

# SHAWNEE COMMUNITY COLLEGE 2024-2025 CATALOG

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Volume XXXVII



***Student Centered, Community Connected***

[www.shawneecc.edu](http://www.shawneecc.edu)

**Our Mission:**

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

**Main Campus**

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

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

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

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

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

**Accredited by:**

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

**Recognized by:**

Illinois Community College Board  
Illinois Board of Higher Education  
Illinois State Board of Education  
Illinois Department of Veterans Affairs

# SHAWNEE COMMUNITY COLLEGE FACTS

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

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

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

The population of the Shawnee Community College district is 55,154, with a median household income of \$44,465. According to 2020 census data, 14%-24% of families fall below the federal poverty level. The College annually serves approximately 3,600 individuals through credit and non-credit courses in 2022. The average age of Shawnee Community College students in credit-bearing courses was 30, with thirty-six (36%) of the students male, sixty-four percent (64%) female, and nearly twenty percent (20%) minority.

<b>Type of College:</b>	Public two-year comprehensive community college
<b>Founded:</b>	1967
<b>Locations and Phone:</b>	Main Campus is Located at 8364 Shawnee College Road, Ullin, IL; (618) 634-3200 or (800) 481-2242 Alexander County Extension Center is located at 2035 Washington Street, Cairo, IL; (618) 634-3490 or (618) 734-3660 Johnson County Extension Center is located at 601 N. 1 <sup>st</sup> St, Vienna, IL; (618) 634-3441 Massac County Extension Center is located at 5385 Industrial Park Road, Metropolis, IL; (618) 524-3003 Union County Extension Center is located at 1150 E. Vienna Street, Anna, IL; (618) 833-3399
<b>Academic Calendar:</b>	Current academic calendars are located on the SCC website, <a href="http://www.shawneecc.edu">www.shawneecc.edu</a> , and in the printed catalog.
<b>College District #531:</b>	Alexander, Johnson, Massac, Pulaski, and Union; portion of Jackson
<b>President:</b>	Dr. Tim Taylor
<b>Annual Operating Budget:</b>	\$12,989,760
<b>District Equalized Assessed Evaluation:</b>	683,320,904
<b>Annual Enrollment:</b>	FY2022 unduplicated headcount was 2,746 full- and part-time students
<b>Tuition:</b>	Check with the SCC website, <a href="http://www.shawneecc.edu">www.shawneecc.edu</a> , for the most up-to-date tuition fees.
<b>Library:</b>	25,000 books 836 DVDs 20 print magazine subscriptions 8 newspaper subscriptions (local, regional, and national) 50 databases 6 online educational video collections 25,620 ebooks in EBSCOhost
<b>Financial Assistance for Tuition and Fees Awarded Annually:</b>	Approximately \$3,102,000
<b>Faculty/Staff:</b>	106 full-time; 79 part-time
<b>Courses of Study:</b>	Associate of Arts Associate of Science Associate of General Studies Associate of Applied Science One-Year Certificates Less-Than-One-Year Certificates
<b>Secondary Schools in District:</b>	12



## LETTER FROM THE PRESIDENT

**Shawnee Community College President  
Tim Taylor, Ph.D.**

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Welcome!

Welcome to Shawnee Community College. We are excited you chose us to be your higher education learning provider. You have made an excellent choice, and here is why. In recent years, we have all witnessed how the industrial revolution has given way to the information age. The information age – fueled by the Internet's birth and rapid growth – changed our lifestyles and our economy. Today, we see signs that the information age is transforming into the knowledge age, and more dramatic changes in our lifestyle and economy are beginning to take shape. Rapid advances in information technology (e.g., cloud computing, artificial intelligence, data analytics, mobile device interconnectivity), eCommerce, bioenergy, genomics and precision medicine, and globalization of the workforce are, again, changing the way we live and work.

In an economy of this nature, it is no longer enough to have a high school diploma and work hard to maintain a good lifestyle. These attributes – although admirable and desirable – are just a starting point. To compete in this economy, employers need (not just want) employees who have excellent communication skills, the ability to critically analyze and solve problems; and the capability to adapt to the rapidly evolving technical environment. These skills are learned through experience and higher education.

At Shawnee Community College, we are poised for growth and are beginning to transform our College to meet the FUTURE workforce's demands. Currently, we offer programming in the agribusiness, transportation, medical, and information technology workforce sectors. We also provide a comprehensive curriculum of transfer-oriented baccalaureate, career and technical, liberal arts and sciences, continuing education, and adult basic education courses – many of which lead to associate degrees and/or certificates. We are also happy to customize skills-based education and training opportunities to meet employers and employees' needs.

To help achieve your goals, we as community members, friends, and family, must work together and be continuous lifelong learners. At Shawnee, we will prepare you for the high-skill, high-wage jobs of tomorrow by: exposing you to practical learning opportunities supported by cutting-edge technology; flexible class schedules; innovative and dedicated faculty; work-based learning opportunities; and an array of personalized support services intended to help you overcome any complication you might encounter. Our #SaintsFamily promise is aimed at helping you achieve the skills and abilities needed to enjoy a higher quality of life.

Education has the power to change lives and transform the community. At Shawnee, it is our intention to help you change your life by providing the high-quality courses you want, when you want them, where you want them, and how you want them. We encourage you to visit us online and in person and let us know how we can meet your needs and help change your life.

**Tim Taylor, Ph.D.**  
President of Shawnee Community College

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## DIRECTIONS TO SHAWNEE COMMUNITY COLLEGE

The Shawnee Community College main campus is located 9 miles east of Ullin, IL.

### To get to Shawnee Community College from:

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

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

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

**Cape Girardeau, MO**, cross the Bill Emerson Bridge. Turn left at the "T-Stop" onto IL Rt. 3 north. Travel north on Rt. 3 approximately 2 miles. Turn right onto the Grapevine Trail. Follow the trail 14 miles into Tamms, IL. Cross the railroad tracks upon entering Tamms, and make an immediate left. Continue to the Stop sign. Turn left onto Rt. 127 north. Travel 2.5. Turn right onto the Ullin-Tamms blacktop. Travel 4 miles to Ullin, and continue across the railroad tracks. Immediately turn right. Turn right onto Rt. 51 south at the Stop sign. Travel 1/4 mile, and turn left onto Shawnee Community College. Shawnee College is approximately 6 miles due east on the right.

## BOARD OF TRUSTEES

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**Steve Heisner**  
Pulaski County

**Tiffany Schultz**  
Alexander County

**April Moore**  
Pulaski County

**Nancy Holt**  
Massac County

**Deborah Shelton-Yates**  
Johnson County

**Andrea Witthoft**  
Union County

**James Darden**  
Johnson County

**Michael Deno**  
Student Trustee

## ADMINISTRATION

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**Tim Taylor, Ph.D.**

President

**April Teske, Ph.D.**

Interim Vice President of Academic Affairs

**Jeff McGoy**

Vice President of Student Affairs

**Chris Clark**

Vice President of Administrative Services

**Felicia Rouse**

Executive Director of Human Services

**Sabrina Black**

Interim Executive Director of Institutional Effectiveness

**Kevin Hunsperger**

Executive Director of Public Information and Marketing

**Amanda Hannan**

Dean of Allied Health & Nursing

**Kristy Stephenson**

Dean of Career & Technology Programs

**Kristin Shelby, Ph.D.**

Dean of Transfer & Adult Ed. Programs

**Ginger Harner**

Director of Adult Education & Alternative Instruction

**John Sparks**

Director of Athletics

**Brandy Woods**

Director of Business Services

**Vacant**

Director of Business & Workforce Development

**Lindsay Johnson**

Director of Community Education & Extension Centers

**Don Koch**

Director of Facilities

**Dwayne Fehrenbacher**

Director of Information Technology Services

**Vacant**

Director of Educational Talent Search

**Mindy Reach**

Director of Recruitment & Enrollment

**Mindy Ashby**

Director of Student Success

**Amber Suggs**

Director of Student Support Services

# SHAWNEE COMMUNITY COLLEGE ACADEMIC CALENDAR 2024-2025



## FALL SEMESTER 2024

### Registration

Registration Begins.....March 25, 2024  
 Saturday Registration (8:00 a.m.–12:00 noon)..... August 10  
 Evening Registration (4:00 p.m.–6:00 p.m.) ..... August 12

**16-Week Classes Begin** ..... August 12  
 Last Day to Register for Class ..... August 11  
 Last Day to add a Class..... August 14  
 Last Day to Drop with Refund ..... August 23  
 Student will owe 100% tuition ..... August 24  
 Mid term for 16-week Classes..... October 4  
 Last Day to Withdraw with a “W”..... November 4

**12-Week Regular Start Classes Begin**..... August 12  
 Last Day to Register for Class ..... August 11  
 Last Day to add a Class..... August 14  
 Last Day to Drop with Refund ..... August 23  
 Student will owe 100% tuition ..... August 24  
 Mid Term ..... September 20  
 Last Day to Withdraw with a “W”..... October 9

**12-Week Late Start Classes Begin** ..... September 9  
 Last Day to Register for Class ..... September 8  
 Last Day to add a Class..... September 11  
 Last Day to Drop with Refund ..... September 20  
 Student will owe 100% tuition ..... September 21  
 Mid Term ..... October 22  
 Last Day to Withdraw with a “W”..... November 13

**First 8-Week Classes Begin** ..... August 12  
 Last Day to Register for Class ..... August 11  
 Last Day to add a Class..... August 13  
 Last Day to Drop with Refund ..... August 16  
 Student will owe 100% tuition ..... August 17  
 Mid Term ..... September 9  
 Last Day to Withdraw with a “W”..... September 23

**Second 8-Week Classes Begin** ..... October 7  
 Last Day to Register for Class ..... October 6  
 Last Day to add a Class..... October 8  
 Last Day to Drop with Refund ..... October 16  
 Student will owe 100% tuition ..... October 17  
 Mid Term ..... November 4  
 Last Day to Withdraw with a “W”..... November 20

### Bookstore

Book Sales Begin.....August 6  
 Bookstore Buyback..... December 9-14

### Financial Aid

Pell Checks Mailed ..... October 16, 2024

### Final Exams

Final Exam ..... December 9-12  
 End of Semester ..... December 12

### Intercession

Classes Begin ..... December 16  
 Classes End..... January 3

### No Classes

Labor Day ..... September 2  
 Fall Break for Students ..... October 10-11



Columbus Day/Indigenous People's Day .....	October 14
Veterans Day .....	November 11
Thanksgiving .....	November 27-29
Christmas/New Year's Break .....	December 24 – January 1

**SPRING SEMESTER 2025**

**Registration**

Registration Begins .....	October 28, 2024
Saturday Registration (8:00 a.m. – 12:00 noon) .....	January 11
Evening Registration (4:00 p.m.-6:00 p.m.) .....	January 13

<b>16-Week</b> Classes Begin .....	January 13
Last Day to Register for Class .....	January 12
Last Day to add Class .....	January 15
Last Day to Drop with Refund .....	January 27
Student will owe 100% tuition .....	January 28
Mid Term .....	March 7
Last Day to Withdraw with a "W" .....	April 9

<b>12-Week Regular Start</b> Classes Begin .....	January 13
Last Day to Register for Class .....	January 12
Last Day to add a Class .....	January 14
Last Day to Drop with Refund .....	January 27
Student will owe 100% tuition .....	January 28
Mid Term .....	February 24
Last Day to Withdraw with a "W" .....	March 21

<b>12-Week Late Start</b> Classes Begin .....	February 10
Last Day to Register for Class .....	February 9
Last Day to add a Class .....	February 12
Last Day to Drop with Refund .....	February 24
Student will owe 100% tuition .....	February 25
Mid Term .....	March 2
Last Day to Withdraw with a "W" .....	April 16

<b>First 8-Week</b> Classes Begin .....	January 13
Last Day to Register for Class .....	January 12
Last Day to add a Class .....	January 14
Last Day to Drop with Refund .....	January 17
Student will owe 100% tuition .....	January 18
Mid Term .....	February 7
Last Day to Withdraw with a "W" .....	February 21

<b>Second 8-Week</b> Classes Begin .....	March 17
Last Day to Register for Class .....	March 16
Last Day to add a Class .....	March 18
Last Day to Drop with Refund .....	March 21
Student will owe 100% tuition .....	March 22
Mid Term .....	April 10
Last Day to Withdraw with a "W" .....	April 28

**Bookstore**

Book Sales Begin .....	January 6
Bookstore Buybacks .....	May 12-17

**Financial Aid**

Pell Check Mailed .....	March 19
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**Final Exams**

Final Exams .....	May 12-15
End of Semester .....	May 16
Commencement .....	May 16

**No Classes**

Martin Luther King, Jr. Day .....	January 20
Presidents Day .....	February 17
Spring Break .....	March 10-14
Good Friday .....	April 18

## **SUMMER SESSION 2025**

### **Registration**

Registration Begins.....March 31, 2025  
Evening Registration (4:00 p.m.–6:00 p.m.) ..... June 2

**8-Week** Classes Begin ..... June 2  
Last Day to Register for Class ..... June 1  
Last Day to add a Class..... June 3  
Last Day to Drop with Refund ..... June 6  
Student will owe 100% tuition ..... June 7  
Mid Term ..... June 27  
Last Day to Withdraw with a "W" ..... July 15

**First 4-Week** Classes Begin ..... June 2  
Last Day to Register for Class ..... June 1  
Last Day to add a Class..... June 2  
Last Day to Drop with Refund ..... June 2  
Student will owe 100% tuition ..... June 3  
Mid Term ..... June 13  
Last Day to Withdraw with a "W" ..... June 20

**Second 4-Week** Classes Begin ..... July 1  
Last Day to Register for Class ..... June 30  
Last Day to add a Class..... July 1  
Last Day to Drop with Refund ..... July 1  
Student will owe 100% tuition ..... July 2  
Mid Term ..... July 15  
Last Day to Withdraw with a "W" ..... July 22

### **Bookstore**

Book Sales Begin ..... May 27  
Bookstore Buybacks ..... July 29-31

### **Financial Aid**

Pell Checks Mailed..... July 9

### **Finals**

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

### **No Classes**

Juneteenth ..... June 19  
Independence Day ..... July 4

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

(Policy Manual: Section 2000)

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## 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, disability, or socioeconomic level.

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

## VALUES, PURPOSES, and ACTIVITIES

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

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

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

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

- a. serving as a forum for debate and resolution of public issues.

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

**Purpose 3.** Shawnee Community College **values** equal access to educational opportunities for all citizens. As a consequence, the College provides equal educational opportunities for all citizens to the extent permitted by available resources. Specific **activities** to accomplish this purpose include:

- a. providing a comprehensive financial aid and scholarship program.
- b. adhering to an open-door admission policy.
- c. providing advisement and counseling to ensure proper placement of the student.
- d. providing developmental courses to accommodate students who are academically underprepared.
- e. providing a variety of programs to meet the diverse needs of the district.
- f. designing an admissions program based on student demographics.
- g. developing instructional centers conducive to student access.
- h. providing tutorial assistance to students needing academic support.
- i. offering online and interactive learning opportunities which enable students at a distance to meet their educational goals.
- j. maintaining low cost tuition.

**Purpose 4.** Shawnee Community College **values** multicultural diversity within a pluralistic society. As a consequence, the College provides programs and activities that encourage and preserve multicultural diversity within a unified American society. Specific **activities** to accomplish this purpose include:

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

**Purpose 5.** Shawnee Community College **values** the dignity and worth of each individual. As a consequence, the college develops programs and services which address the needs of all segments of the college community. Specific **activities** to accomplish this purpose include:

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

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

- a. conducting meetings open to the public.
- b. creating advisory committees that meet on a regular basis.
- c. soliciting input from faculty, staff, and other affected individuals prior to making a decision.
- d. making public via the policy manual the procedures by which the College operates.
- e. collecting current statistical information to assist in decision making.
- f. assessing program needs 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 Extension Centers.
- b. cooperating with other educational entities.
- c. supporting activities that enrich the community.
- d. planning educational programs with business and industry to promote the local economic development of the community.
- e. increasing the community's awareness of College programs and activities.
- f. providing cultural and athletic events that enhance the community through enhanced marketing and recruitment plans.

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

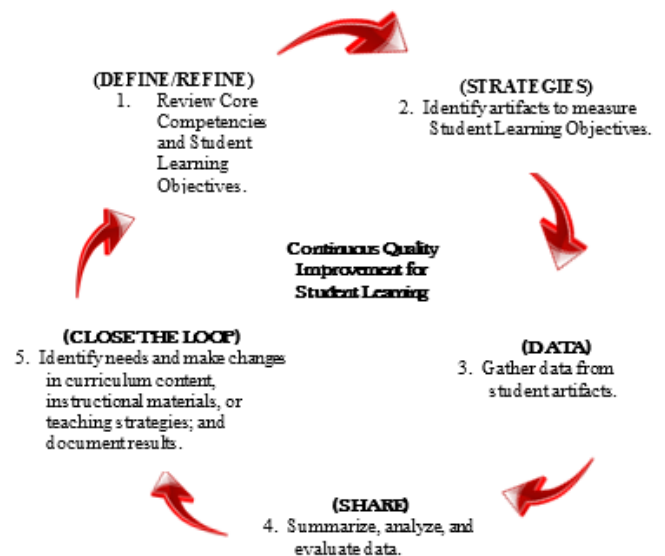
- a. operating the College within available resources.
- b. establishing appropriate purchasing and accounting procedures to ensure the wise use of resources.
- c. providing and maintaining safe and adequate facilities which are easily accessible to the public.
- d. supporting the resource development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

**Purpose 9.** Shawnee Community College **values** the pursuit of excellence. As a consequence, the college organizes and administers high quality programs and recruits and retains highly qualified personnel in all positions. Specific **activities** to accomplish this purpose include:

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

## PROCESS OF ASSESSMENT

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## **CORE COMPETENCIES**

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Shawnee Community College has an identified set of curriculum-wide learning objectives that align with the mission of the institution. These Core Competencies serve as institutional general education objectives. Additionally, they are supported by curriculum content of terminal certificates and degrees. The College demonstrates achievement of these objectives through course-level assessment. The Core Competencies were initially identified by the faculty-led Student Academic Assessment Committee. They are periodically reviewed and updated with input from staff, faculty, and administration.

The Core Competencies demonstrate curriculum content that strives to develop life-long learners who exhibit the following:

### **Communication**

Shawnee Community College graduates will communicate ideas, perspectives, and values while demonstrating mastery of Standard English in written, oral and visual format. Comprehension of written material is demonstrated with summary and application.

### **Global and Cultural Awareness**

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

### **Personal Growth and Responsibility**

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

### **Problem-Solving**

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

### **Research and Information Literacy**

Shawnee Community College graduates will recognize when information is needed and will locate, evaluate, and use it effectively. Developing research and information

literacy skills allows students to comprehend how to get information and how to use the information they find in a responsible and effective manner.

## **AFFIRMATIVE ACTION**

**(Policy Manual: Section 4510)**

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

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

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

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

Revised December 2014

## **CULTURAL DIVERSITY**

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

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

## HISTORY OF SHAWNEE COMMUNITY COLLEGE

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

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

The campus of Shawnee Community College is located on Shawnee Community College road approximately 8 miles east of Interstate 57. The site consists of 153 acres of gently rolling hills. The campus is centrally located within the college district. The rustic campus was erected during the summer of 1969. The main campus buildings were completed in 1976.

In July of 1987, **Dr. Barry Gowin** was selected as the second president of the Shawnee Community College District. In November of 1987, the voters in the Shawnee Community College district voted overwhelmingly in support of a new classroom building addition. The 21,000 square-foot addition provided a biology laboratory, a nursing laboratory, general classrooms, and one (1) large-group meeting room. The building addition was completed for student use in January of 1989.

In January of 1991, **Dr. Jack D. Hill** was appointed as the third president of Shawnee Community College. During his tenure, he uplifted the institution and renewed its spirit through his integrity and morale-building leadership. During his presidency, the college expanded extension centers and experienced a large growth in the number of students who attended Shawnee Community College. He initiated and built financial support for the construction of building K which houses the Educational Center, computer labs, the biology lab, general classrooms, and faculty offices. In 1996, Dr. Jack Hill was selected as the first

President Emeritus of Shawnee Community College for his initiative and foresight.

In August of 1996, **Dr. Terry G. Ludwig** was selected as the fourth president of Shawnee Community College. Dr. Ludwig brought with him extensive community college work experience through his employment at various colleges throughout the state of Illinois. Dr. Ludwig shared a common goal with Shawnee Community College employees, and that was to make Shawnee Community College the best it can be for the citizens of the district. During his tenure, the college experienced growth in numbers of students, staff, programs, and grants. The college also opened the 33,000 square foot Educational Center in August of 2000, secured funding for the 10,500 square foot Metropolis Regional Education and Training Center in Metropolis City Industrial Park, opened a computer lab and fitness facility in the Alexander County Housing Authority in Cairo, Illinois, and planned a Regional Education Center in Cairo, Illinois.

**Dr. Larry D. Choate** assumed the duties of the fifth president of Shawnee Community College on January 1, 2005. Prior to this appointment, Dr. Choate served as the vice president of instruction since January 1, 1988. During his tenure at Shawnee Community College, Dr. Choate worked alongside the college presidents assisting with the success of building initiatives such as an additional classroom building, educational center, and the Metropolis Regional Education and Training Center. Dr. Choate also initiated the colleges' continuous quality improvement and strategic planning process. Dr. Choate supported the expansion of instructional services to students with the addition of internet courses, interactive television, and telecourse offerings.

**Dr. Larry Peterson** was named the sixth president of Shawnee Community College in December 2007. Dr. Peterson took an aggressive approach to growth at Shawnee Community College, challenging the staff to work with him to double enrollment over the next five years. After being named president, Dr. Peterson quickly reached out to the supporters of the college through an effort called "Shawnee United." He also initiated a vast advertising campaign titled "I am Shawnee Community College" highlighting the success stories of graduates. Dr. Peterson oversaw the relocation to a state-of-the-art Anna Extension Center

facility. In addition, Dr. Peterson reached out to economic development entities throughout the college district to create partnerships between the college and business and industry to bring economic growth to the southernmost part of Illinois.

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

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

On September 9, 2020, **Dr. Tim Taylor** was named the ninth president of Shawnee Community College. With an extensive background in academic leadership, community partnerships, and performance-based curriculum design, Dr. Taylor brings tremendous depth and leadership focused on student success. Dr. Taylor is truly an example of the successful foundation available through the Illinois community college system. He holds a Ph.D. in Educational Leadership & Policy Analysis from the University

of Wisconsin, a Master's in Science in Vocational Education from Southern Illinois University, a B.S. in Electronics Management from Southern Illinois University, an A.A.S. in Electronics Technology, an A.A.S. in Industrial Maintenance, and a Certificate in Welding from Danville Area Community College. He began his career in a faculty role and quickly moved to leadership positions in business, technology, skilled trades, and agriculture.

## **SEMESTER PLAN**

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

## **MAIN CAMPUS**

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### **Campus Bookstore**

The Campus Bookstore is located at Shawnee Community College's Main Campus in Administration Building H. Regular hours of operation are 8:00 a.m.– 4:00 p.m., Monday – Friday, excluding holidays. Hours will vary during the summer classes and periods between each semester.

The Campus Bookstore carries all required course material, new and used, for purchase or rental. Various software, backpacks, personal health care items, SCC gear, and miscellaneous supplies needed for classes are also available. Shawnee MTD Public Transportation bus passes are available for purchase at the beginning of each semester.

Textbooks can be purchased over the phone or online at [www.bookstore.shawneecc.edu](http://www.bookstore.shawneecc.edu) using a credit card or financial aid. Phone and online orders are shipped through UPS for a small fee. Financial aid can be used to purchase books, supplies, and a Shawnee MTD Public Transportation pass only after tuition and fees have been covered. For more information,



contact the Campus Bookstore Manager at bookstore@shawneecc.edu.

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

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

The library offers access to a comprehensive field of information. The LRC's collections in print format include over 28,000 books, 34 magazine titles, and 9 newspapers. Through online access from the library's computer lab, information can be retrieved from more than 40 specialized databases, including an ebook collection with over 11,000 titles. The databases are electronic collections of articles from popular magazines and scholarly journals, with material suitable for personal and academic research. The library also offers more than 800 DVDs, a local history collection, and a children's literature collection. SCC's LRC/Library is a member of the Illinois Heartland Library System. Through the system, Shawnee Community College students and staff are able to borrow materials from other member libraries. Materials can also be borrowed from out-of-system libraries.

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

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

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

also assists students who need help with Moodle, the program through which online courses are offered. The TLC also offers access to a small makerspace for students, faculty and staff.

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

### **Saints Lounge**

The Saints Lounge is a comfortable area open to all students. It is an excellent place to gather and relax between classes. The Saints Lounge is equipped with a pool table, video games, a TV, and snack and drink machines. Video game tournaments and other extracurricular events are hosted in the Saints Lounge.

Saints Lounge Community Standards:

- Adhere to Shawnee Community College's Student Conduct Code.
- Be courteous towards others and respectful of all property.
- Clean up trash and personal items.
- Be responsible for personal items.
- Do not tamper with artwork, fixtures, furniture, and property.

### **EXTENSION CENTERS**

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The College maintains Extension Centers throughout the district to accommodate students who desire educational opportunities but prefer alternative options for their attendance center. Courses are offered at the Alexander, Johnson, Massac, Pulaski, and Union County Extension Centers.

Academic, vocational and personal development courses are offered at designated times at the various locations. Schedules of course offerings are available online. Options can be seen on the Admissions page of the college website at [www.shawneecc.edu](http://www.shawneecc.edu).

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

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

Community and Economic Development, a variety of services are offered to businesses, industry and the communities within the SCC district.

### **The Business and Industry Training Center –**

This center provides workforce development training opportunities for business and industry. A variety of courses are available including computer and general office training, forklift certification, OSHA safety courses, customer service training, and more. A program can be customized to meet the specific needs of a business.

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

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

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

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

## **COMMUNITY PROGRAMS AND SERVICES**

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### **Adult Bridge and ICAPS Programs**

The Adult Education Program offers a Career Pathway Bridge designed to provide contextualized instruction that integrates reading, math, and language skills with industry/occupation knowledge. Bridge programs offer both career development in the form of career exploration and planning, as well as transition and supportive services. The program offers a Google IT ICAPS in Digital Marketing & E-Commerce. This integrated program offers basic skills support for students in the credential program through Google on Coursera.

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

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

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

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

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

### **Student Success Center**

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

Testing Lab - The Testing Lab offers a wide variety of testing services, including the standard placement test, Test of Essential Academic Skills (TEAS), Illinois Nurse Aide Competency Evaluation Exam, College Level Examination Program (CLEP), the Psychological Services Bureau, Inc. tests, the TASE test, distance learning tests, and make up testing services. Appointments are required, and a photo I.D. is required for all testing services. The Testing Lab is located in Room H2086.

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

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

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

Writing Lab - The Writing Lab is available to students to work with word processing software and to do research. The Writing Lab may also be reserved to hold classes, workshops, and presentations. The Writing Lab is located in Room H2088.

E-Tutoring - The Student Success Center also offers online tutoring services. Students can receive assistance in numerous subjects including accounting, anatomy, biology, chemistry, math, physiology, research methods, and writing, by accessing the online tutoring website, which will

give them a variety of options from which to choose. Students may upload documents for writing feedback, chat with available tutors in a chat room, or post a question for an online tutor to address. The site also includes a resource library, which contains an extensive collection of links for information in many subject areas.

## **Accessibility and Resource Services**

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

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

### **Exam Accommodations:**

- Extended Test Time for in class and/or online exams/quizzes
- Reduced distraction testing location
- Reduced distraction testing location (with proctor/reader)
- Enlarged print for exams/quizzes
- Use of scribe for exams/quizzes
- Use of computer/laptop with Natural Reader for assignments
- Use of calculator for exams/quizzes unless it compromises the essential function of the course
- Scantron-free exams/quizzes

### **In Class Accommodations:**

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

"Reasonable Accommodations" are modifications or adjustments that enable a qualified student an equal opportunity to participate in campus programs and services. Accommodations are approved based on the written documentation as requested by the Retention Specialist. Faculty

notification forms, which describe needed classroom accommodations, will be developed with the student's permission and disseminated to appropriate faculty each semester.

Services are not automatically provided each semester. Students with disabilities **must** meet with the Retention Specialist each semester. Requests for services **must** be made, if at all possible, four to six weeks in advance of the beginning of each semester.

### **Student Support Services**

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

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

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

1. Academic advisement
2. Career and transfer assistance
3. Tutorial assistance
4. Cultural exposure
5. Study skills clinics
6. Personal enhancement skills
7. 4-year university application assistance
8. Scholarship application assistance
9. Grant Aid
10. FAFSA application assistance

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

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

## **INSTRUCTIONAL DELIVERY OPTIONS**

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### **Interactive Video (ITV)**

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

These courses will be identified as section 90A, 90B, 90C, 90D, or 90E courses on the schedule.

### **Face-to-Face Courses**

The majority of courses offered at Shawnee Community College are offered in the traditional face-to-face delivery format. The courses are taught at the Main Campus and all of the Extension Centers. Instructors may supplement their face-to-face course with online materials and videos.

### **Hybrid Courses**

Any course that has a mix of online and face-to-face delivery is referred to as a hybrid course. Such courses combine the best features of in-class teaching with the best features of online learning. Hybrid courses require dedication and time management skills that are different from those necessary for success in traditional classroom.

Hybrid sections are denoted with a "Y" in the section number. The predominant mode of instructional delivery is indicated by the section number.

### **Asynchronous Online Courses**

Shawnee Community College offers asynchronous courses that allow students to log in and access required course readings and work according to their personal timeframes. While there are no specified times to enter the course, all due dates for course assignments, quizzes, and tests will have to be met. Students may access these courses from anywhere Internet access is available.

Access to a computer and the Internet is required. Courses are available in various

disciplines. Students need a basic knowledge of computer and internet skills in order to be successful in an online course. Some of the highlights are: using keyboard and mouse; managing files and folders; using software applications; knowledge of copying and pasting, spellchecking, saving files in different formats; sending and downloading attachments; Internet skills and ability to perform online research using various search engines and library database, ability to use online communication tools such as email, discussion boards, chats, and private messenger systems.

These courses will be identified as either section 95, 96, or 97 courses on the schedule.

### **Synchronous Online Courses**

As part of Shawnee Community College’s ongoing commitment to current learning trends and the increasing need for flexibility among students, synchronous courses are gradually being added to the delivery options. One delivery option requires students to log into the class at specified times. Instructors will provide live lectures and opportunities for students to ask questions. Attendance in a synchronous class is expected as in a traditional course. Participation in this type of course is done *almost* exclusively online.

These courses will be identified as section 99 courses on the schedule.

### **Inclement Weather & Pandemic Protocols**

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

## **ADMISSIONS**

**(Policy Manual: Section 8150)**

It is the policy of the Board of Trustees that Shawnee Community College maintain an admission policy for all degree and certificate seeking students. If space is limited in programs, preference will be given to students who reside in district #531. In accordance with Public Act 86-0954, Shawnee Community College has in effect

minimum entrance requirements comparable to those of state universities.

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

### **General Admission Requirements (Procedure 8150A)**

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

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

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

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

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

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

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

## Full Admission

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

1. Earned a high school diploma or high school equivalency, met the minimum high school pattern requirements listed above and scored above the minimum levels on the college placement test to show proficiency in math, English, and reading.
2. Earned a high school diploma or high school equivalency and have taken a recognized Shawnee Community College placement exam and/or adhere to the recognized multiple forms of assessment.

## Provisional Admission

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

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

- English deficiency – ENG 0047 or 0048

Pending receipt of the high school transcript, students will be admitted on a provisional basis. Students who have transferred from another college or university with fewer than twenty-six (26) semester hours of credit have not met the standards of full admission.

## International Student Admission

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

1. Have completed the equivalent of a high school (secondary) education, which normally means the completion of 12 years of schooling, and the applicant is at least 18 years of age.
2. Score of 520 or better on the paper-based TOEFL test, 190 on the computerized TOEFL test, or 68 on the internet-based TOEFL test.
3. Apply for admission to SCC.

4. Provide official transcripts covering all school work (high school and college) complete with English translations from an accredited third-party entity as approved by the Dean of Student Success and Services.
5. Provide an affidavit of support stipulating that adequate finances are available for their study in the United States.
6. Live within district #531.
7. Complete an interview with the Dean of Student Success and 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.

## Early Admission

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

### Expectations for early admission students:

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

will always be part of the permanent college record.

summer semester following the student's junior year in high school.

### **Escrow Admission**

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

1. Be a junior or senior in high school.
2. Have successfully completed three years of high school English prior to enrolling in an English course.
3. Have successfully completed three years of high school math prior to enrolling in a math course.
4. Have successfully completed the college placement requirements.
5. Submit a copy of high school transcript along with the Admission Information Form and Escrow Form.
6. No high school student will be allowed to enroll unless their application is signed by an official of their 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 Honors Escrow program, the student must meet all of the guideline requirements for the regular escrow program except:

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

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

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

### **Community Education Admission**

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

### **Guidelines for Accepting Transfer Credit**

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

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

### **Guidelines for Credit By Examination**

#### **Credit by examination is subject to the following:**

1. Credit by examination may not duplicate credit earned at Shawnee Community College or received in transfer.
2. Credit by examination may not be given for a lower level course when students have received credit in the subject area beyond the course in which the examination is requested.
3. A student currently enrolled in a course but desiring to earn credit by examination must apply for and complete the examination by the end of the fourth week of classes.
4. A student cannot receive credit by examination and subsequently enroll in the course and earn a grade.

5. A proficiency examination may not be attempted more than twice in a given course.
6. Course credit earned by examination will be recorded as "Proficiency Credit" or "CLEP Credit." No transcript record is entered unless the examination is successfully completed. No grade is recorded, nor can a prior grade be changed or removed by credit by examination. Credit earned by examination is not included in the computation of a student's grade point average (GPA).
7. A maximum of 30 credit hours toward an associate degree or one-half of the credit hours for a certificate may be credited.
8. A person seeking credit by examination must have previously completed courses in which credits have been earned at Shawnee Community College.

### **Advanced Placement**

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

Students seeking AP/IB credit must request that an original score report be sent to the Registrar. Credit received from AP/IB examinations will not count in the current semester hours and, therefore, does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for AP/IB will appear on the student's transcript.

AP Exam	Min. Score	SCC	Credit
Art History	3	ART 117	3
	4-5	ART 118	6
Music Theory	3	MUS 113	3
	4-5	MUS 114	6
Studio Art – 2-D design	3	ART 115	3



Studio Art – 3-D design	3	ART 121	3
Studio Art – Drawing	3 4-5	ART 111 ART 211 (ART-111 & ART-211)	3 6
English Language and Composition	3 5	ENG 111 ENG 112 (ENG-111 & ENG-112)	3 6
English Literature and Composition	3 5	LIT 214 LIT 215 (LIT-214 & LIT-215)	3 6
European History	3 5	HIS 116 HIS 117 (HIS-116 & HIS-117)	3 6
Macroeconomics	3	ECO 211	3
Microeconomics	3	ECO 212	3
Psychology	3	PSY 211	3
US Government & Politics	3	GOV 117	3
US History	3 5	HIS 214 HIS 215 (HIS-214 & HIS-215)	3 6

World History	3 5	HIS 121 HIS 122 (HIS-121 & HIS-122)	3 6
AP Calculus AB	3	MAT 209	5
Statistics		MAT 210	4
Biology		BIO 111	4
Chemistry		CHE 114	5
Physics C: Mechanics	4	PHY 216	4
Physics 1: Algebra Based	4	PHY 216	4
Physics 2: Algebra Based	4	PHY 217	4
Spanish Language & culture	3	SPA 111	4
Spanish Language & culture	3	SPA 112	4

### College Level Examination Program

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

The College awards credits as outlined based on the recommendations from the American Council on Education.

<u>Test</u>	<u>Course</u>	<u>Minimum Score</u>	<u>Credit Hour</u>
English Composition with Essay	ENG 111 & 112	50	6
American Literature Analysis & Interpretation of Literature	LIT 216 & 217 Literature electives	50	6
English Literature Humanities	LIT 214 & Humanities electives	50	6
French	Elective	50	6
German	Elective	62	12
Spanish	Elective	50	6
American Government	Elective	63	12
Intro. To Educational Psychology	GOV 117	50	3
Human Growth & Development	Elective	50	3
History of the US I: Early Coloniz. to 1877	PSY 218	50	3
History of the US II: 1865 to present	HIS 214	50	3
Western Civ. I: Ancient Near East to 1648	HIS 215	50	3
Western Civ. II: 1648 to present	HIS 116	50	3
Principles of Macroeconomics	HIS 117	50	3
Principles of Microeconomics	ECO 211	50	3
Introductory Psychology	ECO 212	50	3
Social Sciences and History	PSY 211	50	3
Introductory Sociology	Social Science elective	50	6
College Algebra	SOC 212	50	3
College Algebra-Trigonometry	MAT 116	50	3
	Math elective	50	3

Calculus with Elementary Functions	MAT 209	50	6
College Mathematics	Math elective	50	6
Trigonometry	MAT 118	50	3
General Biology	BIO 111	50	6
Natural Sciences	Nat. Science elective	50	6
General Chemistry	CHE 111	50	6
Information Systems & Computer Apps.	Elective	50	3
Principles of Accounting	ACC 111	50	6
Introductory Business Law	BUS 214	50	3
Principles of Management	BUS 210	50	3
Principles of Marketing	BUS 116	50	3

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

Credit received from CLEP examinations will not count in the current semester hours and, therefore, does not calculate in part-time/full-time status and/or toward financial aid. The credit will appear on the student's transcript as outlined below:

<u>Course Number</u>	<u>Course Title</u>	<u>Sem. Hrs. Attempted</u>	<u>Sem. Hrs. Earned</u>	<u>Grade Points</u>
ENG 111	English Comp.	0	3	0

### Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through formal or informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency

examination must first see an on-campus advisor to obtain an "Application for Proficiency Examination." The student should then pay the Proficiency Examination Fee at the Bursar's Office. The Department responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Department Chair responsible for the course subject to the approval of the Vice President of Academic Affairs and the Department Chair will assign a full-time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and, therefore, will not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examinations will appear on the student's transcript.

### **Experiential Credit**

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

1. Students who have completed the Police Training Institute will receive 6 credit hours of credit for crime control and criminal behavior.
2. Students who have completed the Department of Corrections Training course will receive 6 hours of credit for criminal behavior and corrections coursework.

### **Dual Credit**

Dual credit is an opportunity for eligible high school students who are capable of meeting an increased challenge, to earn both high school and college credit.

1. Courses are taught on a collegiate level with collegiate textbooks.
2. Fully accredited courses that fulfill SCC's degree requirements and are transferable to most other colleges and universities.
3. All dual credit students have access to campus facilities, including the library, computer labs and Student Success Center.
4. The course credit a student receives for a dual credit course will always be part of the permanent college record.

## **ENTRANCE EXAMINATIONS**

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

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

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

The Scholastic Aptitude Test (SAT) created by the College Board is an entrance exam used by colleges to help students and counselors make admission decisions. These tests are administered on seven national testing dates and are open to high school juniors and seniors as well as college students. Applications may be secured from the local high school counselor or [www.collegeboard.org](http://www.collegeboard.org).

### **Multiple Measures Placement**

The College uses a multiple measures approach to determine a student's readiness for college-level coursework. This approach allows the student measurement options to demonstrate college readiness in mathematics and English skills for placement. Meeting one placement measure on the multiple measures chart secures placement into that college-level course. For placement testing options, please visit the Multiple Measures tab on the College's Placement Testing page on the College's website at: <https://www.shawneecc.edu/academics/placement-testing>.

## **ADMISSION TO SELECTED COLLEGE PROGRAMS**

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

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

The College provides testing services which are used in the admissions procedure in various CTE programs. Applicants interested in CTE programs should contact the appropriate department for further information concerning test requirements. Students who are not selected for a specific program are encouraged to continue their studies in other courses and programs at the College. Counseling and advisement services are available to assist all such students with alternative educational objectives.

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

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

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282/800-481-2242 or online at [www.shawneecc.edu](http://www.shawneecc.edu)).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet. A degree audit must be completed by advisement.
3. The applicant must demonstrate successful completion of an approved program of Practical Nursing. Twenty LPN program hours will be applied to the ADN program hours and must include the following courses or equivalent transfer courses: Anatomy and Physiology I, Anatomy and Physiology II, Fundamentals of Nursing, Introduction to Pharmacology, Pharmacology, Medical-Surgical Nursing, Growth and Development.
4. The applicant must successfully complete the admission examination Test of Essential Academic Skills (TEAS) for Associate Degree Nursing from the Assessment Technologies Institute, LLC (ATI) with a score of 60 percent or greater. (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting

a completed Shawnee Community College Physical Form.

6. The applicant must complete with a C or better BIO 218, ENG 112, and PSY 211 prior to the beginning of the Associate Degree Nursing classes.
7. Admission to the Associate Degree Nursing program is conditional pending successful completion of an approved school of Practical Nursing program and an ADN Orientation class, offered in the summer just prior to the start of the nursing program.
8. The applicant must submit to a criminal background check and drug testing after admission into the program.
9. An accumulative GPA of 2.5 is required for admission to the Associate Degree Nursing Program.

Further information can be obtained by calling the Nursing Department.

### **Certified Nurse Assistant (CNA)**

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

1. Be at least 16 years of age.
2. Placement test score equivalent to ENG 047 or higher.
3. A fingerprint background check prior to beginning the program and a PPD 2-step test for TB prior to clinical rotation.

### **Construction Management of Laborers**

Persons seeking admission to the Construction Management of Laborers program must meet the following criteria:

1. First be accepted as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).
2. Have graduated from an approved high school or demonstrate equivalent competency (GED).
3. Complete all college admission forms and meet all admission policies of the College and the program.

### **Medical Assistant (MA)**

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

1. Be a graduate of an accredited high school or have attained a GED.
2. Be at least 18 years of age.
3. Submit to a criminal background check and drug testing after admission into the program.
4. Be certified in CPR Healthcare Providers prior to enrolling in MA-0108 Internship.
5. Provide documentation of PPD two-step test for TB, and required immunizations.

2. Submit criminal background check and drug testing after admission into the program.
3. Provide documentation of PPD two step test for TB, and required immunizations.

### **Practical Nursing**

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

1. The prospective student must obtain an admission packet from the Nursing Department (618-634-3282/800-481-2242 or online at [www.shawneecc.edu](http://www.shawneecc.edu)).
2. The applicant must submit application materials to the nursing department by the date designated in the admission packet. A degree audit must be completed by advisement.
3. The applicant must be a high school graduate proven with a transcript or GED scores.
4. The applicant must successfully complete the admission examination Test of Essential Academic Skills (TEAS) for Practical Nursing from the Assessment Technologies Institute, LLC (ATI) with a score of 60 or greater. (Given in the testing center of the College).
5. The applicant must be able to prove physical fitness for the program of study by submitting a completed Shawnee Community College Physical Form.
6. The applicant must complete with a C or better BIO 210, BIO 221, BIO 222, ENG 111, and, HLT 116, prior to the beginning of the Practical Nursing Program.
7. The applicant must submit to a criminal background check and drug testing after admission into the program.
8. An accumulative GPA of 2.5 is required for admission to the Practical Nursing Program.

Further information can be obtained by calling the Nursing Department.

### **Surgical Technology**

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

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

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

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

1. Have graduated from an approved high school or demonstrate equivalent competency (GED examination).
2. Submit a completed MLT application form and any official college transcripts to the College.
3. Take the Test of Essential Academic Skills (TEAS).
4. Complete all college admission forms and meet all admission policies of the College and the program.
5. Submit to a criminal background check and drug testing after admission into the program.

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

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

1. Meet all admission policies and complete all required admission forms of the College.
2. Be a graduate of an approved high school or demonstrate equivalent competency (GED examination).
3. Take the Test of Essential Academic Skills (TEAS).
4. Submit a completed OTA application form and any official college transcripts to the College.
5. Submit to a criminal background check and drug testing after admission into the program.

### **Phlebotomy**

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

1. Be at least 18 years of age.

2. Meet all admission policies and complete all required admission forms of the College.
3. Take the Test of Essential Academic Skills (TEAS).
4. Submit a completed Surgical Technology application form to the College.
5. Submit to a criminal background check and drug testing after admission into the program.

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

## **REGISTRATION**

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

## **RESIDENCY FOR TUITION PURPOSES** (Policy Manual: Section 7311)

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### **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 Anna	Grand Tower*	Ozark*
Belknap	Grantsburg	Perks
Boles	Jonesboro	Pulaski

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

### **Out-of-District Resident**

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

### **Special Residency**

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

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

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

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 8151)

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It is the policy of the Board of Trustees that a freshman student is one who has earned less than 30 semester hours of college credit. A sophomore student is one who has earned 30 or more semester hours of college credit. A full-time student is one who carries 12 or more credit hours during the fall and spring semesters or six or more credit hours during the summer semester. A part-time student is one who carries less than 12 credit hours in a given semester. A full-time student may enroll for a maximum of 18 credit hours during the fall or spring semesters or 9 hours in the summer. Guidelines for enrolling in more than the maximum number of credit hours are published by Shawnee Community College.

### Academic Classification and Course Load (Procedure 8151A)

To enroll in more than the maximum number of credit hours, the following guidelines are to be followed:

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

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Each student is responsible for knowing and meeting graduation requirements stated in the catalog current at the time of his or her initial enrollment as a freshman. Transfer students must complete degree requirements in effect in the catalog at the time of their initial enrollment at Shawnee Community College. Readmitted students are required to meet degree requirements of the catalog in effect at the time of their initial enrollment unless they have interrupted their enrollment for at least one calendar year. In this event, the catalog in effect at the time of readmission is used to determine degree requirements. No course may be substituted to meet degree requirements except with the approval of the Vice President of Academic Affairs. To avoid any possible delay in graduation, students should obtain written permission prior to scheduling a course which they believe may be substituted for a required course.

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

## TUITION AND FEES

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Shawnee Community College is a public institution supported by both district and state tax funds. Because of this, resident students enrolled at the College can further their education without incurring large financial obligations. Course tuition and service fee rates can be found on the College's website.

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

Tuition and fees indicated here in this catalog are subject to change without prior notice by the Board of Trustees. College policy prohibits the enrollment of students having outstanding debts to the College.

### **Course/Laboratory Fees**

Special course/laboratory fees may be assessed when enrolling for certain courses. The current fee list is located on the College website. Contact the Bursar's Office for additional information. Fees are subject to change.

### **Technology Fees**

Technology fees cover technology enhancements at Shawnee Community College, and are charged to all students. The funds generated from these fees are dedicated to improvements and opportunities that will enhance the learning experience of our students. Some examples are hardware and software upgrades in labs and classrooms, multimedia technology upgrades in classroom, increased broadband, and lab consumables.

### **CAREER Agreement**

The CAREER Agreement allows students to take advantage of programs not offered by their home districts. Students wishing to enroll in a program not offered by Shawnee Community College but offered by another Illinois community college district should consult the Registrar about approval under the CAREER Agreement.

### **Payment**

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

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

## **REFUND POLICY**

**(Policy Manual: Section 7320)**

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

Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the advisor determines the official date of withdrawal. Tuition and fee charges will be refunded 100 percent under the following conditions:

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

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

Additionally, no refund/payment will be issued if:

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

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

If a student has a monetary obligation to the College, the student will not be allowed to enroll for future semesters. In addition, official transcripts will be withheld.



## FINANCIAL ASSISTANCE

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

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

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

Financial need is generally considered to be the difference between one academic year's educational expenses (tuition, books, room, board, commuting costs, etc.), as determined by an average student budget, and the student's resources for the same period. Student educational resources are expected to include assistance from parents, guardians, relatives, personal savings, other scholarships, grants, and personal earnings. Students are responsible for providing from their own and their family's resources as much of their educational expenses as possible. Average student budgets used by Shawnee Community College to assist in determining financial aid are accessible on the internet at [www.shawneecc.edu](http://www.shawneecc.edu).

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

### Academic Year

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

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

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

hours equals half-time; and 5 eligible hours or less equals less-than-half-time).

## **GRANTS**

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### **Federal Pell Grants**

The Federal Pell Grant provides grant money for college-related expenses to students demonstrating financial need. The program is open to Shawnee Community College students who are enrolled in at least a 16-credit-hour certificate program or a two-year degree program, who have not yet earned a bachelor's degree. To apply, an applicant must file a Free Application for Federal Student Aid (FAFSA), which may be obtained online at [www.fafsa.gov](http://www.fafsa.gov). Upon receipt of the federal financial aid award notification, called a Student Aid Report (SAR) or Institutional Student Information Report (ISIR), the Financial Aid Services Office can determine the amount of the award and the need for any additional information.

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

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

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

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

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

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

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

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

### **SCHOLARSHIPS/Tuition Waivers (Policy No. 8510)**

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

### **Scholarships/Tuition Waivers (Procedure No. 8510)**

Students are to refer to the published Shawnee Community College Scholarship Booklet for the current academic year to learn about specific scholarship requirements and application procedures. Students should carefully read and be aware of the requirements to receive/maintain a scholarship. Students can contact the Shawnee Community College Financial Aid Office for more

information regarding scholarship opportunities. Scholarships and tuition waivers are subject to change without notice. All scholarships and tuition waivers are dependent on funding availability and students maintaining the obligations of the scholarship.

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

## **WORK-STUDY PROGRAMS**

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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**

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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**

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

## **GI BILL**

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GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## **VA PENDING PAYMENT COMPLIANCE**

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In accordance with Title 38 US Code 3679 subsection (e), Shawnee Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **OTHER FINANCIAL AID PROGRAMS**

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

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

(Policy No 8153)

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## **Standards of Satisfactory Academic Progress for Financial Aid Recipients**

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

Each student who receives federal and/or state student financial assistance must maintain SAP, according to the policies outlined below, in order to continue to receive financial aid. These policies determine SAP in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission's Monetary Award Program, and the Illinois Veteran's Grant, Illinois National Guard, and MIA/POW Scholarship.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters). The summer semester is considered to be part of the previous academic year. In order to assure that a student is satisfactorily progressing toward a certificate or degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year will be assessed after each semester to determine the progress made for the last semester of attendance. Students, who have attended SCC in the past, whether or not they received financial aid, will be assessed prior to receiving aid. Grade and time requirements are in effect for all attempted credit hours, whether the

student received financial aid or not. Student progress will be measured in the most recent formally declared program. Transfer students will be assessed for SAP related to grades and percentage of hours earned based only upon courses attempted at Shawnee Community College. Certificate or degree completion will be assessed on Shawnee Community College hours and on hours formally transferred and accepted by Shawnee Community College.

## **Grade Requirements**

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

Whenever a student's cumulative GPA drops below 2.00, the student will be placed on financial aid warning for the following semester. During the warning semester, the student must attain a 2.00 cumulative GPA to retain financial aid eligibility.

If the student does not attain a 2.00 cumulative GPA during the warning semester, the student will no longer be eligible, and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

## **Maximum Time Frame**

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

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

## **Hours Requirement**

Once the allowable level of credit hours attempted has been reached, the student will be placed on financial aid suspension until the appropriate certificate or degree has been completed. To maintain academic progress over time, a student must, by the end of the first full academic year of attendance (one fall and one spring semester), and each year thereafter, have successfully earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10th day of each semester. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid warning for one semester. During the warning semester, the student must enroll in and pass enough hours to have successfully earned 67% of attempted hours by the end of the semester.

If the student does not attain the 67% level during the warning semester, the student will no longer be eligible and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded to the student until eligibility is reinstated.

When a student is placed on financial aid warning, probation, or suspension, a notification e-mail is sent to the student. SAP information is available on mySCC. However, lack of receipt of a notification email does not nullify the warning or suspension status.

Failures, Incompletes, Withdrawals, Audits, ABE/High School Equivalency, and Community Education courses are not counted as successfully-completed credit hours. Repeated courses are counted in the review of grade point averages and as an attempted course. All other credited courses, including pass/fail courses and remedial courses, are also counted.

If a student's grade is changed after a designation of financial aid warning, probation, or suspension, it is the student's responsibility to notify the Financial Aid Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from school will not change the student's SAP standing upon re-entering (i.e. if the student was ineligible upon withdrawing from school, he/she will still be ineligible when they return).

## **Monitoring Procedures**

Satisfactory progress toward the completion of a degree or certificate, the percentage of hours attempted that have been earned, and the federal requirement for a 2.00 cumulative GPA are monitored by the Financial Aid Office at the end of each semester for all enrolled students.

## **Appeals**

Students not meeting one or more of the SAP standards of SCC will be ineligible for continued financial assistance, as described, unless an appeal that justifies reinstatement is submitted and approved. A student may appeal suspension of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress.

An appeal letter, along with supporting documentation, appeal form, and degree audit should be sent to the Financial Aid Office at Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Appeals Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. If the appeal is approved, the student's status is changed to probationary. The Scholarship Committee decision shall be final.

## **Reinstatement**

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

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

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

To reinstate probation or warning financial aid status after having eligibility suspended, the student must have an appeal approved and enroll. The student must earn a minimum of six (6) semester hours and attain a 2.00 current GPA for all enrolled hours during the semester.

Reinstatement without probation will occur when the student's cumulative GPA is 2.00 or better.

## **DEBT COLLECTION**

**(Policy No. 7180)**

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The Chief Financial Officer should make all efforts possible to collect debts owed to the College by any person. After reasonable attempts have been made to collect a debt, the Business Office should use all methods available to it, including a collection agency if necessary. Regardless of assignment, ultimate authority for all debt collection will remain with the Chief Financial Officer.

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

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

## **STUDENT DEBT TO THE COLLEGE**

**(Policy No. 7330)**

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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 permanent transcripts will be withheld until all such obligations have been met.

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

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**

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

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

### **Step 1:**

1. Within seven (7) calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed, and delivered to the Director of Financial Aid.
2. Within ten (10) working days after the written grievance is submitted, the Director shall convene a meeting including the student and the staff member concerned to resolve said grievance.
3. The Director will answer the grievance in writing within ten calendar days after such meeting. (Copy to staff member(s).)

### **Step 2:**

1. If the grievance is not resolved in Step 1, the student must within five (5) calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Director's decision (from Step 1) to the Vice President of Student Affairs.
2. Within ten working days of receipt of the documents specified in Part 1 above, the Vice President of Student Affairs shall convene the Scholarship Committee for a hearing of the grievance, and the staff member(s) concerned will be required to attend.
3. The Scholarship Committee will hear the grievance, render a decision, and submit the decision in writing to the student and staff member(s) concerned within ten calendar days of said hearing.

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

## ADVISEMENT

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### Educational Advisement

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

### Change of Curriculum

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

## CARL D. PERKINS V PROGRAM

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Perkins V is a federal grant that supports students enrolled in Career and technical Education programs. CTE programs are skills-based courses of study that focus on preparing students to enter the workforce in high demand fields. Perkins offers services for students such as assistance with books, tool kit rentals and other resources.

To be eligible:  
You must be currently enrolled in a CTE program and meet one of the following nine criteria:

- Individuals with disabilities
- Individuals from economically disadvantaged families including low-income youth and adults
- Individuals who are in non-traditional fields for their gender
- Single parents, including single pregnant women
- Out-of-workforce individuals
- Homeless individuals
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is a member of the armed forces who is on active duty
- Individuals with other barriers to educational achievement, including individuals with limited English proficiency/English language learners

## CAREER SERVICES

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

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

The use of Career Coach for

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

For more information or to set up an appointment, please contact us at 618-634-3337 or [careerservices@shawneecc.edu](mailto:careerservices@shawneecc.edu).

## EDUCATIONAL INTERNSHIPS/ EXTERNSHIPS

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Educational internships/externships afford the student unique opportunities to combine formal learning experience with the work setting. They are planned experiences that are approved for credit prior to enrollment. Students assume responsibility for achieving the appropriate learning objectives while working under the supervision of a faculty member and one or more recognized professionals in the work setting.

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

internships/externships that are completed at the College.

## **CLUBS AND ORGANIZATIONS (Policy No. 8530)**

It is the policy of the Board of Trustees to provide clubs and other student organizations that further the mission of Shawnee Community College. For this reason, the College is committed to the provision of a comprehensive program of student activities of which student clubs and organizations are an important part.

### **Clubs and Organizations (Procedure 8530A)**

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

### **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 twelve (12) students, including one representative from each extension center, elected by a college-wide referendum.

Four (4) sophomores will be elected during each spring semester, and four (4) freshmen will be elected at the beginning of each fall semester. Students with fewer than thirty (30) credit hours will be considered freshmen; those with 30 or more credit hours will be considered sophomores.

All official Student Senate activities must be pre-approved by the Vice President of Student Affairs. Participation requirements

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 Shawnee Community 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. Initiate membership in the semester in which the winning election occurs, and it can be maintained for three (3) consecutive semesters (fall, spring, summer).
2. Failure to meet these requirements will result in automatic loss of Student Senate membership.
3. The Shawnee Community College Student Senate meets regularly and is occasionally called into special session upon approval of the Vice President of Student Affairs.
4. The Vice President of Student Affairs or his/her representative must be present for a meeting to be considered official.

### **Clubs**

Representatives for all proposed clubs must file a proposed constitution with the Vice President of Student Affairs. This document should contain a statement of purposes for that organization. The Vice President of Student Affairs will then forward the constitution to the President along with a recommendation for approval or denial of club recognition and reasons therefore. The President will review the material submitted and return the material to the Vice-President with approval or indications for revisions to be made. In the event of a controversial issue, it may be brought before the Board of Trustees.

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

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

Organizations that stand recognized as chartered organizations are listed below:

Ag/Advocates Club	Drama Club	Phi Theta Kappa
Art Club	Esports	Phi Beta Lambda
Book Club	Future Teachers Organization	Scholastic Bowl
Campus Christian Community	History Club	Social Work Club
Cosmetology Club	Math/Science Club	Veterans Club
Cheer/Dance	Music Club	Writers Club
Criminal Justice Club	Nursing Student Association	

When appropriate, all clubs should generate funds through dues and/or fundraising activities,



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

## **GRADING (Policy No. 8161)**

It is the policy of the Board of Trustees that students will earn a grade upon completion of a course. A grade of incomplete ("I") may be changed upon completion of all coursework. A grade may also be changed if a grievance procedure is approved. **Grading (Procedure No. 8161A)**

Students are graded according to the following system:

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

### **Grade Point Average**

GPA = total grade points earned (A, B, C, D, and F grades) divided by the total semester hours attempted. A student's standing in a program is determined by his/her cumulative GPA. The cumulative grade point average is figured by semester hours attempted, not by semester hours earned. Only A, B, C, D, and F grades will be used in Board of Trustees Policy Student Section 8000 Policy No. 8161 Grading. It is the policy of the Board of Trustees that students will earn a grade upon completion of a course. A grade of incomplete ("I") may be changed upon

completion of all coursework. A grade may also be changed if a grievance procedure is approved. Reviewing authority – Shawnee Community College Board of Trustees 168 computing the GPA. An "F" will be computed in the GPA unless the course is later repeated with a satisfactory grade. An "F" grade will not count toward the GPA if the student repeats the course and earns an improved grade. Neither credit hours nor grade points will be computed in those courses where a grade of "I", "W", "S", "P", or "U" is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (\*)) will not be used in computing GPA.

### **Incompletes**

A student may receive an incomplete ("I") grade for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable and approved by the Vice President of Academic Affairs. A copy of the Incomplete Form must be forwarded to the Registrar with the course final grade report.

The student must complete the requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. The student will receive an "F" if the course requirements are not completed by the deadline.

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

### **Satisfactory/Unsatisfactory**

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

### **Independent Study**

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

## Pass/Fail

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

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

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

## Grade Review/Appeal

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

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

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

## Grade Review/Appeal Procedure

### Step One

1. The student is to present the completed Grade Review/Appeal form to the course instructor via

email no later than the midterm date of the following 16-week semester (excluding summer).

2. The instructor must respond to the email within thirty (30) calendar days. The instructor may change grades that are found to be in error during a Grade Review within 30 calendar days of the receipt of the completed request for a Grade Appeal.

3. The instructor may or may not change a grade after a review of the appeal within 30 calendar days of the receipt of the completed request for a Grade Appeal.

4. The instructor is to notify the student of the decision in either instance via email.

### Step Two

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

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

### Step Three

1. If the student is not satisfied with the outcome of Step Two, he/she may forward the three (3) aforementioned emails to the Vice President of Academic Affairs and/or the Vice President of Student Affairs within fourteen (14) calendar days of the Division Chair's decision.

2. The Vice President of Academic Affairs has fourteen (14) calendar days to provide the student with a decision via email.

3. The decision of the Vice President of Academic Affairs will be considered a sufficient review and will be the terminating step of the Grade Review/Appeal process.

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

## Attendance

Students are expected to attend all class sessions for which they are scheduled. The effect of

absences on grades is determined by the instructor with the approval of the Vice President of Academic Affairs. Faculty may drop a student from class as late as the fifth week of the course if the student has not attended more than 50% of the scheduled class sessions. Any student enrolled after midterm must withdraw from any class following the procedure outlined above. Students will be allowed to make up work missed because of legitimate class absences (scheduled, supervised college trips or functions). However, instructors must be notified in person by the student prior to his or her absence. Procedures for implementing this are as follows:

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

In cases of prolonged absences, students should notify the office of the Vice President of Student Affairs.

### **Grade Reports -- Official Transcripts**

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

At the end of every semester, a grade report is available on mySCC only. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the College. Students not meeting these obligations may not be allowed

to register during subsequent semesters at Shawnee Community College until their records are cleared.

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

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

To recognize the achievements of Shawnee Community College students and to provide information without delay which may be of benefit to students, certain "public directory information" may be released by the College without the prior consent of students. Directory information is limited to the following: the student's name, street address and place of residence, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of activities and sports, dates of attendance, degrees and awards received by the student, and the most recent previous educational agencies or institutions attended by the student.

Students may withhold directory information by notifying the Vice President of Student Affairs and the Registrar in writing within two weeks after the first day of class for the fall term.

### **Graduation**

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

## **Reverse Transfer**

In accordance with IL State Law 110 ILCS 150, Student Transfer Achievement Reform Act, reverse transfer is a process for students who transfer to another institution before completing an associate degree at the community college. Eligible students must complete at least 15 hours at Shawnee College. Participation in reverse transfer allows the university to send official transcripts to Shawnee to potential award an associate degree. Contact the Registrar's Office for more information.

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

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

## **AUDIT POLICY (Policy No. 7340)**

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

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

## **REPEAT ENROLLMENT IN COURSES (Policy No. 8540)**

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

## **Repeat Enrollment in Courses (Procedure 8540A)**

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

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

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

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

## **CLASS WITHDRAWAL (Policy No. 8520)**

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

## **CLASS WITHDRAWAL (Procedure 8520A)**

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

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

withdraw by the academic penalty date will result in a failing grade for the semester.

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

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

## **ACADEMIC WARNING (Policy Manual: Section)**

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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**

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

## **CONDUCT REGULATIONS (Policy No. 7230)**

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

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

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

other college-related travel involving students or College employees

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

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

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Shawnee Community College has articulation agreements with many four-year institutions. Students planning to transfer to other institutions should consult Shawnee Community College counselors and/or the institutions to which they will transfer.

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

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

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

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

## **High School Equivalency**

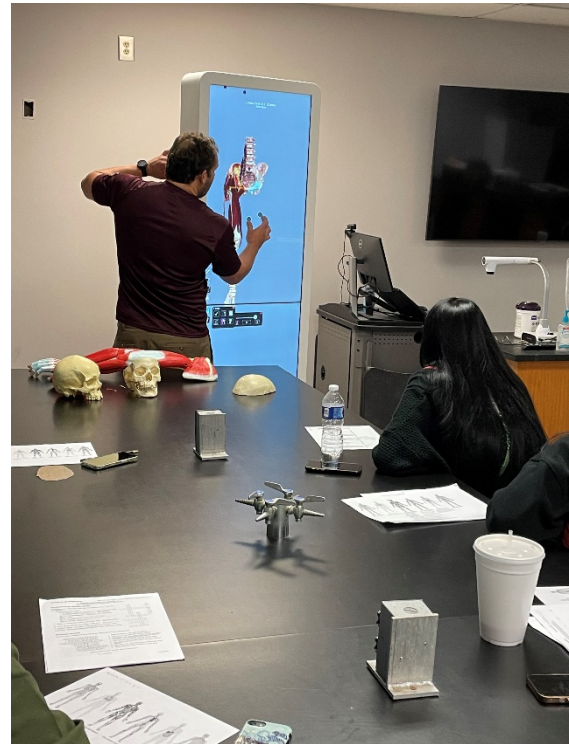
High School Equivalency tests provide an opportunity for adults who did not earn a high school diploma to earn a secondary credential in the form of a High School Diploma. Students (18 or older) may register for the GED test through the GED Testing Services at GED.com. Testing

fees are paid online directly to the vendor through debit card, credit card, or voucher. Testing fees do not include the cost of the Illinois High School Diploma Certificate or the Official Transcript that are obtained through the Regional Office of Education that serves the tester's county of residence.

## **INSTRUCTIONAL PROGRAMS GENERAL INFORMATION**

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



# ***TRANSFER PROGRAMS OF STUDY***

## **Two-Year Degrees**

Associate of Arts (AA)\* Associate of Science (AS)\* Associate of General Studies (AG)

## **Certificates**

General Education Core



## TRANSFER PROGRAMS

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

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

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

### **General Education Core Certificate, Associate of Arts Degree, and Associate of Science Degree**

General requirements for graduation with a General Education Core Certificate (GECC), an Associate of Arts (AA) Degree, or an Associate of Science (AS) Degree include the following:

1. Successful completion of sixty-four (64) hours of college credit transfer courses;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College;
3. Earning a minimum of fifteen (15) semester hours of credit at Shawnee Community College;
4. Making application for graduation by published deadline;
5. Payment of all tuition and fees.

## ILLINOIS ARTICULATION INITIATIVE

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core curriculum between participating institutions. Completion of the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor's degree have been satisfied. This agreement is in effect for any student entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 (and thereafter) and information can be obtained through accessing [www.iTransfer.org](http://www.iTransfer.org).

Participation: Shawnee Community College participates in the IAI General Education and the following 117 IAI Majors:

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



## UNIVERSITY STUDIES AREAS OF CONCENTRATION

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

Students should declare their degree and concentration as early as possible, and see their designated advisor during registration to ensure that all necessary coursework is taken. Courses offered at Shawnee Community College support many concentrations of study, including (but not limited to) the following:

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

# General Education Core Certificate

Degree Code: GEC 1190

Minimum GPA: 2.00

Minimum Hours: 37

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

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

\_\_\_ENG 111 – English Composition I (C1900)      \_\_\_ENG 112 – English Composition II (C1901R)      \_\_\_SPC 111 – Speech (C2900)

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

Fine Arts  
(Choose One)

\_\_\_ART 114 – Art Appreciation (F2900)  
\_\_\_ART 117 – Art History Survey I (F2901)  
\_\_\_ART 227 – Afric Am Art and Artists (F2906D)  
\_\_\_MUS 115 – Music Appreciation (F1900)  
\_\_\_MUS 130 – Intro to Am Music (F1904)  
\_\_\_MUS 145 – Rock Music Styles (F1913)  
\_\_\_SPC 124 – Theater Appreciation (F1907)

Humanities  
(Choose One)

\_\_\_HIS 108 – 20th Cent Amcan Hist (H2905)  
\_\_\_LIT 210 – Intro to Literature (H3900)  
\_\_\_LIT 211 – Intro to Poetry (H3903)  
\_\_\_LIT 212 – Modern Fiction (H3901)  
\_\_\_LIT 213 – Intro to Drama (H3902)  
\_\_\_LIT 214 – British Literature I (H3912)  
\_\_\_LIT 215 – British Literature II (H3913)  
\_\_\_LIT 216 – American Literature I (H3914)

Humanities

\_\_\_LIT 217 – American Literature II (H3915)  
\_\_\_LIT 218 – World Literature (H3906)  
\_\_\_LIT 219 – Cont Multicultural Lit (H3910D)  
\_\_\_LIT 221 – African American Lit (H3910D)  
\_\_\_PHI 215 – Intro to Philosophy (H4900)  
\_\_\_PHI 216 – Logic (H4906)  
\_\_\_PHI 218 – Intro to Ethics and Values (H4904)  
\_\_\_PHI 219 – Religion in Am Soc (H5905)

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

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

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

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

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

Life Sciences

\_\_\_BIO 111 – Intro to Biology (BIO910)(L1900L)  
\_\_\_BIO 115 – Human Biology (L1904L)  
\_\_\_BIO 211 – Ecology (L1905)  
\_\_\_CHE 111 – Inorganic, Organic and Biochemistry I (LP900L)

Physical Sciences

\_\_\_AST 111 – Intro to Astronomy (P1906L)  
\_\_\_AST 112 – Astronomy (P1906L)  
\_\_\_CHE 111 – Inorg, Org and Bio I (LP900L)  
\_\_\_CHE 114 – Inorganic Chemistry I (CHM911)(P1902L)  
\_\_\_GEO 213 – Geology (P1907L)

Physical Sciences

\_\_\_GRY 214 – Intro to Physical Geog (P1909)  
\_\_\_PHY 116 – College Physics I (P1900L)  
\_\_\_PHY 120 – Intro Real World Phy (P1900)  
\_\_\_PHY 216 – University Physics I (P2900L)

# Associate of Arts

Degree Code: AA-0090

Minimum GPA: 2.00

Minimum Hours: 64

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

<p><b>Communications</b> (minimum 9 hours) Must earn at least a C in each course to graduate                  Must meet Multiple Measure Placement in English                  Must take ENG 111 and ENG 112 in consecutive semesters</p>		
<p>___ENG 111 – English Composition I (C1900)</p>	<p>___ENG 112 – English Composition II (C1901R)</p>	<p>___SPC 111 – Speech (C2900)</p>
<p><b>Fine Arts/ Humanities</b> (minimum 9 hours)</p>		
<p style="text-align: center;"><u>Fine Arts</u> (Choose One)</p> <p>___ART 114 – Art Appreciation (F2900)                  ___ART 117 – Art History Survey I (F2901)                  ___ART 227 – African American Art and Artists (F2906D)                  ___MUS 115 – Music Appreciation (F1900)                  ___MUS 130 – Intro to American Music (F1904)                  ___MUS 145 – Rock Music Styles (F1913)                  ___SPC 124 – Theater Appreciation (F1907)</p>	<p style="text-align: center;"><u>Humanities</u> (Choose One)</p> <p>___HIS 108 – 20th Cent American History (H2905)                  ___LIT 210 – Intro to Literature (H3900)                  ___LIT 211 – Intro to Poetry (H3903)                  ___LIT 212 – Modern Fiction (H3901)                  ___LIT 213 – Intro to Drama (H3902)                  ___LIT 214 – British Literature I (H3912)                  ___LIT 215 – British Literature II (H3913)                  ___LIT 216 – American Literature I (H3914)</p>	<p style="text-align: center;"><u>Humanities</u></p> <p>___LIT 217 – American Literature II (H3915)                  ___LIT 218 – World Literature (H3906)                  ___LIT 219 – Cont Multicultural Literature (H3910D)                  ___LIT 221 – African American Literature (H3910D)                  ___PHI 215 – Intro to Philosophy (H4900)                  ___PHI 216 – Logic (H4906)                  ___PHI 218 – Intro to Ethics and Values (H4904)                  ___PHI 219 – Religion in American Society (H5905)</p>
<p><b>Social Sciences</b> (minimum 9 hours) Taken from 2 different disciplines.</p>		
<p>___ECO 211 – Intro to Macro (S3901)                  ___ECO 212 – Intro to Micro (S3902)                  ___GOV 117 – Intro to Am Gov (S5900)                  ___HIS 116 – West Civ to 1715 (S2902)                  ___HIS 117 – West Civ from 1715 (S2903)                  ___HIS 121 – World Hist Beg-1450 (S2912N)                  ___HIS 122 – World Hist fro 1450 (S2913N)                  ___HIS 214 – History of US to 1877 (S2900)</p>	<p>___HIS 215 – History of US from 1877 (S2901)                  ___HIS 216 – African American History (S2923D)                  ___HIS 217 – History of Eastern Civ (S2920N)                  ___HIS 220 – British History (S2922)                  ___PSY 211 – Intro to Psychology (S6900)                  ___PSY 216 – Social Psychology (S8900)                  ___PSY 217 – Dev Psy: Lifespan (S6902)                  ___PSY 218 – Child Psychology (S6903)</p>	<p>___SOC 122 – Introduction to Social Problems (S7901)                  ___SOC 212 – Sociology (S7900)                  ___SOC 217 – Marriage and Family (S7902)                  ___SOC 218 – Cultural Diversity (S7903D)</p>
<p><b>Mathematics</b> (AA: minimum 3 hours) Must meet Multiple Measures Placement in Math.</p>		
<p>___MAT 110 – Gen Education Math (M1904)                  ___MAT 112 – Math Elem. Teach II (M1903)                  ___MAT 113 – Quantitative Literacy (M1901)</p>	<p>___MAT 119 – Finite Mathematics (M1906)                  ___MAT 208 – Gen Elem. Statistics with Review (M1902)                  ___MAT 209 – Calculus I (MTH9001)(M1900-1)                  ___MAT 210 – Gen Elem. Statistics (M1902)</p>	<p>___MAT 211 – Calculus II (MTH902)(M1900-2)                  ___MAT 212 – Calculus III (MTH903)(M1900-3)                  ___MAT 215 – App Calc for Bus and Soc Sci (M1900-B)</p>
<p><b>Sciences</b> (AA: minimum 7-8 hours) Must include at least 1 Life and 1 Physical. At least one class must contain a lab.</p>		
<p style="text-align: center;"><u>Life Sciences</u></p> <p>___BIO 111 – Intro to Biology (BIO910)(L1900L)                  ___BIO 115 – Human Biology (L1904L)                  ___BIO 211 – Ecology (L1905)                  ___CHE 111 – Inorg, Org and Bio I (LP900L)</p>	<p style="text-align: center;"><u>Physical Sciences</u></p> <p>___AST 111 – Introduction to Ast (P1906L)                  ___AST 112 – Astronomy (P1906L)                  ___CHE 111 – Inorg, Org and Bio I (LP900L)                  ___CHE 114 – Inorganic Chemistry I (CHM911)(P1902L)                  ___GEO 213 – Geology (P1907L)</p>	<p style="text-align: center;"><u>Physical Sciences</u></p> <p>___GRY 214 – Intro to Physical Geo (P1909)                  ___PHY 116 – College Physics I (P1900L)                  ___PHY 120 – Intro to Real World Phy (P1900)                  ___PHY 216 – University Physics I (P2900L)</p>
<p><b>Electives</b> (27-28 hours) Must be chosen from transfer courses. Total Hours for the AA degree must equal 64 hours. Developmental courses will not count as electives for any degree. MAT 115/116/118 may be necessary for some majors; however, they will not count in the General Education Core.</p> <p>_____                  _____                  _____                  _____</p>		

# Associate of General Studies

Degree Code: GSD-0080

Minimum GPA 2.00

Minimum Hours: 64

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

<b>Communications</b> 9 hours minimum    Must earn at least a C in each course to graduate Must meet Multiple Measure Placement in English Must take ENG 111 and ENG 112 in consecutive semesters		
___ENG 111 – English Composition I (C1900)	___ENG 112 – English Composition II (C1901R)	___SPC 111 – Speech (C2900)
<b>Fine Arts/Humanities</b> 3 hours minimum		
___ART 114 – Art Appreciation (F2900) ___ART 117 – Art History Survey I (F2901) ___ART 227 – African Am Art and Artists (F2906D) ___MUS 115 – Music Appreciation (F1900) ___MUS 130 – Intro to American Music (F1904) ___MUS 145 – Rock Music Styles (F1913) ___SPC 124 – Theater Appreciation (F1907)	___HIS 108 – 20th Cent Am History (H2905) ___LIT 210 – Intro to Literature (H3900) ___LIT 211 – Intro to Poetry (H3903) ___LIT 212 – Modern Fiction (H3901) ___LIT 213 – Intro to Drama (H3902) ___LIT 214 – British Literature I (H3912) ___LIT 215 – British Literature II (H3913) ___LIT 216 – American Literature I (H3914)	___LIT 217 – American Literature II (H3915) ___LIT 218 – World Literature (H3906) ___LIT 219 – Cont Multicultural Lit (H3910D) ___LIT 221 – African American Lit (H3910D) ___PHI 215 – Intro to Philosophy (H4900) ___PHI 216 – Logic (H4906) ___PHI 218 – Intro to Ethics and Values (H4904) ___PHI 219 – Religion in Am Society (H5905)
<b>Social Sciences</b> 3 hours minimum		
___ECO 211 – Intro to Macroeconomics (S3901) ___ECO 212 – Intro to Microeconomics (S3902) ___GOV 117 – Intro to American Gov (S5900) ___HIS 116 – Western Civ to 1715 (S2902) ___HIS 117 – Western Civ from 1715 (S2903) ___HIS 121 – World History Beg-1450 (S2912N) ___HIS 122 – World History from 1450 (S2913N) ___HIS 214 – History of US to 1877 (S2900)	___HIS 215 – History of US from 1877 (S2901) ___HIS 216 – West Civ to 1715 (S2923D) ___HIS 217 – History of Eastern Civ (S2920N) ___HIS 220 – British History (S2922) ___PSY 211 – Intro to Psychology (S6900) ___PSY 216 – Social Psychology (S8900) ___PSY 217 – Dev Psy: Lifespan (S6902) ___PSY 218 – Child Psychology (S6903)	___SOC 122 – Introduction to Social Problems (S7901) ___SOC 212 – Sociology (S7900) ___SOC 217 – Marriage and Family (S7902) ___SOC 218 – Cultural Diversity (S7903D)
<b>Mathematics</b> 3 hours minimum    Must meet Multiple Measures Placement in Math		
___MAT 110 – Gen Education Math (M1904) ___MAT 111 – Math for Elem Teachers I ___MAT 112 – Math Elem. Teach II (M1903) ___MAT 113 – Quant Literacy (M1901) ___MAT 115 – Pre-Calculus ___MAT 116 – College Algebra	___MAT 118 – Trigonometry ___MAT 119 – Finite Mathematics (M1906) ___MAT 121 – Technical Mathematics ___MAT 122 – Mathematics for Health Care Professionals ___MAT208 – Gen. Elem. Statistics with Review (M1902) ___MAT 209 – Calculus I (M1901)(M1900-1) ___MAT 210 – General Elem. Stat (M1902)	___MAT 211 – Calculus II (MTH902)(M1900-2) ___MAT 212 – Calculus III (MTH903)(M1900-3) ___MAT 215 – App Calc for Bus and Soc Sci (M1900-B)
<b>Sciences</b> 3 hours minimum		
___AST 111 – Intro to Astronomy (P1906L) ___AST 112 – Astronomy: Stars, Galaxies and Beyond (P1906L) ___BIO 111 – Intro to Biology (BIO910)(L1900L) ___BIO 115 – Human Biology (L1904L) ___BIO 211 – Ecology (L1905) ___BIO 212 – Anatomy and Physiology	___BIO 214 – Field Biology ___BIO 218 – Intro. to Microbiology ___BIO 221 – Anatomy and Physiology I ___BIO 222 – Anatomy and Physiology II ___CHE 111 – Inorg, Org and Bio I (LP900L) ___CHE 114 – Inorganic Chemistry I (CHM911)(P1902L) ___CHE 115 – Inorganic Chemistry II (CHM912) ___GEO 213 – Geology (P1907L)	___GRY 214 – Intro to Physical Geography (P1909) ___PHY 116 – College Physics I (P1900L) ___PHY 120 – Intro to Real World Physics (P1900) ___PHY 216 – University Physics I (P2900L)
<b>Electives</b> (43 hours) - Total Hours for the AGS degree must equal 64 hours. Developmental courses will not count as electives for any degree.		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Associate of Science

Degree Code: AS-0091

Minimum GPA: 2.0

Minimum Hours: 64

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

<p><b>Communications</b> (minimum 9 hours) Must earn at least a C in each course to graduate                  Must meet Multiple Measure Placement in English                  Must take ENG 111 and ENG 112 in consecutive semesters</p> <p style="text-align: center;"> <input type="checkbox"/> ENG 111 – English Composition I (C1900)                      <input type="checkbox"/> ENG 112 – English Composition II (C1901R)                      <input type="checkbox"/> SPC 111 – Speech (C2900)</p>														
<p><b>Fine Arts/ Humanities</b> (minimum 6 hours)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Fine Arts</u> (Choose One)</p> <input type="checkbox"/> ART 114 – Art Appreciation (F2900)  <input type="checkbox"/> ART 117 – Art History Survey I (F2901)  <input type="checkbox"/> ART 227 – Afr Am Art and Artist (F2906D)  <input type="checkbox"/> MUS 115 – Music Appreciation (F1900)  <input type="checkbox"/> MUS 130 – Intro to Am Music (F1904)  <input type="checkbox"/> MUS 145 – Rock Music Styles (F1913)  <input type="checkbox"/> SPC 124 – Theater Appreciation (F1907) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Humanities</u> (Choose One)</p> <input type="checkbox"/> HIS 108 – 20th Cent Am History (H2905)  <input type="checkbox"/> LIT 210 – Intro to Literature (H3900)  <input type="checkbox"/> LIT 211 – Intro to Poetry (H3903)  <input type="checkbox"/> LIT 212 – Modern Fiction (H3901)  <input type="checkbox"/> LIT 213 – Intro to Drama (H3902)  <input type="checkbox"/> LIT 214 – British Literature I (H3912)  <input type="checkbox"/> LIT 215 – British Literature II (H3913)  <input type="checkbox"/> LIT 216 – American Literature I (H3914) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Humanities</u></p> <input type="checkbox"/> LIT 217 – American Literature II (H3915)  <input type="checkbox"/> LIT 218 – World Literature (H3906)  <input type="checkbox"/> LIT 219 – Cont Multicultural Lit (H3910D)  <input type="checkbox"/> LIT 221 – African American Lit (H3910D)  <input type="checkbox"/> PHI 215 – Intro to Philosophy (H4900)  <input type="checkbox"/> PHI 216 – Logic (H4906)  <input type="checkbox"/> PHI 218 – Intro to Ethics and Values (H4904)  <input type="checkbox"/> PHI 219 – Religion in Am Society (H5905) </td> </tr> </table>			<p style="text-align: center;"><u>Fine Arts</u> (Choose One)</p> <input type="checkbox"/> ART 114 – Art Appreciation (F2900) <input type="checkbox"/> ART 117 – Art History Survey I (F2901) <input type="checkbox"/> ART 227 – Afr Am Art and Artist (F2906D) <input type="checkbox"/> MUS 115 – Music Appreciation (F1900) <input type="checkbox"/> MUS 130 – Intro to Am Music (F1904) <input type="checkbox"/> MUS 145 – Rock Music Styles (F1913) <input type="checkbox"/> SPC 124 – Theater Appreciation (F1907)	<p style="text-align: center;"><u>Humanities</u> (Choose One)</p> <input type="checkbox"/> HIS 108 – 20th Cent Am History (H2905) <input type="checkbox"/> LIT 210 – Intro to Literature (H3900) <input type="checkbox"/> LIT 211 – Intro to Poetry (H3903) <input type="checkbox"/> LIT 212 – Modern Fiction (H3901) <input type="checkbox"/> LIT 213 – Intro to Drama (H3902) <input type="checkbox"/> LIT 214 – British Literature I (H3912) <input type="checkbox"/> LIT 215 – British Literature II (H3913) <input type="checkbox"/> LIT 216 – American Literature I (H3914)	<p style="text-align: center;"><u>Humanities</u></p> <input type="checkbox"/> LIT 217 – American Literature II (H3915) <input type="checkbox"/> LIT 218 – World Literature (H3906) <input type="checkbox"/> LIT 219 – Cont Multicultural Lit (H3910D) <input type="checkbox"/> LIT 221 – African American Lit (H3910D) <input type="checkbox"/> PHI 215 – Intro to Philosophy (H4900) <input type="checkbox"/> PHI 216 – Logic (H4906) <input type="checkbox"/> PHI 218 – Intro to Ethics and Values (H4904) <input type="checkbox"/> PHI 219 – Religion in Am Society (H5905)									
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<p><b>Social Sciences</b> (minimum 6 hours) Taken from 2 different disciplines.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> ECO 211 – Intro to Macroecon (S3901)  <input type="checkbox"/> ECO 212 – Intro to Microecon (S3902)  <input type="checkbox"/> GOV 117 – Intro to Am Gov (S5900)  <input type="checkbox"/> HIS 116 – Western Civ to 1715 (S2902)  <input type="checkbox"/> HIS 117 – West Civ from 1715 (S2903)  <input type="checkbox"/> HIS 121 – World Hist Beg-1450 (S2912N)  <input type="checkbox"/> HIS 122 – World His from 1450 (S2913N)  <input type="checkbox"/> HIS 214 – History of US to 1877 (S2900) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> HIS 215 – History of US from 1877 (S2901)  <input type="checkbox"/> HIS 216 – African American History (S2923D)  <input type="checkbox"/> HIS 217 – History of Eastern Civ (S2920N)  <input type="checkbox"/> HIS 220 – British History (S2922)  <input type="checkbox"/> PSY 211 – Intro to Psychology (S6900)  <input type="checkbox"/> PSY 216 – Social Psychology (S8900)  <input type="checkbox"/> PSY 217 – Dev Psy: Lifespan (S6902)  <input type="checkbox"/> PSY 218 – Child Psychology (S6903) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> SOC 122 – Introduction to Social Problems (S7901)  <input type="checkbox"/> SOC 212 – Sociology (S7900)  <input type="checkbox"/> SOC 217 – Marriage and Family (S7902)  <input type="checkbox"/> SOC 218 – Cultural Diversity (S7903D) </td> </tr> </table>			<input type="checkbox"/> ECO 211 – Intro to Macroecon (S3901) <input type="checkbox"/> ECO 212 – Intro to Microecon (S3902) <input type="checkbox"/> GOV 117 – Intro to Am Gov (S5900) <input type="checkbox"/> HIS 116 – Western Civ to 1715 (S2902) <input type="checkbox"/> HIS 117 – West Civ from 1715 (S2903) <input type="checkbox"/> HIS 121 – World Hist Beg-1450 (S2912N) <input type="checkbox"/> HIS 122 – World His from 1450 (S2913N) <input type="checkbox"/> HIS 214 – History of US to 1877 (S2900)	<input type="checkbox"/> HIS 215 – History of US from 1877 (S2901) <input type="checkbox"/> HIS 216 – African American History (S2923D) <input type="checkbox"/> HIS 217 – History of Eastern Civ (S2920N) <input type="checkbox"/> HIS 220 – British History (S2922) <input type="checkbox"/> PSY 211 – Intro to Psychology (S6900) <input type="checkbox"/> PSY 216 – Social Psychology (S8900) <input type="checkbox"/> PSY 217 – Dev Psy: Lifespan (S6902) <input type="checkbox"/> PSY 218 – Child Psychology (S6903)	<input type="checkbox"/> SOC 122 – Introduction to Social Problems (S7901) <input type="checkbox"/> SOC 212 – Sociology (S7900) <input type="checkbox"/> SOC 217 – Marriage and Family (S7902) <input type="checkbox"/> SOC 218 – Cultural Diversity (S7903D)									
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<p><b>**Bachelor's degrees will need to have 9 hours of Fine Arts/Humanities and 9 hours of Social Science courses. The additional 3 hours of humanities and 3 hours of social science courses can be taken <i>in addition</i> to this degree or can be taken later at the senior university.</b></p>														
<p><b>Mathematics</b> (AS: 2-3 courses with a minimum of 6 hours) Must meet Multiple Measure Placement in Math</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> MAT 110 – Gen Education Math (M1904)  <input type="checkbox"/> MAT 112 – Math Elem. Teach II (M1903)  <input type="checkbox"/> MAT 113 – Quantitative Literacy (M1901) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> MAT 119 – Finite Mathematics (M1906)  <input type="checkbox"/> MAT 208 – Gen Elem. Statistics with Review (M1902)  <input type="checkbox"/> MAT 209 – Calculus I (M1900-1)  <input type="checkbox"/> MAT 210 – Gen Elem. Statistics (M1902) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> MAT 211 – Calculus II (MTH902)(M1900-2)  <input type="checkbox"/> MAT 212 – Calculus III MTH903)(M1900-3)  <input type="checkbox"/> MAT 215 – App Calc for Bus and Soc Sci (M1900-B) </td> </tr> </table>			<input type="checkbox"/> MAT 110 – Gen Education Math (M1904) <input type="checkbox"/> MAT 112 – Math Elem. Teach II (M1903) <input type="checkbox"/> MAT 113 – Quantitative Literacy (M1901)	<input type="checkbox"/> MAT 119 – Finite Mathematics (M1906) <input type="checkbox"/> MAT 208 – Gen Elem. Statistics with Review (M1902) <input type="checkbox"/> MAT 209 – Calculus I (M1900-1) <input type="checkbox"/> MAT 210 – Gen Elem. Statistics (M1902)	<input type="checkbox"/> MAT 211 – Calculus II (MTH902)(M1900-2) <input type="checkbox"/> MAT 212 – Calculus III MTH903)(M1900-3) <input type="checkbox"/> MAT 215 – App Calc for Bus and Soc Sci (M1900-B)									
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<p><b>Sciences</b> (AS: 3 courses with a minimum of 10 hours.) Must include at least 1 Life and 1 Physical. At least one class must contain a lab.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Life Sciences</u></p> <input type="checkbox"/> BIO 111 – Intro to Biology (BIO910)(L1900L)  <input type="checkbox"/> BIO 115 – Human Biology (L1904L)  <input type="checkbox"/> BIO 211 – Ecology (L1905)  <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> AST 111 – Intro to Astronomy (P1906L)  <input type="checkbox"/> AST 112 – Astronomy (P1906L)  <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L)  <input type="checkbox"/> CHE 114 – Inorganic Chemistry I (CHM911)(P1902L)  <input type="checkbox"/> GEO 213 – Geology (P1907L) </td> <td style="width: 33%; border: none; vertical-align: top;"> <p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> GRY 214 – Intro to Physical Geog (P1909)  <input type="checkbox"/> PHY 116 – College Physics I (P1900L)  <input type="checkbox"/> PHY 120 – Intro to Real World Phy (P1900)  <input type="checkbox"/> PHY 216 – University Physics I (P2900L) </td> </tr> </table>			<p style="text-align: center;"><u>Life Sciences</u></p> <input type="checkbox"/> BIO 111 – Intro to Biology (BIO910)(L1900L) <input type="checkbox"/> BIO 115 – Human Biology (L1904L) <input type="checkbox"/> BIO 211 – Ecology (L1905) <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L)	<p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> AST 111 – Intro to Astronomy (P1906L) <input type="checkbox"/> AST 112 – Astronomy (P1906L) <input type="checkbox"/> CHE 111 – Inorg, Org and Bio I (LP900L) <input type="checkbox"/> CHE 114 – Inorganic Chemistry I (CHM911)(P1902L) <input type="checkbox"/> GEO 213 – Geology (P1907L)	<p style="text-align: center;"><u>Physical Sciences</u></p> <input type="checkbox"/> GRY 214 – Intro to Physical Geog (P1909) <input type="checkbox"/> PHY 116 – College Physics I (P1900L) <input type="checkbox"/> PHY 120 – Intro to Real World Phy (P1900) <input type="checkbox"/> PHY 216 – University Physics I (P2900L)									
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<p><b>Electives</b> (27 hours) Must be chosen from transfer courses. Total Hours for the AS degree must equal 64 hours. Developmental courses will not count as electives for any degree. MAT 115/116/118 may be necessary for some majors, however will not count in the General Education Core. Please consult an advisor prior to enrolling.</p>														
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# ***CAREER AND TECHNICAL EDUCATION PROGRAMS OF STUDY***

## **ASSOCIATE OF APPLIED SCIENCE DEGREES AND RELATED CERTIFICATE PROGRAMS**

Shawnee Community College's Career and Technical Education (CTE) programs prepare students to enter challenging, specialized careers after two years of college or less.

CTE programs prepare students to be part of a skilled workforce in all areas of business, medicine, and industry. Practical, job-preparatory knowledge is emphasized in the community college's CTE programs. Students can pursue most of these programs either full or part time.

### Associate of Applied Science

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

1. Successful completion of the requirements of the program curriculum;
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher for all credit earned at Shawnee Community College; or GPA of 2.5 or higher for Nursing Allied Health Programs;
3. Completion of a minimum of fifteen (15) semester hours of General Education credit at Shawnee Community College;
4. Application for graduation by the College's published deadline;
5. Payment of all tuition and fees.

### One-Year & Less Than One-Year Certificate Programs

General Requirements for graduation with a One-Year Certificate include

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

===== **NOTES** =====

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

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

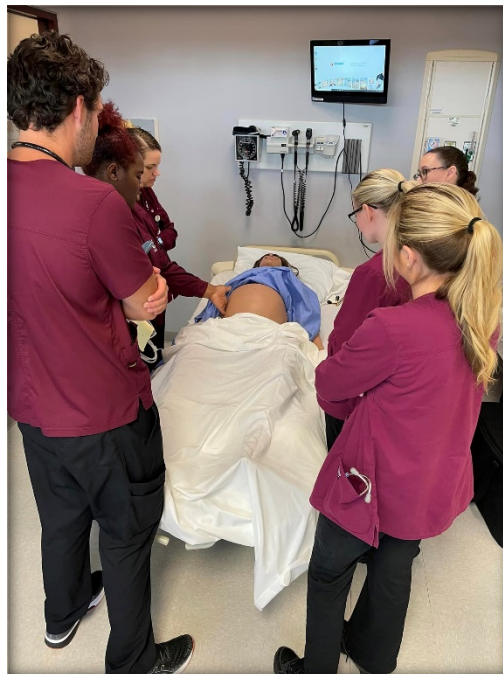
Certified Nurse Assistant  
Medical Biller  
Medical Coder  
Phlebotomy

## **One-Year Certificate**

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

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

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



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

**ELIGIBILITY**

The Associate Degree Nursing Program has specific admission requirements due to enrollment limitations imposed by physical facilities, state requirements, and related criteria. Acceptance to the Associate Degree Nursing Program requires that the applicant have an unencumbered LPN license or currently enrolled in an approved LPN program with a graduation date prior to the start of summer classes. To continue after the first semester, an unencumbered LPN license is required. **Please review the Associate Degree Nursing admission information in the college catalog and obtain the Associate Degree Admission Packet from the Allied Health Division Administrative Assistant or college website for specific admission requirements and application procedure.** Application and TEAS Test Deadline is the end of March for classes beginning in the Fall Semester. Twenty LPN program hours will be applied to the ADN program hours and **must include** the following courses or equivalent transfer courses: Anatomy and Physiology I, Anatomy and Physiology II, Fundamentals of Nursing, Introduction to Pharmacology, Pharmacology, Medical-Surgical Nursing, Growth and Development. **Note: Preference will be given to residents of Shawnee Community College District #531.**

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

\*Prerequisite course ENG 111 English Composition I

Full-Time Cohort

Fall Semester		Credit Hours
ADN 222	Medical-Surgical Nursing I Theory	3
ADN 223	Medical-Surgical Nursing I Clinical	2
ADN 224	Nursing Care of Mother and Child Theory	3
ADN 225	Nursing Care of Mother and Child Clinical	2
ADN 239	Transitions to Professional Nursing Practice	3
<b>TOTAL HOURS</b>		<b>13</b>

Spring Semester		Credit Hours
ADN 229	Community Based Nursing Care	2
ADN 232	Nursing Today and Tomorrow	2
ADN 237	Mental Health Nursing Theory	2
ADN 241	Medical-Surgical Nursing II Theory	3
ADN 242	Medical-Surgical Nursing II Clinical	2
ADN 243	Mental Health Nursing Clinical	1
<b>TOTAL HOURS</b>		<b>12</b>

Summer Semester		Credit Hours
ADN 227	Healthcare Diversity	1
ADN 245	Medical-Surgical Nursing III Theory	3
ADN 246	Medical-Surgical Nursing III Clinical	2
<b>Total Hours</b>		<b>6</b>



Part-Time Cohort

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

\*Prerequisite course ENG 111 English Composition I

First Year

Fall Semester		Credit Hours
ADN 222	Medical-Surgical Nursing I Theory**	3
ADN 223	Medical-Surgical Nursing I Clinical**	2
ADN 239	Transitions to Professional Nursing Practice*	3
<b>TOTAL HOURS</b>		<b>8</b>
Spring Semester		Credit Hours
ADN 229	Community Based Nursing	2
ADN 237	Mental Health Nursing Theory	2
ADN 243	Mental Health Nursing Clinical	1
<b>TOTAL HOURS</b>		<b>5</b>

Second Year

Fall Semester		Credit Hours
ADN 224	Nursing Care of Mother and Child I Theory	3
ADN 225	Nursing Care of Mother and Child Clinical	2
<b>TOTAL HOURS</b>		<b>5</b>
Spring Semester		Credit Hours
ADN 241	Medical-Surgical Nursing II Theory	3
ADN 242	Medical-Surgical Nursing II Clinical	2
ADN 232	Nursing Today and Tomorrow	2
<b>TOTAL HOURS</b>		<b>7</b>
Summer Semester		Credit Hours
ADN 227	Healthcare Diversity***	1
ADN 245	Medical-Surgical Nursing III Theory	3
ADN 246	Medical-Surgical Nursing III Clinical	2
<b>TOTAL HOURS</b>		<b>6</b>

\*Students must pass ADN 239 to continue in the program.

\*\*If a student fails ADN 222/223, they may opt to retake those courses in second-year part time in the ADN Progression Program or drop the program and reapply the following year.

\*\*\*Part-time students may opt to take ADN 227 summer of the first year.

If a student fails any one 1<sup>st</sup> year course (except ADN 239), they may be eligible for the ADN Progression Program and will be advised by faculty or the Dean of Allied Health and Nursing.

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

**Career Opportunities:** Major employers include hospitals, community health providers (Skilled Care Homes, Home Health Agencies, Hospice, Clinics, Health Care Providers' Offices), and Federal and State government institutions.

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 29-1141.00

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

(PN 2126)

Minimum 7.5 hours

Amy Sheffer | (618) 634-3285 | amys@shawneecc.edu

This program is designed to teach and train the student to function as an integral part of a health care team, under the direction of a registered or licensed nurse, in nursing homes or home health care settings. Upon satisfactory completion of the program, the student will be eligible to take the State of Illinois Nurse Aide Competency test.

		Credit Hours
*CNA 120	Basic Nurse Assistant Training Program	7
CPR 120	CPR for Healthcare Providers	.5
	<b>TOTAL HOURS</b>	<b>7.5</b>

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

\*90 hours - theory

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

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

### Admission Requirements:

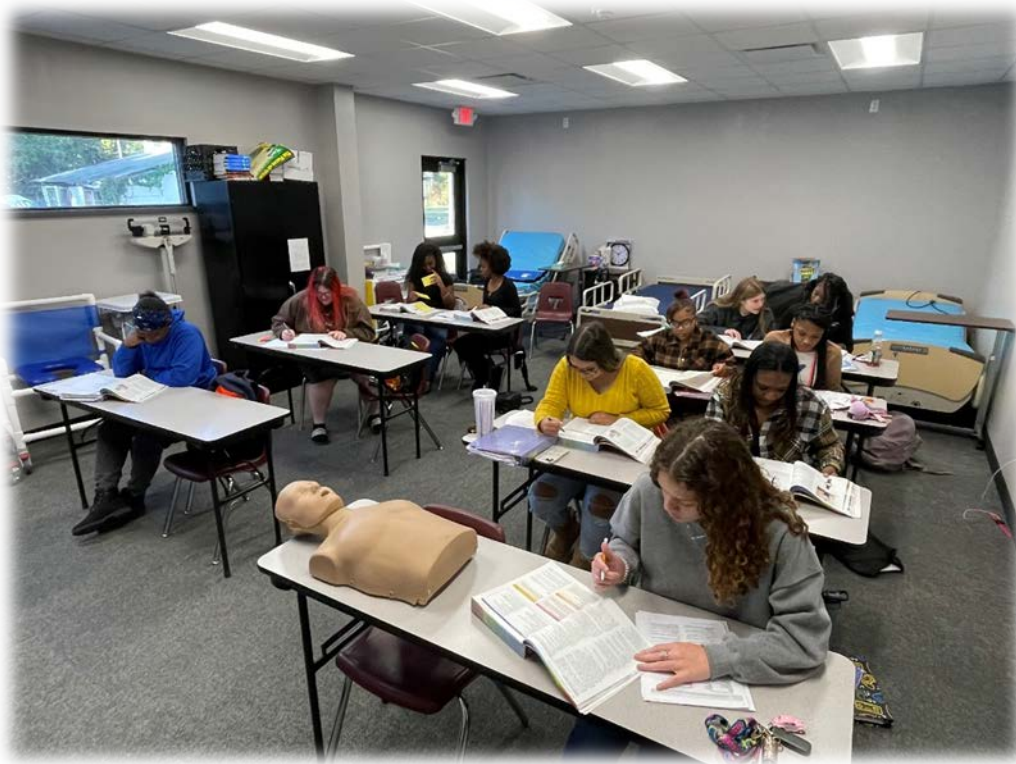
- **AGE:** Be at least 16 years of age.
- **ENTRANCE TEST:** Placement test score equivalent to ENG 047 or higher.
- **BACKGROUND CHECK:** A fingerprint background check must be initiated prior to starting class. A 2-step PPD test for TB must be completed prior to clinical.

### Possible Career Opportunities

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

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

SOC Codes: 31-1014.00



**MEDICAL ASSISTANT (One-Year Certificate)**  
**(HCM 1201) Minimum 32 hours**

Kayde Pender | (618) 634-3273 | kaydep@shawneecc.edu

This one-year certificate program is designed to prepare the student to provide both administrative and clinical services in a medical office. Medical assistants have a moderate level of patient contact. The profession-specific duties of a medical assistant will vary depending on the legal requirements of the state and on-the-job training, skill level, and capabilities of the medical assistant. Administrative duties may include: managing the flow of patients in and out of the office, updating and filing medical records, filling out insurance information, arranging for hospital admission or laboratory services, and billing. Under the direct supervision of a licensed professional such as a physician, medical assistants also provide direct, hands-on patient care procedures. These procedures may include: monitoring vital signs, explaining treatment procedures, preparing patients for examinations, sterilizing instruments and/or performing routine laboratory procedures and electrocardiograms.

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

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

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

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

**Possible Career Opportunities:** Medical assistant. Major employers include community health providers, hospitals, and other healthcare facilities.

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

SOC Codes: 31-9092.00

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

**(HIT 2176) Minimum 11 hours**

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

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

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

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

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

**(HIT 2174) Minimum 12 hours**

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

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

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

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

## MEDICAL CODING SPECIALIST (One-Year Certificate)

(HIT 2224) Minimum 33 hours

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

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

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

FALL SEMESTER			Credit Hours
COM 111	Business Computer Systems		4
HIT 100	Medical Terminology		3
HIT 101	Introduction to Health Information Technology		3
HIT 109	Introduction to Coding		2
SPC 111 or SPC 210	Speech or Interpersonal Communications		3
TOTAL HOURS			15

SPRING SEMESTER			Credit Hours
BIO 212	Anatomy and Physiology		3
HIT 104	Advanced Medical Terminology		3
HIT 106	Principles of Insurance		3
HIT 107	Medical Office Procedures		4
HIT 111	Professionalism in the Medical Office		1
HIT 209	Advanced Physician Coding		4
TOTAL HOURS			18

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### Possible Career Opportunities

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

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

SOC Codes: 29-2071.00

## MEDICAL OFFICE ASSISTANT (One-Year Certificate)

(MRS 2102) Minimum 32 hours

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

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

FALL SEMESTER			Credit Hours
COM 111	Business Computer Systems		4
HIT 100	Medical Terminology		3
HIT 101	Introduction to Health Information Technology		3
HIT 105	Medical Transcription		3
HIT 109	Introduction to Coding		2
SPC 111 Or SPC 210	Speech or Interpersonal Communications		3
TOTAL HOURS			18

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

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### Possible Career Opportunities

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

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

SOC Codes: 29-2071.00

# OCCUPATIONAL THERAPY ASSISTANT (AAS Degree)

(OTA 2237)

Minimum 70 hours

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

Occupational Therapy Assistant (OTA) courses have both lecture and hands-on laboratory components. Portions of the lecture section of some OTA courses are web-based. During the program, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive, or developmental disabilities.

The profession tailors rehabilitation individually for each client. Through evaluation and treatment, it seeks to restore or improve function in occupational performance. Treatment is provided within the context of the client's life environments and relationships. Occupation may be defined as the ordinary things people do each day to work, to play, and to take care of themselves. Occupational therapy is based on the idea that our personal identity and feeling of value is closely tied to what we are able to do. We all choose many "occupational" roles that are important to us and make us excited to engage in life. When our function becomes impaired, we may lose both our independence and sense of self-worth.

The practice of OT utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include restoration of performance abilities; instruction in compensatory techniques; adaptation of tasks, processes, or environments; disability prevention techniques; and health promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will directly work with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability. OT serves a diverse population in a wide variety of settings such as hospitals, clinics, facilities for rehabilitation, extended and long-term care, sheltered workshops, schools, camps, private homes, physician's offices, community programs, and private practice.

### Accreditation Status

Program graduates will qualify to sit for the National Board of Certification in Occupational Therapy, Inc. (NBCOT) national certification examination. This computer-delivered examination will be delivered on-demand, after determining eligibility. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice, usually basing this on the NBCOT exam results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)  
6116 Executive Boulevard, Suite 200  
North Bethesda, MD 20852-4929  
301-652-6611 – [accred@aota.org](mailto:accred@aota.org)

### First Year

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

SPRING SEMESTER			Credit Hours
BIO 222	Anatomy and Physiology II*		4
OTA 112	Activities of Daily Living		3
OTA 120	Occupational Therapeutic Media		3
OTA 122	OT Group Process		2
OTA 133	Clinical Rotation I		1
OTA 134	Occupational Therapy in Physical Disabilities		3
PSY 211	Introduction to Psychology		3
<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 221-Anatomy and Physiology I.  
 \*\*\*MAT 210-Elementary Statistics should be taken by students wishing to transfer. MAT 121-Technical Mathematics is a non-transferable math.  
 \*\*\*\* Must be completed within 18 months of academic coursework.  
 All classes must be passed with a grade of C or better.  
 A criminal background check and drug screening will be required after admission into the program.

### Possible Career Opportunities

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

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
 SOC Codes: 31-2011.00

## PHLEBOTOMY (Less-than-One-Year Certificate)

(PN 1126)

Minimum 3.5 hours

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

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

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

		Credit Hours	
	PHB 120	Basic Phlebotomy	2
	PHB 121	Phlebotomy Internship	1
	CPR 120	CPR for Healthcare Providers	0.5
		<b>TOTAL HOURS</b>	<b>3.5</b>

### Possible Career Opportunities

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

O\*NET Links: [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 31-9097.00

## PRACTICAL NURSING (One-Year Certificate)

(PN 2127)

Minimum 46 hours

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

Amanda Hannan | (618) 634-3277 | amanda@shawneecc.edu

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

### ELIGIBILITY

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

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

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

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

### Full-Time Cohort

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

	SECOND SEMESTER – FALL	Credit Hours	
	PN 115	Clinical Nursing I (First 8 weeks)	2
	PN 116	Clinical Nursing II (Second 8 weeks)	2
	PN 125	Introduction to Mental Health	1
	PN 126	Introduction to Pharmacology	3
	PN 129	Medical-Surgical Nursing I	3

	PN 170	Geriatric Nursing	2
		<b>TOTAL HOURS</b>	<b>13</b>

<b>THIRD SEMESTER – SPRING</b>			<b>Credit Hours</b>
	PN 112	Intravenous Therapy for the LPN	0.5
	PN 117	Obstetric Clinical	1
	PN 119	Clinical Nursing Part III	3
	PN 131	Nursing Care of Mother and Newborn	2
	PN 132	Nursing Care of the Child	2
	PN 133	Pharmacology	2
	PN 137	Medical-Surgical Nursing II	2
		<b>TOTAL HOURS</b>	<b>12.5</b>

### PRACTICAL NURSING (One-Year Certificate)

#### Part-Time Cohort

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

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

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

<b>FALL SEMESTER</b>			<b>Credit Hours</b>
	PN 115	Clinical Nursing I (First 8 weeks)	2
	PN 126	Introduction to Pharmacology	3
	PN 129	Medical-Surgical Nursing I	3
		<b>TOTAL HOURS</b>	<b>8</b>

<b>SPRING SEMESTER</b>			<b>Credit Hours</b>
	PN 117	Obstetric Clinical	1
	PN 131	Nursing Care of Mother and Newborn	2
	PN 132	Nursing Care of the Child	2
	PN 133	Pharmacology	2
		<b>TOTAL HOURS</b>	<b>7</b>

<b>FALL SEMESTER</b>			<b>Credit Hours</b>
	PN 116	Clinical Nursing II (Second 8 weeks)	2
	PN 125	Introduction to Mental Health	1
	PN 170	Geriatric Nursing	2
		<b>TOTAL HOURS</b>	<b>5</b>

<b>SPRING SEMESTER</b>			<b>Credit Hours</b>
	PN 112	Intravenous Therapy for the LPN	0.5
	PN 119	Clinical Nursing Part III	3
	PN 137	Medical-Surgical Nursing II	2
		<b>TOTAL HOURS</b>	<b>5.5</b>

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

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**Career Opportunities:** Major employers include hospitals, Community Health Providers (Skilled Care Homes, Home Health Agencies, Hospice, Clinics, Health Care Providers' Offices), Federal and State government institutions.

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 29-2061.00



# ***CAREER AND TECHNOLOGY***

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

Auto Body \* Automotive Maintenance and Light Repair \* Basic Residential Electricity  
Cosmetology Instructor Training \* Basic Heating and Air Conditioning \* Internet and Computing  
Core Prep \* Microsoft Office Specialist Prep \* Nail Technology  
Truck Driving \* Combination Welding (ARC, Gas, Tig, Pipe, Mig)

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

Agriculture \* Automotive Technician Assistant \* Cosmetology \* Criminal Justice  
Combination Welding

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

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



**ACCOUNTING (AAS Degree)**  
**(ACC 2211) Minimum 64 hours**

Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

The Associate of Applied Science in Accounting is a two-year curriculum, designed to provide the student with entry-level skills for employment as a bookkeeper or accounting technician. Upon successful completion of the program, the student will have a basic knowledge of accounting as it pertains to payroll, taxes, accounts receivables, accounts payable, general accounting, sales, depreciation, and inventory. This program has been articulated with SIUC's College of Business, which is an AACSB (the Association to Advance Collegiate Schools of Business) accredited bachelor's degree.

**First Year**

FALL SEMESTER			Credit Hours
BUS 124	Bookkeeping		3
BUS 128 or BUS 210	Intro to Management or Principles of Management		3
ENG 111	English Composition I		3
IAI Life Science	IAI Life Science Course		<u>3/4</u>
<b>TOTAL HOURS</b>			<b>12/13</b>

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

**Second Year**

FALL SEMESTER			Credit Hours
ACC 112	Managerial Accounting		4
BUS 232	Supervision		3
BUS 215	Legal and Social Environment of Business		3
ECO 211	Introduction to Macroeconomics		3
IAI Physical Science	IAI Physical Science		<u>3/4</u>
<b>TOTAL HOURS</b>			<b>16/17</b>

SPRING SEMESTER			Credit Hours
ACC 223	Tax Accounting		3
BUS 211	Intro to Finance		3
BUS 225	Business Communication		3
ECO 212	Introduction to Microeconomics		3
IAI Fine Art	IAI Fine Art		<u>3</u>
IAI Humanities	IAI Humanities		<u>3</u>
<b>TOTAL HOURS</b>			<b>18</b>

**Possible Career Opportunities**

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

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
 SOC Codes: 43-3031.00

**AGRICULTURE (One-year Certificate)**  
**(AGR 2214) Minimum 34 hours**

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

This One-year Certificate program is designed to prepare the student as a self-employed participant in the field of agriculture or an agriculture-related business. This certificate is a part of the **Guided Pathway** into the **Associate of Applied Science degree in Agriculture Business and Management** and the **Associate of Applied Science degree in Fish and Wildlife Management**.

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path.

FALL SEMESTER			Credit Hours
AGR 113	Introduction to Soil Science		4
AGR 117	Conservation of Natural Resources		3
AGR 210	Introduction to Agricultural Communications		3
COM 111	Business Computer Systems		4
ENG 111	English Composition I		<u>3</u>
<b>TOTAL HOURS</b>			<b>17</b>

SPRING SEMESTER			Credit Hours
AGR 112	Introduction to Crop Science		4
AGR 115	Intro to Animal Science		4
AGR 145	Introduction to Agribusiness Management		3
AGR 211	Technology in Agriculture		3
ENG 112	English Composition		<u>3</u>
<b>TOTAL HOURS</b>			<b>17</b>

## AGRICULTURE BUSINESS AND MANAGEMENT (AAS Degree)

(AGR 2215) Minimum 62 hours

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

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

### First Year

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

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

### Second Year

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

SPRING SEMESTER		Credit Hours
AGR 115	Intro to Animal Science	4
AGR 145	Introduction to Agribusiness Management	3
AGR 211	Technology in Agriculture	3
ECO 211 or ECO 212	Introduction to Macroeconomics or Introduction to Microeconomics	3
AGR 197	Agriculture Internship	2
<b>TOTAL HOURS</b>		<b>15</b>

### Possible Career Opportunities

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

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

SOC Codes: 11-9013.00

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

(AUT 2106) Minimum 6 hours

Alex Copley | (618)-634-3318 | alexc@shawneecc.edu

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

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

Note: No minimum placement test required.

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

(AUT 2186) Minimum 16 hours

Alex Copley | (618)-634-3318 | alexc@shawneecc.edu

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

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

## AUTOMOTIVE TECHNICIAN Assistant (One-Year Certificate)

(AUT 2158) Minimum 31 hours

Alex Copley | (618)-634-3318 | alexc@shawneecc.edu

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

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

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

## AUTOMOTIVE TECHNOLOGY (AAS Degree)

(AUT 2256) Minimum 61 hours

Alex Copley | (618)-634-3318 | alexc@shawneecc.edu

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

### First Year

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

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

### Second Year

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

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

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

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

(ELT 2161) Minimum 17 hours

Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

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

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

SPRING SEMESTER		Credit Hours
BEL 162	Basic Electricity II	3
BEL 165	Residential Wiring	3
BEL 166	Codeology	2
OSH 102	OSHA General Industry	2
<b>Total Hours</b>		<b>10</b>

### Possible Career Opportunities

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

O\*NET Links: [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 47-2111

## **BUSINESS MANAGEMENT (AAS Degree)**

**(BUS 2210) Minimum 63 hours**

Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

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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>
BUS 124	Bookkeeping	3
BUS 128	Intro to Management	3
COM 111	Business Computer Systems	4
BUS 210	Principles of Management	3
COM 281	Microsoft Excel	2
<b>TOTAL HOURS</b>		<b>15</b>

<b>SPRING SEMESTER</b>		<b>Credit Hours</b>
ACC 111	Financial Accounting	4
BUS 215	Legal and Social Environment of Business	3
BUS 230	Human Resource Management	3
MAT 116	College Algebra	4
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>17</b>

### **Second Year**

<b>FALL SEMESTER</b>		<b>Credit Hours</b>
ACC 112	Managerial Accounting	4
BUS 116	Principles of Marketing	3
BUS 232	Supervision	3
ECO 211	Intro to Macroeconomics	3
MAT 210	General Elementary Statistics	4
<b>TOTAL HOURS</b>		<b>17</b>

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

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### **Possible Career Opportunities**

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

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 11-1021

## COMPUTER SYSTEM AND SECURITY SPECIALIST (AAS Degree)

(COM 2221) Minimum 65 hours

Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

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

### First Year

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

SPRING SEMESTER		Credit Hours
COM 133	Linux Operating Systems and Network	2
COM 222	Computer Logic	3
COM 246	Introduction to Cybersecurity	3
COM 265	Command Prompt-Windows	2
SPC 111	Speech	3
<b>TOTAL HOURS</b>		<b>13</b>

### Second Year

FALL SEMESTER		Credit Hours
COM 218	Security + Certification	3
COM 227	Database Management Systems	3
COM 244	A+ Certification	3
COM 247	Python Programming	3
COM 281	Microsoft Excel	2
ENG 111	English Composition	3
<b>TOTAL HOURS</b>		<b>17</b>

SPRING SEMESTER		Credit Hours
BUS 225	Business Communication	3
COM 196	Computer Systems Internship	2
COM 231	C-Programming	3
COM 241	Windows Server Networking	3
ECO 211 or ECO 212	Introduction to Macroeconomics (Fall) or Introduction to Microeconomics (Spring)	3
PSY 211	Introduction to Psychology	3
<b>TOTAL HOURS</b>		<b>17</b>

### Possible Career Opportunities

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

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

SOC Codes: 15-1121.00



# CONSTRUCTION MANAGEMENT OF LABORERS (AAS Degree)

(CMT 2005)

Minimum 62 Hours

Kristy Stephenson | (618) 634-3225 | kristys@shawnecc.edu

This is a restricted entry program. Students must first be accepted as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP). All LBR-prefix courses are taken with the union according to the apprenticeship cycle. All other courses are taken with SCC. SCC has an articulation agreement with SIU-C for the Bachelors in Technical Resource Management. Interested students should seek advisement. \*Courses to be select if you plan to transfer to SIU-C.

NOTE: The Business (BUS) courses are to be taken in this sequence for successful completion of this program. The students will take all of the LBR courses with the ILCJATP. Any 30 hours of that coursework will count toward the degree.

FIRST SEMESTER 12 weeks		Credit Hours
COM 111	Business and Computer Systems	4
ENG 124 or *ENG 111	Technical Communication I or English Composition I	3
<b>TOTAL HOURS</b>		<b>7</b>

THIRD SEMESTER 12 weeks		Credit Hours
BUS 232	Supervision	3
BUS 215 or *SOC 218	Legal and Social Environment of Business Cultural Diversity	3
SPC 210 or *SPC 111	Interpersonal Communication or Speech	3
<b>TOTAL HOURS</b>		<b>9</b>

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

FOURTH SEMESTER 12 weeks		Credit Hours
BUS 128	Introduction to Management	3
BUS 197	Construction Management for Laborers Internship	5
<b>TOTAL HOURS</b>		<b>8</b>

### ILCJATP courses (Select any combination of 30 credit hours)

LBR 140 - Craft Laborer Orientation	3
LBR 141 – Construction Math	3
LBR 142 - Mason Tending	3
LBR 143 – GPS I	3
LBR 144 - Asphalt Technology and Construction	3
LBR 145 - Grade Checking System/Intro to GPS	3
LBR 146 - Concrete Worker	3
LBR 147 - Landscaping	3

LBR 148 – Blueprint Reading	3
LBR 149 – General Construction	3
LBR 150 – Scaffold Builder Technology I	3
LBR 151 – Hoisting and Rigging	3
LBR 240 – Asbestos and Lead Awareness	3
LBR 242 – Principles of Pipe Laying	3
LBR 244 – Concrete Worker-Advanced	3
LBR 246 - Bridge Construction, Renovation, and Demolition	3
LBR 248 – Hazardous Waste Operations	3

### Possible Career Opportunities

Construction Manager, Facilities Manager, Site Engineer, Building Surveyor, Building Services Engineer, Sustainability Consultant

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

SOC Codes: 11-9021.00



## COSMETOLOGY (One-Year Certificate)

(COS 2139) Minimum 50 hours

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

This certificate program is designed to provide Cosmetology students with the basic knowledge and skills required by the Illinois Department of Financial and Professional Regulations for licensure. A minimum of 1500 contact hours and 50 semester hours of college credit are required for the completion of this program.

FIRST 8 WEEKS			Credit Hours
COS 150	Cosmetology Theory I		2
COS 151	Cosmetology Lab I		8
TOTAL HOURS			10
SECOND 8 WEEKS			Credit Hours
COS 152	Cosmetology Theory II		2
COS 153	Cosmetology Lab II		8
TOTAL HOURS			10
THIRD 8 WEEKS			Credit Hours
COS 154	Cosmetology Theory III		2
COS 155	Cosmetology Lab III		8
TOTAL HOURS			10

FOURTH 8 WEEKS			Credit Hours
COS 156	Cosmetology Theory IV		2
COS 157	Cosmetology Lab IV		8
TOTAL HOURS			10
FIFTH 8 WEEKS			Credit Hours
COS 159	Cosmetology Lab V		8
COS 160	Cosmetology Internship		2
TOTAL HOURS			10

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

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

(COS 2169) Minimum 24 hours

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

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

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

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

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

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

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 39-5012.00





## CRIMINAL JUSTICE (One-Year Certificate)

(CJ 2119)

Minimum 30 hours

Eric Howard | (618) 634-3225 | erich@shawneecc.edu

The Criminal Justice certificate is designed to provide the student with basic background for employment for some law enforcement professions.

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 123	Introduction to Criminal Justice	3
CJ 125	Criminal Behavior	3
*ENG 111 or ENG 124	English Composition I or Technical Communication I	3
CJ 113	Ethics in Criminal Justice	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 210	Introduction to Victimology	3
CJ 224	Juvenile Justice	3
*ENG 112 or ENG 221	English Composition II or Technical Communication II	3
SOC 212 or *SOC 218	Sociology or Cultural Diversity	3
TOTAL HOURS		15

**Possible Career Opportunities:** Police Officer, Patrolman, Patrol Officer, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Officer, Detective, Investigator, Police Detective, Narcotics Detective, Narcotics Investigator, Sex Crimes Detective

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 33-3021.01, 33-3051.01

## CRIMINAL JUSTICE (AAS Degree)

(CJ 2120)

Minimum 62 hours

Eric Howard | (618) 634-3225 | erich@shawneecc.edu

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

### First Year

FALL SEMESTER		Credit Hours
CJ 111	Criminal Law I	3
CJ 113	Ethics in Criminal Justice	3
CJ 123	Introduction to Criminal Justice	3
CJ 125	Criminal Behavior	3
*ENG 111 or ENG 124	English Composition I or Technical Communication I	3
TOTAL HOURS		15

SPRING SEMESTER		Credit Hours
CJ 211	Criminal Law II	3
CJ 210	Introduction to Victimology	3
CJ 224	Juvenile Justice	3
*ENG 112 or ENG 221	*English Composition II or Technical Communication II	3
SOC 212 or *SOC 218	Sociology or *Cultural Diversity	3
TOTAL HOURS		15

### Second Year

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

SPRING SEMESTER		Credit Hours
BIO 212	Anatomy and Physiology	3
CJ 223	Introduction to Corrections	3
CJ 225	Introduction to Terrorism	3
CJ 299	Criminal Justice Internship	2
PSY 216	Social Psychology	3
SPC 210 or *SPC 111	Interpersonal Communication or Speech	3
TOTAL HOURS		17

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

**Possible Career Opportunities:** Police Officer, Patrolman, Patrol Officer, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Officer, Detective, Investigator, Police Detective, Narcotics Detective, Narcotics Investigator, Sex Crimes Detective

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org) SOC Codes: 33-3021.01, 33-3051.01

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

## FISH AND WILDLIFE MANAGEMENT (AAS Degree)

(AGR 2216)

Minimum 60 hours

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

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

### First Year

FALL SEMESTER			Credit Hours
AGR 113	Introduction to Soil Science		4
AGR 228	Wildlife Management		3
AGR 235	Tree Identification Lab		2
ENG 111	English Composition I		3
	Elective		4
<b>TOTAL HOURS</b>			<b>16</b>

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

### Second Year

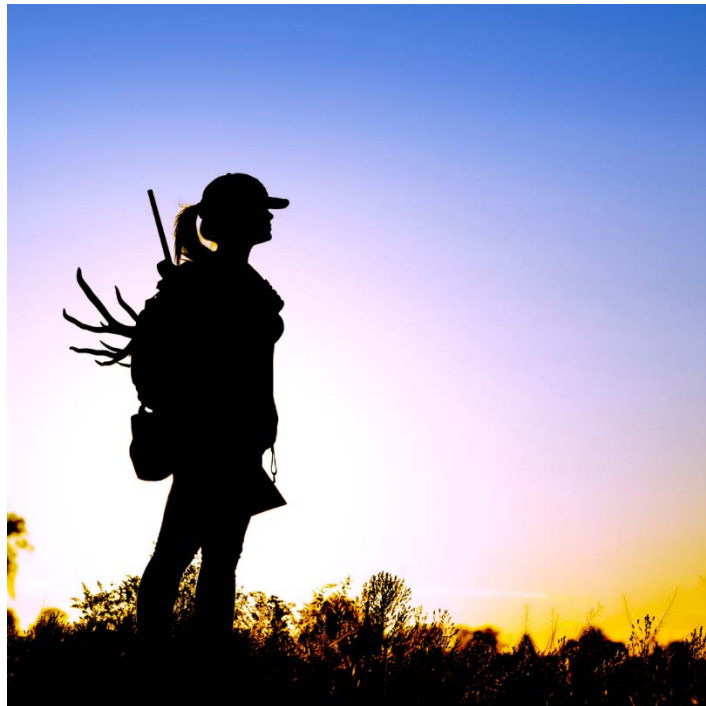
FALL SEMESTER			Credit Hours
AGR 117	Conservation of Natural Resources		3
AGR 225	Introduction to Forestry		3
BIO 214	Field Biology		2
COM 111	Business Computer Systems		4
MAT 110 or MAT 116	General Education Mathematics or College Algebra		4
<b>TOTAL HOURS</b>			<b>16</b>

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

### Possible Career Opportunities

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

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
 SOC Codes: 33-3031.00



## BASIC HEATING AND AIR CONDITIONING (Less-Than-One-Year Certificate)

(HAC 2233)

Minimum 28 hours

Kristy Stephenson | (618) 634- 3325 | kristys@shawneecc.edu

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

FALL SEMESTER		Credit Hours
BEL 161	Basic Electricity I	3
HAC 160	Air Conditioning I	3
HAC 111	Basic Sheet Metal Layout	3
HEA 160	Heating I	3
ENG 111 or ENG 124	English Composition I Technical Communication I	3
<b>TOTAL HOURS</b>		<b>15</b>

SPRING SEMESTER		Credit Hours
BEL 162	Basic Electricity II	3
HAC 260	Air Conditioning II	3
HAC 211	Advanced Sheet Metal Layout	2
HEA 260	Heating II	3
OSH 102	OSHA General Industry	2
<b>TOTAL HOURS</b>		<b>13</b>

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

(HAC 2236)

Minimum 61 hours

Kristy Stephenson | (618) 634- 3325 | kristys@shawneecc.edu

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

### First Year

FALL SEMESTER		Credit Hours
BEL 161	Basic Electricity I	3
HAC 160	Air Conditioning I	3
HAC 111	Basic Sheet Metal Layout	3
HEA 160	Heating I	3
ENG 111 or ENG 124	English Composition I Technical Communication I	3
<b>TOTAL HOURS</b>		<b>15</b>

### Second Year

FALL SEMESTER		Credit Hours
COM 111	Business Computer Systems	4
HAC 130	Commercial Refrigeration I	3
HAC 113	Electrical Controls and Circuitry	3
HAC 220	Installation of HVAC Systems	3
MAT 110 or 121	General Education Mathematics Technical Mathematics	4/3
<b>TOTAL HOURS</b>		<b>16/17</b>

SPRING SEMESTER		Credit Hours
BEL 162	Basic Electricity II	3
OSH 102	OSHA General Industry	2
HAC 260	Air Conditioning II	3
HAC 211	Advanced Sheet Metal Layout	2
HEA 260	Heating II	3
<b>TOTAL HOURS</b>		<b>13</b>

SPRING SEMESTER		Credit Hours
HAC 212	Advanced Heating Systems	3
HAC 213	Advanced Electrical Controls and Circuitry	3
HAC 230	Commercial Refrigeration II	3
PSY 211	Introduction to Psychology	3
SPC 111 or SPC 210	Speech Interpersonal Communication	3
HAC 297	HVAC Internship	2
<b>TOTAL HOURS</b>		<b>17</b>

### Possible Career Opportunities

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

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

SOC Codes: 49-9021

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

(COM 2182) Minimum 7 hours

Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

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

Fall Semester		Semester Hours
COM 111	Business Computer Systems	4
COM 189	Networking Technologies	3
TOTAL		7

SOC Codes: 43-9000

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

(COM 2183) Minimum 6 hours

Kristy Stephenson | (618) 634-3325 | kristys@shawneecc.edu

Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers. Microsoft Office is a powerful service designed to unleash the best ideas, get things done and stay connected on the go. And possessing MOS certification shows the world that a student has the skills to harness the full features and functionality of Microsoft Office. Demonstration of increased performance, individual differentiation, and personal confidence associated with individuals achieving MOS Certification.

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

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

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

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

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

(NLT 1128) Minimum 16 hours

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

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

First 8 weeks		Credit Hours
NLT 130	Nail Technology Theory I	4
NLT 131	Nail Technology Lab I	4
Second 8 weeks		
NLT 132	Nail Technology Theory II	4
NLT 133	Nail Technology Lab II	4
TOTAL HOURS		16

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

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

### O\*Net Links:

www.onetonline.org  
SOC Codes: 39-5092.00



**SOCIAL WORK (AAS Degree)**  
**(SST 2201) Minimum 64 hours**

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

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

**First Year**

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

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

**Second Year**

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

SPRING SEMESTER			Credit Hours
GOV 117	American Government		3
PSY 216	Social Psychology		3
SOC 217	Marriage and Family		3
SOC 218	Cultural Diversity		3
SW199	Social Work Internship		2
SW 224	Intro to Social Service Agencies		2
<b>TOTAL HOURS</b>			<b>16</b>

**Possible Career Opportunities**

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

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
 SOC Codes: 21-1093

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

(TDR 2100)

Minimum 16 hours

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

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

		Credit Hours
TDR 176	Truck Driving	14
TDR 198	Externship	2
<b>TOTAL HOURS</b>		<b>16</b>

Note: No minimum placement test required.

### Admission Requirement

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

**PHYSICAL CONDITION:** Must be able to pass a complete physical examination and Department of Transportation (DOT) drug screening. Must be able to satisfactorily perform the required essential tasks as listed in the job description of the career field.

**EDUCATION:** High school diploma or High School Equivalency Certificate.

**SUBSTANCE ABUSE:** Must not use alcohol, amphetamines, marijuana, narcotics, or opioids. Must be able to pass a drug-screening test to comply with Department of Transportation (DOT) and Clearinghouse regulations.

### Possible Career Opportunities

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

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

SOC Codes: 53-3032

## WELDING - COMBINATION (One-Year Certificate)

(WEL 2147)

Minimum 30 hours

Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

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

Note: No minimum placement test required.

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

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

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

(WEL 2192)

Minimum 11 hours

Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

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

Note: No minimum placement test required.

		Semester Hours
WEL 123	Arc Welding I	3
WEL 124	Arc Welding II and Low Hydrogen	5
WEL 160	Introduction to Welding	3
<b>TOTAL</b>		<b>11</b>

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

**(WEL 2193)**

**Minimum 6 hours**

Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

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

Note: No minimum placement test required.

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

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

**(WEL 2194)**

**Minimum 5 hours**

Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

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Tig welding is a gas-arc welding process using an inert gas to protect the weld zone from the atmosphere. The heat for welding is a very intense electric arc which is struck between a non-consumable tungsten electrode and work piece. Tig welding is more complex than regular arc welding. More emphasis is placed on the technology of metals. The student should be competent in arc and gas welding and have knowledge of metals, their properties and characteristics.

Note: No minimum placement test required.

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

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

**(WEL 2195)**

**Minimum 14 hours**

Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

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

Note: No minimum placement test required.

		Semester Hours
WEL 123	Arc Welding I	3
WEL 124	Arc Welding II and Low Hydrogen	5
WEL 128	Pipe Welding	3
WEL 160	Introduction to Welding	3
<b>TOTAL</b>		<b>14</b>

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

**(WEL 2196)**

**Minimum 6 hours**

Kyle Schierbaum | (618) 634-3444 | kylesc@shawneecc.edu

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

Note: No minimum placement test required.

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

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### Possible Career Opportunities

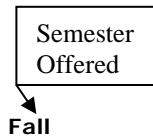
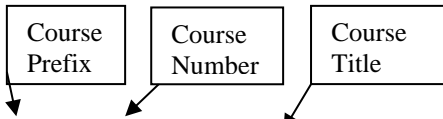
Aluminum Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator

**O\*NET Links:** [www.onetonline.org](http://www.onetonline.org)  
SOC Codes: 51-4121.06

# COURSE DESCRIPTIONS







**ACC-0112 Managerial Accounting**

This course presents accounting as an in-house information production process that is to be used when managing a business. Separate components of a business are emphasized in regards to their planning, controlling, and performance evaluation. The various industry-specific tasks that will be highlighted are job-order costing, activity-based costing, and cost-profit-analysis. Review of budgetary planning processes will include variances for actual output, flexible spending, and implementation of decision models used in making short- and long-term business decisions.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (4 lecture 0 lab)  
 Prerequisite: ACC-0111  
 Transferable  
 IAI Code: BUS904

**Semester Offered**

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

**Semester Credit**

Each course description reflects the number of semester credits that will be earned upon successful completion of the course. In addition, the description reflects the number of hours per week spent on lecture/lab activities during a traditional 16-week semester. The times will be adjusted on the semester schedule if the number of weeks for the course to meet are fewer than a full semester.

**Prerequisite**

In order to ensure that students are adequately prepared for courses, some courses require completion of foundation courses or demonstrated skill levels prior to enrollment. These prerequisite(s) requirements are listed at the end of each course description if applicable.

**Transferable**

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

**IAI Major/IAI GECC**

Shawnee Community College is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of Illinois General Education Core curriculum between participating institutions. Completion of the General Education Core Certificate (GECC) at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor degree have been satisfied. This number identifies the IAI major that the course is approved under.

**Illinois Articulation Initiative (IAI) Coding**

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

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

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

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

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

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

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

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

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

**COURSE CATEGORY****COURSE PREFIX**

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

# ACADEMIC COURSE DESCRIPTIONS

## Accounting

### **ACC-0111 Financial Accounting**

**Spring**

This course presents accounting as an information system that produces basic financial statements, such as income statement, statement of owner's equity, cash flows statement, and balance sheet, primarily for external users of the business. Students study sole proprietorship, partnership, and corporation ownership and journal transactions as they relate to business. The main content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations' cash flow statements, and financial statement analyses. The accountant's role of analyzing and interpreting data for decision-making is also included.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Transferable

IAI Code: BUS903

### **ACC-0112 Managerial Accounting**

**Fall**

This course presents accounting as an in-house information production process that is to be used when managing a business. Separate components of a business are emphasized in regards to their planning, controlling, and performance evaluation. The various industry-specific tasks that will be highlighted are job-order costing, activity-based costing, and cost-profit-analysis. Review of budgetary planning processes will include variances for actual output, flexible spending, and implementation of decision models used in making short- and long-term business decisions.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: ACC-0111

Transferable

IAI Code: BUS904

### **ACC-0121 Payroll Accounting**

**Spring**

This course involves the calculation of earnings whether hourly, piece rate, commission, weekly, or salary, computation of employee taxes such as FICA, federal, and state, and computation of employer taxes such as FICA, FUTA, and SUTA. Other topics covered include overtime calculations, reporting forms to the government, and computerized payroll. Students will complete a payroll simulation.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

### **ACC-0219 Quickbooks**

**Spring**

This course introduces the accounting student to an electronic, integrated software package, which is intended for the small business owner. Basic areas of accounting, such as payables, receivables, payroll, depreciation, inventory and preparation of accounting statements and reports are practiced using QuickBooks. Students will learn through problem solving to set up computerized financial records for a new business or for an existing business that has been utilizing a manual accounting system.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

### **ACC-0223 Tax Accounting**

**Spring**

The study of tax accounting includes tax responsibilities of individuals, partnerships, and corporations; income inclusions and exclusions; capital gains and losses; business and personal deductions; dividends, inventories, and depreciation; special filings; death, gift, trust, and estate taxes, and planning for tax minimization.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

# Agriculture

## **AGR-0111 Introduction to Horticulture**

**Fall**

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

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

Transferable

IAI Code: AG905

## **AGR-0112 Introduction to Crop Science**

**Spring**

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

Semester Credit: 4 credit hours (3 lecture and 2 lab)

Transferable

IAI Code: AG903

## **AGR-0113 Introduction to Soil Science**

**Fall**

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

Semester Credit: 4 credit hours (3 lecture and 2 lab)

Transferable

IAI Code: AG904

## **AGR-0115 Introduction to Animal Science**

**Spring**

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

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Transferable

IAI Code: AG902

## **AGR-0116 Agricultural Economics**

**Fall**

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

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

Transferable

IAI Code: AG901

## **AGR-0117 Conservation of Natural Resources**

**Fall**

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

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

Transferable

## **AGR-0145 Introduction to Agribusiness Management**

**Spring**

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

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

Transferable

## **AGR-0197 Agriculture Internship**

**Spring**

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

Semester Credit: 2 credit hours (150 internship hours per semester)

**AGR-210 Introduction to Agricultural Communications****Fall**

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

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

**AGR-0211 Technology in Agriculture****Spring**

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

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

**AGR-0225 Introduction to Forestry****Fall**

A fundamental study of forestry, including tree identification, importance, measurement and production techniques.

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

**AGR-0228 Wildlife Management****Fall**

A study of the balance of nature, habitat improvement, and control of wildlife and their predators.

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

**AGR-0230 Agricultural Chemicals****Spring**

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

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

**AGR-0235 Tree Identification Lab****Fall**

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

Semester Credit: 2 credit hours (0 lecture, 4 lab)  
Transferable

## Associate Degree in Nursing

**ADN-0222 Medical–Surgical Nursing I Theory****Fall**

It is designed to provide the student with further study of pulmonary and cardiovascular function, principles of pathophysiology, and nursing care of common respiratory and cardiovascular disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing respiratory and cardiovascular diseases and conditions. Combined with ADN 223 Medical Surgical I Clinical, learning opportunities include both theory content and clinical experience.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Co-Requirement: Must be currently enrolled in ADN 223 Medical-Surgical Nursing I Clinical.

**ADN-0223 Medical–Surgical Nursing I Clinical****Fall**

It is designed to provide the student with further study of pulmonary and cardiovascular function, principles of pathophysiology, and nursing care of common respiratory and cardiovascular disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing respiratory and cardiovascular diseases and conditions. Combined with ADN 222 Medical Surgical I Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)  
Prerequisite: Current BLS CPR certification.  
Co-Requirement: Must be currently enrolled in ADN 222 Medical-Surgical Nursing I Theory

**ADN-0224 Nursing Care of Mother and Child Theory****Fall**

It is designed to provide the student with greater depth and broader perspective of the delivering nursing care to the expanding family. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional and social needs of the antepartum, intrapartum, and postpartum woman as well as to newborn and pediatric patients. A basic understanding of normal reproductive function and the birth process will be necessary in order to study the nursing care of pathophysiological conditions. Emphasis is placed upon health promotion, family involvement and cultural needs of the child bearing family and the hospitalized child and/or adolescent. Combined with ADN 225 Nursing Care of Mother and Child Clinical, learning opportunities include both theory content and clinical experience.

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

Co-Requisite: Must be currently enrolled in ADN 225 Nursing Care of Mother and Child Clinical

**ADN-0225 Nursing Care of Mother and Child Clinical****Fall**

This course is designed to provide the student with greater depth and broader perspective of the delivering nursing care to the expanding family. The nursing process will be utilized to provide nursing care to meet the physical, intellectual, emotional and social needs of the antepartum, intrapartum, and postpartum woman as well as to newborn and pediatric patients. A basic understanding of normal reproductive function and the birth process will be necessary in order to study the nursing care of pathophysiological conditions. Emphasis is placed upon health promotion, family involvement and cultural needs of the child bearing family and the hospitalized child and/or adolescent. Combined with ADN 224 Nursing Care of Mother and Child Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisites: Current BLS CPR certification.

Co-Requisite: Must be currently enrolled in ADN 224 Nursing Care of Mother and Child Theory.

**ADN-0227 Healthcare Diversity****Summer**

This course is designed to foster cultural awareness, sensitivity, and competence of the nursing student for the purpose of preparing them to provide quality nursing care that addresses the unique holistic needs of each client or client population in a variety of healthcare settings. Topics to be discussed include cultural diversity, cultural awareness and sensitivity, healthcare disparity, and cultural competence. Students will explore various cultural beliefs regarding medicine, pain, birth and death, family, and today's healthcare system.

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

**ADN-0229 Community-Based Nursing Care****Spring**

This course is designed to introduce the student to the concepts of nursing in the community. The student will learn that the nurse can positively influence the health and well-being of citizens in the community via the roles of practitioner, communicator, educator, advocate, and case manager. The problem-solving approach will be applied in order to identify health problems of clients in a variety of community clinical agencies and settings. Emphasis will be placed on identifying and utilizing community resources for health problems of all age groups.

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

Prerequisite: Current BLS CPR certification.

**ADN-0232 Nursing Today and Tomorrow****Spring**

This course is designed to teach leadership in nursing, transition into the graduate nurse role, and current issues in nursing are the integral components of this course. Students will have the opportunity to prepare for the application and interview process to pursue professional nurse employment.

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

Prerequisite: Current BLS CPR certification. Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I, and ADN 239 Transitions to Professional Nursing Practice.

**ADN-0237 Mental Health Nursing Theory****Spring**

This course is taken concurrently with ADN 243 Mental Health Nursing Clinical. The course provides the student with further exploration and study into the concepts of mental health and mental illness. Emphasis is placed upon developing skills in therapeutic communication techniques, principles of mental health nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill client. Combined with ADN 243 Mental Health Nursing Clinical, learning opportunities include both theory content and clinical experience.

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

Prerequisite: Current BLS CPR certification. Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I, and ADN 239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 243 Mental Health Nursing Clinical.

**ADN-0239 Transitions to Professional Nursing Practice****Fall**

This course introduces students to the roles of the professional nurse. Emphasis is placed on the components of the nursing process, clinical reasoning, advanced physical assessment, and client education. Learning opportunities include both theory content and laboratory experiences.

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

**ADN-0241 Medical–Surgical Nursing II Theory****Spring**

It is designed to provide the student with further study of gastrointestinal, genitourinary, metabolic, and endocrine function, principles of pathophysiology, and nursing care of common gastrointestinal, genitourinary, metabolic, and endocrine disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing gastrointestinal, genitourinary, metabolic, and endocrine diseases and conditions. Combined with ADN 242 Medical-Surgical II Clinical, learning opportunities include both theory content and clinical experience.

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

Prerequisites: Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I, ADN 239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 242 Medical-Surgical Nursing II Clinical.

**ADN-0242 Medical–Surgical Nursing II Clinical****Spring**

It is designed to provide the student with further study of gastrointestinal, genitourinary, metabolic, and endocrine function, principles of pathophysiology, and nursing care of common gastrointestinal, genitourinary, metabolic, and endocrine disorders. Emphasis will be placed on the application of the nursing process in caring for clients experiencing gastrointestinal, genitourinary, metabolic, and endocrine diseases and conditions. Combined with ADN 241 Medical-Surgical II Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of ADN 222 Medical-Surgical Nursing Theory I, ADN 223 Medical-Surgical Nursing Clinical I and ADN 239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 241 Medical-Surgical Nursing II Theory.

**ADN-0243 Mental Health Nursing Clinical****Spring**

The course provides the student with further exploration and study into the concepts of mental health and mental illness. Emphasis is placed upon developing skills in therapeutic communication techniques, principles of mental health nursing, interpersonal relationships, and identifying psychosocial needs of the mentally and emotionally ill client. Combined with ADN 237 Mental Health Nursing Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 1 credit hour (45 clinical hours per semester)

Prerequisites: Current BLS CPR certification. Successful completion of ADN-0222 Medical-Surgical Nursing Theory I, ADN-0223 Medical-Surgical Nursing Clinical I, and ADN-0239 Transitions to Professional Nursing Practice.

Co-Requisite: Must be currently enrolled in ADN 243 Mental Health Nursing Clinical.

**ADN-0245 Medical–Surgical Nursing III Theory****Summer**

It is designed to provide the student with further study of orthopedic, dermatological, and neurological function, principles of pathophysiology, and nursing care of common complex medical-surgical conditions. Emphasis will be placed on the application of the nursing process in caring for clients experiencing orthopedic, dermatologic, and neurological disorders, and complex medical-surgical conditions. Combined with ADN 246 Medical-Surgical III Clinical, learning opportunities include both theory content and clinical experience.

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

Prerequisite: Successful completion of ADN 241 Medical-Surgical Nursing Theory II

Co-Requisite: Must be currently enrolled in ADN 246 Medical-Surgical Nursing III Clinical.

**ADN-0246 Medical –Surgical Nursing III Clinical****Summer**

It is designed to provide the student with further study of orthopedic, dermatological, and neurological function, principles of pathophysiology, and nursing care of common complex medical-surgical conditions. Emphasis will be placed on the application of the nursing process in caring for clients experiencing orthopedic, dermatologic, and neurological disorders, and complex medical-surgical conditions. Combined with ADN 245 Medical-Surgical III Theory, learning opportunities include both theory content and clinical experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of ADN 242 Medical-Surgical Nursing Clinical II.

Co-Requisite: Must be currently enrolled in ADN 245 Medical-Surgical Nursing III Theory.

**ADN-0247 Prescription for Success****Contact Advisor**

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

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

Prerequisite: Re-admission into the ADN program

# ART

## **ART-0114 Art Appreciation**

**Fall/Spring/Summer**

This is an introductory course in art appreciation. Students will learn about the elements and principles of design, art criticism, art history, aesthetics, media, and contemporary issues in art.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: F2900

## **ART-0117 Art History Survey I**

**By Request**

This course is an historical survey of significant art works and forms and includes painting, sculpture, architecture, and minor arts; various schools, movements, and developments from prehistoric times through Gothic; and cultural backgrounds and influences.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: F2901

## **ART-0227 African-American Art & Artists**

**Spring**

This is a course in the appreciation of the art and history of African-American artists in the United States. Students will demonstrate understanding of the experience and construction of various African-American cultural aesthetic ideals.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: F2906D

# Astronomy

## **AST-0111 Introduction to Astronomy**

**Fall/Spring**

This course is designed for students in any curriculum. Content includes of the sun and its planets together with a study of the stars and the nebulae beyond the sun. Evening observation of the moon and planets with telescope and field glasses, together, with the study of approximately 20 constellations are included.

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

## **AST-0112 Astronomy: Stars, Galaxies and Beyond**

**By Request**

A second course in astronomy designed for students planning to transfer to a university. The course includes a study of the sun and other stars and their planetary formation, nebulae, galaxies and universe beyond our solar system. Evening observations include deep sky objects with the telescope and field glasses. Computer and astronomical laboratory exercises and astrophotography will be a crucial part of this course.

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

# Automotive

## **AUT-0122 Engine Performance I**

**Fall**

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

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

## **AUT-0129 Engine Performance II**

**Spring**

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

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

## **AUT-0132 Electrical/Electronic Systems**

**Spring**

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

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



**AUT-0133 Automatic Transmission/Trans Axle****Spring**

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

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

**AUT-0135 Brakes****Fall**

This course is a study of automotive fundamental safety, master cylinders, power-assist units, hydraulic lines and valves, disk brakes, drum brakes, antilock braking system, parking brake, brake electric and electronic components.

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

**AUT-0136 Suspension and Steering****Fall**

This course is a study of automotive suspensions and steering systems basic theory, safety practices, wheel bearings, tires and wheels, shock absorbers and struts, front and rear suspension systems, computer controlled suspension systems, steering columns and steering linkage mechanisms, power steering pumps, steering gears, four-wheel steering, frames, camber, caster, SAI, setback, toe, and computer alignment systems.

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

**AUT-0137 Engine Repair****Fall**

This course is a study of theory of engine operation, safety, operating systems, diagnosis, sealer gaskets, fasteners, tools and machinery, engine removal and disassembly, manifolds, cylinder heads and reconditioning, value train, block assembly, engine re-assembly and installation.

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

**AUT-0138 Manual Drive Train and Axles****Spring**

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

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

**AUT-0139 Auto Heating and Ac****Spring**

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

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

**AUT-0150 Basic Diesel****Fall**

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

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

**AUT-0225 Engine Performance/Computer Control I****Fall**

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

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

**AUT-0230 Engine Performance/Computer Control II****Spring**

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

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

Prerequisite: AUT-0225 with a minimum grade of C.

**AUT-0232 Advanced Electrical/Electronic Systems****Spring**

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

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

Prerequisite: Completion of AUT 132.

# Auto Body

## **AUT-0130 Auto Body I**

**Fall**

This course introduces safety, tools, and the basic fundamentals of auto body repair. Topics include: shop safety, damage analysis, tools and equipment, repair techniques, material selection, material usage and other related topics.

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

## **AUT-0131 Auto Body II**

**Spring**

This course introduces safety, tools, and the fundamentals of auto body repair. Topics include: shop safety, panel repair and replacement, corrosion protection, paint preparation and proper painting procedures, final detailing, welding and cutting procedures, fiberglass, plastic and composite materials, recognizing various types of mechanical damage, as well as standard and specialty equipment and tools. Special emphasis placed on safety and environmental issues.

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

Prerequisite: AUT-0130

# Basic Electricity

## **BEL-0161 Basic Electricity I**

**Fall**

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

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

## **BEL-0162 Basic Electricity II**

**Spring**

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

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

Prerequisite: BEL-0161

## **BEL-0163 Conduit Bending and Fabrication**

**Fall**

This course teaches the student how to use electrical conduit. It includes cutting, fitting, threading, and bending.

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

## **BEL-0164 Electrical Safety**

**Fall**

Electrical Safety requirements per OSHA and NFPA 70E standards.

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

Corequisite: Concurrent enrollment in BEL-0161.

## **BEL-0165 Residential Wiring**

**Spring**

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

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

Prerequisite: BEL-0161 and concurrent enrollment in BEL 0162

## **BEL-0166 Codeology**

**Spring**

This course teaches the student how to understand and use the National Electrical Code Book.

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

# Biology

## **BIO-0111 Introduction to Biology**

**Fall/Spring/Summer**

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

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Transferable

IAI Code: BIO910/L1900L

**BIO-0115 Human Biology****Fall/Spring/Summer**

This course is an introduction to the study of the structure and function of the human body. This course includes laboratory experience and lecture concepts examining topics such as the molecules of life, bonding, acid/base chemistry of body fluids, cellular metabolism, cell structure and function, tissues, and introduction of the structure and function of organ systems, DNA, genetic diseases, biotechnology and its application and impact of society.

Semester Credit: 5 credit hours (4 lecture, 2 lab)

Transferable

IAI Code: L1904L

**BIO-0211 Ecology****Fall**

Ecology is the study of relationships of organisms to each other and their environment. The ecology of individual organisms, populations, communities, and habitat types will be studied. Current ecological problems will also be addressed.

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

Transferable

IAI Code: L1905

**BIO-0212 Anatomy and Physiology****Fall/Spring**

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

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

Transferable

**BIO-0214 Field Biology****Spring**

This course is designed to introduce the student to local organisms and ecosystems. A variety of communities will be examined in the field. Identification, ecology, and interrelationships of organisms will be stressed, as well as human uses and influences on each system.

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

Transferable

**BIO-0218 Introduction to Microbiology****Fall/Spring**

This is an introductory course in the study of the structure, physiology, cultivation, identification, and control of microorganisms. Special emphasis will be given to the human immune system and those microorganisms which are of medical or environmental importance. This course is suitable for students of biology, nursing and food service programs, pre-medicine, pre-dentistry, veterinary science, respiratory therapy, medical technology, and environmental engineers.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: BIO-0111 or BIO-0115 with a grade of C or better.

Transferable

**BIO-0221 Anatomy and Physiology I****Fall/Spring/Summer**

This course is the first of a two-semester anatomy and physiology class. This portion provides an overview of body organization and chemistry, cytology, histology, and organ systems (integumentary, muscular, skeletal and nervous). Lecture topics are correlated with laboratory activities including anatomical models and vertebrate dissection.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisites: BIO 115 with a minimum grade of C is strongly recommended.

Transferable

**BIO-0222 Anatomy and Physiology II****Fall/Spring/Summer**

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

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: BIO 221 with a minimum grade of C or higher

Transferable

# Business

## **BUS-0112 Leadership Principles**

**Spring**

This course assists students in applying effective leadership styles and behaviors to build collaborative, constructive, and motivational work environments by forming strong, cohesive work relationships while engaging employee strengths for organizational success. Leadership philosophy and vision are determined as well as recognizing and applying strengths-based leadership. Applying effective management strategies using team building and leadership techniques will be stressed.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

## **BUS-0116 Principles of Marketing**

**Fall**

This course is an introduction to the marketing structure as it exists and functions. Emphasis is placed upon the manager's and consumer's influence in marketing functions. The product, packaging and branding, industrial and consumer products, product planning and development are also discussed.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

Transferable

## **BUS-0124 Bookkeeping**

**Fall**

This course is designed for students who would like to learn basic skills in keeping financial records. Journalizing transactions, petty cash, payroll, and related topics are introduced in this course. Students will complete several comprehensive problems to demonstrate text material understanding.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

## **BUS-0128 Introduction to Management**

**Fall/Spring**

Principles and practices of establishing and operating a business are presented, including opportunities, hazards, and problems which might be encountered. Fundamental considerations, planning, organizing, actuating and controlling management application of principles and techniques to all activities.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

## **BUS-0155 Personal Finance**

**Spring**

This course is designed to assist the student in evaluating personal financial issues like credit cards, insurance, retirement, estate planning, and investments. Stock market information is thoroughly discussed, and stock investment practices are simulated through an online portfolio.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

## **BUS-0195 Mid-Management Internship**

**By Request**

This course is designed to provide employment experience in a position that will utilize the specialized skills of the student enrolled in the mid-management program. Each student is required to complete 150 contact hours at a worksite during the semester.

Semester Credit: 2 credit hours (150 internship hours per semester)

## **BUS-0197 Construction Management Internship**

**By Request**

The purpose of the internship is to provide the student with practical experience on a construction site, competence in problem-solving and personal growth and responsibility, and opportunities for self-evaluation.

Semester Credit: 5 credit hours (375 internship hours per semester)

**BUS-0210 Principles of Management****Spring/Fall**

Fundamental principles and concepts that apply to all management, including the four managerial functions of planning, organizing, leading, and controlling are discussed. Students learn how to apply these four functions in all types of businesses—sole proprietorships, partnerships, and corporations.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**BUS-0211 Introduction to Finance****Spring**

This course introduces students to the world of business through financial principles and methods. Integration of economic theories and accounting; financial analysis and management; and financial markets—stocks, bonds, and other securities are thoroughly discussed.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**BUS-0214 Business Law I****Fall**

Business Law is at the core of any business program. It is integral to the course of study for students planning to major in management, marketing, accounting, finance and business administration. The content of Business Law, as with most introductory law courses, emphasizes contracts and the legal system. By including modules on the law of sales, commercial paper, agency, property, employment practices, and consumer and environment protection, students will gain a comprehensive overview of law in the world of business.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**BUS-0215 Legal and Social Environment of Business****Spring**

The significant phases of law dealing with partnerships, corporations, unincorporated associations, and related topics are covered in this course. Emphasis is placed on laws which regulate the business enterprise. Employment laws, environmental, securities, consumer protection, and labor laws are covered in detail. Business ethics and social responsibilities of business are topics which run throughout the course.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**BUS-0225 Business Communication****Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Prerequisite: COM-0111 minimum grade of C

**BUS-0230 Human Resource Management****Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**BUS-0232 Supervision****Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

## Cardiopulmonary Resuscitation

**CPR-0120 CPR for Healthcare Providers****Fall/Spring/Summer**

The Basic Life Support for Healthcare Providers course is designed to teach the skills of cardiopulmonary resuscitation (CPR) for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

Semester Credit: 0.5 credit hours (0.5 lecture, 0 lab)

## Career Development

**INT-0111 Career Development****Fall**

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

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

## Certified Nurse Assistant

**CNA-0120 Basic Nurse Assistant Training Program****Fall/Spring/Summer**

This course is designed to acquaint the student with the basic nursing skills and theory necessary for becoming a Nurse Assistant. Learning experiences will focus on direct patient care and are so organized to lead the student in understanding basic health concepts. Adequate time utilized in orientating the nurse assistant student to their work environment and responsibilities will provide a basis for quality patient care and good employee morale.

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

## Chemistry

**CHE-0111 Inorganic, Organic, Biochemistry I****Fall/Spring/Summer**

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

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Transferable

IAI Code: LP900L

**CHE-0113 Inorganic, Organic, and Biochemistry II****Spring**

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

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: CHE-0111 with a minimum grade of C

Transferable

**CHE-0114 Inorganic Chemistry I****Fall**

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

Semester Credit: 5 credit hours (4 lecture 2 lab)

Prerequisite: CHE 111 with a minimum grade of C, and MAT 110 or 120 with a minimum grade of C, or concurrent enrollment.

Transferable

IAI Code: CHM911/P1902L

### **CHE-0115 Inorganic Chemistry II**

**Spring**

This course is the second semester of a two-semester inorganic chemistry course. The course includes lab experiments and lecture topics that cover the following topics: characteristics of gases, liquids and solids; solutions and colligative properties; reaction rates and equilibrium; acid and base chemistry; oxidation-reduction and voltaic cells; and nuclear chemistry.

Semester Credit: 5 credit hours (60 lecture hours and 30 lab hours per semester)

Prerequisite: CHE 114 with a minimum grade of C.

Transferable

IAI Code: CHM912

## **Computer Systems**

### **COM-0111 Business Computer Systems**

**Fall/Spring/Summer**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

### **COM-0133 Linux Operating Systems and Networking**

**Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

### **COM-0189 Networking Technologies**

**Fall**

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

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

### **COM-0190 Microsoft Publisher**

**Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (.5 lecture, 1 lab)

### **COM-0196 Computer Systems Internship**

**Spring**

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

Semester Credit: 2 credit hours (150 internship hours per semester)

### **COM-0201 Windows Operating Systems**

**Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 1 credit hour (.5 lecture, 1 lab)

**COM-0218 Security+ Certification****Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Prerequisite: COM-0189.

**COM-0222 Computer Logic****Spring**

This course is a study of the documentation, logic, pseudocode, and flowcharting techniques used in typical applications programs and includes current structured design techniques.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Prerequisite: COM-0111

**COM-0225 Systems Analysis****Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Prerequisite: COM-0111.

**COM-0227 Database Management Systems****Fall**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (2 lecture, lab)  
Prerequisite: COM-0111.

**COM-0231 C Programming****Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (2 lecture, 2 lab)  
Prerequisite: COM-0111 and COM-0222.

**COM-0239 Java Programming****By Request**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

Semester Credit: 3 credit hours (2 lecture, 2 lab)  
Prerequisite: COM-0111 and COM-0222.



**COM-0241 Windows Server Networking****Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**COM-0244 A+ Certification****Fall**

This course is a study of the hardware and software aspects of a digital computer system to enable the student to pass the A+ Certification test. Topics included are what is A+ Certification, system components, digital storage concepts, optical storage concepts, communication concepts, printer and monitor operations, DOS/WINDOWS system operation, PC repair and software tools.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**COM-0245 Computer Forensics and Investigation****Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

Prerequisite: COM-0244.

**COM-0246 Introduction to Cybersecurity****Spring**

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

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

Prerequisite: COM-0189.

**COM-0247 Python Programming****Fall**

This course introduces core programming basics-including data types, control structures, algorithm development, and program design with functions-via the Python programming language. The course discusses the fundamental principles of Object-Oriented Programming, as well as in-depth data and information processing techniques. Students will solve problems, explore real-world software development challenges, and create practical and contemporary applications.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

Prerequisite: COM-0111 and COM-0222

**COM-0265 Command Prompt-Windows****Spring**

This course introduces the student to operating systems by working with the Microsoft Windows operating system command line. Major components of an operating system covered are command syntax, disc format and management, internal/external commands, file manipulation, directory structure, files and disk maintenance, configuration and batch file, and network connectivity.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**COM-0280 Microsoft Word****Spring**

This course is a thorough exploration of word processing concepts for creating and editing simple text documents to the techniques of mail merge, copy/cut and paste, borders and bullets, and use of the program's writing tools. Creation of long reports with table of contents, indexes and outlines will be covered. The use of Word art, graphics, and columns and borders are introduced.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**COM-0281 Microsoft Excel****Fall**

This course provides the student with hands-on experience and knowledge necessary to create, design, and manipulate functional spreadsheets containing basic to complex formulas, functions, and pivot tables using Microsoft Excel software. The student will incorporate critical-thinking skills and problem-solving techniques to master multi-page spreadsheets for data analysis and accurate decision making. This course will help prepare the student to successfully complete the Microsoft Office Specialist Certification exam.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

**COM-0283 Microsoft Access****Spring**

This course provides the student with the skills needed for Access core and advanced skills.

This course uses all or some of the Microsoft Office Suite of programs. The students must use a current version of Microsoft Windows on a compatible computer in order to successfully complete the course.

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

## Construction Management of Laborers

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

This is an introductory course designed to improve safety and productivity of laborers and provide an opportunity for them to grow in knowledge and skill level through classroom and on-the-job-training. Students will learn about the union, the rules and regulations involved in applying for an apprenticeship, and how to complete apprenticeship paperwork. Students will be advised of safety procedures that fall under governmental Occupational Safety and Health Administration (OSHA) guidelines.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0141 Construction Math****Special Admission**

This course provides a review of basic math and develops into instruction of angles, degrees, SIN and COSIN, and will prepare individual for additional training in either Total Station or GPS class.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0142 Mason Tending****Special Admission**

This course involves the careful examination of mason tending and the skills needed to perform the duties of this labor-intensive work. This class is designed to stress the importance of safety in the workplace. The skills acquired will assist in the student's successful performance in the workplace. The students will learn OSHA regulations Subpart M (fall protection) and Subpart L (scaffolding).

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0143 GPS 1****Special Admission**

This course provides classroom instruction, hands-on activities, and evaluations of Soil Conservation Service standards and specifications, landscape drainage system, grading and preparing soil, proper planting and transplanting of trees and shrubs, chemical application for safety, preparing and installing sod beds, seeding and plating grass, plant cover, weed barrier and mulch applications, tree cutting and pruning, chainsaw safety and use.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0144 Asphalt Technology and Construction****Special Admission**

This course provides training in the placement, spreading, and compaction of asphalt materials.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0145 Grade Checking****Special Admission**

This course provides instruction for basic construction surveying, construction staking, electronic theodolite, line and grade checking, and laser tracking level.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0146 Concrete Specialist 1****Special Admission**

This course provides classroom instruction and hands-on activities related to the concrete industry. That will include sub-grade preparation, concrete estimating, and placing and finishing various styles of slabs on ground construction, which could include sidewalks, driveways, and parking lots.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0147 Landscaping****Special Admission**

This course provides classroom instruction, hands-on activities, and evaluations on Soil Conservation Service standards and specifications, landscape drainage system, grading and preparing soil, proper planting and transplanting of trees and shrubs, chemical application for safety, preparing and installing sod beds, seeding and planting grass, plant cover, weed barrier and mulch applications, tree cutting and pruning, and chainsaw safety and use.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

**LBR-0148 Blueprint Reading****Special Admission**

This course involves an examination of blueprint reading as a skill, and will emphasize scaling, visualization, and problem-solving based on individual needs. This course gives a general "feel" of what it is like to be involved in estimating, project managing, or performing the duties of superintendent.

Semester Credit: 3 credit hours (45 lecture hours per semester)

Prerequisite: Acceptance as an apprentice with the Illinois Laborers' and Contractors' Joint Apprenticeship and Training Program (ILCJATP).

## Cosmetology

**COS-0150 Cosmetology Theory I****Fall/Spring**

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

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

Prerequisite: Concurrent enrollment in COS-0151.

**COS-0151 Cosmetology Laboratory I****Fall/Spring**

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

Semester Credit: 8 credit hours (0 lecture, 16 lab)

Prerequisite: Concurrent enrollment in COS-0150.

**COS-0152 Cosmetology Theory II****Fall/Spring**

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

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

Prerequisite: Successful completion of COS-0150 and COS-0151. Concurrent enrollment in COS-0153.

**COS-0153 Cosmetology Laboratory II****Fall/Spring**

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

Semester Credit: 8 credit hours (0 lecture, 16 lab)

Prerequisite: Successful completion of COS-0150 and COS-0151. Concurrent enrollment in COS-0152.

**COS-0154 Cosmetology Theory III****Spring/Summer**

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

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

Prerequisite: Successful completion of COS-0150, COS-151, COS-152, and COS-153. Concurrent enrollment in COS-0155.

**COS-0155 Cosmetology Laboratory III****Spring/Summer**

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

Semester Credit: 8 credit hours (0 lecture, 16 lab)

Prerequisite: Successful completion of COS-0150, COS-151, COS-152, and COS-153. Concurrent enrollment in COS-0154.

**COS-0156 Cosmetology Theory IV****Spring/Summer**

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

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

Prerequisite: Successful completion of COS-0150, COS-151, COS-152, COS-153, COS-154, and COS-155. Concurrent enrollment in COS-157.

**COS-0157 Cosmetology Laboratory IV****Spring/Summer**

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

Semester Credit: 8 credit hours (0 lecture, 16 lab)

Prerequisite: Complete Successful completion of COS-0150, COS-151, COS-152, COS-153, COS-154, and COS-155. Concurrent enrollment in COS-0156.

**COS-0159 Cosmetology Laboratory V****Summer/Fall**

This course will consist of the study of salon business, resume and portfolio building, salon operations, and retail management. This course will also introduce basic IDFPR, IRS and Illinois Department of Revenue tax laws, policies and information regarding Cosmetology and Cosmetology licensure. This course will offer a comprehensive review of all prior Cosmetology courses and continue to build and develop student skills for successful completion of the program and preparation for the Shawnee Community College School of Cosmetology Exit Examination and the Illinois State Board Examination for licensure. This course will include the SCC school of Cosmetology Practical exit examination and the SCC School of Cosmetology Final Theory Examination; student must pass this exam with a minimum of 80% to successfully complete the Cosmetology program. Students will perform these duties on each other, Mannequins, and clinic patrons. All IDFPR-mandated sanitation and disinfection practices will be strictly enforced.

Semester Credit: 8 credit hours (0 lecture, 16 lab)

Prerequisite: Successful completion of COS-0150, 151, 152, 153, 154, 155, 156, and 157.

And concurrent enrolled with COS-160

**COS-0160 Cosmetology Internship****Summer/Fall**

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

Semester Credit: 2 credit hours (150 internship hours per semester)

Prerequisite: Concurrent enrollment in COS-0159.

**COS-0190 Hours Fulfillment Requirement****Summer/Fall/Spring**

This course is intended to provide truant hours for students in any SCC School of Cosmetology program who fail to obtain the required number of hours set forth by the Illinois Department of Financial and Professional Regulations during the regular program schedule.

Semester Credit: 2.5 credit hours (0 lecture, 3 lab)

Prerequisites: Student must have completed all coursework in any Shawnee Community College School of Cosmetology program with a C or above.

**COS-0220 Cosmetology Instructor Training I****Fall/Spring**

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

Semester Credit: 12 credit hours (1 lecture, 22 lab)

Prerequisite: Must have an active Illinois license.

**COS-0221 Cosmetology Instructor Training II****Fall/Spring**

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

Semester Credit: 12 credit hours (1 lecture, 22 lab)

Prerequisite: Must have an Illinois active license. Must have a minimum two-year work experience or successful completion of COS-0220.

**COS-0230 Advanced Cosmetology****By Request**

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.

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

Prerequisite: None

**COS-0232 Cosmetology Refresher Course****By Request**

Designed for the restoration of an Illinois Cosmetologist license that has expired or has been classified as inactive status for 5 years or more. Focus is on updating a variety of cosmetology skills and techniques.

Semester Credit: 0.5 to 4 credit hours (1 lecture, 8 lab)

Prerequisite: None

## Criminal Justice

**CJ-0111 Criminal Law I****Fall**

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

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

Transferable

**CJ-0113 Ethics in Criminal Justice****Fall**

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

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

**CJ-0123 Introduction to Criminal Justice****Fall**

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

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

**CJ-0125 Criminal Behavior****Fall**

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

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

Transferable

IAI Code: CRJ912

**CJ-0210 Introduction to Victimology****Spring**

This course focuses on the victims rather than the offenders: why they have been "rediscovered" recently; why they often do not report crimes to the police; how some victims might share responsibility for the crimes with the offenders, how they can be repaid for their losses through offender restitution and government compensation, and what new services are available to help victims prevent crime and survive attacks.

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

**CJ-0211 Criminal Law II****Spring**

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

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

Transferable

**CJ-0213 Criminal Investigations****Fall**

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

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

**CJ-0215 Introduction to Forensic Science****By Request**

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

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

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

Transferable

**CJ-0223 Introduction to Corrections****Spring**

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

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

Transferable

IAI Code: CRJ911

**CJ-0224 Juvenile Justice****Spring**

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

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

Transferable

IAI Code: CRJ914

**CJ-0225 Introduction to Terrorism****Spring**

This course will examine the concept of terrorism, domestic and international terrorism, and the role of Homeland Security. Students will critically examine, analyze, and discuss law enforcement, security and the intelligence community, and their efforts confronting terrorism and related disasters.

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

**CJ-0299 Criminal Justice Internship****Spring**

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

Semester Credit: 2 credit hours (150 internship hours per semester)

## Early Childhood Education

**ECE-0101 Introduction to Early Childhood Education****By Request**

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

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

Transferable

**ECE-0114 Human Growth and Development****By Request**

This course is designed to provide the student with an understanding of human development. The course content focuses on the physical, cognitive, and social/emotional aspects of human development throughout the lifespan. An exploration of different theoretical and research-based understandings of human development will be presented and discussed. The information presented to students will demonstrate how development is affected by a numerous and varied influences in diverse cultures.

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

Transferable

IAI Code: ECE912

**ECE-0222 Children's Literature****By Request**

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).

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

## Economics

**ECO-0211 Introduction to Macroeconomics****Fall**

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

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

**ECO-0212 Introduction to Microeconomics****Spring**

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

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

## Education

**EDU-0110 Introduction to Education****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.

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

**EDU-0111 Diversity of Schools and Society****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.

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

**EDU-0119 Intro to Educational Technology****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.

Semester Credit: 3 credit hours (2 lecture, 2 lab)  
Prerequisite: None  
Transferable

**EDU-0213 Education for Exceptional Children****By Request**

This course is an introductory survey of the special education needs of children. This course includes a historical and philosophical overview of special education, as well as categories, characteristics, and methods of teaching exceptional children. In addition, an emphasis will be placed on litigation and legislation, current research, etiology, early identification, parenting issues, technology, and delivery systems, including universally designed instruction and inclusion.

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

# English

## **ENG-0047 Basics of College Reading and Writing**

**By Request**

This course is designed to help students improve their comprehension, vocabulary, and critical reading skills through intensive writing assignments. It introduces students to the connection between the reading and writing processes. Students will participate in a variety of activities and projects to become more successful in reading and writing for college-level courses. These activities and projects include, but are not limited to, group discussions, reading responses, peer workshops, and essays.

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

## **ENG-0048 Fundamental of College Writing**

**By Request**

This course is designed to prepare students for English 111. It introduces various strategies for writing within multiple disciplines and emphasizes basic principles of effective college-level writing through drafting and revising essays. Students will also learn how to improve sentence structure and how to conduct academic research.

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

## **ENG-0090 English Corequisite Lab**

**Fall/Spring/Summer**

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

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

Prerequisite: Placement by multiple measures. Must be concurrently enrolled in ENG 111.

## **ENG-0111 English Composition I**

**Fall/Spring/Summer**

This course places emphasis on teaching basic writing skills and critical thinking. Emphasis is placed on invention, prewriting, shaping and organizing, writing, revising, and editing written communication. This course is taught employing a process approach to writing and its basic aim is to make the student writer aware of his or her own writing process and to recognize the "tools" that may be used to create strong written communication.

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

Prerequisite: Satisfactory completion of the developmental English program with a minimum grade of C, or placement by Multiple Measures.

Transferable

IAI Code: C1900

## **ENG-0112 English Composition II**

**Fall/Spring/Summer**

This course places emphasis on research writing skills and critical thinking. Emphasis is placed on creating logical arguments supported with adequate research. Furthermore, it continues expanding upon the writing process skills learned in ENG 111. Students learn proper documentation and citation of resources and references and explore various types of argumentative organization.

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

Prerequisite: ENG-0111 with a minimum grade of C.

Transferable

IAI Code: C1901R

## **ENG-0124 Technical Communication I**

**Fall/Spring**

This English course is designed as a basic or fundamental course and will be used as an option to ENG 111 for vocational, technical, and occupational students. This course is designed to introduce and give the students experience in using the writing skills necessary for employment in today's workplace. Emphasis is placed upon the reader, purpose, focus, organization, clarity, conciseness, grammar and usage, and punctuation. Students will learn to summarize material, write instructions, describe procedures, write memorandums and letters using inductive and deductive reasoning, and organize writing through classification.

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

Transferable

## **ENG-0126 Creative Writing**

**Spring**

This course is designed to provide a study of creative writing. Emphasis will be placed on the production of student writing, with critical evaluation being an integral part of the process. Areas of concentration will be poetry, fiction, and drama.

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

Prerequisite: Satisfactory completion of the developmental English program with a minimum grade of C, or placement by Multiple Measures.

Transferable



**ENG-0221 Technical Communication II****Spring**

This advanced course is a continuation of ENG 124 and is designed to teach technical writing skills to vocational, occupational, and technical students. Class work will include analysis of the communication problems particular to technical writing. Students will study the techniques of writing memos, letters, proposals, and various types of reports, and making oral presentations in the workplace. Attention will be given to pre-writing, audience analysis, language, organization, development, and editing, and presenting (visually or orally) various types of technical materials.

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

Prerequisite: ENG-0124 with a minimum grade of C.

Transferable

## Geography

**GRY-0214 Introduction to Physical Geography****Fall/Spring**

This course is a study of the various elements of the natural environment. The nature and characteristics of the physical components, the processes involved in their development, distribution and the basic interrelationships between these components will be stressed.

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

Transferable

IAI Code: P1909

## Geology

**GEO-0213 Geology****By Request**

This course is a general overview of the science of geology, including both physical and historical concepts. The materials, structures, and surface features of the earth's surface will be studied along with the processes involved in their development. The geological history of the earth and principles used in reconstructing the earth's history will be examined, including the evolution of life through fossil study.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Transferable

IAI Code: P1907L

## Government

**GOV-0117 Introduction to American Government****Fall/Spring/Summer**

This course is a survey of the governing process and institutions of the United States of America. The course is intended to prepare students to continue their studies in a full spectrum of Social Science curriculums. Students successfully completing this course will also develop a perspective of American governance that is applicable in their daily lives. This course meets the requirements for review of the Constitution of the State of Illinois and the United States as required by Illinois State Senate Bill 96.

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

Transferable

IAI Code: S5900

## Health

**HLT-0111 Health****Fall/Spring**

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

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

Transferable

**HLT-0114 Health Careers Exploration****Fall/Spring**

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

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

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

**HLT-0116 Nutrition****Fall/Spring/Summer**

This course is an introduction to the various nutrients as related to a lifetime of health. It is designed to meet the needs of students in the health and food service professions. Basic nutrition, dietary guidelines, disease prevention, nutritional assessment, dietary counseling, and menu writing are included.

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

## Health Information Technology

**HIT-0100 Medical Terminology****Fall/Spring/Summer**

Development of a medical vocabulary through the study of word construction, spelling and pronunciation, medical abbreviations and symbols, and use of terminology in correspondence and reports used in the medical profession is presented.

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

**HIT-0101 Introduction to Health Information Technology****Fall**

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

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

**HIT-0104 Advanced Medical Terminology****Spring**

This course is a continuation of the development of medical vocabulary in order to understand the language used in the medical profession including pronunciation, spelling, and definition of medical terms.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Prerequisite: Complete HIT-0100 with a minimum grade of C.

**HIT-0105 Medical Transcription****Fall**

This course involves transcribing medical and health-related documents by use of dictation software and digital equipment. The development of English skills, medical language usage, plus proofreading/editing skills will also be emphasized.

Semester Credit: 3 credit hours (1 lecture, 4 lab)  
Prerequisite: Complete IMS-0121, COM-0111, HIT-0100 with a minimum grade of C.

**HIT-0106 Principles of Insurance****Spring**

The purpose of this course is to familiarize the student with the efficiency and smooth operation of insurance through the study of basic medical and insurance abbreviations and terms, correct and incorrect procedural and diagnostic coding, insurance billing, and type of insurance coverage.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Prerequisite: Complete HIT-0109 with a minimum grade of C.

**HIT-0107 Medical Office Procedures****Spring**

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

Semester Credit: 4 credit hours (3 lecture, 2 lab)  
Prerequisite: Complete HIT-0109 with a minimum grade of C.

**HIT-0109 Introduction to Coding****Fall**

The study of transforming written descriptions of procedures and diagnoses into code numbers for the purpose of accurate medical billing and statistics. This course is designed to introduce students to the CPT, ICD-10-CM and HCPCS coding systems.

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

**HIT-0111 Professionalism in the Medical Office****Spring**

The purpose of this course is to familiarize the student with professionalism issues associated with the medical office including making a commitment to the job, traits of medical office personnel, interpersonal relationships with coworkers, projecting a professional image on the job and after hours, and personal management skills. The internship experience is also presented with focus on career planning and employment in a medical office.

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

**HIT-0209 Advanced Physician Coding****Spring**

This course concentrates on analyzing medical chart documentation, assigning diagnostic/procedure codes, and maximizing reimbursement. An in-depth look will be presented of ICD-10-CM, CPT and HCPCS coding systems. Emphasis will be placed on the development of critical thinking skills required for mastery level physician coding.

Semester Credit: 4 credit hours (3 lecture, 2 lab)  
Prerequisite: Complete HIT-0100 and HIT-0109 with a minimum grade of C.

# Heating and Air Conditioning

## **HAC-0111 Basic Sheet Metal Layout**

**Fall**

A basic course for sheet metal layout techniques as used in residential air conditioning and ventilation.

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

## **HAC-0113 Electronic Controls and Circuitry**

**Fall**

The student is introduced to air conditioning, heating, and refrigeration controls circuitry as well as solid-state electronic controls. Proper troubleshooting techniques as well as safety will be covered.

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

Prerequisite: BEL-0161.

## **HAC-0130 Commercial Refrigeration I**

**Fall**

This course is designed to introduce the student to the operation and application of commercial refrigeration, evaporators, condensers, compressors, expansion devices, and related system components. Troubleshooting and typical operating conditions will be studied.

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

Prerequisite: HAC-0160 and HAC-0260.

## **HAC-0160 Air Conditioning I**

**Fall**

This course studies the basic fundamentals of heating and air conditioning refrigerants pressure and temperature relationship, using pressure temperature tables, head pressure, ozone protection, electrical circuit fundamentals, refrigeration and heating, tools and materials, law of thermodynamics, blueprint reading, EPA laws governing CFC's laws of refrigeration, using gauge manifolds, heating controls, and basic fundamental hydronic heating.

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

## **HAC-0211 Advanced Sheet Metal Layout**

**Spring**

An advanced course for sheet metal layout techniques as used in residential and commercial air conditioning and ventilation systems. The triangulation method of sheet metal layout will be emphasized in this course.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Prerequisite: HAC-0111.

## **HAC-0212 Advanced Heating Systems**

**Spring**

An introduction to more advanced heat pump systems including dual fuel applications and emphasis on air-to-air and geothermal heat pumps.

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

Prerequisite: HEA-0260.

## **HAC-0213 Advanced Electrical Controls and Circuitry**

**Spring**

An introduction to more advanced controls used in the HVAC/R industry for operational, energy management, and diagnostic applications. This course will cover programmable temperature controls/thermostats, Direct Digital Control (DDC) applications, and Energy Management Systems (EMS) as they apply to heating and air conditioning.

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

Prerequisite: HAC-0113 and BEL-0161.

## **HAC-0220 Installation of HVAC Systems**

**Fall**

Students will develop advanced skills and knowledge of the installation and start-up of residential heating and air conditioning systems. Focuses on installation code requirements and start-up procedures for residential heating and air conditioning systems. Tools safety and add-on purchases will also be covered.

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

Prerequisite: HEA-0260, HAC-0260 and HAC-0111.

## **HAC-0230 Commercial Refrigeration II**

**Spring**

This course is designed to help prepare the student to pass the ICE Exams. The Industry Competency Exams were organized by ARI (Air Conditioning and Refrigeration Institute) to encourage high standards in education, HVAC installation, service, and maintenance.

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

Prerequisite: HAC-0130.

## **HAC-0260 Air Conditioning II**

**Spring**

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

Troubleshooting electrical refrigeration circuits. Troubleshooting electrical circuits' heat pumps. Students completing both HAC I and HAC II should gain the skills and knowledge to pass the EPA certification test to service or repair refrigeration systems. This test is to be given at the end of HAC II.

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

Prerequisite: HAC-0160.

### **HAC-0297 HVAC Internship**

**Spring**

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

Semester Credit: 2 credit hours (150 internship hours per semester)

Prerequisite: Student must be enrolled in the HVAC AAS degree (HAC 2236)

### **HEA-0160 Heating I**

**Fall**

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

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

### **HEA-0260 Heating II**

**Spring**

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

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

Prerequisite: HEA-0160.

## **History**

### **HIS-0108 Twentieth Century American History**

**Fall/Spring/Summer**

This is a college level introduction to Modern America. Students will explore America's rise to superpower status, its struggles with economic crisis, war and social conflict. While developing a better understanding of Modern America, students will also expand their abilities to think critically while studying social science curriculums. Twentieth Century American History will expand students' horizons or serve as an excellent basis for further study in the social sciences.

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

Transferable

IAI Code: H2905

### **HIS-0116 Western Civilization to 1715**

**By Request**

This course is a survey of Western History. This course is intended to prepare students to continue their studies in a full spectrum of social science curriculums. This course will address the social, cultural, political, economic and technical progress of western civilization from the beginning of recorded history to 1715.

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

Transferable

IAI Code: S2902

### **HIS-0117 Western Civilization from 1715**

**By Request**

This course is a continuation of Western Civilization to 1715-HIS 116, emphasizing social, economic, political and cultural development of the Western world from 1715 to the present.

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

Transferable

IAI Code: S2903

### **HIS-0121 World History Beginning to 1450**

**Fall**

This course is a college level introduction to World History. Students will explore the development and divergence of all the world's major societies, cultures and economies to 1450. This class helps students develop a better understanding of the force which formed the modern world. World History Beginnings to 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.

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

Transferable

IAI Code: S2912N

### **HIS-0122 World History from 1450**

**Spring**

This course is a college level introduction to development and divergence of all the world's major societies, cultures, and economies from 1450 to the present. This class helps students develop a better understanding of the force which formed the modern world. World History Beginning from 1450 will expand student horizons while serving as an excellent basis for further study in the social sciences.

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

IAI Code: S2913N

**HIS-0214 History of United States to 1877****Fall/Summer**

This course is a survey of the history of the United States of America from its colonial origins to the conclusion of the Reconstruction period. This course will address the social, cultural, political, economic, and technical progress of the United States. It will explore the colonial era, ethnic and racial relations, the struggle for independence, the political formation of the United States, its geographic expansion and economic growth, the development of regional divisions, the Civil War, and subsequent Reconstruction era. This course is intended to prepare students to continue their studies in a full spectrum of Social Science curriculums, particularly American History from the colonial period through to 1877. Students successfully completing this class will also develop an understanding of how past events influence present-day life in the United States.

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

Transferable

IAI CODE: S2900

**HIS-0215 History of United States from 1877****Spring/Summer**

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

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

Transferable

IAI Code: S2901

**HIS-0216 African-American History****Spring**

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

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

Transferable

IAI Code: S2923D

**HIS-0217 History of Eastern Civilization****Fall**

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

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

Transferable

IAI Code: S2920N

**HIS-0219 America and the World****Fall**

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

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

Transferable

**HIS-0220 British History Since 1688****Spring**

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

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

Transferable

IAI Code: S2922

## Information Management Systems

**IMS-0121 Beginning Keyboarding****Fall**

This course has three major purposes: (1) to enable students to develop basic touch keyboarding skills for computers, (2) to teach students to use word processing software to prepare business documents, and (3) to develop good proofreading skills. The student who completes this course will be able to input alphabetic, numerical, and symbolic information on electronic keyboards; format, edit, retrieve, save and print using word processing software. Upon completion, students should key at speeds of 30 to 35 gross words per minute with a maximum of five errors on a five-minute timing.

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

# Kinesiology

## **KIN-0100 Introduction to Sports Management**

**Fall/Spring**

Introductory course exploring the history, development, governance, and current status of sport management.

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

Transferable

## **KIN-0201 Introduction to Human Movement Science**

**Fall/Spring**

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

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

Prerequisite: BIO-111 or BIO-115

## **KIN-0295 Musculoskeletal Anatomy**

**Fall/Spring**

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

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

Prerequisite: BIO-221

# Leadership

## **LEA-0114 Leadership I**

**Fall**

This course will explore and identify different aspects of leadership, leaders on campus and off, and leadership in action. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.

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

## **LEA-0115 Leadership II**

**Spring**

This course builds upon the foundation leadership class (LEA 114). This course is designed to prepare students for positions of leadership on and off SCC's campus. It will also expand the opportunities for oral communication and organizational development.

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

Prerequisite: Take LEA-0114.

## **LEA-0214 Leadership III**

**Fall**

This course builds upon the foundation leadership class (LEA 114 and LEA 115). This course will enhance skill building in the areas of conflict resolution, communication, problem solving and decision making. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.

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

Prerequisite: Take LEA-0115.

## **LEA-0215 Leadership IV**

**Spring**

This course builds upon the foundation leadership class (LEA 114, LEA 115 and LEA 214). This course is designed for the experienced student who desires to survey concepts of leadership and examines positive group dynamics. It will also provide students with numerous opportunities to improve oral communication, organizational and leadership skills while developing self-confidence and reducing speaking anxiety.

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

Prerequisite: LEA-0214.

# Learning Resources

## **LRC-0112 The Library as an Information Source**

**Fall/Spring**

This course will inform students of strategies that result in successful acquisition of information. Students will develop critical thinking skills as they identify an information need, find appropriate sources, evaluate sources for quality, and create properly formatted citations. This is an online course that utilizes various internet based resources to find websites and print material.

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

Transferable

# Literature

**LIT-0210 Introduction to Literature****Fall/Spring/Summer**

This is a survey course that introduces the student to a wide scope of literary diversity. This course is designed to acquaint the student with a mixture of traditional and contemporary works in fiction, poetry, and drama, providing a web of textual connections between the old and the new. Emphasis will be placed on interpreting these connections through focused reading, collaborative discussion, and critical writing.

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

Transferable

IAI Code: H3900

**LIT-0211 Introduction to Poetry****Fall/Spring**

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

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

Transferable

IAI Code: H3903

**LIT-0212 Modern Fiction****Fall/Spring**

Representative fiction is examined and studied in terms of style, structure, and contribution to modern civilization.

Aspects of the authors' backgrounds and historical events will be studied.

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

Transferable

IAI Code: H3901

**LIT-0213 Introduction to Drama****Fall/Spring**

A study of representative plays with emphasis on dramatic literary form and dialogue is presented. Students may also gain experience in creating dramatic dialogue in this course.

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

Transferable

IAI Code: H3902

**LIT-0214 British Literature I****Fall**

A survey of English literature from its early beginnings through 1798. "British" literature means literature from the British Isles.

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

Transferable

IAI Code: H3912

**LIT-0215 British Literature II****Spring**

A survey of English literature from 1798 through modern English writers. "British" literature means literature from the British Isles.

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

Transferable

IAI Code: H3913

**LIT-0216 American Literature I****Fall (Odd years)**

This course is a study of writers and literary documents that contribute to an understanding of the American heritage from the Colonial beginning to the Civil War period. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts.

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

Transferable

IAI Code: H3914

**LIT-0217 American Literature II****Spring (Even years)**

A continuation of Literature 216 and is designed for the study of writers and literary documents that contribute to an understanding of the American heritage from the Civil War period until the present. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts.

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

Transferable

IAI Code: H3915

**LIT-0218 World Literature****Fall (Even years)**

A comprehensive survey of representative masterpieces of world literature from the Classical through the 20th Century is presented.

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

Transferable

IAI Code: H3906

**LIT-0219 Contemporary Multicultural Literature****Fall**

Contemporary Multicultural Literature will examine current American literature as it reflects the experience and construction of ethnic, racial, and gender identity. The elements of fiction, poetry, and drama will be covered.

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

### **LIT-0221 African American Literature**

**Spring (Even years)**

Examination of various types of literary works that reflect the experience and construction of racial and cultural minority identities with special emphasis placed on African-American literature. The literature is examined in relation to American writers' backgrounds as well as intellectual, social, and political contexts.

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

## **Mathematics**

### **MAT-0041 Introduction to Algebra**

**Fall/Spring/Summer**

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.

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

### **MAT-0043 Intermediate Algebra**

**Fall/Spring/Summer**

This course is an intermediate-level course in Algebra. It includes properties and operations of the real number systems, equations, and inequalities, polynomials, rational expressions, powers, roots, radicals, functions, and graphing.

Semester Credit: 5 credit hours (5 lecture, 0 lab)  
Prerequisite: MAT-0041 with a Minimum grade of C, or Multiple Measures Placement

### **MAT – 0090 General Education Math Corequisite Lab**

**Fall/Spring/Summer**

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

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

### **MAT-0110 General Education-Mathematics**

**Fall/Spring/Summer**

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

Semester Credit: 4 credit hours (4 lecture, 0 lab)  
Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.  
Transferable  
IAI Code: M1904

### **MAT-0111 Math for Elementary Teachers I**

**Fall**

This course covers problem solving strategies, sets, relations, other numeration systems, algorithms, whole numbers, integers, rational numbers and real numbers. It is designed for elementary education majors.

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

### **MAT-0112 Math for Elementary Teachers II**

**Spring**

This course is a continuation of MAT 111. It includes mathematical reasoning, logic, probability, statistics, finance, and geometry. It is designed for elementary education majors.

Semester Credit: 4 credit hours (4 lecture, 0 lab)  
Prerequisite: MAT 111 with a C or better.  
Transferable  
IAI Code: M1903

### **MAT-0113 Quantitative Literacy**

**By Request**

This course provides a conceptual understanding of quantitative reasoning. It develops skills in problem solving, analytical thinking, and analyzing data using graphs; descriptive statistics; using polynomial, exponential, and logistic functions and systems of equations and inequalities to model and solve real-world problems; logic, estimating, and judging reasonableness of answers; using the graphing calculator and/or computer to facilitate problem solving.

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



IAI Code: M1901

**MAT-0115 Pre-Calculus**

**Fall/Spring**

An integrated college-level course in the elementary functions of College Algebra and Trigonometry. It includes a study of number systems, equation and inequality solving, functions and graphing, linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions, systems of equations and inequalities, binomial expansions, analytic trigonometry, and applications of trigonometry. This course should not be taken by a student who has completed College Algebra-MAT 116 and Trigonometry-MAT 118 with a grade of C or better. Graphing calculators will be used in this course.

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

Prerequisite: MAT 0043 with a minimum grade of C, or placement by Multiple Measures.

Transferable

**MAT-0116 College Algebra**

**Fall/Spring**

This is a college-level algebra course. First and second degree equations and inequalities; polynomial, rational, exponential and logarithmic functions; complex numbers; graphing; systems of equations, matrices and determinants; and binomial expansions. This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115. Graphing calculators will be used in this class.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.

Transferable

**MAT-0118 Trigonometry**

**Fall/Spring**

This course is the study and applications of fundamental concepts in trigonometry. It includes trigonometric functions, identities, equations, and inverse functions; graphing, degree and radian measure; solution of triangles; vectors; and powers and roots of complex numbers. This course should not be taken by a student who has successfully completed Pre-calculus-MAT 115. Graphing calculators will be used in this class.

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

Prerequisite: MAT-116 College Algebra or satisfactory math background in high school and consent of instructor.

Transferable

**MAT-0119 Finite Mathematics**

**By Request**

This course is an introductory course in analysis for business, life science, and social science students. This course includes set theory, counting and elementary probability theory, vectors, systems of linear equations and matrices, Markov chains, and game theory, systems of inequalities and an introduction to linear programming, logic and statistics. Graphing calculators will be used in this class. Lecture

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

Prerequisite: Satisfactory evidence of mathematics skills based on completion of the MAT-0115, MAT-0116, MAT-0118, or MAT-0120 with a minimum grade of "C."

Transferable

IAI Code: M1906

**MAT-0120 College Algebra with Review**

**Fall/Spring**

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

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

**MAT-0121 Technical Mathematics**

**Fall/Spring**

This course involves basic mathematics for the vocational-technical student. It includes arithmetic, the metric system, geometric concepts, and basic algebra with applications to vocational situations.

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

**MAT-0122 Mathematics for Healthcare Professionals**

**Fall/Spring**

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

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

**MAT 208 General Elementary Statistics with Review**

**Fall/Spring/Summer**

This course is an introduction to the theory and application of statistics. The course of study will include descriptive methods of data analysis, probability theory, counting techniques, probability distributions including binomial and normal distribution, correlation, regression, one-sample and two-sample hypothesis testing, confidence intervals, chi-square, sampling and simulation techniques, and analysis of variance. Graphing calculators will be used. The lab component will cover Intermediate Algebra review topics that correspond to weekly course content.

Semester Credit: 5 credit hours (4 lecture, 2 lab)

Prerequisites: Satisfactory completion of the developmental math program, or placement by Multiple Measures.

Transferable

IAI Code: M1902

**MAT-0209 Calculus I****Spring**

This is a college level course in analytic geometry and calculus, including coordinate geometry, limits, continuity derivatives (including trigonometric functions) and applications, and indefinite and definite integrals with applications. Calculators will not be used in this class.

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

Prerequisite: MAT 115 or MAT 116/118 with a minimum grade of C, or placement by Multiple Measures.

Transferable

IAI Code: M1900-1  
MTH901

**MAT-0210 General Elementary Statistics****Fall/Spring/Summer**

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

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: Satisfactory completion of the developmental math program, or placement by Multiple Measures.

Transferable

IAI Code: M1902

**MAT-0211 Calculus II****By Request**

This course is a study of analytic geometry extended, transcendental functions, techniques of integration, indeterminate forms and improper integrals, numerical approximation techniques, infinite series, conics, polar coordinates, introduction to partial derivatives and multiple integration. Calculators will not be used in this class.

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

Prerequisite: MAT-0209 with a minimum grade of C.

Transferable

IAI Code: M1900-2  
MTH902

**MAT-0212 Calculus III****By Request**

This course is a study of parametric equations, vector functions, multiple integrals, partial differentiation, 3-space, vector calculus, curvilinear motion, and an introduction to differential equations. Calculators will not be used in this class.

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

Prerequisite: MAT-0211 with a minimum grade of C.

Transferable

IAI Code: M1900-3  
MTH903

**MAT-0213 Ordinary Differential Equation I****By Request**

This course is an introduction to differential equations. Methods include separation of variables, homogenous, exact, linear, applications, undetermined coefficients, variation of parameters, power series solutions, and Laplace transforms. Calculators will not be used in this class.

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

Prerequisite: MAT-0211 with a minimum grade of C.

Transferable

IAI Code: MTH912

**MAT-0215 Applied Calculus for Business and Social Science****Fall**

This course includes the application of basic concepts of calculus. It includes sets, functions (linear, exponential, and logarithmic), applications of functions and graphs, limits, differentiation (derivatives and application of differentiation), definite and indefinite integrals, fundamental theorems of calculus, applications of integration, and selected topics from analytic geometry. Graphing calculators will be used in this class.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: MAT-0115 or MAT-0116/118 or MAT-120 with a minimum grade of C.

Transferable

IAI Code: M1900-B

# Medical Assistant

## **MA-0100 Medical Office Procedures**

**Fall**

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students will examine billing and collection procedures.

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

Prerequisites: Successful completion of HIT 100

## **MA-0101 Patient Care I**

**Fall**

This course supports the skills necessary for an entry level Medical Assistant. Aseptic practice for the medical office will be defined and basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied.

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

Prerequisites: Successful completion of HIT 100.

## **MA-0102 Billing and Coding**

**Fall**

This course introduces the student to the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claims forms, perform referrals and apply the correct procedure and diagnostic codes. This course is specific to the needs of Medical Assisting.

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

Prerequisites: Successful completion of HIT 100, MA 103.

## **MA-0103 Medical Law and Ethics**

**Fall**

This course is an introduction to the concepts of medical law and ethics for health care practitioners. Topics including criminal and civil acts, contracts, negligence, and ethical concepts as they relate to the medical profession. Managed care, HIPAA, and other health care legislative rulings are discussed.

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

Prerequisites: Successful completion of HIT 100.

## **MA-0104 Professionalism and Safety**

**Spring**

This course reviews the basic concept of the role and function of the medical assistant and provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of the profession. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants. Students will explore professional and personal therapeutic communication and address time management and goal setting. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

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

Prerequisites: Successful completion of MA 103.

## **MA-0105 Patient Care II**

**Spring**

This course focuses on expanding the knowledge and skills in Patient Care I. More complex and independent procedures performed by the medical assistant will be explored. This course addresses surgical procedures, physical therapy, principles of radiology, emergency procedures, and pulmonary function testing, including the performance of an electrocardiogram (EKG).

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

Prerequisite: Successful completion of MA 101, and MA 103.

## **MA-0106 Medical Assisting Pharmacology**

**Spring**

This course provides a study of principles of pharmacology, drug therapy, and the administration of medications.

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

Prerequisites: Successful completion of MA 101.

## **MA-0107 Lab Diagnostics**

**Spring**

This course introduces the role and function of the professional in the clinical laboratory. Topics include laboratory safety, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students will perform procedures in the different departments of the laboratory, including specimen collection and performance of CLIA 88 low and moderate complexity testing. Students will demonstrate competency in the wide variety of specimen techniques used to collect, process, and test specimens.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: Successful completion of MA 101.

**MA-0108 Internship****Spring**

The purpose of the internship is to provide the student with practical experience as a summary and application of course work in the Medical Assistant program. The student will practice competence in office management, patient care, and patient education. There will be multiple opportunities for self-evaluation. Students will spend 150 hours in an approved medical setting under the supervision of a licensed health provider. Each student will maintain a personal journal, timesheets, and site evaluations.

Semester Credit: 2 credit hours (150 internship hours per semester)

Prerequisites: The internship will be completed in the student's final semester.

## Music

**MUS-0110 Music in the Elementary School****By Request**

This course is a study of basic skills and techniques for teaching music in the elementary grades. The course includes instructional objectives, teaching philosophies and strategies, current trends, instructional materials, music fundamentals, and development of functional facility of piano.

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

Transferable

**MUS-0111 College Choir****Fall/Spring**

Membership in the college choir is open to all students. Members rehearse and perform music of all styles from Renaissance to rock and develop basic singing techniques.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Transferable

**MUS-0113 Harmony Ear Training and Sight Singing I****Fall**

This course is a study of traditional diatonic materials and standard notational practice; intervals, scales, chords, chord roots, theory of chord inversion. It includes lab in sight singing, ear training, dictation, and keyboard skills.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Transferable

**MUS-0115 Music Appreciation****Fall/Spring/Summer**

This course is designed to assist the student in becoming a more sensitive listener. Aural perception of musical sound events, relationships, and structures are emphasized.

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

Transferable

IAI Code: F1900

**MUS-0116 Applied Class****Fall/Spring**

This course is an instruction in applied study of piano.

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

Transferable

**MUS-117 A-S Private Study****By Request**

Private applied instruction in instrumental, keyboard or vocal music. In addition to private instruction, students must attend the weekly studio class or be concurrently performing with one of the ensemble groups (choir or jazz band). May be repeated for credit as long as a passing grade is maintained.

Semester Credit: 1 credit hours (.5 lecture, 1 lab)

Transferable

**MUS-0119 Chamber Singers****Fall/Spring**

This course is designed to give experience with music written for the small ensemble, from madrigals to pop. Members are required to participate in College Choir. Chamber Singers give public performances.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Prerequisite: Take MUS-0111.

Transferable

**MUS-0130 An Introduction to American Music****Fall/Spring/Summer**

This course is a survey of the musical forms and styles in the United States from the music of the early colonists to the popular music of today. Musical forms and styles are considered in their cultural context.

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

Transferable

IAI Code: F1904

**MUS-0145 Rock Music Styles****Fall/Spring**

This class will survey the history of the Genre known as Rock n Roll. Students will explore trends and styles in rock, focusing first on the artists and groups who gave rise to this hybrid form of music from its country and blues roots. We will look at the explosive rise of rock and roll: starting in the 50's, as it struggles against the corporate, political, and social aftershocks that were created. Then we will examine the 60's and its focus upon music as an expression and extension of the social, cultural, and political changes of the 60's. In conclusion, we will study the repackaging of rock as a loud, brash, confrontational medium that helped spawn punk/grunge/rap genres by the end of the 1970s and throughout and well into the 1990s. This dissection of the musical eras will also examine the technical innovations/ and developments of the introduction of music videos. Ultimately, this class will examine and explain the symbiotic relation of our: society/business/ and personal connection which helped cement rock's position in the global popular culture.

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

Transferable

IAI Code: F1913

**MUS-0210 College Band****Fall/Spring**

This course is designed to give students experience with instrumental music. Members are required to participate in public band performances.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Transferable

**MUS-0212 Techniques of Teaching General Music****By Request**

This course is a study of methods and materials for teaching general music classes in elementary and secondary schools.

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

Transferable

## Nail Technology

**NLT-0130 Nail Technology Theory I****Fall/Spring**

This course will introduce students to the basic principles of nail technology - covering such topics as history of nail technology, professionalism and career pathways in nail technology, Illinois law, anatomy and physiology, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, the theory of massage, nail salon management, and sales. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: Take NLT-0131 concurrently.

**NLT-0131 Nail Technology Laboratory I****Fall/Spring**

This course will provide experience with manicuring, pedicuring, and massage techniques. Students will exchange nail services on each other, mannequin hands, and clients in the clinic. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (0 lecture, 8 lab)

Prerequisite: Take NLT-0130 concurrently.

**NLT-0132 Nail Technology Theory II****Fall/Spring**

This course will introduce students to the advanced principles of nail technology, covering such topics as electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, and UV gel nails. Students will explore career pathways, be introduced to salon management, and build upon professionalism taught in Theory I. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: NLT-0130 and NLT-0131; Take NLT-0133 concurrently.

**NLT-0133 Nail Technology Laboratory II****Fall/Spring**

This course will provide experience in the advanced principles of nail technology such as electric filing, nail tips and wraps, monomer liquid and polymer powder nail enhancements, and UV gel nails. Students will exchange nail services on each other, mannequin hands, and clients in the clinic. This course will help prepare students for the Illinois State Board Exam and provide them with the skills necessary to obtain employment.

Semester Credit: 4 credit hours (0 lecture, 8 lab)

Prerequisite: NLT-0130 and NLT-0131. Take NLT-0132 concurrently.

# Occupational Safety and Health

## **OSH-0101 Introduction to Workplace Safety**

**By Request**

This is an introductory course that will explore workplace health and safety procedures. Upon completion of this class students will

receive a 10-hour OSHA General Safety Certification Credential.

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

## **OSH-0102 OSHA General Industry**

**Spring**

This course is designed for personnel from all types of the general industry. It is designed to present detailed information on how the provisions of the OSHA act may be implemented in the workplace. Rights and responsibilities under the act, appeals process, record keeping, and voluntary protection programs are covered. Introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards are emphasized. Upon successful completion, students will receive an OSHA 30 General Industry certification card.

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

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

# Occupational Therapist Assistant

## **OTA-0100 Intro to Occupational Therapy**

**Fall**

Overview of the profession with emphasis on its history, philosophy, and organization. Explores the role of occupational therapy personnel and domain of treatment. Students are introduced to the Occupational Therapy Practice Framework.

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

Prerequisite: Satisfactory completion of BIO-0210.

## **OTA-0110 Clinical Observation**

**Fall**

This level 1 fieldwork experience provides the student introductory contact with persons of differing age and ability levels. Students will be rotated through approved agencies and centers and begin, under supervision, to practice 1) critical observation of abilities and disabilities within physical, emotional, cognitive, and social domains; and 2) therapeutic communication techniques.

Semester Credit: 2 credit hours (1 lecture 3 lab)

Prerequisite: Must be admitted to the OTA program and successfully complete BIO-0210.

## **OTA-0112 Activities of Daily Living**

**Spring**

Basic self-care skills of feeding, hygiene and dressing, independent living skills of communication, home management, architectural barrier modification and community resources are stressed. Adaptation to equipment and assertive devices necessary to perform ADL tasks are reviewed.

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

Prerequisite: Must take OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 and earn a minimum grade of C.

## **OTA-0120 Occupational Therapeutic Media**

**Spring**

Theory and practice of selected creative manual arts, including acquisition of basic skills, concepts of activity analysis in practical application, instruction of individuals and groups, problem solving, therapeutic application and laboratory and equipment maintenance are presented.

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

Prerequisite: Must complete OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

## **OTA-0122 Occupational Therapy Group Process**

**Spring**

Exploration of the use of groups in occupational therapy treatment. Occupational therapy models of practice and protocol across the lifespan are emphasized. Group leadership, group facilitation and activity selection skills will be developed.

Semester Credit: 2 credit hours (1 lecture, 3 lab)

Prerequisite: Must complete OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

## **OTA-0131 Disease and Impact on Occupation**

**Fall**

This course provides an overview of the etiology, clinical course, management, and prognosis of congenital and developmental disabilities, acute and chronic disease processes, and traumatic injuries; and examines the effects of such conditions on occupational performance throughout the lifespan as well as explores the effects of wellness on the individual, family, culture, and society.

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

Prerequisite: Must pass BIO-221 with a minimum grade of C.

**OTA-0132 Occupational Development****Fall**

Occupational Development is an overview of movement patterns and movement development required for the participation in occupations. An introduction to the Occupational Therapy Practice Framework and theories that impact movement and occupational participation are also presented. The course explores the general to more specific aspects of movement development for occupational performance.

Semester Credit: 1 credit hour (0 lecture, 3 lab)

Prerequisite: Must have BIO-221 with a minimum grade of C.

**OTA-0133 Clinical Rotation I****Spring**

This level I fieldwork experience is designed to build Physical Disabilities clinical skills with the student. Students will complete in-class laboratory as well as assigned clinical rotations in select outpatient physical disability settings. The course will focus on preparatory (including Physical Agent Modalities), purposeful and occupational treatment techniques for all orthopedic and neurological disabilities. In the clinic students will provide hands on therapy under the direct line of sight supervision of a qualified occupational therapy practitioner. Students will begin the process of developing treatment plans and procedures, adapting equipment and activity. Areas of functional difficulty requiring therapeutic intervention and the integration of preparatory, enabling and occupational treatments will be explored.

Semester Credit: 1 credit hour (0 lecture, 3 lab)

Prerequisite: Must pass OTA-0100, OTA-0110, OTA-0210, OTA-0131 and OTA-0132 with a minimum grade of C.

**OTA-0134 Occ. Therapy in Physical Disability****Spring**

Overview of occupational therapy theory and techniques as they relate to medical conditions referred to occupational therapy; coverage of etiology, body systems affected, residual effects and medical management; study of methods of prevention, reduction or alleviation of certain aspects of disease/illness which impede activities and self-care performance.

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

**OTA-0200 Psychosocial Therapy and Practice****Fall**

Overview of occupational therapy psychosocial theory and techniques as they relate to various classifications of behavioral disorders and developmental disabilities. Group leadership, development of communication, observation skills, communication skills, group leadership and use of self as a therapeutic modality are emphasized.

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

Prerequisite: Must pass OTA-0112, OTA-0120, OTA-0122, OTA-0133 and OTA-0134 with a minimum grade of C.

**OTA-0205 Occupational Therapy in Pediatrics****Fall**

An analysis of occupational function and dysfunction, this course presents sequential normal and pathological development from birth through adolescence across sensorimotor, play/leisure, cognitive, affective, and self-care/work readiness domains. It investigates issues, treatment, and service systems in effective occupational performance.

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

Prerequisite: Must pass OTA-0120, OTA-0112, OTA-0122, and OTA-0133 with a minimum grade of C.

**OTA-0210 Occupational Therapy Theory I****Fall**

Introduction to the fundamental concepts of joint and muscle movement along with an overview of sensory systems, musculoskeletal systems, neuroanatomy, kinesiology, and basic assessment of previously mentioned.

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

Prerequisite: Must pass BIO-221 with a minimum grade C.

**OTA-0217 Fieldwork Experience I****Spring**

Development of professional skills through supervised application of treatment principles. This first level II fieldwork experience is designed to provide the first of two clinical opportunities to make the transition from "student to clinician." Within the eight weeks students are expected to perform the functions of a practicing therapist at the first of two assigned clinical sites. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one-year clinical experience.

Semester Credit: 4.5 credit hours (0.5 lecture, 280 internship hours)

Prerequisite: Must complete OTA-0230, OTA-0231 with a minimum grade C.



**OTA-0218 Fieldwork Experience II****Spring**

This second level II fieldwork experience is designed to provide the ongoing opportunity for transition from "student to Clinician." As with Fieldwork Experience I, within the eight weeks students are expected to perform the functions of a practicing therapist at the second clinical site. It is expected that at the end of the eight weeks (school systems minimum 280 hours, all others minimum 320 hours) the student should be functioning at entry-level with close supervision needed. General objectives for each experience are the same. However, specific objectives will be developed by each fieldwork site in conjunction with the OTA educational program. Fieldwork will include at least one physical disability site and any of the following for the other section site: physical disability, psychosocial, pediatric, or hand therapy, or a combination. Psychosocial experiences will be strongly encouraged within all fieldwork. Students will be closely supervised by a certified occupational therapy assistant and/or a registered occupational therapist with at least one-year clinical experience. Fieldwork Experience II must be successfully completed within 18 months of academic coursework.

Semester Credit: 4.5 credit hours (0.5 lecture, 280 internship hours)

Prerequisite: Must complete OTA-217 with a minimum grade C.

**OTA-0230 Clinical Rotation II****Fall**

Level I fieldwork experience provides the student with clinical opportunities (both in-class laboratory and assigned clinical sites) for treatment of patients/clients of different ages and disabilities. Students will continue practice of treatment and communication techniques under supervision. Students will continue to expand the process of developing treatment plans and procedures, adapting equipment and activities with an emphasis on ethics and the cultural impact of client-centered treatments. Preparation for participation in the level II fieldwork experiences is provided.

Semester Credit: 2 credit hours (90 clinical and lab hours)

Prerequisite: Must complete OTA-0133 with a minimum grade of C.

**OTA-0231 Occupational Therapy Theory II****Fall**

Provides an expanded knowledge of development and administration of selected tests, theoretical basis for treatment, and treatment principles with an emphasis on clinical reasoning, the OT process and diagnostic-specific techniques across the life span.

Semester Credit: 1.5 credit hours (1 lecture, 1.5 lab)

Prerequisite: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

**OTA-0232 Aging and Impact on Occupation****Fall**

This course introduces the student to the physical, psychological, socioeconomic, cultural aspects of aging, and their relationship to occupational therapy programs for older adults. The focus is on providing care to individuals experiencing disorders of aging and uses the occupational therapy process of evaluation, planning, implementation, and community programming.

Semester Credit: 1.5 credit hours (1 lecture, 1.5 lab)

Prerequisite: Must complete OTA-0120, OTA-0112, OTA-0122, OTA-0133, OTA-0134 with a minimum grade of C.

**OTA-0250 Occupational Therapy Administration****Spring**

This class provides an introduction to basic management knowledge and skills essential to occupational therapy practice. Topics emphasized are, marketing, supervision (both clinical and administrative), communications, quality assurance, and departmental operations. Students will develop a resume, practice job interviewing and participate in other activities related to the professional organization(s). This course will be taught utilizing web-based format.

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

Prerequisite: Must complete OTA-0200, OTA-0205, OTA-0230, OTA-0232 with a minimum grade of C.

## Philosophy

**PHI-0215 Introduction to Philosophy****Fall/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 20<sup>th</sup> Century.

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

Transferable

IAI Code: H4900

**PHI-0216 Logic****By Request**

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

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

Transferable

IAI Code: H4906

**PHI-0218 Introduction to Ethics and Values****Fall/Spring**

This course is an introduction to representative ethic systems, approaches to problems of values and conduct. A study of the principal ethical theories and concepts of human conduct and character as well as critical evaluation of these theories and concepts as they apply to particular moral problems and decisions.

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

Transferable

IAI Code: H4904

**PHI-0219 Religion in American Society****By Request**

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

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

Transferable

IAI Code: H5905

## Phlebotomy

**PHB-0120 Basic Phlebotomy****Fall/Spring/Summer**

This course is designed to provide practical instruction in the proper techniques used in collecting blood and body fluid specimens for laboratory analysis. It includes basic anatomy and physiology of the circulatory system, collection techniques, specimen processing, infection control, laboratory safety, quality control, and quality assurance procedures.

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

Prerequisite: Must be 18 years of age or older to take this course.

**PHB-0121 Phlebotomy Internship****Fall/Spring & Summer (By Request)**

The purpose of the internship is to provide the student with practical experience as a summary and application of course work in the PHB 120 Phlebotomy course. The student will practice competence in venipuncture and capillary puncture. There will be multiple opportunities for self-evaluation. Students will spend 75 contact hours in an approved medical setting under the supervision of a licensed health provider. Each student will maintain a personal journal, timesheets, and site evaluations.

Semester Credit: 1 credit hour (75 internship hours per semester)

Prerequisite: Successful completion of PHB 120 with a grade of C or better. Must be 18 years or older to take this course.

## Physical Education

**PE-0190 Introduction to Coaching****Fall/Spring**

This course is a comprehensive introduction to the arts and science of coaching. The course is designed to promote a positive coaching philosophy and the principles of coaching as digested from the fields of sport psychology, sport pedagogy, sport physiology, and sport management.

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

Transferable

**PE-0210 Basketball****Fall/Spring**

This course is a basic activity course designed to serve all students. Significant considerations given to the basic fundamentals and techniques of basketball.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Transferable

**PE-0212 Softball/Baseball****Fall/Spring**

This course is a basic activity course designed is given to the basic fundamentals and techniques. Significant considerations given to the basic fundamentals and techniques of baseball.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Transferable

**PE-0218 Weight Training I****Fall/Spring**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training and progress evaluations.

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

Transferable

**PE-0219 Weight Training II****Fall/Spring**

Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training and progress evaluations.

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

Prerequisite course: Complete PE-0218.

Transferable

**PE-0220 Weight Training III****Fall/Spring/Summer**

Fitness through exercise includes individual fitness tests, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

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

Prerequisite course: Complete PE-0219.

Transferable

**PE-0221 Weight Training IV****Fall/Spring**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

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

Prerequisite course: Complete PE-0220.

Transferable

**PE-0222 Weight Training V****Fall/Spring**

Fitness through exercise includes individual fitness test, participation and instruction in physical activities, posture evaluation, development of cardiovascular endurance, flexibility, weight-training, and progress evaluations.

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

Prerequisite course: Complete PE-0221.

Transferable

**PE-0231 Volleyball****Fall/Spring**

This course is a basic activity course designed to serve all students. Significant consideration is given to the basic fundamentals and techniques of volleyball.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Transferable

## Physics

**PHY-0116 College Physics I****Fall**

This course is an introductory course in basic physics for science majors with no previous exposure to physical laws, methods, and applications that uses hands-on approach to problem solving in mechanics, dynamics, sound and heat. This is a non-calculus based course for any science major, including (but not limited to biology, pre-med, pre-dental (nursing) or for student interested in how the world interacts with physics.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: MAT 115, or MAT116/118 with a minimum grade of C.

Transferable

IAI Code: P1900L

**PHY-0117 College Physics II****Spring**

This is an introductory level course emphasizing two main areas of study. One area is electricity and magnetism, which will include electric and magnetic field, direct current and alternating currents and interrelationships. The second area is electromagnetic waves, light, optics, wave theory, sound, and modern physics.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: PHY-0116 with a minimum grade of C

Transferable

**PHY-0120 Introduction to Real World Physics****Fall/Spring/Summer**

This course is a non-mathematical approach to the study of physical phenomena, investigation of mechanics, properties of matter, heat, sound, electricity, magnetism, light, relativity, and atomic and nuclear physics is presented.

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

Transferable

IAI Code: P1900

**PHY-0216 University Physics I****By Request**

This course is a calculus-based course in the physics of mechanics, dynamics, heat and sound. Topics include equilibrium, motion, momentum, work and energy, heat, thermodynamics, and wave motion.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: MAT-0209 with a minimum grade of C

Transferable

IAI Code: P2900L

**PHY-0217 University Physics II****By Request**

This course is a calculus-based course in university-level physics that studies of electricity, magnetism, electromagnetic wave theory with an emphasis on light theory and an introduction to atomic and nuclear physics. Topics include charge, electric fields, emf, resistance, capacitance, magnetism, inductance, AC and DC circuits, resonance, waves, optics, and relativity.

Semester Credit: 4 credit hours (3 lecture, 2 lab)

Prerequisite: PHY-0216 with a minimum grade of C  
Transferable

## Practical Nursing

**PN-0112 Intravenous Therapy for the LPN****Spring**

This course is designed to provide the student with further knowledge of the rules and regulations within the scope of practice of the Licensed Practical Nurse (LPN) set forth by state boards of nursing as it pertains to intravenous therapy. Practical experiences will include the insertion, maintenance and assessment of short peripheral intravenous catheters.

Semester Credit: 5 credit hours (0 lecture, 1 lab)

Prerequisite: Successful completion of PN-0116 and PN -126

**PN-0114 Growth and Development for PNs****Summer**

This course is designed to present the theory material necessary to introduce the students to development in terms of maturation, instinct, and cognition of the human. Age groupings will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. The individual will be discussed in view of his/her response to him/herself and the healthcare system.

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

**PN-0115 Clinical Nursing I****Fall**

The purpose of PN 115 is to allow the student the appropriate supervised time to practice in a clinical facility the theory material presented in Fundamentals of Nursing-PN 121, Growth and Development for PNs-PN 114, and Nursing Procedures-PN 128.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

**PN-0116 Clinical Nursing II****Fall**

The PN 116 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

Semester Credit: 2 credit hours (90 clinical hours per semester)

Prerequisite: Current BLS CPR certification and successful completion of PN 115

**PN-0117 Obstetric Clinical****Spring**

This course is designed to present the expected obstetric objectives that a student will complete at a clinical facility giving the student appropriate supervised experience.

Semester Credit: 1 credit hour (45 clinical hours per semester)

Prerequisite: Current BLS CPR certification. Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I.

Co-Requisite: Must be currently enrolled in PN 131 Nursing Care of Mother and Newborn.

**PN-0119 Clinical Nursing III****Spring**

The PN 119 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

Semester Credit: 3 credit hour (135 clinical hours per semester)

Prerequisite: Current BLS CPR certification and successful completion of PN 116 Clinical Nursing II.

**PN-0121 Fundamentals of Nursing****Summer**

This course will provide the concurrent instruction and supervised clinical laboratory experience necessary to meet the nursing needs of patients at an introductory level.

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

Co-Requisite: Must be currently enrolled in PN 128 Procedures Lab.

**PN-0125 Introduction to Mental Health****Fall**

This course is designed to present materials and create thinking relating to nursing care regarding the client's mental health and their affective domain. The student will become aware of attitudes and feelings of both self and clients when faced with the critical issues and decisions relating to impending surgery, loss of extremity, fright, depression, drug and alcohol abuse, dying, etc. The course includes nursing interventions and communication skills as related to the different situations.

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

Prerequisites: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

**PN-0126 Introduction to Pharmacology****Fall**

This is a course in theory and practice that offers a basic understanding of the principles of medication administration. It covers the basic information concerning the main effects, uses, and dosages of the more common drugs. Practical experiences will include administration of medications, observing, and recording.

Semester Credit: 3 credit hours (2.5 lecture, 0.5 lab)

Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

**PN-0128 Nursing Procedures****Summer**

This course is a continuation of Fundamentals of Nursing – PN0121. This course will familiarize the student with procedures and skills concurrent with the principles underlying present theory and clinical experience to include adult patient.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Prerequisite: Admission to the Practical Nursing Program

Co-Requisite: Must be currently enrolled in PN 121 Fundamentals of Nursing.

**PN-0129 Medical-Surgical Nursing I****Fall**

This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the adult client who is ill, how the body's natural defense mechanisms function, and the more commonly used diagnostic aids will be included in the course.

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

Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, PN-128 Nursing Procedures

**PN-0131 Nursing Care of Mother and Newborn****Spring**

This course is designed to develop within the practical nursing student an appreciation of the meaning of good prenatal and postnatal care and an understanding of the total birth process; to develop skills in caring for the mother and the newborn and to learn to recognize deviations from the normal in each. The student will learn the health needs of each and will participate in the teaching of these concepts. This will be accomplished through classroom instruction and clinical experience in the maternity division.

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

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I.

Co-Requisite: Must be currently enrolled in PN 117 Obstetric Clinical

**PN-0132 Nursing Care of the Child****Spring**

This course is designed to help the student develop a basic understanding of the normal growth and development of the child, and how illness may interfere with normal development. This understanding will be helpful in evaluation of the physical, intellectual, emotional, and social behavior of the child. The student learns to care for the sick child using safety precautions, meaningful observations, and suitable nursing techniques.

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

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I

**PN-0133 Pharmacology****Spring**

This course is designed to develop a clear understanding of the limitations of the practical nurse and to develop a clear basic knowledge of the safety measures involved in preparation and administration of medicines, the contraindications, sources, usual dosages, and usual methods of administration. It also emphasizes the importance of medications, their actions, and an ability to observe and report these interactions intelligently.

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

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I

**PN-0137 Medical-Surgical Nursing II****Spring**

This course is designed to present the basic concepts for maintaining adequate overall personal and community health. Causative factors and measures to control and/or prevent disease will be included. General symptoms of illness, basic principles of caring for the person who is ill, how the body's natural defense mechanisms function and the more commonly used diagnostic aids will be included.

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

Prerequisite: Successful completion of PN 115 Clinical Nursing I, PN 126 Introduction to Pharmacology, PN 129 Medical-Surgical Nursing I.

**PN-0138 Nursing Procedures Review****Summer**

This course is designed for those students re-entering the nursing program. This is a review of lab procedures taught in PN 128-Nursing Procedures.

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

Prerequisite: PN-0128 Nursing Procedures

**PN-0140 Review of Pharmacology****Fall**

This course is designed for those students re-entering the nursing program. This is a course in theory and practice that offers a review of the principles of medication administration. It highlights the basic information concerning the main effects, uses and dosages of the more common drugs. Practical experience will include administration of medications, observing, and recording.

Semester Credit: 1 credit hours. (0.5 lecture, 0.5 lab)

Prerequisite: Successful completion of PN 126 Introduction to Pharmacology.

**PN-0170 Geriatric Nursing****Fall**

The purpose of this course is to provide basic information regarding the geriatric client. This course will prepare the beginning student to be able to recognize the normal aging process, develop communication skills, identify common health care problems, and be able to promote wellness for the geriatric client.

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

Prerequisite: Successful completion of PN-114 Growth and Development for PNs, PN-121 Fundamentals of Nursing, and PN-128 Nursing Procedures.

## Psychology

**PSY-0211 Introduction to Psychology****Fall/Spring/Summer**

This course is an introduction to the study of human behavior with an emphasis on basic psychological principles and concepts. Topics covered in this course include the history of psychology, research methods, psychobiology, sensation and perception, consciousness, learning, memory, cognition and intelligence, motivation and emotion, biopsychosocial development, gender and sexuality, personality, social behavior, stress and health, and abnormal behavior and therapies. The goal of this course is to nurture an understanding of basic psychological concepts, and to demonstrate how to apply these understandings to our everyday lives and experiences.

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

Transferable

IAI Code: S6900

**PSY-0216 Social Psychology****Spring**

This course is an introduction to theory and research on the ways social factors influence individual and group behavior. Topics covered in this course include the self in the social context, perceiving others, stereotyping, attitudes and persuasion, conformity and obedience, group processes, attraction and relationships, helping, and aggression. Emphasis is placed on the application of social psychological principles to student's everyday life experiences, and social interactions.

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

Prerequisite: PSY-0211.

Transferable

IAI Code: S8900

**PSY-0217 Developmental Psychology: Lifespan****Fall/Spring**

This course provides a systematic study of behavior from conception through death. Physical, social/emotional, and intellectual growth of humans as they progress through these milestones will be addressed in each unit. The interrelatedness of theory, research, and application as it impacts on the development process will be emphasized as well as cross-cultural comparisons.

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

Transferable

IAI Code: S6902

**PSY-0218 Child Psychology****Fall/Spring/Summer**

This course is an examination of development from conception through adolescence. Physical, cognitive, and socioemotional development of children is covered by exploring topics such as prenatal development, cognitive development, language acquisition, learning, attachment, gender identity, play, family and peer relationships, parenting, and moral development. Students will understand how development is influenced by a myriad of factors, and how this knowledge can be used in their own lives.

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

Transferable

IAI Code: S6903

**PSY-0219 Abnormal Psychology****Fall**

An examination is made of the development of both adaptive and maladaptive behavior patterns. Primary emphasis is devoted to the classification, symptoms, etiology, and treatment of maladaptive behavior.

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

Prerequisite: PSY-0211.

Transferable

IAI Code: PSY905

**PSY-0220 Psychology of Human Development Lab****By Request**

Students will integrate a sense of thinking about human development over the lifespan recognizing its complexities and the intrinsic value of diversity in people through 30 hours of clinical (12 hours) and field experience (18 hours).

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

Prerequisite: Concurrent enrollment with PSY 217.

Transferable

## Seminar

**SEM-0200 Career Decision Making****By Request**

This course will assist students in creating a self-directed, flexible, career plan. Students will explore personal values, skills, and preferences as they relate to a career. Emphasis is placed on self-assessment, interpersonal skills, exploration of college majors, and how college majors relate to a career. This course will culminate with the development of a personal portfolio.

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

Transferable

## Social Work

**SW-0121 Introduction to Social Work****Fall**

This course includes a survey of the field of social work, describing the historical development of social work from the early English Poor Laws through contemporary American practices. Beginning ideas and concepts about education and direct service delivery are described rather than analyzed from the "Generalist" perspective. Emphasis is placed on an understanding of the National Social Work Association's Code of Ethics as well as the important "core" of social work skill.

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

Transferable

**SW-0199 Social Work Internship****Spring**

This course provides a community agency-based experience providing practice under the supervision of a trained practitioner. The student participates in staff activities, planning, recording, evaluating, group leading, and other agency tasks. Each student is required to complete 150 hours at a worksite during the semester.

Semester Credit: 2 credit hours (150 internship hours per semester)

**SW-0222 Multicultural Practice****Spring**

This course is designed to prepare students to effectively work with individuals and groups from diverse populations groups. The course will explore the experiences of minority groups and how those impact the client/professional relationship.

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

**SW-0224 Introduction to Service Agencies****Spring**

This course is designed to study the relationship of effective leadership in effective community service, the decision-making process, and the principles at work in local and state governments. Field lab experience will be utilized in learning about allied facilities, resulting in the development of a resource manual.

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

Transferable

**SW-0225 Community Health Systems****Fall**

This course is designed to cover basic principles and concepts of health and disease relating to community group living. The study includes epidemiology, the health status of American racial and ethnic groups, federal, state, and local health provision, disease control, leading chronic disease, healthy lifestyle choices, and the community mental health system.

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

## Sociology

**SOC-0122 Introduction to Social Problems****Fall/Spring**

This course includes an analysis of contemporary social problems with an investigation of theories on social organization and conflict. The class will examine and discuss problems such as income inequality, racism, and inadequate healthcare. Historical perspectives, significance within current society, and proposed plans of resolution are considered.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: S7901

**SOC-0212 Sociology****Fall/Spring**

This course is designed to cover the basic principles and concepts of the field of sociology. Topics covered include social institutions, social stratification, culture, socialization, aging, deviance, population, gender roles, social change, and collective behavior.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: S7900

**SOC-0215 Death and Dying in American Society****Spring**

This course is designed to help bring the student to a better understanding of current death and dying practices, beliefs, behaviors and rituals related to ideology within modern American society. The course will include a historical review, medical perspectives, and study of alternative life choices. Particular attention will be paid to the concept of hospice and its practices.

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

**C-0217 Marriage and Family****Fall/Spring**

This course is a survey of the contemporary family using historical and cross-cultural perspectives. It includes trends in mate selection, marriage, parenting, employment, divorce, gender roles, communication, and generational issues within the family. Focus will be given to factors causing family change, the effect of those changes, and future trends.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: S7902

**SOC-0218 Cultural Diversity****Fall/Spring/Summer**

This course includes an analysis of racial, religious, ethnic and other groups, examining persistence of group identity, inter-group relations, social movements, government policy and related social problems.

Semester Credit: 3 credit hours (3 lecture, 0 lab)  
Transferable  
IAI Code: S7903D

## Spanish

**SPA-0110 Conversational Spanish****By Request**

This course provides intensive oral practice in Spanish and includes idiomatic vocabulary, pronunciation, written and oral compositions, and selected reading.

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

**SPA-0111 Elementary Spanish I****By Request**

This course is an introductory course designed to facilitate beginning conversation. SPA 111 emphasizes grammar skills in the context of reading, writing, speaking, and listening. Latino history and culture will also be introduced.

Semester Credit: 4 credit hours (4 lecture, 0 lab)  
Transferable



**SPA-0112 Elementary Spanish II****By Request**

This course is a continuation of Spanish III. SPA 112 further stresses reading, writing, speaking, and listening in order to inculcate idiomatic use of the language. Reading, lectures, and reports concerning Latino culture are also emphasized. Constant oral practice is encouraged.

Semester Credit: 4 credit hours (4 lecture, 0 lab)

Prerequisite: SPA-0111 with a C or better

Transferable

## Speech

**SPC-0111 Speech****Fall/Spring/Summer**

This course is the study of the theory and practice in developing the skills needed for public speaking. Major attention is devoted to the basic principles of audience analysis, perception, listening, organization, delivery and evaluation of oral communication. Students will present demonstration, informative, persuasive, impromptu, and special occasion speeches.

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

Transferable

IAI Code: C2900

**SPC-0124 Theatre Appreciation****Fall/Spring/Summer**

An introductory survey of theatre as a performing art form that includes study and analysis of historical, social, aesthetic and technical aspects of traditional and contemporary theatrical/dramatic expression. This course is designed to stimulate interest and to develop an understanding of the elements that make up a theatrical event.

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

Transferable

IAI Code: F1907

**SPC-0126 Theatre Practicum****Fall/Spring**

This course is designed to increase proficiency in the preparation and presentation of theatrical performances. Credit is awarded for performing in or working on college productions.

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

**SPC-0127 Summer Theatre Workshop****Summer**

This workshop awards credit for students who work with the annual SCC Drama Camp held each summer for children ages 8-17. The children are separated into groups and are assigned a student director. Students will gain experience in directing, scene development, playwriting, rehearsing, and producing all while serving as leaders and teachers for the drama campers.

Semester Credit: 2 credit hours (0 lecture, 4 lab)

Transferable

**SPC-0210 Interpersonal Communication****Fall/Spring/Summer**

Interpersonal Communication is a study of human communication on a one-to-one basis. The concepts discussed include self-awareness, perception, listening, nonverbal communication, relationship development, self-disclosure, conflict resolution, crises, cultural ethics, and gender issues.

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

Transferable

## Truck Driving

**TDR-0176 Truck Driving****Fall/Spring/Summer**

This course is designed to familiarize the student with all aspects of safe tractor-trailer operation. Students will be prepared to take the state CDL exam at the completion of the course.

Semester Credit: 14 credit hours (8 lecture, 12 lab, 300 clock hours)

**TDR-0198 Truck Driving Internship****Fall/Spring/Summer**

This course is designed to give the student supervised over-the-road driving experience.

Semester Credit: 2 credit hours (150 internship hours per semester)

Prerequisite: TDR-0176.

# Welding

## **WEL-0122 Maintenance Welding**

**Fall**

This course includes instruction in all position welds using arc welding processes and equipment, i.e., shielded metal arc welding, T.I.G., M.I.G., submerged arc welding, and flux cored arc welding. Instruction in welding is also covered.

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

## **WEL-0123 Arc Welding I**

**Fall**

This course is a study of welding processes used by industry concentrating on metallic arc welding on flat, horizontal plates.

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

## **WEL-0124 Arc Welding II and Low Hydrogen**

**Spring**

This course is a combination of Arc Welding I-WEL 123, concentrating on metallic arc welding, vertical and overhead, lap and fillet welds.

Semester Credit: 5 credit hours (2 lecture, 6 lab)

Prerequisite: Complete WEL-0123 with a minimum grade of C.

## **WEL-0125 Gas Metal Arc Welding**

**Fall**

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

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

## **WEL-0128 Pipe Welding**

**Spring**

This course is designed to teach up-hill and down-hill pipe welding fixed position.

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

Prerequisite: WEL-0124 must be taken previous or concurrently with WEL 0128.

## **WEL-0129 Tig Welding**

**Spring**

Tig welding is a gas-arc welding process using an inert gas to protect the weld zone from the atmosphere. The heat for welding is a very intense electric arc which is struck between a non-consumable tungsten electrode and work piece. Tig welding is more complex than regular arc welding. More emphasis is placed on the technology of metals. The student should be competent in arc and gas welding and have knowledge of metals, their properties and characteristics.

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

## **WEL-0131 Blueprint Reading for Welding**

**Spring**

This course covers the fundamentals of blueprint reading involving the meaning of lines, symbols, notes, and specifications as applied to industry in the area of machine and construction blueprint reading.

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

Prerequisite courses: Take MAT-0121 with a minimum grade of C.

## **WEL-0160 Introduction to Welding**

**Fall**

Instruction is given on common cutting processes, basic setups and equipment and welding safety.

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

# CONTINUING EDUCATION COURSE DESCRIPTIONS

## Business

### **BUS-0041 Purchasing Process Management**

**By Request**

(No Course Description)

Semester Credit: .50 credit hours (7.5/8 lecture hours and 15 lab hours per semester)

## Emergency Medical Services (EMS)

### **EMR-0118 First Responder – EMR**

**Spring**

This eight (8) week course is designed to provide students with the basic knowledge and skills to identify and treat life threatening emergencies prior to the arrival of an ambulance. This course will focus on obtaining patient histories and baseline vital signs, applying bandages, splints, and providing oxygen therapy.

Semester Credit: 4 hours – 4 lecture hours per week (60 lecture hours per semester)

Prerequisite(s): Current AHA BLS/Healthcare Provider Card

**EMT-0160 Emergency Medical Technician-Basic****Fall/Spring**

This one semester course is designed to provide the student with techniques of emergency care and transition of the sick and injured. Emphasis is placed on the legal and ethical responsibilities of the EMT, anatomy and physiology of the human body, resuscitation and defibrillation, techniques of using emergency medications, and incident management.

Semester Credit: 10 credit hours (120 lecture hours and 60 lab hours per semester)

Prerequisite(s): Current AHA BLS/ Healthcare Provider Card

## Food Sanitation

**FOS-0121 Food Service Sanitation & Safety****Fall/Spring/Summer**

This course is a study of the principles involved in maintaining sanitary standards to protect the consumer from food-borne illness in food service establishments. One main objective is to enable the student to pass the Illinois Department of Public Health Sanitation Exam.

Semester Credit: .5 credit hours (7.5 lecture hours per week)

## Highway Construction Careers Training Program

**HCC-0100 Bridge and Highway Carpentry****Special Admission**

This course will introduce the student to the basic processes, terminology, procedures and building components utilized in Bridge and Highway Carpentry. The course facilitates classroom learning with actual field applications.

Semester Credit: 2.5 credit hours (7.5 lecture hours and 60 lab hours per semester)

**HCC-0101 Concrete Techniques****Special Admission**

This course will introduce students to concrete, its history, properties and components. The course facilitates classroom learning with actual field applications.

Semester Credit: 2.5 credit hours (7.5 lecture hours and 60 lab hours per semester)

**HCC-0102 Mathematics for the Trades****Special Admission**

The purpose of this course is to provide the student the practical mathematics skills needed in a wide variety of trade, technical and other occupational areas. The primary focus is to provide practical help with real math, beginning at each student's individual level of ability. The course allows for attention to on-the-job skills, by using a variety of real problems and situations.

Semester Credit: 3 credit hours (45 lecture hours per semester)

**HCC-0103 Advanced Mathematics for Trades****Special Admission**

The purpose of this course is to provide the student the practical mathematics skills needed in a wide variety of trade, technical and other occupational areas. This course introduces the student to Plane Geometry, Solid Figures and Triangle Trigonometry and its practical application to on-the-job problems and situations.

Semester Credit: 2 credit hours (30 lecture hours per semester)

**HCC-0104 Job and Life Skills****Special Admission**

The purpose of this course is to provide the student with the personal skills necessary to gain employment in today's competitive job market. Emphasis is placed on jobs within the construction industry field.

Semester Credit: 3 credit hours (45 lecture hours per semester)

**HCC-0105 Advanced Job Skills****Special Admission**

The purpose of this course is to provide the student with the job/life skills necessary to be successful in the workplace. Emphasis is placed on the personal skills necessary to work in the team environment of the highway construction trades.

Semester Credit: 3 credit hours (45 lecture hours per semester)

**HCC-0106 Practical Lab****Special Admission**

The course is intended to provide students with the opportunity to apply the skills and knowledge learned in HCCTP courses to a professional working environment.

Semester Credit: 4 credit hours (120 lab hours per semester)

**HCC-0107 Advanced Practical Lab****Special Admission**

This course is intended to provide students with the opportunity to apply the skills and knowledge learned in HCCTP course to a professional, working environment.

Semester Credit: 4 credit hours (120 lab hours per semester)

**HCC-0108 Introduction to Workplace Safety****Special Admission**

This course will introduce the student to workplace safety, health, and inspection. Throughout this course the student will learn what workplace safety is, why it is important and how it affects a business. The basic areas of workplace safety are discussed, including office safety, workplace hazards, and other areas. The student will learn preventative measures to create a safer work environment. Students will participate in OSHA-10 and other safety training.

Semester Credit: 1 credit hour (15 lecture hours per semester)

# Industry

**HST-0112 The Head Start Experience****By Request**

"The Head Start Experience" is designed to provide an in-depth working knowledge of the basic services of Headstart. The three areas of the Headstart performance standards are introduced: child development and health services, family and community partnerships, and program management and design. This course is designed to be preparatory for employment within a Headstart program.

Semester Credit: 3 credit hours (45 lecture hours per semester)

**HST-0115 Head Start-Child Development Associate I****By Request**

Headstart - CDA I is designed to provide information regarding the Child Development Associate (CDA) Credential to Headstart employees. Information presented will include information about the CDA credentialing process for center and home-based staff, and family daycare providers. This course is designed to prepared students for starting the CDA process and will include a review of the CDA Competency Goals in preparation for the student's CDA assessment. It is also designed to improve Headstart staff's job skills.

Semester Credit: 3 credit hours (45 lecture hours per semester)

**HST-0116 Headstart CDA Practicum & Portfolio Preparation****By Request**

The "Head Start - CDA Practicum and Portfolio Preparation" course is designed to prepare Head Start teachers/staff for the final steps of the CDA Verification Visit process. This course includes a 240-hour teaching practicum in the CDA Candidate's classroom. This can be either an infant or toddler or preschool classroom. The 240 hours of supervised teaching practicum with young children will give the student an opportunity to apply knowledge of child development theory and principles of developmentally appropriate care and education. The student will assist the supervising teacher with guiding children, implementing activities, and maintaining a healthy, safe, attractive, and stimulating learning environment. The student will incrementally take over increased responsibility for all classroom management, curriculum, family communication, routines, schedules, and supervision of children to be able to act as the lead teacher to prepare for the CDA Verification Visit Observation. The CDA Candidate Student will complete all components of the CDA Professional Portfolio. The CDA Candidate will participate in a minimum of 1 classroom teaching observation and interview.

Semester Credit: 5 credit hours (30 lecture hours and 90 lab hours per semester)

**IND-0118 Team Building I**

To provide background information and offer the opportunity to practice and integrate information through case analysis role playing and discussion. Attention will be on behavior and discussion of problem areas for group analysis and problem solving. Possible topics to be addressed will be behavior, effective leadership, increasing work effectiveness, building relationships, planning and implementing, job conflicts, understanding change and job stress.

**IND-0120 Principles of Leadership I**

This course is expected to help managers understand leadership behavior, how to be a visionary, pace setter and a person who takes initiative. Managers will also understand goal setting, developing a purpose statement and relating it to the company's mission and also understanding how to get workers accountable for actions.

**IND-0121 Principles of Leadership II**

This course is expected to help managers set meaningful result-oriented expectations, give tactful objective feedback to strengthen worker performance, understand steps to address a company change and develop methods to provide ways and means to continually improve productivity.

**IND-0133 Basic Bookkeeping for Industry**

The participant will understand basic building blocks such as profit and loss statements, the concept of return on investment, how cash flow is managed and how to interpret the balance sheet. The participant will also learn the basics of the accounting process including assets, liabilities, revenue, expenses and how these transactions are recorded in the accounting system.

**IND-0136 Heartsaver First Aid/CPR/AED**

This course is designed to acquaint the student with basic first aid. Treatments for situations involving breathing problems, shock, soft-tissue injuries, eye injuries, burns, allergic reaction, bleeding and various other health related problems will be covered. Students will learn how to assess the injured person, activate the Emergency Medical Services system and administer first aid to the ill or injured person.

**IND-0137 Introduction to Hospitality for Industry**

This course will include personnel training, customer service, room sales, dining room service, bellman duties, customer and employee relations, promotional and image building techniques, planning conferences and conventions and food service procedures.

**IND-0138 Mental Health Supervision**

This section of the Mental Health Technician training will cover mental health needs, facility and worksite orientation, note writing, sexual harassment, restraints, "right to know", disaster plan, seizure management, sexual issues, suicide prevention and workplace violence.

**IND-0151 AHA Heartsaver Instructor Course**

The American Heart Association (AHA) Heartsaver (HS) Instructor course is designed to teach AHA trained rescuers the skills and teaching methods necessary to ensure comprehensive quality instruction of AHA provider courses. The participants must hold an AHA provider card, demonstrate competency of CPR skills, and present a positive teaching demeanor during this course and during monitoring of their initial instruction of a course. Upon completion, the candidate may be issued an instructor card.

**IND-0154 CPR Instructor Renewal**

This course is designed for participants that have a current BLS for Healthcare Provider instructor or Heartsaver Instructor Card. It is designed to ensure ongoing instructor competency in the performance of basic life support skills and delivery of educational programs specific to the American Heart Association. The course includes updates of materials and guideline changes as well. The course reviews training center procedures. Instructors must complete skills testing and instructor demonstration.

**IND-0155 Pediatric First Aid/CPR/AED**

This course combines basic first aid procedures and management of illness in a child for the first few minutes of care until professional help arrives. It is intended for child care workers, teachers, or anyone working with children who have a duty to respond to a first aid emergency. Modules available: Pediatric First Aid, Asthma Care, CPR for all ages, Adult/Child AED and barrier devices.

**IND-0156 Marketing for Industry**

Skills to improve exposure of your business. Learn about print advertising, online advertising, email marketing, yelp, etc.

**IND-0157 Social Media for Industry**

Learn the basics of the new and latest social media trends for your business such as Facebook, Pinterest, Twitter, Etsy, etc.

**IND-0163 Basic Microsoft Word**

This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word.

**IND-0164 Basic Welding for Industry**

Instruction is given in all position welds using arc and gas welding, cutting processes, equipment and safety.

**IND-0171 Basic Microsoft Excel**

This course is a study of the use of the Microsoft Excel spreadsheet.

**IND-0172 Basic Microsoft Powerpoint**

A study and hands-on use of the essential functions of Microsoft PowerPoint.

**IND-0173 Basic Microsoft Access**

A study and hands-on use of the essential functions of Microsoft Access database management system.

**IND-0175 Intermediate Microsoft Powerpoint**

An extension of Basic Microsoft PowerPoint to include more advanced graphics and slide layout.

**IND-0181 Intermediate Microsoft Excel**

A study and hands-on use of the essential functions of Microsoft Excel spreadsheets.

**IND-0183 Intermediate Microsoft Word**

A study and hands-on use of the essential functions of Microsoft Word.

**IND-0185 Basic Web and eCommerce for Industry**

This course is designed to assist a business owner to quickly get a business on-line using commercially prepared software. The course content is meant to assist with managing the business site and adding features.

**IND-0186 Grant Writing for Industry**

This course is offered to individuals, employees of municipalities, business, schools, agencies and others who want to learn the basics of grant writing. Topics covered will include how to locate potential funding sources using the Internet and how to write the component sections of a competitive grant proposal.

**IND-0195 Continuing Professional Development**

This course is designed to recognize continuing professional development for people in career status in a generally recognized profession. It will provide interested students with information specific to their career needs in a variety of formats.

**IND-0200 Soft Skills for Industry**

This course will help prepare or advance skills for students in various soft skills. Customer Service, Time Management, Organization, Ethics, Delegating, etc.

**IND-0201 Train the Trainer**

This course is designed to help develop a business in-house trainer in delivering a training program for the adult learner. Topics include: needs assessment, understanding the work environment, instructional design and delivery, evaluation of the instruction using both individual and group approaches.

**IND-0202 Occupational Safety/Health for Industry**

This course is designed to educate students on OSHA policy and procedures.

**IND-0203 Heavy Equipment Operation of Industry**

This course is designed to prepare students to operate various heavy equipment. Forklift, Rigging, Crane, Backhoe, etc.

**IND-0204 Mine Safety & Health Administration**

This course is designed to educate students on MSHA policy and procedures. MSHA carried out the mandates on the Mine Act (1977) at all mining and mineral processing operations in the United States.

**IND-0216 Introduction to Quickbooks Accounting**

This course applies accounting knowledge in a computerized environment. Learning to apply computer technology with an understanding of accounting is an important part of the development of an accounting student's program. This course will cover the general ledger, invoicing, cash receipts, purchasing, cash disbursements and accounts receivable.

**IND-0217 Advanced Quickbooks Accounting**

This course is a continuation of the Introduction to QuickBooks Accounting for Industry. This section will cover accounts payable, fixed assets, payroll and financial reports.

**IND-0218 Team Building II**

This course will be a continuation of Team Building I. Issues addressed in earlier session will be reviewed and there will be discussions on how new strategies are working.

**IND-0220 Healthcare Provider Instructor Course**

This course is designed to impart knowledge of the cardiovascular and pulmonary systems, signs of a heart attack, signs of cardiac and respiratory arrest, their causes, and actions for survival; and to certify performance in management of Basic Cardiac Life Support.

**IND-0221 BLS Renewal for Healthcare Provider - IDOC**

The course is designed to review the signs of cardiac and respiratory arrest, the actions for survival and to update the student regarding CPR.

**IND-0233 Heartsaver Automated Ext Defib (AED)**

Heartsaver AED is designed to teach Cardiopulmonary Resuscitation, use of an automated external defibrillator (AED) and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace. It is specifically designed to lay rescuers who are required to obtain a course completion care (a credential) documenting completion of a CPR AED course.

**IND-0263 Advanced Microsoft Word**

A study and hands-on use of the advanced functions of Microsoft Word.

**IND-0271 Advanced Microsoft Excel**

A study and hands-on use of the advanced functions of Microsoft Excel spreadsheets.

**IND-0272 Advanced Microsoft Powerpoint**

A study and hands-on use of the advanced functions of Microsoft PowerPoint.

**IND-0275 Special Programs for Computers**

This course is designed to promote continuing professional development for people needing training in a special program within the computer field. It is designed to provide students with tools to stay current in contemporary and new uses of the computer as it relates to their positions as well as to provide framework for their continued learning and advancement. It will provide interested students with information specific to their career needs in a variety of formats.

# Policy

## **PA-0100 Governance High Performing College Board**

**By Request**

Designed for College Trustees, this introductory course offers trustees the opportunity to apply policy-governance principles in ways that empower academic institutions to be creative, productive, and responsive to both student and community needs. During this course, trustees will: examine the operational best practices employed by widely recognized Boards; learn the fundamentals of effective Board-level decision-making that are consistent with Higher Learning Commission expectations; and explore ways to integrate institutional values into policy statements that produce impactful outcomes for their students. Finally, trustees will learn techniques for enhancing institutional accountability by linking exemplary policy development practices with meaningful fiduciary oversight activities.

Semester Credit: 0.5 credit hour (8 lecture hours per semester)

## **PA-0101 Policy Development**

**By Request**

This course guides College Trustees through the creation of board-level policy statements using a policy governance framework. Emphasis is placed on creating an institutional accountability structure that provides the Board with appropriate administrative oversight while empowering the College's administration to be creative and responsive to both student and community needs. This course covers Ownership Responsibility, Board Holism, Board Operations, Bylaw Development, Strategic Outcome (END) Policy Development, Accountable Delegation Policy Development, Separating Board Policy from Administrative Policy, Techniques for Limiting Executive Authority, Executive Limitation Policy Development, Principle of Reasonable Interpretation, and Development of a Monitoring & Reporting Structure that Encourages College Performance Excellence.

Semester Credit: 2 credit hours (30 lecture hours per semester)

## **PA-0102 Applications of Policy Governance**

**By Request**

This course provides College Trustees with the opportunity to apply effective decision-making practices, within a policy-governance structure, to common matters of Board concern. By applying existing policy to extensive case studies, Trustees will sharpen their skills at interpreting and refining Board policy language to clarify expectations of institutional performance. College Trustees will consider scenarios such as Board Role in Program Selection, Failure of Administration to Address Reporting Expectations, Who Makes Unpopular Choices, Trustee Request for Information & Reports, Board Role in Vendor Selection, Board-Employee Communication, Board Role in Employee Disputes, Clarifying Expectations for Strategic Outcomes, Trustee Expertise in Operational Areas, and Establishing Boundaries on Operational Practices through Executive Limitations.

Semester Credit: 0.5 credit hour (7.5 lecture hours per semester)

# Truck Driving

## **TDR-0167 Truck Driver/CDL Refresher (By Request)**

**Fall/Spring/Summer**

This course is designed to evaluate the abilities of persons who possess current commercial driver's license (CDL) and to provide additional training where necessary.

Semester Credit: .5 credit hours (1 lab hour per week)

Prerequisite: Must possess current CDL and copy of current DOT physical

## **TDR-0177 Hazardous Materials**

**Fall/Spring**

This course prepares students to obtain their hazardous materials endorsement through introduction to the hazardous materials regulations as defined in the Code of Federal Regulations. All hazmat employees must receive training that includes general awareness/familiarization training, function-specific training, safety training, and security awareness training prior to obtaining the endorsement.

Semester Credit: 1 credit hour (15 lecture hours per semester)

# ***FACULTY AND STAFF***





## **FACULTY**

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