optics, and relativity.  
Credit: 4 hours - Three lecture and two lab hours per week.  
Prerequisite(s): University Physics I-PHY 216 and Calculus II-MAT 211 or concurrent enrollment.

## **PRACTICAL NURSING**

**PN 101                      NURSING ORIENTATION                      Summer**  
This course is designed to orient students admitted into the Practical Nursing program to nursing education. The purpose is to increase student retention and success in the nursing program. Topics to be covered include: study skills, learning styles, test taking strategies and clinical and classroom expectations. Students will also take assessment tests to identify learning styles, life stressors and areas of concern in math and reading which could compromise program success.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): Admission to the Practical Nursing Program.

**PN 114                      GROWTH AND DEVELOPMENT FOR PNs                      Fall**  
This course is designed to present the theory material necessary to introduce the students to development in terms of maturation, instinct, and cognition of the human. Age groupings will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. The individual will be discussed in view of his/her response to him/herself and the health care system.  
Credit: 2 hours - Two lecture hours per week.  
Prerequisite(s): Admission to the Practical Nursing Program

**PN 115                      CLINICAL NURSING - PART I                      Fall**  
The purpose of PN 115 is to allow the student the appropriate supervised time to practice in a clinical facility the theory material presented in Fundamentals of Nursing-PN 121, Growth and Development for PNs-PN 114, and Nursing Procedures-PN 128.  
Credit: 3 hours - Nine lab hours per week.  
Prerequisite(s): Admission to the Practical Nursing Program and current CPR certification.

**PN 116                      CLINICAL NURSING - PART II                      Spring**  
The PN 116 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.  
Credit: 4 hours - Twelve lab hours per week.  
Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program and current CPR certification.

- PN 117 OBSTETRIC CLINICAL Spring**  
 This course is designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student the appropriate supervised experience.  
 Credit: 1 hour - Three lab hours per week.  
 Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program and current CPR certification.
- PN 119 CLINICAL NURSING PART III Summer**  
 The PN 119 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.  
 Credit: 3 hours - Nine lab hours per week.  
 Prerequisite(s): Successful completion of the second semester of the Practical Nursing Program and current CPR certification.
- PN 121 FUNDAMENTALS OF NURSING Fall**  
 This course will provide the concurrent instruction and supervised clinical laboratory experience necessary to meet the nursing needs of patients at an introductory level.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Admission to the Practical Nursing Program
- PN 125 INTRODUCTION TO MENTAL HEALTH Spring**  
 This course is designed to present materials and create thinking relating to nursing care regarding the patient's mental health and their affective domain. The student will become aware of attitudes and feelings of both self and patients when faced with critical issues and decisions relating to impending surgery, loss of extremity, fright, depression, drug and alcohol abuse, dying, etc. The course includes nursing interventions and communication skills as related to the different situations.  
 Credit: 1 hour - One lecture hour per week.  
 Prerequisite(s): Successful completion of the first semester of the Practical Nursing program.
- PN 126 INTRODUCTION TO PHARMACOLOGY Fall**  
 This is a course in theory and practice that offers a basic understanding of the principles of medication administration. It covers the basic information concerning the main effects, uses, and dosages of the more common drugs. Practical experience will include administration of medications, observing, and recording.  
 Credit: 3 hour – 2.5 lecture and one lab hours per week.  
 Prerequisite(s): Admission to the Practical Nursing Program
- PN 128 NURSING PROCEDURES Fall**  
 This course is a continuation of Fundamentals of Nursing-PN 121. This course will familiarize the student with procedures and skills concurrent with the principles underlying present theory and clinical experience to include the adult patient.  
 Credit: 2 hours - Four lab hours per week.  
 Prerequisite(s): Admission to the Practical Nursing Program.
- PN 129 MEDICAL-SURGICAL NURSING – I Spring**  
 This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function, and the more commonly used diagnostic aids will be included in the course.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program and Nutrition-HLT 116 with a grade of "C" or better.
- PN 131 NURSING CARE OF THE MOTHER AND NEWBORN Spring**  
 This course is designed to develop within the practical nursing student an appreciation of the meaning of good prenatal and postnatal care and an understanding of the total birth process; to develop skills in caring for the mother and the newborn and to learn to recognize deviations from the normal in each. The student will learn the health needs of each and will participate in the teaching of these concepts. This will be accomplished through classroom instruction and clinical experience in the obstetric division.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program.
- PN 132 NURSING CARE OF THE CHILD Spring**  
 This course is designed to help the student develop a basic understanding of the normal growth and development of the child, and how illness may interfere with the normal development. This understanding will be helpful in evaluation of the physical, intellectual, emotional, and social behavior of the child. The student learns to care for the sick child using safety precautions, meaningful observations, and suitable nursing techniques. This experience will be accomplished through classroom instruction and clinical experience in the pediatric division and through the observation of the well child.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program
- PN 133 PHARMACOLOGY Spring**  
 This course is designed to develop a clear understanding of the limitations of the practical nurse and to develop a clear and basic knowledge of the safety measures involved in preparation and administration of medicines, the contraindications, sources, usual dosages, and usual methods of administration. It also emphasizes the importance of medications, their actions, and an ability to observe and report these reactions intelligently.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Successful completion of the first semester of the Practical Nursing Program.
- PN 137 MEDICAL-SURGICAL NURSING II Summer**  
 This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function and the more commonly used diagnostic aids will be included.  
 Credit: 2 hours - Two lecture hours per week.  
 Prerequisite(s): Successful completion of the second semester of the Practical Nursing Program.
- PN 138 NURSING PROCEDURES REVIEW**  
 This course is designed for those students re-entering the nursing program. This is a review of lab procedures taught in PN 128-Nursing Procedures.  
 Credit: 1 hour – Two lab hours per week.  
 Prerequisite(s): Nursing Procedures-PN 128

**PN 140 REVIEW OF PHARMACOLOGY****Fall**

This course is designed for those students re-entering the nursing program. This is a course in theory and practice that offers a review of the principles of medication administration. It highlights the basic information concerning the main effects, uses, and dosages of the more common drugs. Practical experience will include administration of medications, observing and recording.

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

Prerequisite(s): Admission to the Practical Nursing program.

**PN 170 GERIATRIC NURSING****Fall**

The purpose of this course is to provide basic information regarding the geriatric client. This course will prepare the beginning student to be able to recognize the normal aging process, develop communication skills, identify common health care problems, and be able to promote wellness for the geriatric client.

Credit: 1 hour - One lecture hour per week.

Prerequisite(s): Admission to the Practical Nursing Program.

**PSYCHOLOGY****PSY 211 INTRODUCTION TO PSYCHOLOGY****T****S6 900****Summer/Fall/Spring**

This course is an introduction to the study of human behavior with an emphasis on basic psychological principles and concepts. Topics covered include historical background, human development, intelligence, abnormal behavior, personality, learning, and memory. The application of theoretical principles to each of the presented topics will be strongly emphasized. The approach will be practical with the inclusion of current research findings in each area as well as the implications of cultural effects on human behavior. The goal of this course will be to nurture an understanding of basic psychological concepts, and, in all cases, to apply these understandings to our familiar experiences and behaviors.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PSY 215 PERSONALITY DYNAMICS****Fall**

This course is designed as an introduction to the field of personality theory. We will discuss historical and current psychological theories of personality. A broad range of theories is presented including psychoanalytic, neo-psychoanalytic, humanistic, behavioral, cognitive, and trait theories. We will examine how each of these theories describes and explains personality development. The application of each theory to real world examples will foster an understanding of the elements of our personalities. This course will also introduce the student to personality research, and personality assessment. The goal of this course is to foster a basic understanding of personality dynamics, and apply this knowledge to familiar experiences and behaviors.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211

**PSY 216 SOCIAL PSYCHOLOGY****T****S8 900****Spring**

This course is a systematic introduction to theory and research on the ways social factors influence individual and group behavior. This course examines attitudes, social perception, the establishment of norms, conformity, leadership, group dynamics, emphasizing their effects on the individual.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211 or the consent of the instructor.

**PSY 217 DEVELOPMENTAL PSYCHOLOGY: LIFESPAN****T****S6 902****Spring**

This course provides a systematic study of behavior from conception through death. Physical, social/emotional, and intellectual growth of humans as they progress through these milestones will be addressed in each unit. The interrelatedness of theory, research, and application as it impacts on the development process will be emphasized as well as cross-cultural comparisons.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PSY 218 CHILD PSYCHOLOGY****T****S6 903****Summer/Fall/Spring**

A systematic study of behavior from conception through adolescence is conducted with emphasis on physical, social, emotional, and intellectual growth and development. Attention is directed to both normal and abnormal development in each of the above areas. Research methods and cross-cultural comparisons are considered as they relate to the development process.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**PSY 219 ABNORMAL PSYCHOLOGY****T****Fall**

An examination is made of the development of both adaptive and maladaptive behavior patterns. Primary emphasis is devoted to the classification, symptoms, etiology, and treatment of maladaptive behavior.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Introduction to Psychology-PSY 211 or the consent of the instructor.

**PSY 220 PSYCHOLOGY OF HUMAN DEVELOPMENT-LAB****T****By Request**

Students will integrate a sense of thinking about human development over the lifespan recognizing its complexities and the intrinsic value of diversity in people through 30 hours of clinical (12 hours) and field experience (18 hours).

Credit: 1 hours - Two lab hours per week.

Prerequisite(s): Concurrent enrollment with PSY 217 - Development Psychology: Lifespan is required.

**PSY 224 PRACTICAL PSYCHOLOGY****By Request**

This course focuses upon the application of psychological principles to a variety of situations. Topics covered include interpersonal relations, job satisfaction and morale, job resumes, communication, stress and conflict management, individual and group behavior, types of motivation, organizational protocol, professional ethics, sensitivity to gender, racial, and age issues, and change management.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

## **SEMINAR**

- SEM 101 COLLEGE SURVIVAL T Summer/Fall/Spring**  
This course is designed to assist in the understanding of what it takes to be a successful student, utilizing educational and personal opportunities. Students will develop learning and personal skills in order to become confident in reaching their educational goals.  
Credit: 3 hours – Three lecture hour per week.  
Prerequisite(s): None
- SEM 111 COLLEGE SUCCESS T Summer/Fall/Spring**  
This course is designed to acquaint the student with the community college, to develop the skills necessary to succeed in college work, and to teach the student to systematically approach the world of work.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None
- SEM 112 ORIENTATION TO SAFETY By Request**  
Instruction in shop and tool safety procedures. Topics covered include hazard recognition, proper clothing, and protective equipment, and proper use of power driven tools and equipment.  
Credit: 1 hour - One lecture hour per week.  
Prerequisite(s): None
- SEM 200 CAREER DECISION MAKING T By Request**  
This course is an introduction and examination of the career decision making steps with emphasis on career development, job attainment, job survival, leadership, self-development and personal skill. Competencies Occupational Interest Survey will be administered during the course.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None
- SEM 210 ISSUES AND TRENDS IN EDUCATION PART I By Request**  
This course is designed to provide students with an introduction to current educational issues that affect today's school system. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians, and researchers will be discussed in order to prepare students to address the problems confronting schools today.  
Credit: 1 hour – One lecture hour per week.  
Prerequisite(s): None
- SEM 211 ISSUES AND TRENDS IN EDUCATION PART II By Request**  
This course is designed to provide students with an introduction to current educational issues that affect today's school systems. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians, and researchers will be discussed in order to prepare students to address the problems confronting schools today.  
Credit: 3 hours – Three lecture hour per week.  
Prerequisite(s): None
- SEM 212 ISSUES AND TRENDS IN EDUCATION PT III By Request**  
This course is designed to provide students with an introduction to current educational issues that affect today's school systems. Various views on education from philosophers, psychologists, sociologists, professional educators, political leaders, historians and researchers will be discussed in order to prepare students to address the problems confronting schools today.  
Credit: 3 hours – Three lecture hour per week.  
Prerequisite(s): None
- SEM 213 SPECIAL EDUCATION ISSUES FOR EDUCATORS By Request**  
This course is to provide teachers/paraprofessionals with an increased awareness of current issues in special education. Students will become familiar with current legislation and procedural guidelines for special education in all classroom settings. Other topics may include innovative techniques, adaptations, and modifications for working with special needs students. The entire process will be viewed from a practical point of view and how the educational and related services relate to the transition of special needs students to postsecondary outcomes. This course serves as professional development for teachers who need continuing professional development units to maintain certification and may be repeatable up to three times as the topics will vary each semester.  
Credit: 3 hours – Three lecture hour per week.  
Prerequisite(s): None

## **SOCIAL WORK**

- SW 121 INTRODUCTION TO SOCIAL WORK T Fall**  
This course includes a survey of the field of social work, describing the historical development of social work from the early English Poor Laws through contemporary American practices. Beginning ideas and concepts about education and direct service delivery are described rather than analyzed from the "Generalist" perspective. Emphasis is placed on an understanding of the National Social Work Association's Code of Ethics as well as the important "core" of social work skill.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None
- SW 199 SOCIAL WORK INTERNSHIP Fall/Spring**  
This course provides a community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks. Each student is required to complete 150 hours at a worksite during the semester.  
Credit: 2 hours - Ten lab hours per week.  
Prerequisite(s): Career Development-INT 111 and Instructor Approval



**SW 224 INTRODUCTION TO SOCIAL SERVICE AGENCIES Spring**  
 This course is designed to study the relationship of effective leadership in effective community service, the decision-making process, and the principles at work in local and state governments. Field lab experience will be utilized in learning about allied facilities, resulting in the development of a resource manual.  
 Credit: 2 hours – One lecture and two lab hours per week.  
 Prerequisite(s): None

**SW 225 COMMUNITY HEALTH SYSTEMS T Fall/Spring**  
 This course is designed to cover basic principles and concepts of health and disease relating to community group living. The study includes epidemiology, the health status of American racial and ethnic groups, federal, state, and local health provision, disease control, leading chronic disease, healthy lifestyle choices, and the community mental health system.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SOCIOLOGY**

**SOC 122 INTRODUCTION TO SOCIAL PROBLEMS T S7 901 Fall**  
 This course includes an analysis of contemporary social problems with an investigation of theories on social organization and conflict. Historical perspectives, significance within current society, and proposed plans of resolution are considered.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SOC 123 SUBSTANCE ABUSE T By Request**  
 This course is a social-psychological study of the characteristics of substance abuse and its ramifications for society.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SOC 212 SOCIOLOGY T S7 900 Summer/Fall/Spring**  
 This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social institutions, social stratification, culture, socialization, aging, deviance, population, gender roles, social change, and collective behavior.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SOC 215 DEATH & DYING IN AMERICAN SOCIETY T Spring**  
 This course is designed to help bring the student to a better understanding of current death and dying practices, beliefs, behaviors and rituals related to ideology within modern American society. The course will include a historical review, medical perspectives, and study of alternative life choices. Particular attention will be paid to the concept of Hospice and its practices.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SOC 217 MARRIAGE AND FAMILY T S7 902 Fall/Spring**  
 This is a survey of the contemporary family in historical and cross-cultural perspectives. It includes trends in mate selection, marriage, parenting, employment, divorce, gender roles, communication and generational issues within the family. Focus will be given to factors causing change, effect of, and future trends.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SOC 218 CULTURAL DIVERSITY T S7 903D Spring**  
 This course includes an analysis of racial, religious, ethnic and other groups, examining persistence of group identity, inter-group relations, social movements, government policy and related social problems.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): Sociology-SOC 212.

**SPANISH**

**SPA 110 CONVERSATIONAL SPANISH T By Request**  
 This course provides intensive oral practice in Spanish and includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected readings.  
 Credit: 3 hours - Three lecture hours per week.  
 Prerequisite(s): None

**SPA 111 ELEMENTARY SPANISH I T By Request**  
 This course is an introductory course designed to facilitate beginning conversation. SPA 111 emphasizes grammar skills in the context of reading, writing, speaking, and listening. Latino history and culture will also be introduced.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): None

**SPA 112 ELEMENTARY SPANISH II T By Request**  
 This course is a continuation of Spanish 111. SPA 112 further stresses reading, writing, speaking, and listening in order to inculcate idiomatic use of the language. Readings, lectures, and reports concerning Latino culture are also emphasized. Constant oral practice is encouraged.  
 Credit: 4 hours - Four lecture hours per week.  
 Prerequisite(s): Spanish-SPA 111 or SPA 111 credit by examination (see Admissions for proficiency application).

**SPA 113**                      **SPANISH FOR MEDICAL PERSONNEL**                      **T**                      **By Request**  
This course is designed for medical personnel who have had little or no exposure to Spanish. Nurses, doctors, and other medical personnel may take this course if they are interested in learning basic vocabulary to better serve the growing Spanish-speaking population. Real life dialogues and situations will be practiced to help medical personnel with medical histories, physical exams, diagnosis and treatment.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite: None

**SPA 114**                      **SPANISH FOR LAW ENFORCEMENT I**                      **T**                      **By Request**  
Introductory Spanish for Law Enforcement Professionals includes oral language as the primary focus, applied to a variety of routine protocols and emergency situations. The course is tailored to encourage and enhance the ability of the students in the law enforcement profession to speak appropriate Spanish. It will prepare the students to develop speaking and listening techniques essential for basic law enforcement situations, emphasizing expressions of courtesy and appropriate language, and the delivery of frequent short talks/presentations.  
Credit: 4 hours – Four lecture hours per week.  
Prerequisite(s): None

**SPA 115**                      **SPANISH FOR LAW ENFORCEMENT II**                      **T**                      **By Request**  
Continuation of SPA 114, the course includes further development of oral and written language skills applied to a variety of routine protocols and emergency situations. The course is tailored to encourage and enhance the ability of students in the law enforcement profession to develop speaking and listening techniques essential for basic law enforcement situations, emphasizing expressions of courtesy and appropriate language, and the delivery of frequent short talks/presentations.  
Credit: 4 hours – Four lecture hours per week.  
Prerequisite: None

**SPA 211**                      **SPANISH**                      **T**                      **By Request**  
An intermediate Spanish course, SPA 211 continues to emphasize conversation, reading, and writing in Spanish. Furthering Spanish grammar and comprehension skills, SPA 211 provides extended opportunities for reading and writing about Latino culture.  
Credit: 4 hours - Four lecture hours per week.  
Prerequisite(s): Spanish-SPA 112.

**SPA 212**                      **SPANISH**                      **T**                      **By Request**  
A continuation of SPA 211, SPA 212 emphasizes increased usage of contemporary oral and written Spanish material from Latin America. Latin American literature will provide advancement in cultural studies, and conversational Spanish skills will be practiced daily.  
Credit: 4 hours - Four lecture hours per week.  
Prerequisite(s): Spanish – SPA 211.

## **SPEECH AND THEATER**

**SPC 111**                      **SPEECH**                      **T**                      **C2 900**                      **Summer/Fall/Spring**  
This course is the study of the theory and practice in developing the skills needed for public speaking. Major attention is devoted to the basic principles of audience, analysis, perception, listening, organization, delivery and evaluation of oral communication. Students will present demonstration, informative, persuasive, impromptu, and special occasion speeches.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**SPC 112**                      **ORAL INTERPRETATION**                      **T**                      **By Request**  
The analysis and use of the audible and visible aspects of interpreting various types of literature are explored. Emphasis is placed on determining the intellectual and emotional meanings of the literature and expressing these meanings to an audience.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**SPC 113**                      **CREATIVE DRAMA**                      **T**                      **By Request**  
Theater games, improvisation, group expression, and storytelling will be examined with emphasis on leading children to develop their imaginations through the use of dramatic activities as a learning tool – in any classroom or as an end in itself. Students will complete service learning projects in cooperation with area schools. This course is of value to classroom teachers, actors, directors, and community service workers who view working with children and adolescents as part of career plan.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

**SPC 120**                      **COMMUNICATION FOR HEARING IMPAIRED**                      **By Request**  
This course is designed for all interested parents, friends, associates, and professional people of the deaf and hard of hearing. It will cover the history, philosophy, and understanding of deafness and its implications. Brief history of manual communication of the deaf in the United States and other countries will be covered. Practice in learning to sign and fingerspell will also be given. Emphasis will be placed on reading, finger spelling and sign language.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

**SPC 121**                      **COMMUNICATION FOR HEARING IMPAIRED II**                      **By Request**  
This course is a review of sign language and finger spelling learned in SPC 120 with practice in learning to sign and fingerspell on the second level. Emphasis will be in reading finger spelling.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Communication for Hearing Impaired-SPC 120

**SPC 122**                      **COMMUNICATION FOR HEARING IMPAIRED III**                      **By Request**  
This course is a review of sign language and finger spelling and practice in learning to sign and fingerspell on a conversational level. Developing expressive and receptive skills is emphasized.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Communication for Hearing Impaired II-SPC 121

**SPC 123 BASIC SIGN LANGUAGE****By Request**

Individuals will learn the 1,000 most common words used to communicate with the hearing impaired.

Credit: 1 hour – One lecture hour per week.

Prerequisite(s): None

**SPC 124 THEATER APPRECIATION****T****F1 907****Fall/Spring**

An introductory survey of theater/drama as a performing art form that includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. This course is designed to stimulate interest in theater and to develop an understanding of the elements that make up a theatrical event.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**SPC 125 ACTING I****T****Fall**

An introduction to the basic elements of acting as an art form. Topics covered include movement, blocking, characterization, sense memory, and group scene development. Focus will be on the development of the actor's sense of truthful behavior in imaginary circumstances. Performances are required and given as in-class assignments.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**SPC 126 THEATER PRACTICUM****T****Fall/Spring**

This course is designed to increase proficiency in the preparation and presentation of theatrical performances. Credit is awarded for performing in or working on college productions.

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

Prerequisite(s): Consent of instructor and selection for position in production.

**SPC 127 SUMMER THEATER WORKSHOP****T****Summer**

This workshop awards credit for students who work with the annual SCC Drama Camp held each summer for children ages 8-17. The children are separated into groups and are assigned a student director. Students will gain experience in directing, scene development, playwriting, rehearsing, and producing all while serving as leaders and teachers for the drama campers.

Credit: 2 hours – Four lab hours per week.

Prerequisite(s): Consent of instructor or SPC 113-Creative Drama.

**SPC 210 INTERPERSONAL COMMUNICATION****T****Summer/Fall/Spring**

Interpersonal Communication is a study of human communication on a one-to-one basis. The concepts discussed include self-awareness, perception, listening, non-verbal communication, relationship development, self-disclosure, conflict resolution, crises, cultural ethics, and gender issues.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): None

**SPC 213 STAGECRAFT I****T****Fall**

This is an introductory course in the multiple elements of theater production and introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. Theater management, costuming, make-up, special effects, and other topics will be explored. Practical work on production is required outside of lecture.

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

Prerequisite(s): None

**SPC 220 STAGECRAFT II****T****Spring**

This course focuses on advanced applied training in techniques of scenery and property construction, tool use, scene painting, basic lighting techniques, and backstage organization. Theater management, costuming, make-up, special effects, and other topics will be explored. Practical work on production is required outside of lecture.

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

Prerequisite(s): Consent of instructor or SPC 213-Stagecraft I.

**SPC 225 ACTING II****T****Spring**

Advanced training in the art of acting building from the fundamentals learned in Acting I. It focuses on the development of characterization skills, communication with other actors on stage, and play analysis and includes further study of acting approaches such as Stanislavski, Cohen, and Shurtleff. Performances are required and given as in-class assignments.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): Acting I-SPC 125

**SPC 235 APPLIED ORAL INTERPRETATION****By Request**

This course provides an introduction to the analysis and use of audible and visual aspects of interpreting various types of materials presented at historical and natural sites. Emphasis is placed on determining the intellectual and emotional meanings of the materials being presented as well as how to best present these meanings to an audience.

Credit: 3 hours – Three lecture hours per week.

Prerequisite(s): None

**SURGICAL TECHNOLOGY****STP 121 INTRODUCTION TO SURGICAL TECHNOLOGY****Fall**

This course introduces the student to the broad field of surgical technology. It includes Orientation to Surgical Technology, Standards of Conduct, The Surgical Patient, Special Populations, and Physical Environment and Safety Standards.

Credit: 3 hours - Three lecture hours per week.

Prerequisite(s): Acceptance into the Surgical Technology program – BIO 210 with a grade of "C" or better.

**STP 122 PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY Fall**  
This course introduces the student to the practice of surgical technology. The focus of this course is on the skills that are specifically those of the scrub and circulator role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for the practice and testing of the skills is required.  
Credit: 6 hours - Four lecture and four lab hours per week.  
Prerequisite(s): STP 121-Intro to Surgical Technology.

**STP 123 SURGICAL PROCEDURES I Spring**  
This course is designed to prepare students for clinical practice training. Instruction combines lecture and lab to introduce students to all surgical specialties.  
Credit: 5 hours – Five lecture hours per week.  
Prerequisite(s): STP 122-Principles and Practice of Surgical Technology, STP 127-Pharmacology for Health Professions.

**STP 124 SURGICAL PROCEDURES II Summer**  
This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in the first course.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): STP 123-Surgical Procedures I.

**STP 125 CLINICAL ROTATION IN SURGICAL TECHNOLOGY I Spring**  
This is a course designed to provide the student with a solid introduction to the operation room and its routines. This course functions to expand knowledge gained in the Introduction of Surgical Technology Course and support the knowledge being gained in the Principles and Practice of Surgical Technology courses. This course is offered PASS/FAIL.  
Credit: 5 hours - Fifteen lab hours per week.  
Prerequisite(s): Certified in CPR, STP 122-Principles and Practices of Surgical Technology, STP 127-Pharmacology for Health Professions, and BIO 210-Intro to Human Anatomy.

**STP 126 CLINICAL ROTATION IN SURGICAL TECHNOLOGY II Summer**  
This course is a continuation of Clinical Rotation in Surgical Technology I. It is designed to provide the student with continued exposure to the operating room and its routines. This course functions to expand knowledge gained in Introduction to Surgical Technology, Principles and Practice of Surgical Technology and Clinical Rotation in Surgical Technology I. This course is offered PASS/FAIL.  
Credit: 5 hours - Fifteen lab hours per week.  
Prerequisite(s): Certified in CPR, STP 125-Clinical Rotation in Surgical Technology I, BIO 215-Intro to Human Physiology, and BIO 218-Intro to Microbiology.

**STP 127 PHARMACOLOGY FOR HEALTH PROFESSIONS Fall**  
This course provides basic knowledge of the most commonly used medications and discusses commonly prescribed medications such as sedatives, antidepressants, anti-anxiety agents, etc. It includes indications, potential adverse reactions, dietary response to treatment and desired effect.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): STP 121-Introduction to Surgical Technology.

## **SURVEYING**

**SUR 130 GPS SATELLITE SURVEYING By Request**  
This course is designed to give students a basic knowledge of surveying using the Global Positioning System, which is increasingly required for modern surveying. Students will learn to operate a GPS receiver and measure the necessary triangulation coordinates.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): None

## **TRUCK DRIVING**

**TDR 167 TRUCK DRIVER/CDL REFRESHER Summer/Fall/Spring**  
This course is designed to evaluate abilities of persons who possess current commercial drivers license and to provide additional training if necessary.  
Credit: .5 hours - One lab hour per week.  
Prerequisite(s): Must possess current CDL and DOT physical

**TDR 176 TRUCK DRIVING Summer/Fall/Spring**  
Students prepare for the state CDL written test to acquire a driving permit and also prepare for state driving skills test to acquire a CDL license. This course is also designed to familiarize the student with semi-truck tractor trailer driving and operation. The course includes instruction in starting, moving, road testing, diagnosing, and over-the-road operation of truck tractor and trailer.  
Credit: 11 hours - Six lecture and five lab hours per week for six weeks.  
Prerequisite(s): None

**TDR 198 TRUCK DRIVING EXTERNSHIP Summer/Fall/Spring**  
This course is designed to give the student practical over-the-road driving experience under the supervision of an experienced truck-tractor driver.  
Credit: 5 hours – Twenty-five lab hours per week.  
Prerequisite(s): Truck Driving - TDR 176

## **VETERINARY TECHNOLOGY**

### **VET 110 SMALL ANIMAL NURSING I**

**Fall**

Skill development in handling, restraint, and nursing techniques in dogs and cats. Emphasis on laws and ethics in veterinary medicine, breed identification, restraint techniques, history taking, physical examination, grooming, diagnostic sampling, therapeutic techniques, wound management, bandaging, fluid therapy, catheter placement, and preventive medicine.

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

Prerequisite(s): Admission to program

### **VET 111 SMALL ANIMAL NURSING II**

**Spring**

A continuation of VET 110 with emphasis on bandaging, venipuncture, immunology, dentistry, urinary disease, and emergency nursing.

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

Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

### **VET 112 ANIMAL ANATOMY AND PHYSIOLOGY I**

**Fall**

This course provides an overview of the structure and function of animal body systems with focus on homeostasis. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammal cadavers.

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

Prerequisite(s): Admission to the program.

### **VET 113 ANIMAL ANATOMY AND PHYSIOLOGY II**

**Spring**

This course is a continuation of VET 112. Subjects covered include: fundamental cellular chemistry, physiology, cytology, histology, and anatomy of mammalian and avian species. Laboratory work includes observation of histology slides as well as identification of structures from each system on selected mammalian and avian cadavers.

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

Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

### **VET 116 LARGE ANIMAL NURSING**

**Fall**

Handling, restraint, and nursing techniques in horses, cattle, swine, and sheep. Fundamentals of selection, management, genetics, nutrition, and physiology of farm animals.

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

Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

### **VET 117 ANIMAL RADIOLOGY**

**Spring**

Utilization of radiographic equipment on animal and positioning for various anatomical exposures. With an emphasis on radiation safety and methods of obtaining high quality diagnostic pictures.

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

Prerequisite(s): Admission to the program.

### **VET 118 VETERINARY PRACTICE MANAGEMENT**

**Fall**

Office practices used in a veterinary hospital including OSHA regulations, invoices, inventory, estimate preparation, record keeping, legal issues, grief management and customer relations.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Admission to program

### **VET 119 ANIMAL CLINICAL LAB I**

**Spring**

This course teaches routine laboratory testing with an emphasis on hematology, urinalysis, and fecal examination.

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

Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

### **VET 133 ANIMAL SURGERY TECHNOLOGY I**

**Fall**

Methods of surgery preparation with emphasis on surgery packs, instruments, autoclaves, sterile technique, surgical preps and suture material. An introduction to intubation and anesthesia.

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

Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

### **VET 138 ANIMAL PHARMACOLOGY I**

**Spring**

A discussion of dosage and solution problems, dispensing procedures, client education, administration of drugs, and introduction to common veterinary drug classes.

Credit: 2 hours – Two lecture hours per week.

Prerequisite(s): Successful completion of VET 110-Small Animal Nursing I, VET 112-Animal Anatomy & Physiology I, VET 117-Animal Radiology, and VET 118-Veterinary Practice Management.

### **VET 219 ANIMAL CLINICAL LAB II**

**Fall**

Continuation of VET 119. Emphasis on blood chemistry, internal parasites, CBC's, cytology, history, sample preparation, and other veterinary diagnostic testing.

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

Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

**VET 231 VET TECH INTERNSHIP I Summer**  
Skill and proficiency development through participation in clinical rotations at veterinary clinics. Skills developed through the clinical site should include: large animal (if applicable), surgery, radiology, clinical pathology, nursing, client relations and care, telephone etiquette, necropsy, and exotics. Students will be placed within a designated clinic for the duration of the semester where all required hours must be successfully completed.  
Credit: 3 hours – Nine lab hours per week.  
Prerequisite(s): Completion of first year of program.

**VET 232 VET TECH INTERNSHIP II Spring**  
Continuation of VET 231. Continued skill and proficiency through participation in clinical rotations at Humane Societies, clinical practices, animal disease lab, rescue facilities, university teaching hospitals, emergency clinical or large animal facilities. Students will be placed within a designated facility for the duration of the semester where all required hours must be successfully completed. Students will meet once per week for participation in review of the Veterinary Technician National Examination (VTNE).  
Credit: 4 hours – One lecture and nine lab hours per week.  
Prerequisite(s): First year of program, VET 231-VET Tech Internship I, VET 219, Animal Clinical Lab II, VET 233-Animal Surgical Technology II, VET 238-Animal Pharmacology II, and VET 239-Animal Diseases.

**VET 233 ANIMAL SURGICAL TECHNOLOGY II Fall**  
Continuation of VET 133 with emphasis on anesthesia, surgical assisting, trauma surgery, and ophthalmic and thoracic surgery.  
Credit: 3 hours – One lecture and four lab hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

**VET 235 LABORATORY AND EXOTIC ANIMALS Fall**  
Students will be introduced to handling, restraint, and nursing techniques in common laboratory, exotic and wild animal species. Topics will include: care and use of laboratory animals, sanitary procedures, clinical pathology and common diseases.  
Credit: 3 hour – Two lecture and two lab hours per week.  
Prerequisite(s): First year of program, VET 231-VET Tech Internship I, VET 219, Animal Clinical Lab II, VET 233-Animal Surgical Technology II, VET 238-Animal Pharmacology II, and VET 239-Animal Diseases.

**VET 236 ANIMAL MANAGEMENT AND NUTRITION Spring**  
This course will introduce basic principles of animal and herd health management including: nutrition, reproduction, pharmacology, vaccinations, diseases, and laboratory tests.  
Credit: 3 hours – Three lecture hours per week.  
Prerequisite(s): First year of program, VET 231-VET Tech Internship I, VET 219, Animal Clinical Lab II, VET 233-Animal Surgical Technology II, VET 238-Animal Pharmacology II, and VET 239-Animal Diseases.

**VET 238 ANIMAL PHARMACOLOGY II Fall**  
Continuation of VET 138 with emphasis on drugs currently used in veterinary practice.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

**VET 239 ANIMAL DISEASES Fall**  
This course introduces students to the causes, symptoms, diagnosis and treatment of selected diseases of companion animals. Students will gain knowledge of disease processes and how they affect companion animals. Students will learn about commonly seen diseases within organ systems of mammals.  
Credit: 2 hours – Two lecture hours per week.  
Prerequisite(s): First year of program and VET 231-VET Tech Internship I.

## **VOCATIONAL SKILLS**

**DRV 110 DEFENSIVE DRIVING By Request**  
This comprehensive course will provide drivers with knowledge and safe driving techniques to prevent collisions and violations. The course focuses on hazard recognition, application of collision-avoidance techniques, conditions that affect driving, safe following distance, head-on collisions, intersection techniques, pedestrians, railroad crossings, mystery crashes, and alcohol and drug issues.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): None

**TLC 100 TEACHING AND LEARNING STYLES By Request**  
This course is designed to introduce individuals to four cognitive learning styles and to foster discussion on how these styles manifest themselves within the instructional setting. Through activities, participants will have the opportunity to discover how learning styles influence success and satisfaction with classroom material and how different instructional strategies create an active learning environment for all students.  
Credit: .5 hours - .5 lecture hours per week.  
Prerequisite(s): None

## **VOLUNTEER SERVICE**

**VOL 201 VOLUNTEER SERVICE T Summer/Fall/Spring**  
A community service learning experience that will encourage the personal, academic, and professional development of the individual. Students will select and be placed with an agency, community-based organization, business or institution based upon the student's interest, knowledge and skills. Service opportunities may include, but not be limited to tutoring, literacy training, neighborhood improvement, youth activities, increasing environmental safety, animal shelter care, elderly and disabled assistance, hospital or mental health care.  
Credit: 1 hour - Two lab hours per week.  
Prerequisite(s): None

## **WELDING**

### **WEL 120 GAS WELDING AND CUTTING**

**Fall/Spring**

This course is a study of the techniques, procedures and uses of oxyacetylene welding and cutting equipment.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): None

### **WEL 122 MAINTENANCE WELDING**

**Fall/Spring**

This course includes instruction in all position welds using arc welding processes and equipment, i.e., shielded metal arc welding, T.I.G., M.I.G., submerged arc welding, and flux cored arc welding. Instruction in welding is also covered.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): None

### **WEL 123 ARC WELDING I**

**Fall/Spring**

This course is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal plates.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

### **WEL 124 ARC WELDING II AND LOW HYDROGEN**

**Fall/Spring**

This course is a continuation of Arc Welding I-WEL 123, concentrating on metallic arc welding, vertical and overhead, lap, and fillet welds.  
Credit: 4 hours - Two lecture and four lab hours per week.  
Prerequisite(s): Arc Welding I-WEL 123

### **WEL 125 GAS METAL ARC WELDING**

**Fall/Spring**

This course provides the techniques of metallic inert gas (semi-auto welding). Concentration is on a flat bend test horizontal, vertical up-hill and down-hill welding.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): Gas Welding and Cutting-WEL 120 and Arc Welding II and Low Hydrogen-WEL 124

### **WEL 126 GAS WELDING AND GAS TUNGSTEN WELDING**

**Fall/Spring**

This course is a continuation of Gas Welding and Cutting-WEL 120. It studies of horizontal, vertical, and overhead welding, and brazing and soldering techniques.  
Credit: 5 hours - One lecture and eight lab hours per week.  
Prerequisite(s): Gas Welding and Cutting-WEL 120

### **WEL 127 LOW HYDROGEN ARC WELDING**

**Fall/Spring**

This course is a continuation of Arc Welding II and low Hydrogen-WEL 124, using the low hydrogen electrode, designed for welding high sulphur and high carbon steels. The course concentrates on flat bend tests, horizontal, vertical up-hill and down-hill welding.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): Arc Welding II and Low Hydrogen – WEL 124

### **WEL 128 PIPE WELDING**

**Fall/Spring**

This course is designed to teach up-hill and down-hill pipe welding-fixed position.  
Credit: 3 hours - One lecture and four lab hours per week.  
Prerequisite(s): Arc Welding II and Low Hydrogen-WEL 124 or Low Hydrogen Arc Welding-WEL 127

### **WEL 129 TIG WELDING**

**Fall/Spring**

Tig welding is a gas-arc welding process using an inert gas to protect the weld zone from the atmosphere. The heat for welding is a very intense electric arc which is struck between a non-consumable tungsten electrode and work piece. Tig welding is more complex than regular arc welding. More emphasis is placed on the technology of metals. The student should be competent in arc and gas welding and have knowledge of metals, their properties and characteristics.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): Instructor Approval.

### **WEL 130 METAL WORKING AND FABRICATIONS**

**Summer/Fall/Spring**

This is a course which teaches the fundamentals of working with metal, making layouts, templates, jogs, fixtures, pipe fabrications, and planning and designing projects, using both hand and power tools. The student should be competent in machine shop and welding.  
Credit: 2 hours - One lecture and two lab hours per week.  
Prerequisite(s): Instructor Approval.

### **WEL 131 BLUEPRINT READING FOR WELDING**

**By Request**

This course covers the fundamentals of blueprint reading involving the meaning of lines, symbols, notes, and specifications as applied to industry in the area of machine and construction blueprint reading.  
Credit: 3 hours - Two lecture and two lab hours per week.  
Prerequisite(s): None

### **WEL 133 METALLURGY**

**Spring**

This course will enable students to identify metals other than low carbon steel and to know proper welding procedures for the metals. The student will be able to identify physical properties and gain a broad overview of different metals and their physical characteristics as well as usage of the annealing furnaces and hardness tester used to measure those properties.  
Credit: 3 hours - Three lecture hours per week.  
Prerequisite(s): None

### **WEL 160 INTRODUCTION TO WELDING**

**Fall/Spring**

Instruction is given on common cutting processes, basic set-ups, and equipment and welding safety.  
Credit: 3 hour - one lecture and four lab hours per week.  
Prerequisite(s): None

**WEL 161****WELDING FOR HEAVY EQUIPMENT REPAIR****Fall/Spring**

This course is a continuation of Arc Welding-WEL 127 using the low-hydrogen electrode, designed for welding high sulfur and high carbon steels.

A study of joint geometry of oxyacetylene and arc air cutting, gouging, and deseaming is required. This course is designed to give the student a working knowledge in heavy equipment repair.

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

Prerequisite(s): None



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R.H.I.T., American Health Info. Management Assoc.  
C.C.S., American Health Information Management Assoc.  
A.A., John A. Logan College  
B.S., Illinois State University  
R.H.I.A., American Health Information Management Association

**GREENWELL, LeeAnn** – 942-6902  
SICCM Director of Veterinary Technology  
D.V.M., Auburn University  
B.A., Murray State University

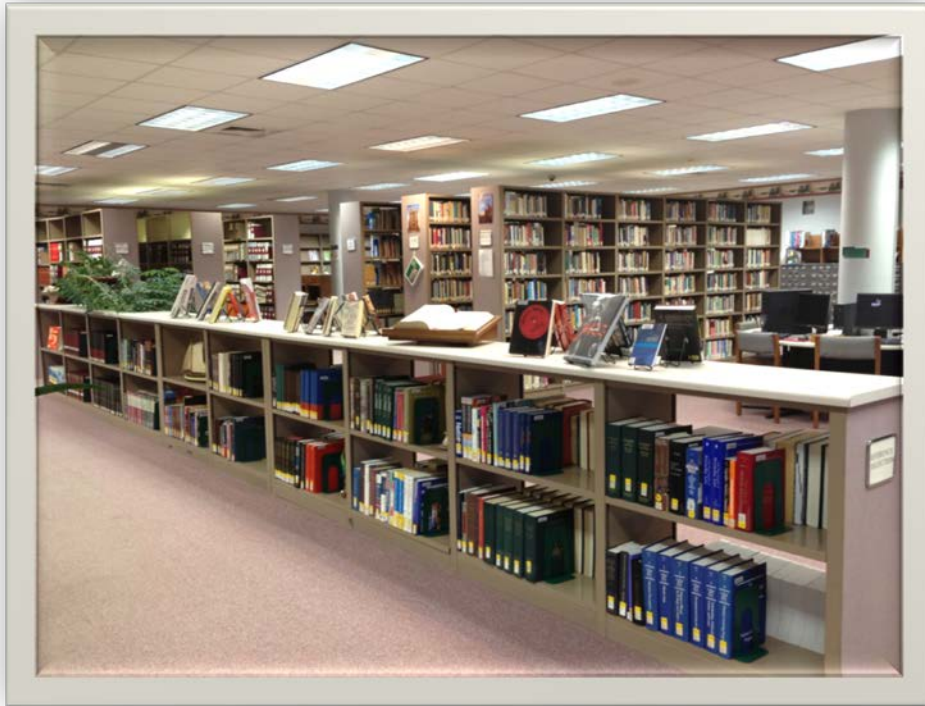
**KING, Maegan** – 942-6902  
SICCM OTA Program  
B.S., University of Southern Indiana  
A.S., University of Southern Indiana  
Certified by NBCOT and Licensed by the State of IL

**LANGLEY, Kim** – 942-6902  
SICCM Director of Occupational Therapy Assistant  
MA.Ed., McKendree University  
B.S., Southern Illinois University  
A.S., Indiana University  
A.S., Southeastern Illinois College

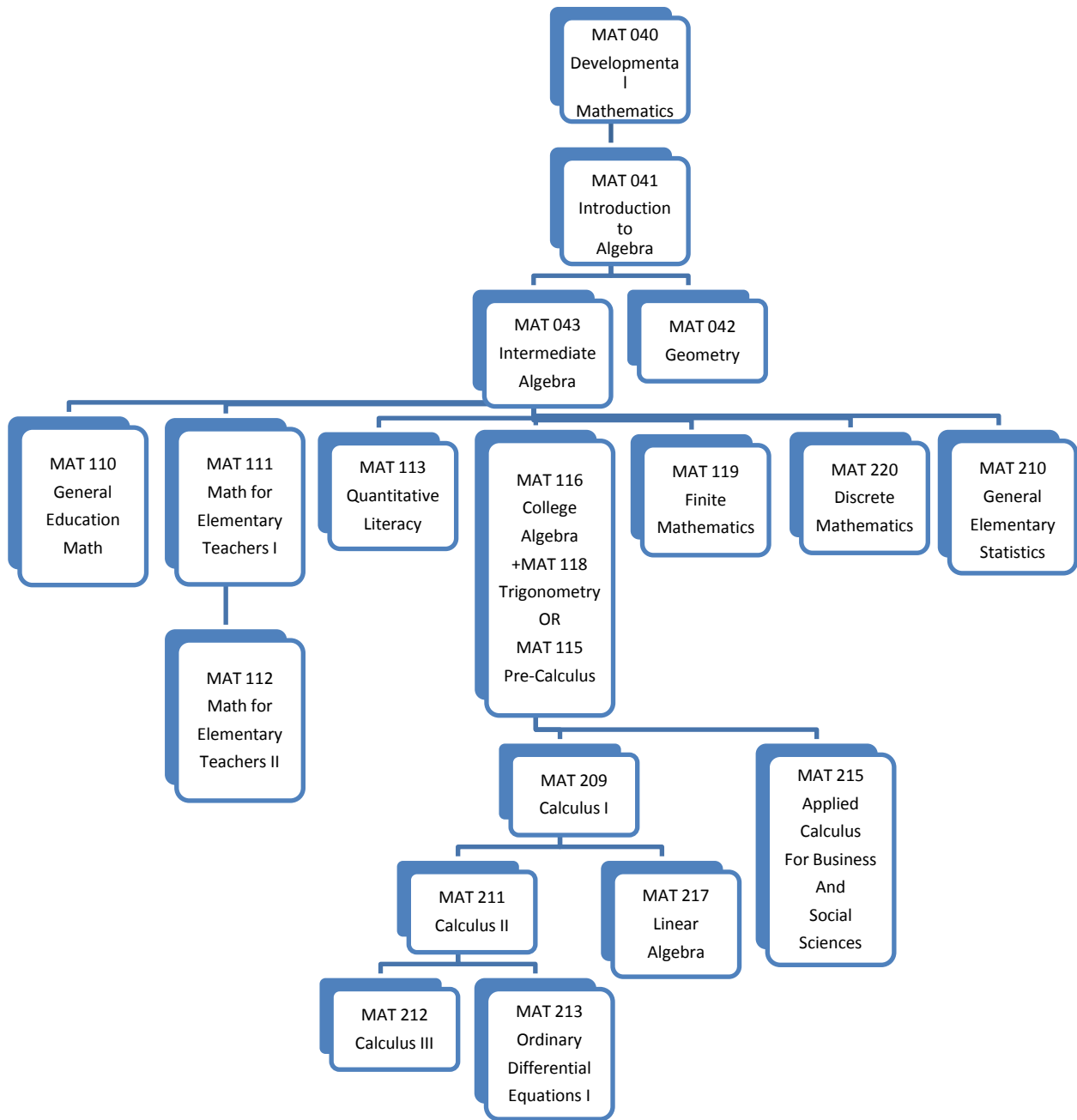
**MORGAN, Jamie D.** – 942-6902  
SICCM Veterinary Technology Program  
B.S., Murray State University  
A.A.S., Rend Lake College

**SULLIVAN, Mary J.** – 942-6902  
SICCM Director of Health Information Technology  
Ph.D., Southern Illinois University  
M.S., Southern Illinois University  
B.S., Illinois State University (RHIA)

# ***REFERENCE SECTION***



# Math Sequence







# English Sequence

Placement into English courses is based on COMPASS or ASSET placement test scores.


ENG 041-  
Developmental  
College Reading




ENG 047-  
Basics of College  
Writing and Reading



ENG 048-  
Fundamentals of  
College Writing



ENG 111-  
English Composition I



ENG 112-  
English Composition II

SCC ID# \_\_\_\_\_ SU \_\_\_\_\_  
 \_\_\_\_\_ FA \_\_\_\_\_  
 \_\_\_\_\_ SP \_\_\_\_\_

# Shawnee Community College Enrollment Form

**Please Use Blue or Black Ink**

\_\_\_\_\_ Social Security Number      \_\_\_\_\_ Last Name      \_\_\_\_\_ First Name      \_\_\_\_\_ Middle Initial      \_\_\_\_\_ Maiden

\_\_\_\_\_ Street Address      \_\_\_\_\_ City      \_\_\_\_\_ State      \_\_\_\_\_ Zip      \_\_\_\_\_ Residing County

E-mail Address: \_\_\_\_\_

Will you turn 60 years old during this semester?  
 Yes     No    Initial \_\_\_\_\_

Home Phone No. ( \_\_\_\_ ) \_\_\_\_\_      Work Phone No. ( \_\_\_\_ ) \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_      High School or GED Grad Year \_\_\_\_\_

Has your personal information changed since last semester?  
 Yes     No

Course Prefix	Course No.	Section No.	Credit Hrs	Begin Time	M	T	W	TH	F	S	Instructor	Location

TOTAL HOURS \_\_\_\_\_

**Enter the Degree Number and Title:** \_\_\_\_\_  
(See Reverse Side)

**Special Needs**  
 Students with documented disabilities may receive information about support services and accommodations at the Special Needs Office by calling extension 3228.  
**Check the following services in which you are interested:**  
**Services for:**  
 Learning Disability           Visual Impairment  
 Speech Impairment           Hearing Impairment  
 Psychological Impairment    Mobility/Physical Impairment  
 Other documented disabilities

**Current Student Intent:**  
 Transfer                           Improve Skills  
 Prepare for Future Job         Prepare for the GED  
 Personal Interest               Other

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor/Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_



## Change of Student Information

Date \_\_\_\_\_

Student ID# \_\_\_\_\_

### Name

From \_\_\_\_\_  
Last First MI

To \_\_\_\_\_  
Last First MI

### Address

From \_\_\_\_\_  
Number & Street

To \_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City & State Zip

\_\_\_\_\_  
City & State Zip

\_\_\_\_\_  
County

\_\_\_\_\_  
County

### Telephone

From \_\_\_\_\_

To \_\_\_\_\_

**Signature Required for Changes** \_\_\_\_\_

**Email Address** \_\_\_\_\_

# TRANSCRIPT REQUEST

Transcripts may be picked up Monday, Wednesday, or Friday if requested in advance

**FEE \$3.00 One Transcript per form.**

For Office Use Only

ID #: \_\_\_\_\_

## Choose One:

### Transcript Pick-Up:

Mon  Wed  Fri

### Transcript Mailed:

Send **ASAP**

Send after **CURRENT SEMESTER GRADES** are posted

Send after my **DEGREE** is posted

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
**Home/Cell Phone**

Payment of **\$3.00** per transcript is required prior for the release of all transcripts (including transcripts sent electronically via **eSCRIPT-SAFE**:). **Payment must accompany each request.** A transcript cannot be released until all financial obligations to the college have been cleared. **Telephone requests are not accepted.**

**Please mail my transcript to:**  
(Provide a complete mailing address)

\_\_\_\_\_  
College / Agency / Other

\_\_\_\_\_  
Number / Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## Send form to:

Shawnee Community College  
Admissions/Records  
8364 Shawnee College Rd  
Ullin IL 62992

Check/Money Order enclosed  
amount: \_\_\_\_\_

## Credit Card

Number \_\_\_\_\_

Exp Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**I hereby give my consent to have my credit card charged for my transcript(s) and for the release of my transcript(s) to the address(es) on this form.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# *Academic Core Competencies*

## Competency #1 – Communication Skills:

### *Oral Communication*

- Demonstrates a mastery of standard English
- Demonstrates active listening by conveying clear thoughts and ideas

### *Written Communication*

- Communicates ideas on paper, using proper form

### *Reading*

- Demonstrates comprehension of written material by recalling, summarizing and synthesizing

## Competency #2 – Employability:

### *Interpersonal Skills*

- Works effectively in groups
- Displays responsible and mature behaviors when presented with diverse views and opinions

### *Professionalism*

- Demonstrates appropriate behaviors applicable to the workplace

### *Technological Skills*

- Demonstrates the ability to use technology effectively in a specific program of study

## Competency #3 – Problem Solving:

- Demonstrates such higher reasoning skills as troubleshooting and critical thinking
- Demonstrates math skills appropriate to a specific program of study